

## Using the Materials

### Books on the Stack Rooms and the 'Government' section

KU members can borrow books in accordance with the following list. Additionally, they can borrow books in the 'Government' section up to 5 books / 1week. If your status is not listed, please check it on the Kyoto University Library Network website.

Affiliation	Position	Volumes	Duration
Law	Tenured faculty member	300	2 years
	Faculty of Law graduate	100	1 year
	Law School graduate	20	2 weeks
	Undergraduate, Auditors	5	1 week
Economics/ Government/ Management	Tenured faculty member	50	6 months
	Graduate	30	3 months
Other	Tenured faculty member	30	6 months
	Graduate	5	1 month
	Undergraduate, Auditors	3	1 week

### Books on the Open Shelves and Periodicals Section

Books on the open shelves and periodicals section are only available for temporary loan. You can use this material up until 15 minutes before closing time. Please fill out the application and hand in your ID for temporary loan.

### Renewal, Return and Request for return

**Renewal** : It is possible to extend the due date only once through MyKULINE. You can also renew items at the law library counter. When you renew at the counter, you can renew items any number of times unless reservation has been made by someone else.

**Return** : You can only return the materials at the law library counter. When the library is closed, you can return them at the office next to the library. We can accept books from 9 a.m. to 4:45 p.m. on weekdays.

**Request for Return** : You can make a request for return if the book you would like to borrow is overdue. Please ask the staff at the counter.

### For Non-KU Members (including alumni)

If you are planning to visit, please submit a reference letter through your university library or the nearest public library. E-mails and faxes are accepted.

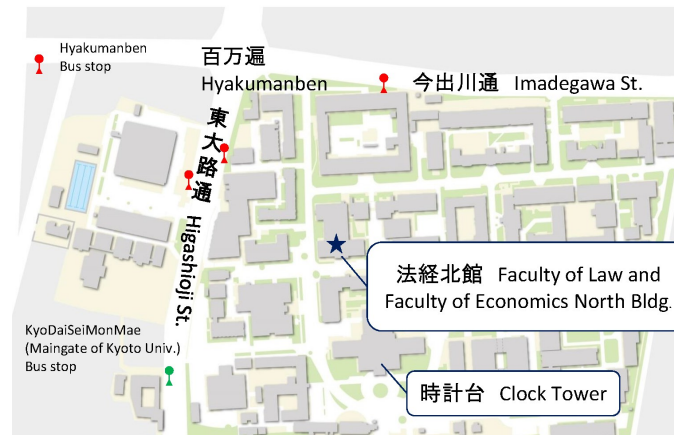
Our service hours are from 9 a.m. to 4:45 p.m. on weekdays. As it may take some time to respond to your inquiry, please plan accordingly before you visit.

When visiting, please bring your ID and a copy of your reference letter.

The reference letter template is available on our website. (Home> For Visitors> .....xlsx)

### Regulations of Kyoto University Law Library

Up-to-date regulations are accessible on our website (Japanese only). (Home> 規程)



## Kyoto University, Faculty of Law Library

〒606-8501 Yoshida-honmachi, Sakyo-ku, Kyoto  
(Faculty of Law and Faculty of Economics North Bldg.)

Tel : 075 - 753 - 3114 Fax : 075 - 753 - 3160  
Service hours : 9:00 — 16:45 (on weekdays only)

Mail : lawlib\_eturan@mail2.adm.kyoto-u.ac.jp

Web : <http://www.kulib.kyoto-u.ac.jp/lawlib/lawlib-j.html>



## Kyoto University, Faculty of Law Library guide

### Opening Hours

Monday - Friday 9 : 00 — 20 : 00

Saturday 9 : 00 — 17 : 00

### Closed

- Sundays, public holidays, New Year (Jan. 1st - 4th), beginning of the academic year (Mar. 31st - Apr. 3rd), and end-of-year (Dec. 28th - 31st).
- Foundation Day (June 18th), and entrance exam day (Feb. 25th, 26th).
- The morning of the 1st of each month and all day every 15th of each month. (In cases where the 1st or 15th falls on a Saturday, Sunday or a public holiday, the library will be closed the next working day.)

### Library Rules

Bags are not permitted. Please leave all personal belongings in lockers. Only books, stationary, laptops and valuables can be brought in.

**Eating, drinking, smoking, taking photo and speaking on one's phones are all prohibited in the library.**

### Searching the Collection

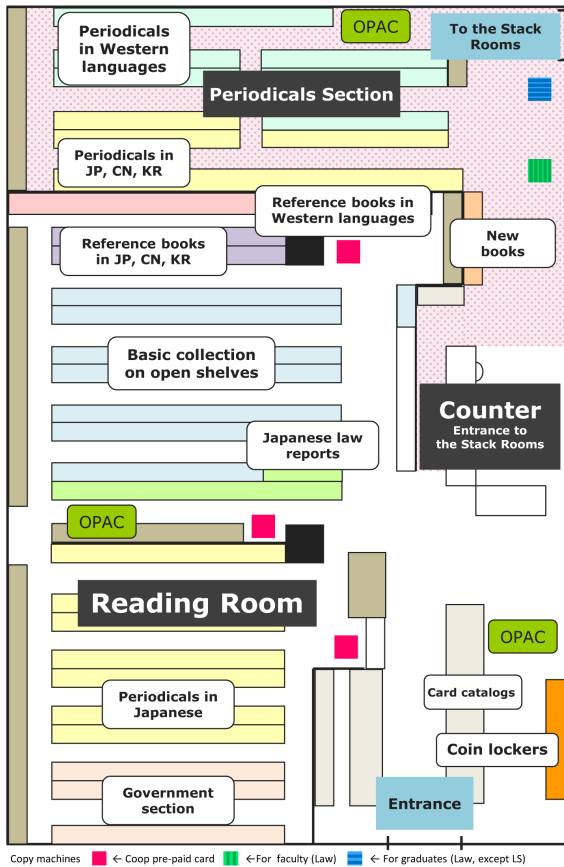
Please use KULINE (OPAC) to search for books and periodicals held at KU Libraries. E-resources and databases are also available.

### Wireless Networks

KUINS-Air (for Kyoto Univ. members only) and eduroam are available in the reading room.

Please check the IIMC website if you are not sure how to connect to the internet.

## Reading Room (loc: Open)



The Basic Collection holds reference books, law and related books, Japanese law reports and major law periodicals.

The collection is available for temporary loan only (check out only during opening hours).

Counter: We lend and return materials, provide references for visiting other university libraries and submit ILL requests.

Periodicals Section: The periodicals section holds journals published during the previous letter. The collection is available for temporary loan only.

Faculty members, staff, graduates and law undergraduates (with permission) can access the periodicals section by registering their name at the counter.

## Stack Rooms

All the KU faculty, staff, and graduates can access the stack rooms. Law undergraduates can also have access, but they have to be registered to get permission from a tenured faculty member.

Please show us your ID and write down your name on the list at the counter to obtain access.

To use the books at the Econ Library, you have to enter the Econ Library (1F).

### Stack Rooms Layout

7th	Books in Western languages (New Class, Old Class*Call no.A) Books in Western languages*Call no. Later BIV  9 Rare books (includes Hatschek's, Tuhr's, Thaner's, Jescheck's)
6th	Books in Western languages *Call no. AI - BIV  8
5th	(Economics)
4th	(Economics)
3rd	Books in Japanese *Call no. 000 - 349
2nd	Books in Japanese *Call no. 350 - 999, Newspapers Law Counter Periodicals in Japanese, Materials in Chinese, Materials in Korean
1st	(Economics)
Econ Counter	
B-1st	Periodicals in Western languages, Looseleaf Publications (JP, EN, DE, FR) (Shared with Econ) JP/Law(statutes at large, law reports, congressional documents)
B-2nd	UK, DE, FR, IT/Law(statutes at large, law reports, congressional documents) (Shared with Econ) Materials about International relations, BGB (some on 6th floor)

Central Bldg. loc: Deposit (Eastern room)	Books in Western languages (New Class, Old Class*Call no.C, E) Chinese Classics, Meiji Collection, Kobayakawa Collection US/ Law Reports, parliamentary documents, statutes at large JP/ Legal (Japanese classics collection)
Central Bldg. loc: Deposit (Western room)	Books in Japanese *Call no. 公法, 外法, 私法 Newspapers, Looseleaf Publications (EN, DE, FR) (some on 6th floor) Materials in Russian Microfilms and Microfiches

## Preparation of Materials

Undergraduates, auditors, and visitors cannot enter the stack rooms or the periodicals section.

Please fill out the yellow application form to request the materials you require. The staff will then locate them and bring them to the counter. This service is unavailable from 12:00 - 13:00 on weekdays.

## Materials in the Central Bldg. (loc: 'Deposit')

Please fill out the white application form if you need any of the materials in the stack rooms at the Central Bldg. (location: 'Deposit'). The staff will prepare them for you within a few days.

As it may take time to prepare them, please allow enough time to receive the materials.

## Special Collections and Rare Books

If you are planning to see or take photographs of the materials in special collections or rare books, a special application is required. Please ask us how to register.

As it may take time for registration, please plan accordingly before you use these materials.

## Theses

Master's thesis: Please use the card catalogs to search for master's theses. The author's permission is required to see them or photocopy them.

Doctorate thesis : Please use KULINE to search for doctoral theses. You can read them from 9 a.m. to 5 p.m. on weekdays. The author's permission is required to photocopy them.

## Using the Other Libraries (Including ILL)

If the members of the Faculty of Law, LS and the School of Government are planning to visit the other libraries, please consult us first (service time is 9 a.m. to 4:45 p.m. on weekdays). As it may take time to arrange a visit, please give us at least one week's notice.

If the materials are not available on campus, you can order a photocopy of materials or borrow books from other libraries (for a fee). We can only accept ILL (Interlibrary Loan Services) requests when paid for out of 'public expenses' (i.e., approved and paid for by the University). You can also request ILL at the main library where paid for by 'private expenses' (i.e., at your own expense).