

Mutual Library Use among 3 Universities

When you want to use a library of another university, originally, you had been needed a **letter of introduction issued by your library**. Mutual use is possible **without an introduction letter to each Library** by the Cooperation Agreement among the 3 Universities (Meiji Pharmaceutical University, Japan College of Social Work, National College of Nursing Japan).

Users can receive the following services by **showing a student ID card or a Faculty staff ID card**, performing entrance procedure defined by each University (see below) **without an introduction letter**.

- (1) Reading materials in the library
- (2) Copying the materials (copy fee is required)

User Guide for Japan College of Social Work

- ① Talk to the Librarian through the Interphone at the Entrance Gate.
- ② Librarian opens the gate. Go to the circulation counter.
- ③ Show **your MPU's student ID card** and fill in the form for off-campus user.
- ④ The Librarian staff confirm your document and hand the certification of admission passport.
- ⑤ After your work, return the passport and leave.

User Guide for National College of Nursing Japan

- ① Complete the procedure, then you can get 'the Admission Parmitting Certification' at the Facility Management Center.※
- ② At the Library counter, **show your MPU's student ID card** and you can get the card named 'User of National College of Nursing Japan'.
- ③ After your work, return the card to the Library and leave.
- ④ Return 'the Admission Parmitting Certification' at the Facility Management Center.

※Enter the university's main gate, turn left then enter the gate labeled "Facilities Management Center". Then turn right. The center is there.

Precaution

1. Before your visit, you need confirm the Library calendar and opening hour on the web site.
2. In each Library, you must obey the librarian's instructions, and avoid to bother someone.