

Acceptable Use Policy for the Women's Lounge

1. Acceptable Use Policy for Women's Rooms

Purpose of the rooms:

Women's rooms (Dressing Room and Relaxation Room) are designed to provide female faculty staff, administrative staff, and students in this university a better work and study environment. A hot water heater, sofas, and a baby bed are provided. Users can take rests, change clothes, or breast feed babies. Additionally, this area can be used as a nursery with caregivers or as a children's room whilst events are held in other areas on the first floor.

Users must follow the rules below:

1. Acceptable users: Women only. Faculty staff, administrative staff, students, part time staff, and visitors.
2. Opening hours: In principle, the same as regular library opening hours.
During regular semester: Mon-Fri 9:00-20:00 / Sat 13:00-17:00
During vacation periods: Mon-Fri 9:00-17:15 (Closed on weekends and national holidays but with some exceptions.)
3. Users use staff ID cards or student ID cards to enter the rooms. Part time staff and visitors can borrow a card at the library counter.
4. Users' staying time is recorded at the card gate. Security cameras are equipped in the hallway for safety.
5. Users must clean the rooms (including the sink) and collect and remove their trash prior to departure.
6. If users break something or make some areas dirty in the rooms, they must report it to the Head Office for Gender Equality (Personnel Affairs Section).
7. Users must respect the purpose of the rooms. (They must avoid using them when they do something that can easily be done in other areas on campus such as just eating or chatting.)
8. Those who are urgently in need of use can use the rooms even during the closing hours. They need to obtain permission from the Head Office for Gender Equality (Personnel Affairs Section) by submitting a specific application form to the library counter by 4 p.m. on the day they intend to use them.

2. Acceptable Use Policy for the Tatami Room

Purpose of the room:

The Tatami Room is designed to provide all faculty staff, administrative staff, and students in this university a better work and study environment. The room is partially floored with removable tatami matting. Users can use it as a place to hold cultural exchange events (Japanese tea ceremony, Japanese flower arrangement, and dressing kimonos, for example). The tatami is removable so that the room can be a large flat space suitable as a children's room. Users can book the room by completing a request form available at the library counter.

Users must follow the rules below:

1. Acceptable users: All faculty staff, administrative staff, students, part time staff, and visitors.
2. Opening hours: In principle, the same as regular library opening hours.
During regular semester: Mon-Fri 9:00-20:00 / Sat 13:00-17:00
During vacation periods: Mon-Fri 9:00-17:15 (Closed on weekends and national holidays but with some exceptions.)
3. Users use staff ID cards or student ID cards to enter the room. Part time staff and visitors can borrow a card at the library counter.
4. Users' staying time is recorded at the card gate. Security cameras are equipped in the hallway for safety.
5. If users would like to occupy the room, they need to obtain permission by the Head Office for Gender Equality (Personnel Affairs Section) by submitting a specific application form to the library counter at least two weeks before the day they intend to occupy it, in principle. Sometimes, due to scheduling conflicts, users may be asked to compromise their requested dates for the room.
6. Users must clean the rooms and collect and remove their trash prior to departure.
7. If users break something or make some areas dirty in the room, they must report it to the Head Office for Gender Equality (Personnel Affairs Section).
8. Those who are urgently in need to use the room can do so even outside regular opening hours. They need to obtain permission from the Head Office for Gender Equality (Personnel Affairs Section) by submitting a specific application form to the library counter by 4 p.m. on the day they intend to use it.