

Things to do after undesirable behavior on using library materials.



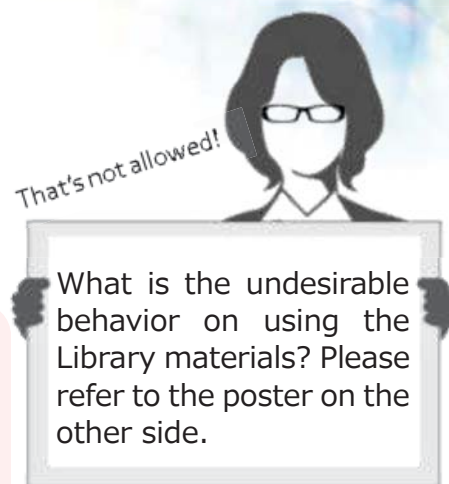
Overdue

If you return the books too late...

Penalty

If there is a single book which is not returned within the loan period (overdue materials), you are suspended from borrowing, renewals and reservations.

The overdue penalty period is equivalent to the longest overdue period of time, starting from next day after all overdue materials have been returned. Your overdue information can be checked on MyLibrary.



LOSS

If you lost the book you borrowed...

1. Contact the Library staff. (Weekdays 9:00 - 17:00)
2. You and library staff will search for the book thoroughly until the agreed date for ending the search.
3. If we cannot find the book, you should replace the book with new one.



After graduation, can I get rid of reminders to return books?

It's not that easy. You will be asked to return books to the library wherever you live. Everybody will be happy if you leave the University of Tsukuba with NO OVERDUE BOOKS.



Damage

If you damage the library material...

Write in

Any notes or lines cannot be written on the library materials even if those are interesting or useful things for you.

If you do that by mistake, gently erase everything as fine as possible by yourself.

Cut & Break

In case the pages are cut off or broken by usual use, the library will be responsible for repairing those books. But if the book is damaged by your fault, it is required to replace it.

Replacement

IF you lose or damage the library material...

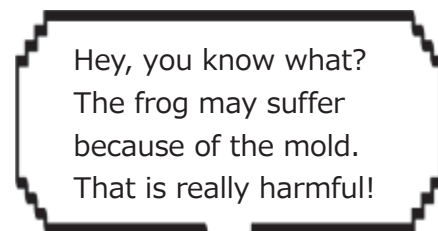
1. At first, contact the library staff.
2. In some situations, you will be required to replace the book with a new one exactly the same as the book you have damaged. (Used books are not accepted.)

* If the book is already out of print, the library will ask you to buy an alternative book.

Wet

IF you wet the library material, you should immediately contact the library staff. We especially need to know if you spilt sugary fluid on the book. Because that may become moldy and affect the other books. Please take it to the library as soon as possible. If it is impossible, the emergency treatment below might be helpful.

"How to dry the wet books" By National Diet Library (only Japanese)
http://www.ndl.go.jp/jp/aboutus/preservation/manual_drying.html



Gama-Jumper
Official mascot of the library

2016/01/19

The Undesirable Behaviors

On Using the Library Materials



University of Tsukuba Library

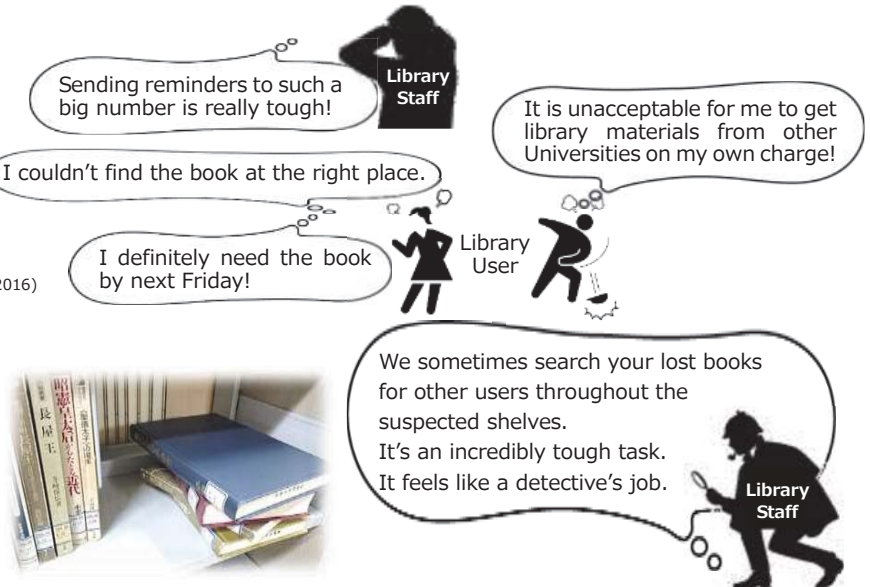
■ The reality of undesirable behaviors and bothered people's voices

Overdue

About **1,900 books** are overdue in the Central Library. (as of January 5, 2016)

Leaving books

About **1,900 books** are left on the incorrect shelves or carrels. (April–November, 2016)



Loss


To **lose** the books or the attached materials you have borrowed.

Write in

To **write personal notes** or **lines** on the library materials not only with a **pencil** but also with a **highlighter** or **pen**.



Part-timers **patiently erase** the notes. That is a really **tough** task.

They have composed an **original**  **song** which expresses earnest wish.

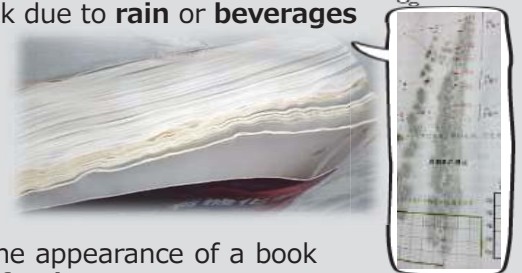
♪ **Eraser working after 5 p.m.**
~I'm not yours♪

Damage

To **damage the pages** by tearing them or for some other reasons.
A page may be ripped when you remove a post-it.

Wet

To **wet** a book due to **rain** or **beverages**



Stain

To damage the appearance of a book by **dirt, ink, food** etc.

■ Desirable behavior

Sometimes, a book ends up in a bad condition, even if you handle it properly.

1. Refrain yourself from doing the undesirable things mentioned above.
2. Contact the library staff as soon as possible on weekdays 9:00-17:00.

Feel free to ask the library staff. They won't get angry :)

■ One For All, All For One



If every library user understands what is the undesirable behavior, and has a good sense of **responsibility** and **consideration for others**, **EVERYBODY** is going to be **HAPPY**.

We swear to commit ourselves to the spirit of fairness in following the rules of Library use!

