

User Manual for Multicultural Lounge

Location: International Exchange Center, Akita University

2nd floor of General Education Building#1

Opening Hours: Monday-Friday, 8:30am-5:00pm

※Closed on Saturday, Sunday, national holidays and when offices are closed.

1) Reservation of the Multicultural Lounge

Persons eligible: All students, faculty, and staff members of Akita University.

Procedures: Please submit reservation application to the International Exchange Center by the day before.

※Students can reserve the lounge during its opening hours only.

※Faculty and staff members can reserve the lounge during closed hours.

2) Study materials

Days/times: Opening hours only

Persons eligible: All students, Faculty, and staff members of Akita University

Procedures: When you use a DVDs, please sign out the shelf key at the International Exchange Center.

3) Borrowing study materials

Days/times: Opening hours only

Persons eligible: All students, Faculty, and staff members of Akita University

Procedures: Please fill in the form at the International Exchange Center when you want to borrow or return materials.

※Study materials in the lounge supposed to be used only inside the lounge. Although, you are allowed to borrow books up to five for a week. Extensions are not acceptable. However, you are allowed to borrow same books after two days you returned them. If you return overdue books, you cannot borrow any books for same number of days as books are overdue.

※Dictionaries, audio-visual materials, and travel guides are not for loan, and can only be used in the lounge.

※ Faculty and staff members are allowed to borrow Dictionaries, audio-visual materials, and travel guides for the purpose of regarding classes or work. Please return materials by 5pm on the next day.

4) Use of PC

You can use your PC in the lounge and connect to campus network Wi-Fi.

There is no PCs or printers in the lounge. If you would like to use PCs or printers, please go to the university library or the Center for Information Technology and Management.

5) Damage to equipment

When equipment in the lounge is damaged due to the willful act of a user, the user in question is obliged to pay in full the costs of repair or replacement.