

## ILA's New Library Policy

From  
October 2016

Some of the course books are available on short term loan. To borrow books, you need to bring your Student ID Card to the ILA Office.

### Loan Periods

<b>10:45</b>	<b>⇒</b>	<b>13:45</b>
<b>13:45</b>	<b>⇒</b>	<b>16:30</b>
<b>16:30</b>	<b>⇒</b>	<b>10:45</b> (next morning)

## Overdue Penalty Policy

Overdue		
More than 1 minute on the due date	Your borrowing privileges will be suspended for	<u>2 weeks</u>
1 day		<u>3 weeks</u>
2 days		<u>4 weeks</u>
More than 3 days		<u>5 weeks</u>

\*Penalty days will not be applied during summer and winter recesses, but rather will be applied in the following semester.

## Damaged Library Materials

If materials are stained, damaged or lost, you will be asked to pay compensation.

## Information

You can also borrow ILA course books at the university library. You can search for books using DOORS at <http://doors.doshisha.ac.jp/webopac/topmnu.do> .

## **New Overdue Penalty Policy for ILA Reference Library**

Although most students return the ILA Reference books without delay, a few students fail to return them by the due date and cause trouble to other students who are waiting for the books. To encourage students to return books without delay, we have decided to renew the overdue penalty policy for the ILA Reference Library as follows, effective from October 3<sup>rd</sup>:

- ◆ **Overdue more than 1 minute** and return the book(s) on the due date  
⇒Your borrowing privileges will be suspended for **2 weeks**
- ◆ **Overdue 1 day** ⇒Your borrowing privileges will be suspended for **3 weeks**
- ◆ **Overdue 2 days** ⇒Your borrowing privileges will be suspended for **4 weeks**
- ◆ **Overdue more than 3 days**  
⇒Your borrowing privileges will be suspended for **5 weeks**

\*Penalty days won't be counted during summer and winter recesses.

We appreciate your understanding and cooperation.

September 2016  
The ILA Office