

During the library closure period, due dates, overdue fines and book returns will be handled as follows. (updated 4/16)

▶ Due date of loan and overdue fines

Books currently on loan will not be treated as overdue for the duration of the library's closure period (restricted use), as long as campus access restrictions are not lifted. In addition, no overdue fines will be added during the closure period (*). You may return books after the current situation has settled down, including if you have left a book on loan at your dormitory or parents' home.

*Note that if a book had not been returned by the original due date of March 31, 2020, you will be charged for the overdue fines that had generated until March 31, 2020.

▶ Returning books with late fee payments due to leave of absence, withdrawal etc.

If you need to return your books or settle your late fees due to a student leave of absence, withdrawal or other reasons, we will accept the return of books by mail or courier service.

Please send to the following address (*):

Document Supply Center
International Christian University Library
3-10-2, Osawa, Mitaka-shi, Tokyo 181-8585, Japan

*Please use a service that allows tracking of delivery status (e.g., registered mail, Letter Pack, courier service). Please note that the borrower is responsible for shipping and other expenses. As a general rule, you are responsible for any loss or damage caused by mailing. Thank you for your understanding.

We accept payment of late fees by registered cash. Please make sure to contact us at library@icu.ac.jp in advance to confirm the amount of the overdue amount in advance.

These measures are taken to help students avoid having to come to the library by public transportation only to return books. Dormitory residents can also return books to the book post located by the main entrance of the library.