How to Fill out the Reservation Form

This document is an English explanation of the "Reservation Form [for non-members of UTokyo]" for visiting the reading room of Historiographical Institute Library, The University of Tokyo.

Page 1 [Instructions on "Reservation Form"]

閲覧予約フォーム【学外の方】

閲覧予約フォーム 【学外の方】

Reservation Form [for non-members of UTokyo]

Library opening days and hours:

Please see "Visiting HI Library" page.

You can only reserve for half a day.

If you wish to make a reservation for all day, please make another reservation.

Reservation confirmation emails will be sent by the next business day (weekdays 9:00-17:30) after the day the reservation form is submitted.

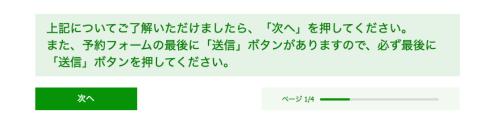
Applications will be closed at 15:00 on the day before the opening day (the most recent working day). If all seats are reserved, registration will be closed before that time.

Please note that some materials may not be available due to being on loan or other reasons. You will be notified of your reservation status by email. The reservation confirmation emails are not sent automatically.

If you wish to research valuable materials, please contact us first. For details, please see "Contact Us" page.

The personal information entered in this form will be handled appropriately in accordance with "The University of Tokyo Rules on the Procedures for the Appropriate Management of Personal Information Retained by the University" and will not be used

for any purpose other than a reservation for using our reading room.



上記についてご了解いただけましたら、「次へ」を押してください。 また、予約フォームの最後に「送信」ボタンがありますので、必ず最後に「送信」ボタンを押して ください。

If you agree with the above, please press "Next".

There is also a "Send" button at the end of the reservation form, so be sure to press the "Send" button at the end.

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Page 2 [Reservation: Date and Time Frame]



*必須 required field

希望日と希望時間枠

Date and time frame

現在予約受付中: MM 月 dd 日から MM 月 dd 日まで

Now accepting reservations: From MM/dd to MM/dd

Applications will be closed at 15:00 on the day before the opening day (the most recent working day). If all seats are reserved, registration will be closed before that time.

Closed days are shaded in the calendar.

[Note]

If the following image is displayed, we are not accepting new reservations. New reservations will be accepted about two week before the opening date.



1	
第1希望日*	
★以下の日付は予約不可 ・予約締切: 10/10 ・満席:	
日付を入力してください(yyyy/MM/dd)	==
2	
第1希望 時間枠 *	
○ 午前 9:30-13:00 **11:50-13:00はカウンター業務(史料・図書の請求、各種申請受付等)休止	
○ 午後 13:00-16:45 *** 実料・図書の請求は16:15まで	

1. 第1希望日

First Choice: Date

★以下の日付は予約不可

Reservations are not available on the following dates

・予約締切:

The reservation deadline has passed

・満席:

Full

2. 第1希望時間枠

First Choice: Time Frame

for.

3. 第2希望日

Second Choice: Date

4. 第2希望時間枠

Second Choice: Time Frame

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Page 3 [Your contact information]



基本情報

Your contact information

5. 氏名

Full name

6. メールアドレス (予約確定メールをお送りします。正確にご記入ください。)

Email address (Please be sure to enter your email address correctly.)



7. 本年度の閲覧証票の番号

The number on your "閲覧証票"(library card) valid for the current year

If you do not have a library card valid for the current year, please enter "None", and refer to "[for non-members of UTokyo] Visiting HI Library" web page to find out what you will need for your first visit of the school year.



8. 閲覧希望史料は貴重書にあたりますか

Is the material you are going to view valuable materials?

Valuable materials are

・Materials with 「貴重書」 and the following notation in the 【 史料種別 】 column of the 所蔵史料目録データベース(Hi-CAT).

原本・古写本、模写、拓本、台紙付写真、古写真、原物史料、模造史料、特殊蒐書

· Materials of Historiographical Institute registered in the UTokyo OPAC whose call numbers begin with the following

IWAO、TOKORO、池田請来史料、旧造兵

はい Yes

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いいえ No

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送信 Submit

[Message after submitting form]

送信完了しました。

Form submission completed

The reservation confirmation email is not sent automatically. Please wait for a while. If you do not receive a reservation confirmation email within a few days (except on weekends and holidays), there is a possibility that the email is sent to the spam folder, so please check it and cancel the spam setting.

Page 4 [Reservation: valuable materials]



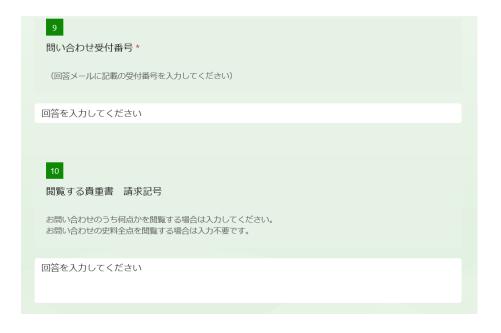
閲覧する貴重書

Reservation: valuable materials

If you are going to view valuable materials, you will need to make a pre-application.

(https://www.hi.u-tokyo.ac.jp/library/visit/special-collections/)

If valuable materials you are going to view has already been approved, please enter 問い合わせ受付番号.



9. 問い合わせ受付番号

The reception number of the response regarding permission for viewing valuable materials.

10. 閲覧する貴重書 請求記号

Call number.

*If you want to view all of the materials you inquired, you do not need to enter any information.

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送信 Submit

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