

Reminders for using "MIIKU" books

- 1 Time schedule for reading and borrowing books :
Monday thru Friday 9:00 ~ 17:00 (excluding holidays)
- 2 Where: inside Mie International Exchange Center
- 3 How to use MIIKU books
Please refer to the statement below;
 - (1) Ask for MIEF staff's attention for reading the books
 - (2) After reading the books, return it the MIEF staff
- 4 How to borrow MIIKU books
 - (1) Number of books available for lent : 5 books at one time
(for DVD/CD , 3 items only)
 - (2) Return of books : within two weeks
(extension of borrowed books is possible but if the books are reserved, extension is not allowed)
 - (3) Books for lent : All books inside the shelves, CD and DVD's except for large books, dictionary and encyclopedias. Please look at the seal attached to the books.
 - (4) How to borrow books;
 1. Approach any MIEF staff on borrowing books.
 2. After choosing the books you want to borrow, approach again the staff and fill-in the application form for borrowing books (especially the name and number of the book).
 - (5) How to return books;
 1. Please return the book on weekdays (Monday~Friday, 9AM~5PM) on one of the MIEF staff.
 2. If you wish to return the books on late afternoon or night (5PM~10PM) or during Saturdays, please return it to the information center of Mie International Exchange Center.