

# Regarding the use of individual rooms, conversational areas, and group study areas

Individual rooms, conversations, and group study are allowed in the Main Library under the following conditions. Please make sure your volume will not disturb others. September 19, 2023

Locations	About Reservation	Conversation Conditions
<b>Global Learning Room</b>	<ul style="list-style-type: none"> <li>■ Reservations are not required for regular use.</li> <li>■ Available for classes or other events. ★</li> </ul>	<ul style="list-style-type: none"> <li>■ Group study available</li> <li>■ Regular talking are allowed (online course etc.)</li> <li>■ For Lectures or Events, up to 80 people</li> </ul>
<b>Group Study Room</b> ※	<ul style="list-style-type: none"> <li>■ Reserve in MyLibrary</li> <li>■ Reservations can be made 14 days prior to usage, with a maximum of 3 hours once per day.</li> <li>※Groups can make reservations from October 2.</li> </ul>	<ul style="list-style-type: none"> <li>■ Group Study Room 1: From 1 to 8 people.</li> <li>■ Group Study Room 2-3: 1 person only.</li> <li>■ Group Study Room 4: From 1 to 4 people.</li> <li>■ Use of the rooms for 1 person is reserved exclusively for cases where talking is needed.</li> </ul>
<b>2 F Entrance Balcony</b>	<ul style="list-style-type: none"> <li>■ Reservation is not required</li> </ul>	<ul style="list-style-type: none"> <li>■ One person per booth</li> <li>■ Conversations are allowed</li> </ul>
<b>Main Floor Box Seats</b> ※	<ul style="list-style-type: none"> <li>■ Reserve in MyLibrary</li> <li>■ Reservations can be made one day prior to usage, with a maximum of 4 hours once per day.</li> <li>If there are no other reservations, it can be extended for up to 5 hours.</li> </ul>	<ul style="list-style-type: none"> <li>■ A group of 3 to 6 people</li> <li>■ Conversations are allowed</li> <li>■ Reservations are accepted for at least 3 people. It is possible to join in and leave during the group study, but if there are less than 2 people, the reservation will be terminated.</li> </ul>
<b>Flexible Working Area</b>	<ul style="list-style-type: none"> <li>■ Reservation is not required</li> <li>■ No time limit.</li> <li>■ Reservations are available for classes or other events. ★</li> </ul>	<ul style="list-style-type: none"> <li>■ No limit on number of people</li> <li>■ Conversations are allowed</li> <li>■ For Lectures or Events, up to 60 people.</li> </ul>
<b>Private Research Room</b> ※	<ul style="list-style-type: none"> <li>■ Available only to postgraduate students.</li> <li>■ Reserve in MyLibrary</li> <li>■ Reservations can be made 14 days prior to the usage day.</li> <li>■ If you want to use it continuously, you can make reservation once per day up to two consecutive weeks.</li> </ul>	<ul style="list-style-type: none"> <li>■ Conversations are not allowed</li> </ul>
<b>Lounge</b>	<ul style="list-style-type: none"> <li>■ Reservation is not required</li> <li>■ During meal hours (11:30-13:30, 17:30-19:30), please cooperate with short time use and refrain from using it for anything other than eating.</li> </ul>	<ul style="list-style-type: none"> <li>■ One person per table</li> <li>■ Conversations are not allowed</li> </ul>
<b>Multi Purpose Room</b>	<ul style="list-style-type: none"> <li>■ Reservations are available for classes or other events. ★</li> </ul>	<ul style="list-style-type: none"> <li>■ In case of Lectures or Events, up to 80 people.</li> </ul>

※The reservation will be cancelled if the person doesn't show up after 30 minutes of the scheduled start time.

★Reservations made for classes or other events should be made at least 2 weeks before usage.

\* On the main floor, speaking is allowed in all areas.

\*The Global Reference Room is a quiet area. (Please refrain from keyboard and calculator touch sounds, page turning sounds, etc.)

\* Areas not marked are basically quiet study areas. For calls, please move to an area where speaking is allowed.



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Application Form for Lectures or Events