

Lending and Returning of APU Library Materials for Graduating Students

Dear students who are expected to graduate in September, 2014:

As APU Library services will not be running as usual, please be sure to check your lending status and library open hours on-line so that you may continue to use the APU Library.

Please click on the link below to check your lending status:

<https://mylibrary.ritsumei.ac.jp/mylibrary/index.php> → View your circulation record

1. Target Students

- ① Undergraduate: All students in their 8th semester or above and those who are expected to graduate in March 2015.
- ② Graduate: All Master's students in their 4th semester or above and those who are expected to complete the Intensive Program in March 2015.
All Ph.D. students in their 6th semester and above and those who are expected to complete the Intensive Program in March 2015.
- ③ Others: Those who do not fit the first two categories, but have a student ID expiring on March 31, 2015.

2. Loan Conditions for the Above Students

All loans must be returned by Wednesday, March 4, 2015.

※There will be no loans permitted from Thursday, March 5, 2015.

Undergraduate students	Checkout Date	Before February 17, 2015	After February 18, 2015
	Due Date	14 days	March 4, 2015
Graduate students	Checkout Date	Before February 1, 2015	After February 2, 2015
	Due Date	30 days	March 4, 2015

3. Graduation

Students who are expected to graduate in March 2015 and have not returned loaned materials or paid overdue fees before Thursday, March 12, 2015 **will have their diplomas suspended until overdue fees are paid and/or loaned materials are returned.**

Those who did not graduate: Services will return to normal from Saturday, March 14, 2015.

4. NOTE:

- a) **Book return and payment of overdue fees by post or a proxy are not accepted. Please visit the APU Library counter in person to return materials and pay overdue fees.**
- b) If you have any inquiries, please visit the APU Library counter. E-mail and telephone inquiries regarding overdue items are not accepted.

5. To Students not Intending to Graduate:

If you fit the profile of students mentioned in (1.) above, but do not intend to graduate at the end of this semester, please visit the APU Library to complete the necessary paperwork so that you may continue to use the APU Library services.