

Library

There are libraries on the Shirokane and Yokohama campuses, and students can use both libraries. Please refer to the library website for details on library hours and a user's guide.

Library website

[URL https://www.meijigakuin.ac.jp/library/](https://www.meijigakuin.ac.jp/library/)



○Entering and using the library

A student ID is required to use the library. Pass your student ID over the entrance/exit gate to open the gate. Please do not forget to bring your student ID when you visit the library, as you will need it to borrow materials. Alumni may use the library after completing the procedures.

○Borrowing materials

A total of 20 books can be borrowed for up to two weeks (a total of 60 books for up to eight weeks for graduate students) from the Shirokane and Yokohama campuses combined. The return deadline can be extended up to two times (if no one else has reserved the book).

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

You cannot borrow new materials if you are overdue returning any materials you have already borrowed.

○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 the other campus can be obtained via inter-site request service. Requested materials are delivered on Monday, Wednesday, and Friday.

○Book purchase requests

If the library does not have a book you want to read, you can submit a purchase request.

Apply by filling in the necessary information on the purchase request screen on MyLibrary.

○Reference service

Shirokane: 5F reference counter, Yokohama: 1F support desk

If you are unsure how to locate a book or magazine, or if the library does not have materials you want to see, please visit the reference counter. Inquiries via email are also accepted.

○MyLibrary

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

In addition to checking lending/reservation status and renewing loan periods, you can also apply online for purchase requests, document copying, materials borrowing, and more. MyLibrary is even accessible from a home PC and smartphones.

There is a link to the login screen at the top of Port Hepburn, OPAC and the library website. Log in with the same ID/password as for Port Hepburn.

○Online databases

A variety of online databases are available for learning and research.

You can search newspaper articles, encyclopedias, academic papers, magazine articles, corporate and legal information, and more. If you wish to use the databases from off campus, such as at home, MGU-VPN authentication is required.

Please contact the Information Center for details.

○Other services

- Laptops for borrowing (student ID required)
Shirokane: counter on the second floor, Yokohama: PC self-loan machine at Ribura on the first floor
- On-demand printers: You can print out materials that you have instructed to print from PCs and smartphones.
- Copy machines: These are to be used for copying library materials. Please use them within the scope permitted by copyright law.

Library

[Shirokane](#) TEL 03-5421-5177

[Yokohama](#) TEL 045-863-2037

[URL https://www.meijigakuin.ac.jp/library/](https://www.meijigakuin.ac.jp/library/)

■ 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 Supplement “University Rules and Regulations”).

■ Activities permitted in the free-use computer labs

The computers can be used for report preparation, Internet search, sending/receiving email, taking online courses, etc. Please check the university website and Port Hepburn for details such as labs where it is permissible to play audio without headphones and to talk. 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 (Counters, 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.

○ 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 personal laptops and smartphones

By setting it up on your own, you can connect to the university network with your own personal laptop or smartphone, or print to an on-demand printer on campus.

■ 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 S’ins (Building 15, B1F)	8:45 - 21:30 9:00 - 21:30	Monday - Friday	Y’ins (Building 4, 1F) 510	9:00 - 19:15 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.

* As a general rule, all labs are not available on public holidays on which classes are not held, holidays designated by the university, and days on which there are no classes.

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 (Happo-en side, national route side), Arena 2, Arena 3, training room Shirokane Ground (multipurpose ground), 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. * Only about 1/3 of the Shirokane Ground is usable due to construction at the high school.
Cultural facilities	Art Hall, Studio L, Studio M, Studio S, Studio AV (recording and mixing), 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, Hepburn Field (multi-purpose ground), Totsuka Ground (baseball field, multipurpose ground, tennis courts, training room, meeting room) * Reservations for the Totsuka Ground 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 counter. 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.

We are planning to switch facility reservations to the web, so procedures are subject to change.

■ 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 * Usable only by certified groups on Sundays and national holidays	Monday-Saturday during lunchtime and after classes are over; Wednesday 4th and 5th periods; Sundays and holidays * Usable only by certified groups on Sundays and national 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 ¥420, lunch ¥420, dinner ¥700
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, 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: http://www.laforet.co.jp/contract/general/index.html * 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 for the student representative. 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 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. Pay the net lodging fee after the subsidy amount has been subtracted. 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 obtain the Reservation Application Form, the Subsidy Application and Approval Form, the email addresses of the hotels, etc. from the following location on Port Hepburn and apply at the location indicated below. Port Hepburn > Links > Downloads > Human Resources > [Laforet Club] Study Camp Reservation
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/>

■ 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/>

■ 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, MATLAB, SPEEDA, Nikkei Value Search, STATA, etc.

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

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

■ 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/>

■ 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/labo>

■ Institute for the Study of Liberal Arts

Comprised of faculty who research a diverse variety of specialized fields, 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). Members of belonging to either a division covering various areas of educational research or foreign language education research engage in daily research activities while deepening exchanges among members.

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

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

■ 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 2021 the institute hosted an online public seminar series entitled Thinking About New Symbiosis: The Future of Gender-Illuminated Society.

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

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

■ Institute for Psychological Research

The Institute has two divisions: the Survey Division, and the Consultation Division (Clinical Center for Counseling and Special Needs Research).

The Survey Division carries out studies and research in various areas related to psychology and education and child development. Every year the institute also holds seminars and workshops on specialist fields. 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 and graduate school but also as a consultation facility for the community.

Shirokane TEL 03-5421-5445 (Building 15, 1F, 4F, 5F)

URL <https://psy.meijigakuin.ac.jp/lab/>

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

■ International Peace Research Institute

As a university research and educational institution, the International Peace Research Institute, Meiji Gakuin University (PRIME) continues its peace research activities in collaboration across national borders (that is why its name starts with "International"). We actively hold research meetings, symposiums, and café discussions as a place to talk, all of which are open to students and the public. We also host a Hiroshima-Nagasaki Course and an MGU Red Cross Course. We welcome all students who are interested in contemporary social issues such as peace, human rights, the environment, poverty, and inequality.

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

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

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

■ 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 <https://www.meijigakuin.ac.jp/french/academy/>

■ 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 lectures and research presentation meetings, there is also autonomous activity among student sub-groups and the alumni sub-group. They also edit and publish the society magazine *Socially* and bulletins.

Shirokane TEL 03-5421-2957 (Main Building, B1F) In the Institute for Sociology and Social Work

URL 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, taking courses in Meiji Gakuin University's core curriculum, international symposia, Asian Christian Studies course
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	Course completion of Meiji Gakuin University's core curriculum (contemporary peace studies), international symposia, research meetings, 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.

