

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.

[Ref.] Library Home > Services (Library Guide) > Borrowing Books > Returns and Overdue Penalty
<https://www.tulips.tsukuba.ac.jp/lib/en/service/return-penalty/>



Please see the reverse side for a list of behaviors to which we would like you to pay special attention.



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...

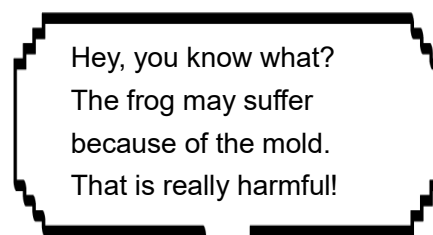
1. At first, contact the library staff.
 2. In some situations, you will be required to replace the book with a new one exactly the same as the book you have damaged. (Used books are not accepted.)
- * If the book is already out of print, the library will ask you to buy an alternative book.

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.

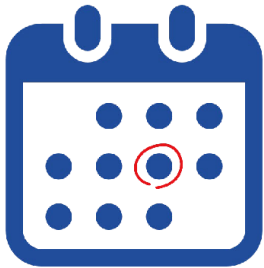
“How to dry the wet books” By National Diet Library (only Japanese)

https://www.ndl.go.jp/jp/preservation/pdf/manual_drying.pdf



マナーアップキャンペーン

図書館の本はみんなのもの Treat books right, and enjoy the library!



返却期限は守ってください。
その本を待っている方がいます。

Please keep the due date.
There are people waiting for the book.



書き込まないで！

職員が毎日時間をかけ、地道に消しています。
付箋も貼らないで！はがす時に破れたり、
糊残りしたりすることがあります。

Strictly no writing! The staff takes the time to erase
them every day.

行方不明の本を探して本棚を隅々まで搜索。
途方も無い作業なんです。
利用後は**放置せず**元の棚に戻してください。

Searching every inch of the bookshelf for the
missing book is a tremendous task.

After use, please **do not leave them unattended**
but return them to their original shelves.

Do not use sticky notes! The book may tear
when you peel them off or glue may remain
in the book.



もちろん**故意に**ページを折ったり、
切ったりすることは**厳禁**です。
飲食しながらの利用も控えてください。

Of course, intentional folding or cutting of
pages is **prohibited**. Please refrain from
using the books while eating or drinking.



図書館の本は大学の財産です。
多くの方が長く気持ちよく利用できる
よう、大切に取り扱いってください。
ご協力をお願いします。

Library books are the property of the University.
Please treat them right so that many people can
use them comfortably and for a long time.

雨の日は特に注意！

濡れるとシワシワになって
使い物にならなくなります。

Be especially careful on rainy days!
If it gets wet, it will wrinkle and become
unusable.



筑波大学附属図書館
University of Tsukuba Library