

Using the Group Study Room

The Group Study Room, located on the 5th floor, is a space for groups to engage in active learning, research, and business networking that utilizes library materials. To ensure that everyone can enjoy this room, please note the following information and rules.

Hours Monday – Friday 10:00 a.m. – 9:00 p.m.
 Sat/Sun/holidays 10:00 a.m. – 5:30 p.m.

Room equipment, etc.

14 desks with casters, 2 round tables, 36 chairs, 30 tablet arm chairs, 2 partitions, 2 white boards, 1 projector and projector screen*, the Community Bulletin Board

*All equipment is subject to availability.

FREE Wi-Fi & TOKYO access

FAQ

Q: Who can use the Group Study Room?

A: Groups of 2 to 36 people, who use library materials for research or study, can use the room without signing in, and can come and go as they please.

Q: Can a group reserve the room for exclusive use?

A: Groups of 15 or more can book the room for exclusive use. See below for further information.

How to reserve the room for exclusive use (groups of 15 or more)

- Reservations can be made from one month up to one day prior to the date of use.
- Call 03-3442-8451 (ext.1502) for reservations or visit the General Information Counter.
- You may book the room for up to 4 hours per day.
- Fill out an application form and submit it to the General Information Counter on the first floor prior to using the room.
- Promptly contact the library if you need to cancel your reservation.
- If you are over 15 minutes late and have not contacted the library, your reservation will be cancelled.

Rules

- Following use, please return desks, chairs, and other equipment to their original location.
- Eating is not permitted. However, beverages in screw-top bottles or in other spill resistant containers are permitted.
- Do not disturb others by talking too loudly.
- Commercial use is not permitted.
- The room is not to be used for private meetings or events.
- If you are using the room, but not using library materials, you may be asked to leave.
- If you violate any library rules, you may be asked to leave.

Notes

- Library staff may enter the room even when it is reserved for exclusive use.
- The room may be used to hold library events.