

24-Hour Library Access Request Form

This form must be completed to request 24-hour access to OIST Graduate University Library. Please obtain the signature of one of the following approvers and submit the signed form to the library. The request will be processed within 1-2 business days.

Approvers:

- Dean (for visiting students including research interns and special research students)
- Faculty (for research unit staff including visiting researchers)
- Librarian (for administrative staff & visiting professors)

Requester's name:

Employee/Student ID No.:

Requester's e-mail:

Unit / Section:

Status: Please select one of the following.

- Administrative staff
- Research unit staff (e.g. technician)
- Visiting member status (e.g. visiting professor, student, etc.)*

Access Purpose:

*Visitor access will be discontinued at the time of departure.

By signing this request form, I request for the right of 24-hour access to OIST Graduate University Library and agree to abide by the OIST Graduate University Library rules.

Requester's signature

Date

Approver's Signature

Approver's Name (Print)

Date

Library Staff Only

Date Submitted to the Library

Effective Date