Q1. Faculty Member Type Type A: Professor, Associate Professor, fixed-term faculty member (Professor), fixed-term faculty member (Associate Professor), fixed-term faculty member (Assistant Professor), specially-appointed faculty member (Professor), specially-employed faculty, continuously-employed faculty (Associate Professor), specially-appointed faculty member (Professor) Type B: Tenured Senior Lecturer, Lecturer, continuously-employed faculty (Lecturer), visiting faculty member, part-time lecturer **TYPE A TYPE B** Q2. Do you have enough individual funds remaining Q2. Can application be submitted before to cover the purchase request? the deadline(Mid-November)? APM = 100,000 yen per person Other colleges/centers= 150,000 yen per person NO NO YES **YES** Apply for the Apply for the Apply again College/Center Shared Budget*2. Individual Application Budget*3. in the next Around June or July the MRC committee rep from college or The Library Administration Office will explain how to do center will contact faculty members about how to do this. The year this at the start of the year. MRC committee members selected from each college/center will collect the book purchase requests from the faculty members of each college/center and inform the Library Book Order Section of their purchase requests. **How the Library Processes Applications** The Library Book Orders Section conducts a price **Does the Individual Application** survey of books. Based on the results of the price budget still have funds available? survey, the MRC member*1 decides whether or *First come, first served NO not to place an order and informs the Library **Book Ordering Section of his/her decision. YES** Is the applicant within the limit to NO apply for reserve funds? APM = 200,000 yen per person Other colleges/centers= 150,000 yen per person Was the application received before the deadline(the last day of November)?*3 **YES** NO **Does the Reserve Budget** still have funds available?*3 *First come, first served Can other library budget be used to cover the request? *4 NO YES Was the application received before the deadline(the last day of November)? YES Library Admin purchases using **Library Administration Office** Apply again in purchases books **College/Center Shared budget** the next year Must be approved by MRC members*1 using Individual budget.

- *1 If you do not know who your faculty or center's Media Resource Center (MRC) rep is, please contact the Library Administration Office.
- *2 The deadline to apply for College/Center Shared budget is the Mid-November.
- *3 The deadline to apply for Individual Application budget and Reserve Fund budget is the last day of November.
- (Paper-based foreign books take time to arrive and may not be delivered in time for the end of the academic year, in which case we will notify you.)
- *4 Must have applied before the associated October or November deadline.