

## **FY2025 Purchase and Use of Textbooks and Reference Books for Classes at the Library**

When entering “Teaching materials; Textbooks/Reference books etc.” field of the syllabus, students can check the availability of materials by clicking “図書館蔵書検索 OPAC はこちら” on the entry screen. In addition to print materials, e-books and e-journals can also be searched via OPAC. Please instruct students to use electronic resources as well.

### **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 as follows.

#### **Application deadline**

First semester/ Full-year: Friday, February 28, 2025

Second semester: Friday, August 29, 2025

#### **Format of the email**

Title: FY2025 Purchase of Textbooks and Reference Books for Classes

Destination email address: [lib-book@gr.twcu.ac.jp](mailto:lib-book@gr.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.

\* For any specific edition or other requirements, please provide detailed instructions.

#### **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: Monday, March 31, 2025

Second semester: Monday, September 8, 2025

### Format of the email

Title: FY2025 About making Textbooks and Reference Books unrentable

Destination email address: [lib-book@gr.twcu.ac.jp](mailto:lib-book@gr.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 (5 titles) 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@gr.twcu.ac.jp](mailto:lib-book@gr.twcu.ac.jp)**

<b>Ordering Textbooks for Sale to Students</b>	<b>Purchasing Center of TWCU</b>
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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.twcu-shop.com/staff/copy\\_book2.html](https://www.twcu-shop.com/staff/copy_book2.html)

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