

Acceptable Use Policy for the Women's Lounge

The Director of the Center for Diversity and Inclusion has the authority and responsibility for the operation of the Women's Support Area. (Contact: Human Resource Development Promotion Section, Human Resources Division) The use and management of the area is delegated to the Library.

1. Acceptable Use Policy for Women's Rooms

Purpose of the rooms:

Women's rooms (Dressing Room and Relaxation Room) are designed to provide female faculty staff, administrative staff, and students in this university a better work and study environment.

Sofas, and a baby bed are provided. Users can take rests, change clothes, or breast feed babies.

Additionally, this area can be used as a nursery with caregivers or as a children's room whilst events are held in other areas on the first floor.

Users must follow the rules below:

1. Acceptable users: Women only. Faculty staff, administrative staff, students, part time staff, and visitors.

2. Opening hours: In principle, the library is open only during the following hours during regular library hours (manned library hours).

During regular semester: Mon-Fri 9:00-17:00 Closed on Sat-Sun and holidays

※Other changes may be made in accordance with changes in library hours.

3. Enter the room through prescribed procedures.

4. Users' staying time is managed by the data to be acquired by the library. Security cameras are equipped in the hallway for safety.

5. In principle, a request for use must be submitted to the library counter at least one week prior to the date of use.

6. Users must clean the rooms (including the sink) and collect and remove their trash prior to departure.

7. If users break something or make some areas dirty in the rooms, be sure to report to the library counter.

8. Users must respect the purpose of the rooms. (They must avoid using them when they do something that can easily be done in other areas on campus such as just eating or chatting.)

2. Acceptable Use Policy for the Tatami Room

Purpose of the room:

The Tatami Room is designed to provide all faculty staff, administrative staff, and students in this university a better work and study environment. The room is partially floored with removable tatami matting. Users can use it as a place to hold cultural exchange events (Japanese tea ceremony, Japanese flower arrangement, and dressing kimonos, for example). The tatami is removable so that the room can be a large flat space suitable as a children's room. Users can book the room by completing a request form available at the library counter.

Users must follow the rules below:

1. Acceptable users: All faculty staff, administrative staff, students, part time staff, and visitors.

2. Opening hours: In principle, the same as regular library opening hours.

During regular semester: Mon-Fri 9:00-20:00 Closed on Sat-Sun and holidays

※Other changes may be made in accordance with changes in library hours.

During vacation periods: Mon-Fri 9:00-17:00

3. Enter the room through prescribed procedures.

4. Users' staying time is managed by the data to be acquired by the library. Security cameras are equipped in the hallway for safety.

5. In principle, a request for use must be submitted to the library counter at least one week prior to the date of use.

6. Users must clean the rooms and collect and remove their trash prior to departure.

7. If users break something or make some areas dirty in the rooms, be sure to report to the library counter.