

Bylaws Governing Use of the Osaka School of International Public Policy Library

Users are requested to observe the following regulations when using the Osaka School of International Public Policy (OSIPP) Library.

1. Opening hours:

① During term period: Monday through Friday, 9:00 to 19:00

② Out-of-term period: Monday through Friday: 9:00 to 17:00

The library is closed Saturdays, Sundays, national holidays, Year End and New Year holidays. A notice will be posted (by email, on the homepage, and noticeboard) for temporary closures or changes in library hours.

2. Users:

The library may be used by Osaka University faculty members and students, as well as visitors.

3. Reminders:

The following must be observed.

① Using mobile phones, eating and drinking are not allowed in the library.

② Activities which disturb others are prohibited.

4. Procedures:

① Those who are not faculty members or students of OSIPP, the Graduate School of Law and Politics, the Graduate School of Economics or Osaka University Law School, must display a student ID card or personal identification for entrance to the library.

② Users are requested to leave bags and coats in the lockers at the entrance. Bringing bags into the library is not allowed. In particular instances of necessity, users must make a request.

5. Loan policies:

For information concerning loan periods and the number of materials that may be borrowed, please refer to the "Loan Policies" guide.

6. Borrowing procedures:

Users must display their student ID card or personal identification, and follow the procedures below:

① Users must fill in the necessary information in the loan card or short-term borrowing card.

② Users may extend the loan period before the due date if there is no reservation on the materials concerned.

③ The head of the OSIPP Research Support Committee may recall borrowed materials in particular cases of necessity.

7. Returns:

Borrowed materials must be returned by the due date. If the materials are overdue, further loan service may be suspended.

8. Extensions:

Users may extend the loan period of the materials only once, for one additional week, as long as they have not been reserved by another user.

9. Lost or Damaged Materials:

If materials are lost, stained or damaged, users must notify the library staff immediately, and follow their instructions.

Supplementary Provisions

This bylaw shall be effective as of April 1, 1999.

Supplementary Provisions

This revision shall be effective as of May 20, 1999.

Supplementary Provisions

This revision shall be effective as of August 4, 2009.

Supplementary Provisions

This revision shall be effective as of December 16, 2010.