

FY2024 Purchase and Use of Textbooks and Reference Books for Classes at the Library

1. Purchasing

TWCU Library basically holds the Textbooks and Reference books listed in “Teaching materials; Textbooks/Reference books etc.” section of the syllabus. It takes time for the books to be placed in the library, so if you wish to have them placed in the library before classes start, please apply to the library using the following procedure.

Application Procedure

- ① Search the collection on OPAC of TWCU Library.

https://opac.library.twcu.ac.jp/opac/opac_search

- ② Send us an email after checking the library's holdings.

Application deadline

First semester/ Full-year: Thursday, February 29, 2024

Second semester: Friday, August 30, 2024

Format of the email

Title: FY2024Purchase of Textbooks and Reference Books for Classes

Destination email address: lib-book@office.twcu.ac.jp

Matters to be mentioned:

- Name ▪E-mail address ▪Course Title ▪Course Duration
- Information of bibliography (Title/ Publisher/ Year of publication/ ISBN)

* If there is a choice between electronic and print materials, we will generally purchase the electronic materials. If you prefer the printed version, please let us know.

Notes

- If you do not list reference books in the syllabus because you distribute the list in class, please send the list to the Library Division as well.
- Textbooks and reference books for classes will be placed on the general bookshelf.
- In principle, one book of each title will be purchased regardless of the number of related courses or the number of students. Duplicate books will not be purchased.

- It may take some time due to out of stock or ordering from overseas.
- Language workbooks and other materials may not be available for purchase.

2. About making books unrentable

Books can be treated as unrentable during class. If you wish to do so, please send an email as follows.

Application deadline

First semester/ Full-year: Friday, March 29, 2024

Second semester: Monday, September 9, 2024

Format of the email

Title: FY2023 About making Textbooks and Reference Books unrentable

Destination email address: lib-book@office.twcu.ac.jp

Matters to be mentioned:

- Name ▪E-mail address ▪Course Title ▪Course Duration
- Information of bibliography(described in OPAC)
Title/Barcode No. (登録番号)

- Notes**
- Maximum of 5 books (5titles) per class/for the duration of that class can be treated as unrentable.
 - The OPAC will display "No lending (reference books for classes)" and a similar note will be attached to the books.
 - Books have been unrentable will be returned to their original state after the end of the class period.

For inquiries regarding this matter : TWCU Library

TEL : 03-5382-6783

E-mail: lib-book@office.twcu.ac.jp

Ordering Textbooks for Sale to Students	Purchasing Center of TWCU
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Please order the sales request for text from "Notice of textbook order from the purchase center" at the CampusSquare download center. Please order directly from the URL below.

<https://www.agu-text.com/twcu/syllabus.php>

*Please note that the syllabus contents and textbook orders are not linked.