

## Library

The university libraries are facilities for encouraging the collection, organization, accumulation and use of academic information and for supporting learning activities, and they are fully staffed. You can freely consult with them any time, for example when questions arise while you are working on an assignment, when you are having trouble finding materials, etc.

Please use the materials, facilities, and human support to develop your information gathering ability and your ability to utilize information.

Please refer to the Library Handbook, the Library Guide Yokohama, and the library website regarding use of the library.

### Quick information

#### When you enter the library

Open the entrance gate by scanning the bar code of your student ID.

#### Borrowing materials

Materials can be borrowed at both Shirokane and Yokohama. Your student ID is necessary for the check-out procedure.

The return deadline can be extended up to two times (if no one else has reserved the book).

You cannot borrow new materials if you are overdue returning any materials you have already borrowed. You will be able to resume borrowing from the day after the day on which you return the overdue materials.

Only undergraduate students may borrow materials long-term during vacation periods

	Maximum Volumes Lent	Lending Period	Renewal
Undergraduate students	20 volumes	2 weeks	2 times
Graduate students	60 volumes	8 weeks	2 times

#### Returns

Materials may be returned to both Shirokane and Yokohama.

Please return them to the counter or the return box. In the case of return to the book-drop, the return date will be the next day the library is open.

Please return materials used within the library (materials which have not been loaned out) to the book return counter inside the library.

#### Reservations

If the book that you want to borrow is on loan to someone else, you can reserve it.

#### Inter-site request service

Materials from Shirokane and Yokohama can be obtained from the other library three times a week (Monday/Wednesday/Friday).

#### Materials that can be used

Type	Lend	Filing Sequence	Explanation
Books	Course-related books	△	Faculty member name Special corner as designated by faculty member (No lending) * Books can also be borrowed from other sections in the library as well as this corner.
	General books	○	By genre Japanese books and Western books
	Reference books	×	By genre Books for checking information (dictionaries, encyclopedias, white papers, statistics, etc.)
AV materials	×	By genre	View/listen to movies, documentaries, music, etc. on the equipment at the library
Magazines	×	Magazine name (alphabetical)	Japanese and foreign academic publications and general magazines are available * Electronic journals can be accessed from OPAC
Newspapers	×	Newspaper name (alphabetical)	Japanese and foreign newspapers * In addition to current issues, past issues are also available
Academic Information Database	—		Off-campus access also possible by applying to use a SSL-VPN connection that provides access to various databases, such as encyclopedias, newspapers, journal papers.
Microfiche materials	×		View on microfiche reader. *Apply to the counter to use the microfiche
National Diet Library digitized materials transmission service	—		Materials that are difficult to obtain such as materials out of print, etc. that have been digitized by the National Diet Library can be viewed using a dedicated computer terminal in the library. * Apply to the counter to use the terminal.



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## ■ If the library does not have the materials you want to borrow

You can take various steps, such as (1) submit a purchase request, (2) obtain the materials via a consortium member school\*, or (3) use the materials of another institution by visiting with a letter of introduction and copying or borrowing them. Please discuss your needs with us.

\* Yamamoto Line Private University Library Consortium, Consortium of University Libraries in Yokohama City

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## ■ MyLibrary website

MyLibrary is a library service portal site provided by Meiji Gakuin University Library.

You can reserve books, request books from another campus, extend your return deadline, make applications for purchases and copying/borrowing of reference materials online and in addition you can obtain newly-arrived information and place bookmarks in books that interest you.

The Subject Gateway inside MyLibrary is the entrance to the full range of databases. You can select and use a database by purpose, field, and title. If you make an SSL-VPN application to the Computing & Information Center, you can also use the databases from home.

MyLibrary can be accessed from Port Hepburn, the library website, and the library OPAC (library collection search).

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## ■ Reference services

Shirokane: Reference Counter, 5F   Yokohama: Reference Counter, 1F

The counter staff are advisors who are always ready to provide support when there is something that you do not understand in your university studies. They also hold mini-lectures and database lectures.

For example, please be sure to consult with the staff if you have any concerns such as the following.

- “I can’t find the books and magazines I need” or “I don’t know how to search for them.”
  - “The materials I need to see are not in the library, what should I do?”
  - “I was given a report topic but told not to use Google or Yahoo! for the research.”
  - “I don’t know how to go about gathering information for my graduation thesis or my job-search activities.”
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## ■ Active learning areas

Shirokane: 2F   Yokohama: Active Commons and Ribura, 1F; Active Lab, 2F

In addition to areas in which students can study quietly, the libraries offer active learning areas in which students can use books, materials, whiteboards and monitors to prepare discussions, presentations, etc. in groups.

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## ■ Other services

### ○PCs for library users

Students can use the PCs installed in the library or borrow laptops from the library (student ID required). Laptops are loaned using the PC self-loan machines at the counter on the second floor at Shirokane and at Ribura on the first floor at Yokohama.

Inside the library you can connect to the Internet using the wireless LAN.

Please use the laptops in the active learning area.

They can only be used on the campus during the day you borrow them. Please be sure to return them by at least 30 minutes before the library closes.

### ○On-demand printer

You can print out materials that you have been instructed to print from PCs, tablets, etc. by calling them up with your Port Hepburn ID.

### ○Copy machines

These are to be used for copying library materials. Please use them within the scope permitted by copyright law.

### ○Large touch display (BIG PAD)

You can use a large screen monitor, electronic blackboard, etc. Please use it to practice discussions and presentations.

\*You can use the libraries even after graduation.

For details, please see the library website.

### Library

**Shirokane** TEL 03-5421-5177

**Yokohama** TEL 045-863-2037

**URL** <https://www.meijigakuin.ac.jp/library/>

**Facebook** <https://www.facebook.com/mgulibrary>

**Twitter** [https://twitter.com/Meigaku\\_Lib](https://twitter.com/Meigaku_Lib)



## ■ Use of computers

We have opened the “free-use computer labs” for students and support the use of the labs. When using the university’s computers, please comply with the Meiji Gakuin University Information Network Regulations and the Detailed Provisions regarding Usage of the Meiji Gakuin University Information Network for Research and Education (See the MG DIARY 2019 Supplement “University Rules and Regulations”).

### ■ Activities permitted in the free-use computer labs

The computers can be used for report preparation, e-learning, Internet search, sending/receiving email, etc. Each room has a printer capable of duplex (two-sided) printing. Scanners and color printers are available in the Shirokane Main Building B1F, S’ins Building 15, B1F, and Yokohama Y’ins Building 4, 1F.

\* For facility use, you need the individual user name and password given to you on the “MAIN Use Permit” distributed at enrollment time.

### ■ Holding of lectures

In order to support regular course activities, we hold free short courses covering the use of the Word, Excel and PowerPoint components of Microsoft Office. Course content is described on the Computing & Information Center website and on bulletin boards. Applications can be submitted via Port Hepburn “Entry.”

We also lend out the texts (for Word, Excel and PowerPoint) used in the courses.

### ■ Lending of laptops

#### ○ For use on campus

We will lend out laptops (Windows, Mac) for a maximum of six hours at a time. The Information Technology Center website displays the areas where you can connect to the internal network (wired/wireless). The library also lends out laptops.

In order to connect to the university’s internal network on your own laptop, certain settings are necessary. A manual covering the necessary settings can be downloaded from Port Hepburn → “Student Life” → “PC and NETWORK” → “Manuals” → “Mobile user’s guide.”

#### ○ For use off campus

During the graduation these creation period, we will loan laptops for a limited time (at the end of the year) to students who are writing their graduation theses. There are a limited number available so recipients will be selected by lottery. How to enter, the entry acceptance period, and the loan period will be notified separately on Port Hepburn, bulletin boards, etc.

### ■ Use of audiovisual equipment

If you want to use the video projector (projecting images from a computer), etc. for your extracurricular activities, etc. please inquire to the Student Affairs Division.

### ■ Opening Hours

Free-use computer labs					
Shirokane			Yokohama		
Monday - Friday	1B31, 1B32, 1B33	8:45 - 21:30	Monday - Friday	Y’ins (Building 4, 1F)	9:00 - 19:15
	S’ins (Building 15, B1F)	9:00 - 21:30		510	8:45 - 18:00
Saturday	1B31, 1B32, 1B33 (Only Monday to Friday for S’ins)	8:45 - 19:30	Saturday	Y’ins (Building 4, 1F) (Only Monday to Friday for 510)	9:00 - 15:00

When being used for a class, the computer labs are not available for individual use.

\* The above usage times are in effect while classes are in session. We will notify you separately of the new usage times that will take effect when classes are no longer in session.

Information Technology Center handles inquiries concerning computers and audiovisual equipment.

**Shirokane** TEL 03-5421-5471 (Main Building, B1F)

**Yokohama** TEL 045-863-2044 (Building 5, 2F)

**URL** <https://www.meijigakuin.ac.jp/joho/>

## ■ Usage of extracurricular activity facilities

The Shirokane and Yokohama campuses both have athletic and cultural facilities. The Unoki Ground and the Totsuka Ground are external athletic facilities. Reservations must be made to use these facilities. Certified groups are given priority in the reservations.

### ■ Shirokane Campus

Athletic facilities	Arena, Arena 2, Arena 3, training room Shirokane Ground (multipurpose ground, tennis courts), Unoki Ground (multipurpose ground) * The Unoki Ground is not inside Shirokane Campus, but reservations are accepted by the Shirokane Campus Student Affairs Division. * Reservations are not needed for the training room.
Cultural facilities	Art Hall, Studio L, Studio M, Studio S, Studio AV, Japanese-style room and kitchen

### ■ Yokohama Campus

Athletic facilities	Gymnasium (1F, 2F, 3F, training floor), Japanese archery range, Western archery range, firing range, tennis courts, golf practice area, car maintenance warehouse, Hepburn Field (multi-purpose ground), Totsuka Ground (baseball field, multipurpose ground, tennis courts, training room, meeting room) * The Totsuka Ground is not inside Yokohama Campus, but reservations are accepted by the Yokohama Student Affairs Division. * Reservations are not needed for the training room.
Cultural facilities	Music room (studio), multipurpose hall, broadcast room, Japanese-style room, kitchen

### ■ Reservation procedure for use

Check the facility ledger at the Student Affairs Division window. If the facility has not already been reserved, you can make a reservation on the spot.

If you want to make a reservation, enter the required details on the application form, and obtain a permission slip. Bring the permission slip with you when you use the facility. The amount of time that can be reserved varies depending on the day of use, so please check the reservation schedule at the Student Affairs Division.

For information on the method to use for certified-group priority reservations, please contact the Student Affairs Department.

## ■ Use of classrooms for extracurricular activities

Reservations must be made to use classrooms for extracurricular activities. The times when classrooms are available are shown in the table below. The times and procedures to be followed differ between campuses, so please contact the Student Affairs Department for more details.

Shirokane Campus	Yokohama Campus
Monday-Saturday during class periods, lunchtime and after classes are over; Sundays and holidays	Monday-Saturday during lunchtime and after classes are over; Wednesday 4th and 5th periods; Sundays and holidays

Student Affairs Division handles inquiries concerning the use of extracurricular activity facilities and the use of classrooms for extracurricular activities.

**Shirokane** TEL 03-5421-5155 (Main Building, 1F)

**Yokohama** TEL 045-863-2030 (Building 1, 1F)

## ■ Lodging facilities

### ■ Reimeikan Hall

Located on the Totsuka Ground, Reimeikan Hall is a facility in which sports clubs and seminar study groups can hold training/study camps.

Usage fees	Lodging ¥1,500, breakfast ¥450, lunch ¥550, dinner ¥750
Applications	Yokohama Campus Yokohama Student Affairs Division (045-863-2030)
Address	818-1 Matano-cho, Totsuka-ku, Yokohama 245-0066 TEL 045-851-0220
Access	(1) From the JR Tokaido Line and Yokosuka Line Totsuka Station west exit bus center or Ofuna Station west exit, take the Kanachu bus bound for "Dream Heights" and get off the bus at the Yokohama Yakudai Minamimon bus stop (about a 30 minute ride). It is about a 10 minute walk from the bus stop. (2) From Odakyu Enoshima Line Shonandai Station, take the Kanachu bus bound for "Dream Heights" and get off the bus at the Kannondo-mae bus stop (about a 10 minute ride). It is about a 5-minute walk from the bus stop.

The Yokohama Student Affairs Division handles inquiries concerning Reimeikan Hall.

**Yokohama** TEL 045-863-2030 (Building 1, 1F)

**URL** <https://www.meijigakuin.ac.jp/gakusei//facilities.html>

### ■ Laforet Club

Seminar study groups can use Laforet Club for study camp facilities.

Locations	Shuzenji, Nasu, Lake Yamanaka, Zao, Lake Biwa, Gora, Ito, Karuizawa, Nanki-Shirahama, Hakuba
Usage fees and information about facilities	For lodging fees and facility information, see the website below or the Laforet Club pamphlet. Laforet Club website: <a href="http://www.laforet.co.jp/contract/general/index.html">http://www.laforet.co.jp/contract/general/index.html</a> * For information on training and study camp lodging plans, please contact the relevant Laforet hotel.
Reservation acceptance period	From the first day of the month 4 months prior to the day of use until 7 days before the day of use
Reservation method	<Reservation method> ① Please telephone the Laforet hotel that you wish to stay at, confirm whether there are any vacancies, and make a provisional reservation. Tell them you would like a provisional reservation for a seminar camp with "member name: Meiji Gakuin University" and "member number: 30242," your preferred dates, and the number of guests, and if a reservation is possible state your faculty, the name of the faculty member leading the group, the name of the student representative, and a telephone number at which the student representative can be contacted. ② <u>Within two days</u> after the telephone call in ① please fill out the a) Reservation Application Form and b) Subsidy Application and Approval Form obtained from Port Hepburn, attach them to an email and send them to the hotel with which you made the provisional reservation. After sending the email, if there are no errors in the content of your email scanned data stating the hotel charges and stamped with the hotel approval seal will be returned by email. (At this stage the reservation will be changed from a provision reservation to a final reservation by the hotel for the first time.) ③ Please submit the scanned data stamped with the hotel approval seal and the two documents a) Reservation Application Form and b) Subsidy Application and Approval Form to the MGS General Counter (either the Shirokane Campus or the Yokohama Campus) and receive the approval seal indicating that the application for the university subsidy is OK. ④ Please be sure to submit both a) the Reservation Application Form that received the approval seal from the lodging facility and b) the Application and Approval Form that received the subsidy assistance approval seal at the MGS General Counter to the lodging facility when you check in. Please pay the net lodging fee after the subsidy amount has been subtracted. Please be careful to note that in the case that you cannot submit the Subsidy Application and Approval Form the subsidy will not be granted and you will have to pay the full amount. * Please refer to Port Hepburn for the Reservation Application Form, the Subsidy Application and Approval Form, the email addresses of the hotels, etc.
Other	* Students can only use these facilities in a seminar study group accompanied by a faculty member. * The subsidy amount is ¥5,000 per person. (Subsidies will be paid up to 2 times a year for up to two nights and three days per seminar.)

The **Shirokane** Personnel Office Salary and Welfare Division and the **Yokohama** General Affairs Office General Affairs Division handle inquiries about Laforet Club.

**Shirokane** TEL 03-5421-5261 (Main Building, 1F)

**Yokohama** TEL 045-863-2009 (Building A, 2F)

## ■ Research institutes and academic research organizations

### ■ Institute for Christian Studies

In light of the founding spirit of the University, and as a research institute engaged in academic research on Christianity and the broader Christian culture, our objective is to contribute to the development of Christian studies and Christian education at Meiji Gakuin University (a Christian university) and in Japan. It is a university wide institute so membership is shared by all faculties.

**Shirokane** TEL 03-5421-5210 (Main Building, 9F)

**URL** <http://www.meijigakuin.ac.jp/~kiriken/>

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### ■ Institute for Language and Culture

This institute studies the languages and cultures of the world as well as the relationship between language and culture from diverse perspectives as an institute attached to the Faculty of Letters. It holds reading clubs for people on and off campus, lectures by illustrious researchers, public performances of music and theater, and movie screenings, and also publishes the annual journal Language and Culture.

**Shirokane** TEL 03-5421-5213 (Main Building, 6F)

**URL** <https://www.meijigakuin.ac.jp/~gengo/>

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### ■ Institute for Research in Business and Economics

This institute is attached to the Faculty of Economics. Our primary activities include engaging in collaborative research in project teams, holding research conferences with participation from outside the university, and publishing an institute annual report. In order to support the research, education and studies of faculty and students, we are actively promoting the introduction and maintenance of PCs, and there are also use opportunities for the students. We can now offer access to Nikkei NEEDS data (macroeconomic data, regional economic data, and corporate financial data), EViews, SPSS, etc.

**Shirokane** TEL 03-5421-5206 (Main Building, 8F)

**URL** <https://econ.meijigakuin.ac.jp/>

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### ■ Institute for Sociology and Social Work

We have a research/study group in which faculty and institute staff conduct research projects, a consulting/research group that supports local volunteer activities through consulting activities and the holding of public seminars, and also an internal affairs group that promotes student interaction with alumni and faculty through the holding of events such as meetings for the presentation of research.

**Shirokane** TEL 03-5421-5204/5205 (Main Building, B1F)

**URL** <http://soc.meijigakuin.ac.jp/fuzoku/>

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### ■ Institute for Legal and Political Research

As a research institute attached to the Faculty of Law, we carry out surveys, research, information collection and other activities concerning legal and political phenomena. We engage in this research from a broad range of perspectives that utilize regular research conferences, staff seminars with invited foreign participation, research results presentation meetings, joint research projects with specialists from inside and outside the university, etc. At the same time, we offer subsidies and support for the research, education, and various on-campus activities of faculty and students.

**Shirokane** TEL 03-5421-5209 (Main Building, 8F)

**URL** <http://mgulaw.jp/about/lab0>



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## ■ Institute for the Study of Liberal Arts

Comprised of faculty who teach a diverse variety of courses, this institute was created with the objectives of promoting and improving liberal arts education at Meiji Gakuin and promoting mutual cooperation in the research carried out by institute members (full-time faculty). Organized into a division covering various areas of educational research and a foreign language education research division, the institute is able to put to good use the wide range of research expertise of members in its education and research activities.

**Yokohama** TEL 045-863-2067 (Building 1, 3F)

**URL** <http://mgu-cfla.cc-town.net/>

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## ■ Institute for International Studies

Within the Faculty of International Studies, this institute is charged with providing support for the independent and cooperative research of its members, and with promoting activities as the research-coordination body of the Faculty of International Studies. Looking beyond campus boundaries, we also keep in mind the need to build learning communities in local society. In academic year 2018 the institute hosted a public seminar series entitled “Farewell to the University.”

**Yokohama** TEL 045-863-2267 (Building 8, 2F)

**URL** <http://www.meijigakuin.ac.jp/~iism/>

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## ■ Institute for Psychological Research

The Survey Division carries out studies and research in various areas related to psychology and education and child development. The Consultation Division (Clinical Center for Counseling and Special Needs Research) is charged with serving not only as a practical training facility of the university but also as a consultation facility for the community. Every year the institute also holds seminars on specialist fields that are open to the public.

**Shirokane** TEL 03-5421-5445 (Building 15, 1F)

**URL** <http://psy.meijigakuin.ac.jp/lab/>

<http://psy.meijigakuin.ac.jp/clinic/> (Clinical Center for  
Counseling and Special Needs Research)

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## ■ International Peace Research Institute

Established in 1986, PRIME is one of the few university research institutes in Japan that studies international peace. As demonstrated by the 9/11 attacks in 2001 and the 2011 earthquake, in the 21st century people are not able to live under conditions for safe and peaceful life. PRIME is a place that aims to create a world with less violence where everyone can live with dignity as human beings and peace of mind.

We host international symposia attended by international peace researchers, a weekly lunchtime discussion café at which students and faculty talk to each other, public research meetings, etc. Please visit the institute’s home page to see what sort of peace research its staff are doing and what events it is organizing. We welcome all students who are interested in peace, human rights and poverty.

**Shirokane** TEL 03-5421-5652 (Main Building, 9F)

**Yokohama** TEL 045-863-2203 (Building 8, 3F)

**URL** <http://www.meijigakuin.ac.jp/~prime/>

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## ■ French Literature Society

This organization was created in December 1967 with the objectives of promoting French literature and language research at Meiji Gakuin, presenting the results of that research and deepening friendship among members. The membership includes the full-time faculty members of the Faculty of Letters Department of French Literature, all the students of the Department of French Literature, and the graduate students. We engage in a variety of activities, including lectures, wine classes, movie screenings, and the issuing of a society publication.

**Shirokane** TÉL 03-5421-5221 (Hepburn Hall, 7F)

**URL** <http://www.meijigakuin.ac.jp/french/academy/>

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## ■ Meijigakuin Society for Sociology and Social Work

This is a research organization established with the objective of promoting research and exchanges among four groups: undergraduate students, graduate students, alumni and faculty of the Faculty of Sociology & Social Work. In addition to planning and holding lectures and research presentation meetings, there is also extensive autonomous activity among student sub-groups. The above-mentioned four groups collaborate in the editing and publication of the society magazine *Socially*.

The Meijigakuin Society for Sociology and Social Work secretariat is situated within the Institute for Sociology and Social Work.

**Shirokane** TEL 03-5421-2957 (Main Building, B1F)

**URL** [http://soc.meijigakuin.ac.jp/gakunai\\_gakkai/](http://soc.meijigakuin.ac.jp/gakunai_gakkai/)

## ■ Shirokane Psychology Society

This organization was established in 2008 with the objectives of information exchange and research cooperation among the undergraduate students, graduate students, faculty and alumni of the Faculty of Psychology. It also plays a large role in supporting the lifelong learning of alumni and contributing to Faculty of Psychology education. In addition to general meetings, lectures and symposiums, there are career support events planned by the student groups. The society publication *Saikoro* is also issued.

**Shirokane** TEL 03-5421-5814 (Building 15, 3F)

**URL** <https://psy.meijigakuin.ac.jp/shiropsy/>

## ■ Event list

For details please see the websites of each organization.

Institute/Research Group Names	Events in which students can participate
Institute for Christian Studies	Lectures, course completion of Meiji Gakuin University's core curriculum, international symposia, Asian Theology Seminar
Institute for Language and Culture	Lectures, research presentation meetings
Institute for Research in Business and Economics	Lectures, research presentation meetings, etc.
Institute for Sociology and Social Work	Lectures, public seminars, workshops
Institute for Legal and Political Research	Political lectures, academic lectures, law round-table discussions, etc.
Institute for the Study of Liberal Arts	Lectures, public seminars, research report meetings
Institute for International Studies	Forums, public seminars, etc.
Institute for Psychological Research	Public seminars, workshops, etc.
International Peace Research Institute	International symposia, research meetings, course completion of Meiji Gakuin University's core curriculum (contemporary peace studies), Café du PRIME, etc.
French Literature Society	Lectures, movie screenings, wine classes, other events
Meijigakuin Society for Sociology and Social Work	Lectures, research presentation meetings, seminar salons, movie screenings, etc.
Shirokane Psychology Society	Lectures, symposia, career support events, etc.

