

Application for Library Tours

▣ Tours of Seikei University Library

Seikei University Library is a private university learning facility. For security reasons, tours are **strictly prohibited without prior application**.

Tours are limited to the following people, after complying with the designated procedures: University faculty and staff, building engineers, architects, and students majoring in library science or architecture.

▣ Visiting Times

Tours are offered from **9:00 a.m. to 11:30 a.m. every weekday** and also from **1:00 p.m. to 5:00 p.m. on Wednesdays and Thursdays**. Please finish your tour in about half an hour.

There will be no tours during the following period : **Late March to mid-April, July, December**, and **January** and **During university entrance exams**. Please check with Library HP.

▣ Application

Please provide the following items and submit an application **14 days prior** to the visit. Please allow a few business days for us to reply.

(e-mail: lib@jim.seikei.ac.jp)

- Your name
- Number of visitors (Tours are not allowed for groups of more than 10 people.)
- Date and time of your visit
- Name of the university or architectural firm with which you are affiliated
- Reason for the visit
- Telephone number/ mailing address where you can be reached while staying in Japan

Note1 : Our tours are **self guided free tours**.

Note2 : **Taking pictures inside the library is prohibited. If you would like to take pictures, let us know at the time of your application.**

▣ Parking

We have no parking lot for visitors on Seikei University campus.

▣ Wheelchairs

In case any member of your group uses a wheelchair, please inform us in advance.

▣ How to access

http://www.seikei.ac.jp/university/eng/aboutus/access_campus.html#access_map

▣ Seikei University Library Services

Office hours: 9:00 a.m. to 5:00 p.m. on weekdays

e-mail: lib@jim.seikei.ac.jp

Address: 3-3-1 Kitamachi, Kichijoji, Musashino-shi, Tokyo

Note : Use of group study rooms and carrels, browsing materials, use of library PCs, loud conversations, use of mobile phones, consumption of food and drink, and measurement of the building are prohibited.