

2016 Kyoto University Library

Library Guide



Kyoto University Library

2016

Kyoto University Library Calendar of Library Hours

Red = Closed days Blue = Holidays when Library is open
Green = Holidays and Weekends during the exam period (Extended Library Hours)

4

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

● Closed

*Last day of each month (Except in July, August, January and February)

*New Year's Holiday (December 29 - January 3)

*Temporary closures

University holidays (August 15 - 17)

Library maintenance, etc. (August 31, February 28)

Electrical inspection (Scheduled on October 23)

Library cleaning (September 3 - 4, March 4 - 5)

● Library Hours

*Weekdays 8:00 - 22:00 Weekends and holidays: 10:00 - 19:00

*Extended library hours on Saturdays, Sundays and Holidays 10:00 - 22:00

Use of the Libraries of Kyoto University

In addition to Kyoto University Library, the University also has about 50 departmental and research center libraries operating independently of each other. For details, ask at the library you want to visit.

Precautions for Use of the Library

- * Consumption of food and beverages except in the designated areas, talking on cellphones/tablets etc. and smoking are not permitted.
- * Other behavior that disturbs other library users may result in the suspension of using the Library.
- * Do not leave valuables unattended when you leave your seat.
- * Park bicycles and motorcycles in the designated area.
- * Do not block the ramp in front of the library entrance.

Entering and Leaving the Library

- * A library card is required to pass through the entrance gate.
- * A student ID, employee ID or authentication IC card may be used as a library card.
- * Auditing students and postgraduates should apply for a special library card.
- * Visitors should inquire at the Information Desk regarding procedures for using the library.
- * A buzzer will sound if a library material is taken out of the library without following the required procedure.

Facilities for the Physically Disabled



The library is equipped with an entrance ramp (with a bell) and an entrance intercom for the physically disabled. Inside the building, other facilities are available including wheelchair-accessible carrels and washrooms, elevators, a reading cubicle, a magnifier, and dictionaries in Braille. For details, contact the Circulation Desk (TEL 075-753-2632, 2641).

[Description of Codes]

	You can use the library from the online service "MyKULINE." To use this, you need an ID/Password.
	For encrypted or access-protected information, you need an ESC-ID or SPS-ID of the Institute of Information Management and Communication. - ESC-ID (Student account) [eg. a0012345] - SPS-ID (Faculty and staff account) [eg. taro123yoshida]

Library Hours/Service Hours

Opening hours

	Library Hours	Entering the stacks
Weekdays	8:00 ~ 22:00*	9:00 ~ 21:00
Weekends & holidays	10:00 ~ 19:00	10:00 ~ 18:00

* Visitors' admission is from 9:00 a.m. at the Information Desk.

Closed days

Check the calendar on the back of the cover.

* The Library may be temporarily closed or opened. You can get the latest library schedule at the [Kyoto University Library website](http://www3.kulib.kyoto-u.ac.jp/).

<http://www3.kulib.kyoto-u.ac.jp/>

Service hours

Service	Weekdays	Weekends & holidays
Library card services	9:00-16:45	-
Reference	9:00-16:45	-
Search corner	Same as library hours*	
Copying documents in the library (Photocopiers that can be used at either public expense or private expense)	9:00-16:45	-
Application for interlibrary services (Using libraries at other universities, etc.)	9:00-16:45	-
Browsing rare books * Requires prior reservation	9:00-11:45 13:00-16:45	-
Microfilm resources	9:00-16:45	-
Reading cubicle for visually impaired people	9:00-21:00	10:00-18:00
3F Study cubicles/Common study rooms	9:00-21:00	10:00-18:00
3F Media Commons	8:00-21:30	10:00-18:30
3F PC area	8:00-21:30	10:00-18:30

*: With some exceptions, most CD-ROMs cannot be used after 16:45 and on weekends and holidays.

Service hours are subject to change.

<http://www3.kulib.kyoto-u.ac.jp/>

Entering the Stacks

To get a permission to enter a stack room, go to the Circulation Desk and exchange your ID or library card with a badge, which will allow you to enter to the stacks. Do not bring your bags into the stacks; instead, put them in a locker beside the Circulation Desk free of charge.

Only professors emeritus, faculty members, staff, graduate students, and undergraduate students of the University are allowed to enter the stacks.

Borrowing Limits

	Professor emeritus	Staff	Student
Open-shelf books	2 weeks/5 volumes		
Stack books	1 month		
	10 volumes	30 volumes	10 volumes
Periodicals	2 days		
Current periodicals	Must be returned the same day		

Please check out books by automatic check-out machine. Special materials that cannot be processed by automatic check-out, such as Japanese-bound books, should be checked out at the Circulation Desk. Please return the books to the Circulation Desk. When the library is closed, please use the book drop in front of the library.

If you don't return books in time, you can't borrow books for the same number of days that the books remain overdue.

< Longer loan period >

You can borrow books for a longer period in the summer and the winter holidays. The period is extended until the day one week after the end of the holidays. More details will be announced.

Reserving a Book

You can reserve the books that other people are now borrowing. Please ask at the Circulation Desk. You can also reserve online through MyKULINE.

MyKULINE

ID/Password

Renewing a Book

You can renew books only once. Please ask at the Circulation Desk or on telephone (TEL 075-753-2632 or 2641) within the loan period. You can also renew online through MyKULINE.

MyKULINE

ID/Password

Recommending a Purchase

If you recommend that the library buy some books or other materials, please tell us on the library website what they are. The library will consider your recommendation and tell you whether it will purchase them or not.

Go to the Library website and click on "Book Purchase Request for Students." (Japanese only)

Library Facilities and Equipment

Learning Commons (1F)

A space for group work, discussion and rehearsal of presentations. Movable desks, whiteboards and projectors are available. In addition, workshops hosted by the Library are also held here.

Study Cubicles/Common Study Room (3F)

Hours of use: 9:00 - 21:00; weekends & holidays: 10:00 - 18:00

Study cubicles (14 cubicles) are available for graduate students and faculty members for the purpose of study and research.

Common study rooms (5 rooms) are available for the purpose of study and research by groups up to about 20 people.

To use these study facilities, apply at the Circulation Desk.

Study Room 24

This room is available around the clock. Please read the Library Guide for further information.

Media Commons (3F)

Hours of use:

Weekdays: 8:00 - 21:30; weekends & holidays: 10:00 - 18:30

Designed to be used for activities like listening to music, watching movies, and studying languages, this room has multipurpose audiovisual booths. You can make use of the DVDs, CDs and video tapes provided in the Media Commons. However, you cannot check them out.

You can reserve the soundproof Media Theater at the Circulation Desk on the 1st floor. (9:00~)

Silent Area (3F)

This area is designed as a place for intensive study, in complete silence. You can't use devices that make noises such as PCs and desk calculators here.

Using PCs and the Internet

PC area (3F)

ID/Password

Hours of use:

8:00 - 21:30; Weekends & holidays: 10:00 - 18:30

There are about 100 PC terminals connected to the internet in this Open Space Laboratory (OSL) of the Institute for Information Management and Communication.

Wireless LAN: Areas other than Silent Area (3F)

Wireless LAN (KUINS) is available in the library except in Silent Area (3F). For instructions on how to connect to this wireless LAN, see the Kyoto University Integrated Network System website.



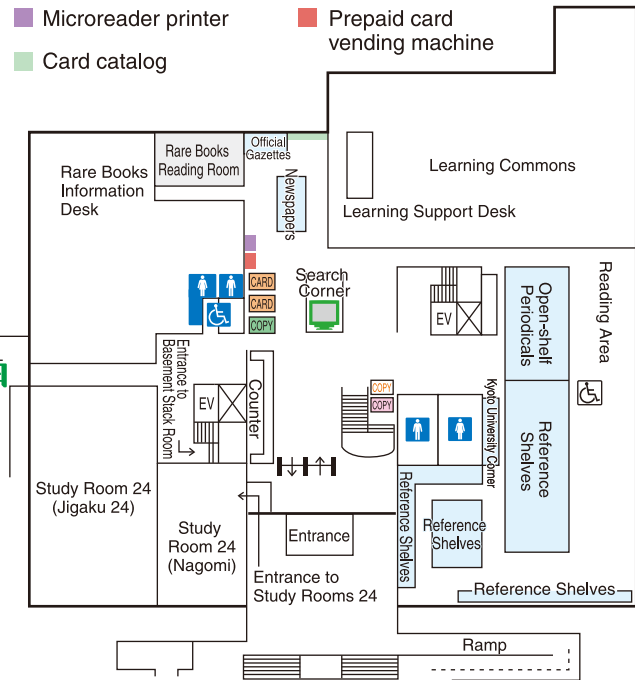
Floor Map

Floor Map

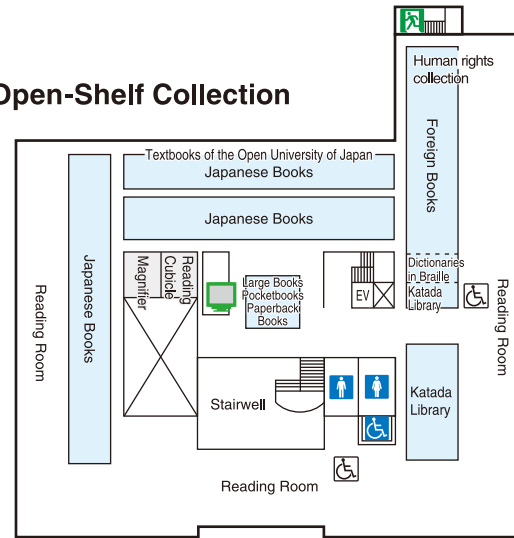
1F Periodicals, Reference Library and Learning Commons

Counter Guide

- Information Desk
- Procedures for entering library, library card application/issuing.
- Circulation Desk
- Borrowing / Returns
- Use of micro resources
- Reference Service And Interlibrary Loan Service Desk
- Information retrieval, reference, literacy support
- Document reproduction, Interlibrary services



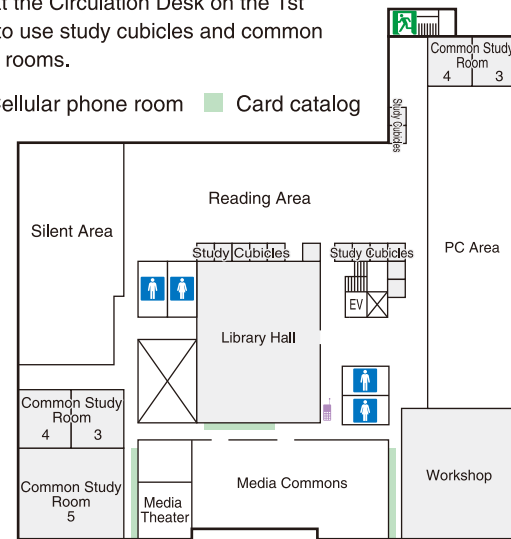
2F Open-Shelf Collection



3F AV Resources, Study Area

Ask at the Circulation Desk on the 1st floor to use study cubicles and common study rooms.

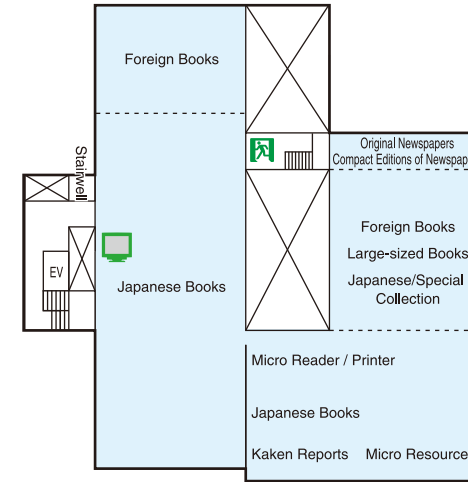
- Cellular phone room
- Card catalog



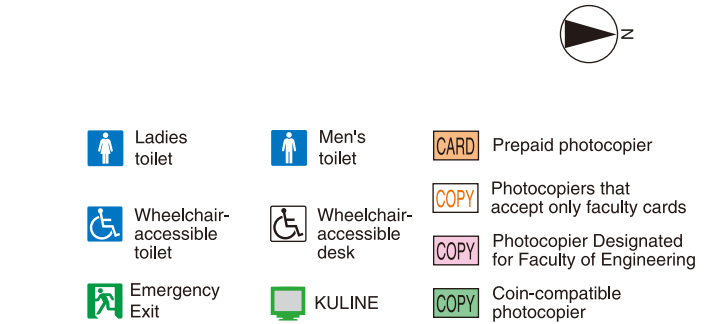
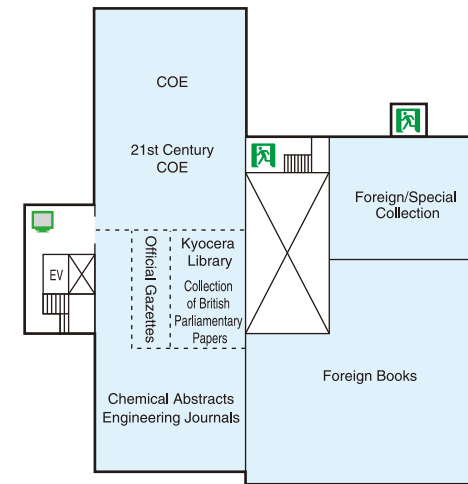
Stack Room

To enter the basement stack rooms, permission must be obtained at the Circulation Desk on the 1st floor.

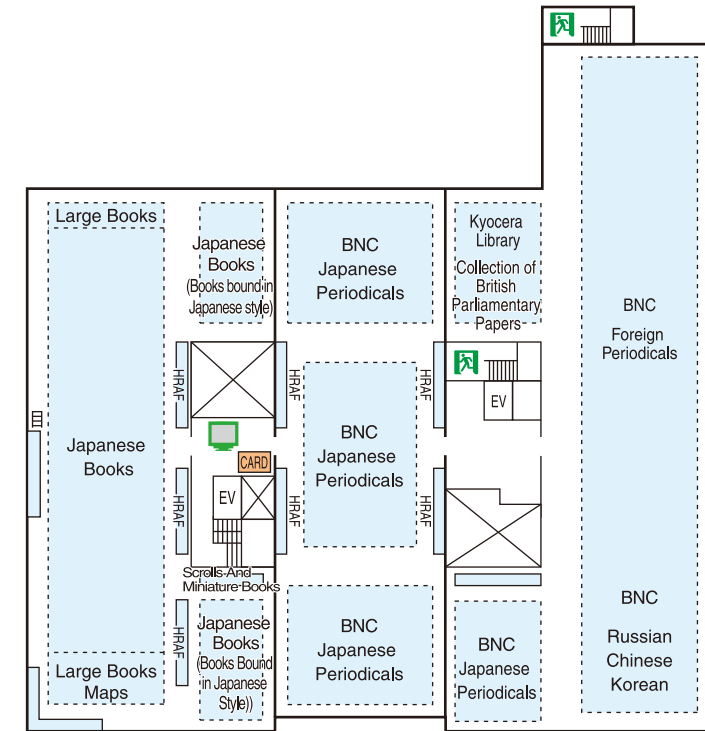
Basement 1 Mezzanine / New-Classification Books, Micro Resources



Basement 1 / Old-Classification Foreign Books, Engineering Journals, COE Resources



B2 / Old-Classification Japanese Books, Back Number Center (BNC)



Reference Service

If there is something you do not understand, inquire at the Reference Service Desk. The staff can help you to use library resources and find materials.

Inquiries are also accepted by e-mail and online via the library website.

Go to the Library website and click on "REFERENCE SERVICE" and then "Ask A Librarian."

Learning Support Desk

Graduate students offer advice about how to use the Library, how to write papers and so on, in several languages. The Support Desk service is provided in the Learning Commons.

The Support Desk is also on Facebook.



How to Find Materials

To search for resources at Kyoto University, you can use KULINE.

<http://kuline.kulib.kyoto-u.ac.jp/>

In KULINE, you can find information such as which library has the resource, its specific location and its call number.

* You can also use KULINE on your mobile phone.

<https://m.kulib.kyoto-u.ac.jp/m/>



If you cannot find a classical book published in or before the Edo period on KULINE, try using the Card Catalog located on the 3rd floor of the library. If you still cannot find resources you want, contact the Reference Service Desk.

Library Workshops

Hands-on learning sessions where students use a computer and learn practical things are held in a workshop room on the 3rd floor of the library.

The schedule of workshops is announced on the library website and LSN (Library Service News), which is published every month.

In addition, it is possible to arrange individual workshops on the topic of your choice, such as how to collect resources or how to use a specific database.

Please apply at the Reference Service Desk for seminars and classes or in groups (of at least 2 persons).

Go to the library website and click on "REFERENCE SERVICE" and then "Library Workshop." (Japanese only)

Copying Documents in the Library

Photocopying at the library is limited according to the Copyright Act. Please pay attention to the notes on "Document Reproduction Application" placed near the photocopiers, fill in the necessary information and put the application in the submission box before copying documents.

There are photocopiers that take prepaid cards, coin-operated photocopiers (black-and-white copy: 10 yen per sheet, color copy: 50 yen per sheet), prepaid card vending machines, and photocopiers that accept only faculty cards in the library.

In addition, there are also microfilm readers-printers. Fees are shown in the table on the right.

[Fees]	B & W copy per sheet	Color copy per sheet
Internal user	20yen	60yen
External user	35yen	80yen

Interlibrary Services

If resources are available on the Yoshida campus

Use the libraries that have the resources.

If resources are available on another campus, etc.

◇ Copies can be obtained. (with charge)

◇ Books can be borrowed. (with no charge)

MyKULINE

ID/Password

* As a rule, it is best to submit your request from your main local library.

If resources are not available on campus

◇ Obtaining a photocopy from a library at another university or institution (with charge)

MyKULINE

ID/Password

You can request partial photocopies of a book or a journal article, owned by the library of a Japanese or foreign university, and National Diet Library, etc.

◇ Borrowing a book from another library (with charge)

A book that is not in the University's collection can be borrowed from a library at a Japanese or foreign university, the National Diet Library, etc.

You are expected to comply with the institute's terms and conditions regarding the use of borrowed books.

* As a rule, the fee is charged to you and not to the library.

* Students who belong to the Faculty of Agriculture, the Faculties at Yoshida Minami [Yoshida-South campus], the Faculty of Medicine, the Faculty of Pharmaceutical Sciences and Institute for Research in Humanities should submit their request from their local library.

◇ Visiting libraries at other universities

When visiting a library at a Japanese or foreign university, a prior announcement or a letter of introduction is required. Please apply for a letter of introduction 2 to 3 days before your scheduled visit.

You can also apply from the library website.

Go to the library website and click on "LIBRARY GUIDE" and then "Visiting Other Libraries."

* Generally, you should apply for a letter of introduction from your local library.

Kyoto University "MyKULINE"

<http://kuline.kulib.kyoto-u.ac.jp/>

MyKULINE

ID/Password

This is a web tool that allows students to conveniently use services offered by the Kyoto University Library Network. You can check and renew the due dates of the books you are borrowing, put a hold on books, register to receive notices of new book and journal arrivals, and place or cancel document orders. Students can also access MyKULINE through a student portal, that allows students to log on to the KULASIS and KUMOI at the same time.

Common Portal for All Students:

<https://student.iimc.kyoto-u.ac.jp/>

Using the Electronic Journals and Databases

There are about 36,000 titles of electronic journals, more than 70 kinds of databases and electronic books that you can access online.

List of Electronic Journals / Books

<http://edb.kulib.kyoto-u.ac.jp/gakunaiej.html>

List of Databases:

<http://edb.kulib.kyoto-u.ac.jp/gakunaidb.html>

Because on the contracts, databases are allowed only for the faculty and students at Kyoto University.

ID/Password

The actions listed below are strictly prohibited. Rule violations will constitute a breach of the contract with the provider, and may result in the University being penalized and losing the use of online services. Be sure to obey the rules and use the services properly.

- To download materials exceeding your personal allowance, especially by an automatic operation of a computer program.

CAUTION: If something keeps pressing down a key on your keyboard, non-useful data may be downloaded unintentionally.

- To use a service for a purpose other than a personal use.
- To reproduce or distribute the materials.

Rare Collections

The rare collections owned by Kyoto University Library are stored in a special stack room, and you need to make a reservation to read them. Please call the Rare & Special Material Section by telephone (TEL 075-753-2640 or 2635). The Library website (below) tells you how to make a reservation. Basically, if the materials that you want to read have been already microfilmed or stored in the Image databases from the rare collections, you can't use the originals.

[Go to the Library website and click on "Rare Collections."](#)

About 4,000 rare materials can be browsed from the Image Databases of the Rare Collections in the Digital Library.

[Go to the library website and click on "Image Databases."](#)
<http://edb.kulib.kyoto-u.ac.jp/exhibit/index.html>

Digitized Content Transmission Service from the National Diet Library

The service enables you to read and copy the digital images of difficult-to-obtain (e.g. out of print) materials in the National Diet Library.

Service Areas / Hours

- * Rare & Special Material Section on the 1st Floor of the Kyoto University Library (1 dedicated terminal)
- * Weekdays (Mon. to Fri.) 9:00 ~11:45, 13:00 ~ 16:45

Accepted Users

Students, faculty members and professors emeritus of Kyoto University can use this service. (Graduates and general users cannot.) This service is also available at some other libraries of the university. For more details, please visit the website of Kyoto University Library Network.

Kyoto University Research Information Repository (KURENAI)

The outputs of the University's research and educational activities are permanently accumulated, stored in an electronic form and open to the public on the internet so that anyone can use the information free of charge. All kinds of materials, produced through daily research and educational activities, including academic journal articles, dissertations, bulletins, lecture and teaching materials, are included in the collection. Full texts of more than 130,000 cases are available at present.

<http://repository.kulib.kyoto-u.ac.jp/>

Suggestion Box

~We want to hear your comments and suggestions regarding the main library.~

A "Suggestion Box" is provided by the library to hear your comments and requests. Please feel free to submit your opinion from our website. We will post our response accordingly.

[Go to the library website and click on "Suggestion Box."](#)

Libraries of Kyoto University

<http://www.kulib.kyoto-u.ac.jp/>

This university has about 50 libraries (including Kyoto University Library). If you visit them, please check the open hours and term of use on the website. It also provides information about upcoming lectures, orientations and other library services.



Yoshida-Honmachi, Sakyo-ku, Kyoto 606-8501

TEL: 075-753-2632 (Circulation)

075-753-2636 (Reference)

075-753-2640 (Rare & Special Material Section)

075-753-2638 (Interlibrary Services)

FAX: 075-753-2650

Library <http://www3.kulib.kyoto-u.ac.jp/>

For cell phones <http://www3.kulib.kyoto-u.ac.jp/keitai/>

Library Network <http://www.kulib.kyoto-u.ac.jp/>

The latest information (library schedule, etc.) is updated on the library website.



Kyoto University Library
Cell phone-accessible QR code

Collection of Special Materials about the Meiji Restoration
Front cover: Illustration of a Lotus Flower
Back cover: Illustration of a Willow and Heron

