

## FAQ

### Q : What time can I enter the library?

A: TUT members are available for 24 hours a day.

During Library after-hours, ID card <student or staff card> is necessary to enter the library.

However, the meeting rooms and the women's lounge are open only during the regular opening hours. If you want to use them out of time for women's lounge, please submit an application for use in advance.

### Q: I want to use a meeting room.

A: Please make a reservation after checking availability on the Web reservation site.

<https://lib.tut.ac.jp/res/?lang=en>



You can make a reservation online until 16:00 on the day before. Please ask the counter on the day.

### Q: I want to use a collaboration area for an event.

A: We will check the availability and explain how to use it. Please come to the library counter.

As it is prioritized for students, during the examination week, it can not be used in open space for events.

### Q: The IC card reader at the door of the workstation area has an error and cannot enter the room.

A: We will check the PIN code, please ask the counter from 9:00 to 17:00 on weekdays. For students, the PIN code is not valid unless they have to attend the library guidance. Please take the library usage guidance.

## Contact Us

[Multi Plaza]

Contact: Library counter

E-mail: [service@office.tut.ac.jp](mailto:service@office.tut.ac.jp)

Tel: 0532-44-6564, 6565

Contact:

<https://opac.lib.tut.ac.jp/drupal/en/form/contact>



<Library Website Multi Plaza >

[http://www.lib.tut.ac.jp/guidance/multiplaza\\_e.html](http://www.lib.tut.ac.jp/guidance/multiplaza_e.html)

<How to use Multi Plaza >

[http://www.lib.tut.ac.jp/oshirase/tut-only/multiplaza\\_yoryo.pdf](http://www.lib.tut.ac.jp/oshirase/tut-only/multiplaza_yoryo.pdf)

(Japanese)

<Acceptable Use Policy for the Women's Lounge >

[http://www.equal.tut.ac.jp/mt\\_files/use%20policy.pdf](http://www.equal.tut.ac.jp/mt_files/use%20policy.pdf)

## Attention

- Multi plaza is an area where you can talk, but please avoid from making loud voices that may disturb other people.
- Please avoid from leaving your seat with belongings for a long time.
- Please manage your valuables by yourself. Coin lockers are also available. (Same day use only)
- Please eat and drink at designated locations.

<Map of places where you can eat and drink>

[http://www.lib.tut.ac.jp/guidance/1f\\_eatspace.pdf](http://www.lib.tut.ac.jp/guidance/1f_eatspace.pdf)



# Users Guide Multi Plaza

## Active Learning Space

Due to the new coronavirus infection's prevention, the opening hours, provided services and usage methods, etc. may change. Please check the library homepage for the latest information.

[http://www.lib.tut.ac.jp/ejournal/covid19\\_info.html](http://www.lib.tut.ac.jp/ejournal/covid19_info.html)

<Library 1st floor>

	Day of Week	Regular Opening Hours
Regular Period	Mon to Fri	9:00~20:00
	Sat	13:00~17:00
Spring/Summer Vacation	Mon to Fri	9:00~17:00

For details, please refer to the library opening calendar at library's homepage

[http://www.lib.tut.ac.jp/index\\_e.html](http://www.lib.tut.ac.jp/index_e.html)



Fully closed : summer holidays, New Year holidays,

Multi plaza is available on collection inspection days

Other than regular opening hours, after-hours opening (unmanned opening) is held except during full closed days

# Floor Guide

- IC** ID card required to entry
- event** Reservation required for event use
- Regular Hours** Available during regular opening hours
- reserve** Reservation required

## A Collaboration Area **event**

54 movable chairs·desks·whiteboards·projector·Screen (PC·DVD connection possible)

• This area is for study on an individual or group basis. You are free to use desks, chairs, and whiteboards as required. This area is equipped with a projector and a screen, which can be used for events, etc.

## B Information Lounge

Publications and pamphlets of TUT and other institutions / Newspapers (published in the last two months)

• The Information Lounge shelves booklets/brochures published by TUT to disseminate information to the local area and society.

## C Workstation Area **IC**

15 computers and 2 printers for educational use owned by IMC · 2 large-sized printers for poster print

• To use a large-sized printer, you need to apply for a "Large-sized printer usage application form" in advance. Faculty members and staffs need to apply for the first time only,

And students need to apply every year.

• To enter this room, touch the ID card to the IC card reader next to the door and enter the PIN code, one by one. For students, the PIN code is valid only for those who have attended the library usage guidance.

## D Study Support Area **event**

26 movable chairs·desks·wall whiteboard

- This area is for study on an individual or group basis.
- The outside Deck is accessible from this area.
- This area can be partitioned off using movable walls.

## E Global Lecture Area **event**

24 movable chairs·desks·whiteboard  
multi screen (PC·TV·DVD connection possible)  
• This area is for study on an individual or group basis.

## F Small Group Area

Currently not available.

## G Meeting Rooms 1·2 **Regular Hours**

**reserve** Web reservation site <https://lib.tut.ac.jp/res/?lang=en>

6 chairs·table·wall whiteboard·monitor (PC·DVD connection possible)

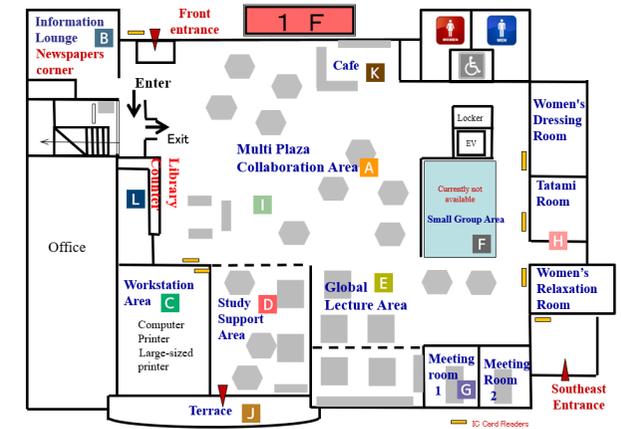
• The meeting rooms are places for any types of meeting with alumni, emeritus professors, corporations, etc. as well as students and school officials of TUT.

## H The Women's Lounge **IC** **Regular Hours**

The Women's Lounge consists of  
The Women's Dressing Room (with lockers)  
The Tatami Room  
The Women's Relaxation Room (with nursing corner)

• In principle, this area is available for use only during regular opening hours. If you wish to use the Women's Lounge outside of regular opening hours, please submit a "Facility Use Application" to the counter by 16:00 on the day of use.  
• Non-regular students, part-time employees and external visitors need to make an application at the counter to use these facilities, if you want to use.  
• For exclusive use of the Tatami Room, submit a "Facility Use Application" to the counter at least two weeks prior to the date of use.

Details: About use of the women's lounge



 WiFi available  Drinks : Allowed outside this **B C** area

## I Locker Room

• Lockers are only available for using on the day you use the library

## J Terrace **Regular Hours**

• Please use this area to refresh yourself in your spare time between studying or classes.

## K Cafeteria Biblio Cafe ✖

• Please check opening hours and other details at the entrance to the cafeteria. ✖It is possible to eat in the cafeteria space only during the cafe opening hours.

## L Library Counter **Regular Hours**

- Lending and returning library materials
- Inquiries about using facilities, library materials
- Reservation on the day of room and delivery of key
- Reception for Multi plaza event use
- Lending the equipment such as projector, DVD player and headphone
- Reception of various application forms
- Temporary lending of cards to entry for women's lounge for off-campus and part-time employees
- Elevator registration application / Temporary lending elevator card
- Lending rental umbrellas. etc.