

2019 Kyoto University Library

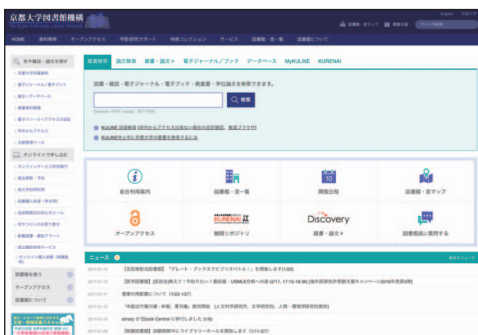
Library Guide



Kyoto University Library

Libraries of Kyoto University

The university has about 50 libraries (including Kyoto University Library). Before visiting any of them, please check the open hours and terms of use on the website below. The website also provides information about upcoming lectures, orientations and other library services.



Website of the Libraries of
Kyoto University



Website of the Libraries of
Kyoto University
Library Open Hours and Terms of Use



Use of the Libraries of Kyoto University

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

Precautions for Use of the Library

- * Eating and drinking is only allowed in designated regions. Talking on cellphones/tablets etc. and smoking are not permitted.
- * Any behavior that disturbs other library users may result in removal from the library and possible suspension of future use.
- * 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, Authentication IC card or Emeritus card can be used as a library card.
- * Auditing students and postgraduates are required to apply for a special library card.
- * Visitors are required to follow the necessary procedures at the Reception on the 1st floor.
- * A buzzer will ring 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 Usage / Lending Desk.

[Description of Codes]

	You can use the libraries 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

* Visitor admission is from 9:00 a.m.

Closed days

Winter Holidays (December 20 – January 3), Temporary closures

* The Library may be temporarily closed or opened. You can get the latest library schedule at the [Kyoto University Library website](#).

Service hours

Service	Weekdays	Weekends & holidays
Library card application	9:00–16:45	—
Reference	9:00–16:45	—
Search corner	Same as library hours *	
Interlibrary service application (Using libraries at other universities, etc.)	9:00–16:45	—
Rare book access * Requires prior reservation	9:00–11:45 13:00–16:45	—
Microfilm resources access	9:00–16:45	—
Reading cubicle for visually impaired	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.

Entering the Stacks

Use your IC card (Student ID, Employee ID, Authentication IC card or Emeritus card) or library card (magnetic strip type) to enter the stacks. Put your bags in a locker beside the gate.

Only professors emeritus, faculty members, staffs, 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 on the same day		

Please check out books by automatic check-out machine. Special materials that cannot be processed by automatic check-out machines 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 do not return books on time, you cannot borrow books for the same number of days that the books remain overdue .

< Longer loan period >

You can borrow books for a longer period of time over the summer and winter holidays. More details will be announced.

Book Reservation

You can reserve books that are currently borrowed by another users. Please ask at the Circulation Desk.

You can also make reservations online through the MyKULINE service.

MyKULINE

ID/Password

Renewals

Borrowers can renew their books to extend the due date once, as long as they are not reserved by other users. Please contact the Usage / Lending Desk by telephone (9:00 to 17:00 on Weekdays) before the expiration date.

You can also renew books online through the MyKULINE service

MyKULINE

ID/Password

Book Recommendation

You can recommend books for the library's collections. Please submit your recommendations on the library website. We will consider your recommendations and make a decision on whether to purchase them.

Library Facilities and Equipment

Learning Commons (1F)

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

Study Cubicles/Common Study Room (3F)

Hours of use:

Weekdays: 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, research and learning.

Common study rooms (5 rooms) are available for the purpose of schooling, study and research (for 2 or more only). Room capacity is 20 people.

To use these study facilities, visit the facility reservation system on the library website.

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

This room has multipurpose audiovisual booths for activities like viewing videos, listening to audio materials, and language study. You can make use of the DVDs, CDs and video tapes provided here. (You cannot check them out.)

Reservations are required if you want to use the Media Theater. (Available from 9:00~) Visit the facility reservation system via library website.

Silent Area (3F)

This area is for study in complete silence. It is prohibited to operate keyboards, e.g., PCs, desk calculators, etc. here.

Using PCs and the Internet

PC area (3F)

ID/Password

Hours of use:

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

There are about 60 PC terminals with the internet connection as the Open Space Laboratory (OSL) of the Institute for Information Management and Communication.

Wireless LAN

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



Reference Service

Reference questions are handled by the Reference Service Desk. The staff can help you to use library resources and find materials. Inquiries are also accepted via e-mail or through the online service of the library website.

Learning Support Desk

Graduate students offer advice about how to use the Library, how to write reports 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 materials of Kyoto University, you can use KULINE.

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



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 (1st floor).

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 workshop schedules are announced on the library website.

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.

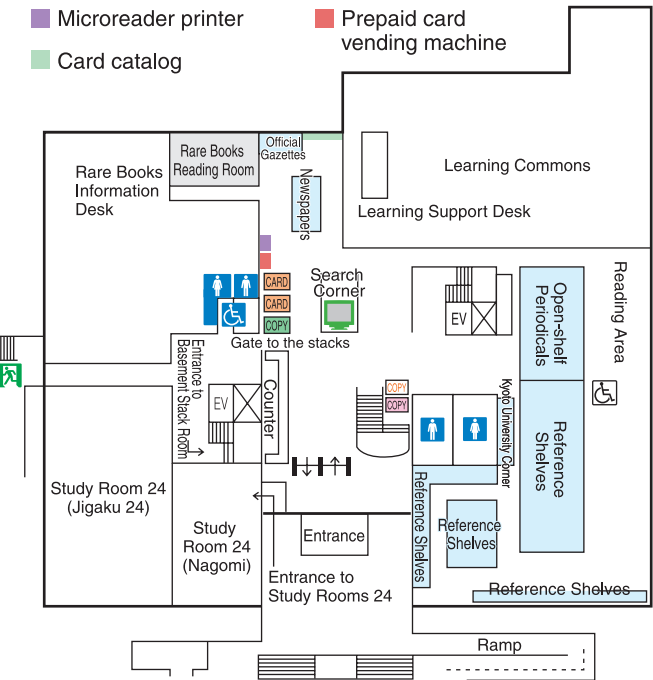
Floor Map

Floor Map

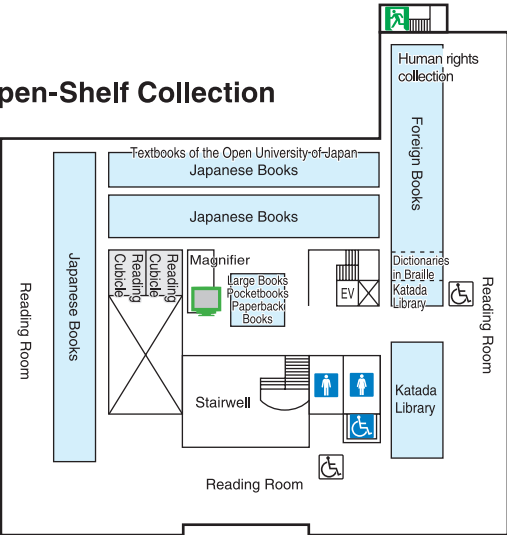
1F Periodicals, Reference Library and Learning Commons

Counter Guide

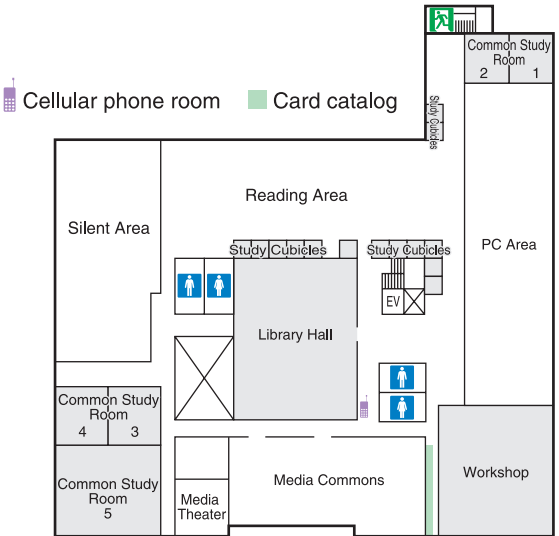
- Reception Desk
- Procedures for entering library, library card application/issuing.
- Circulation Desk
- Borrowing / Returns
- Use of micro resources
- Reference Service And Interlibrary Loan Service Desk
- Information retrieval, reference, literacy support
- Document reproduction, Interlibrary services



2F Open-Shelf Collection

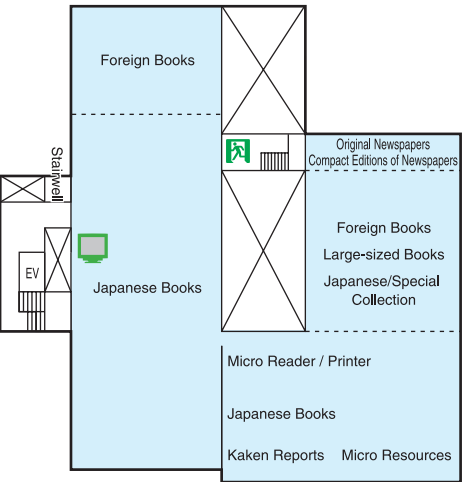


3F AV Resources, Study Area

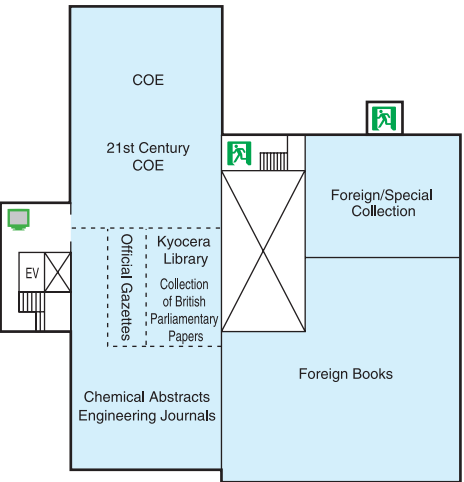


Stack Room

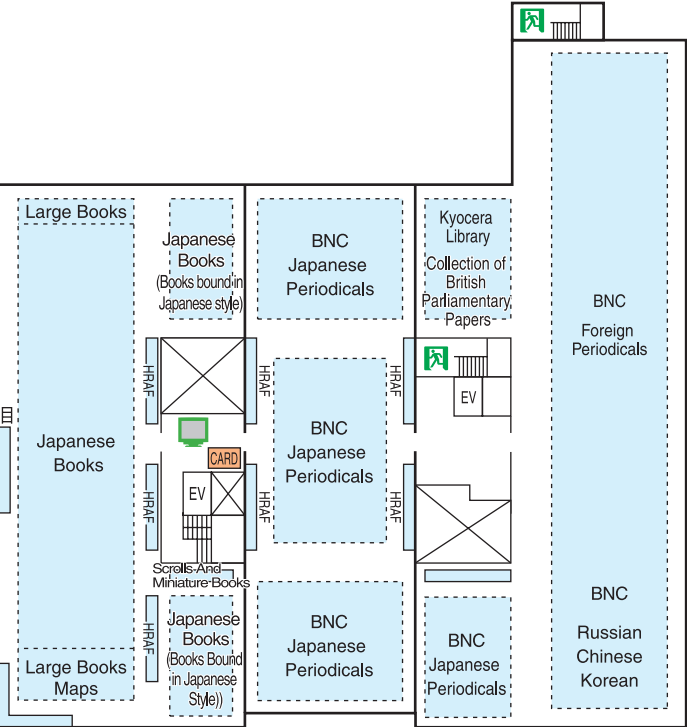
Basement 1 / New-Classification Books, Micro Resources



Basement 2 / Old-Classification Foreign Books, Engineering Journals, COE Resources



B3 / Old-Classification Japanese Books, Back Number Center (BNC)



- | | | |
|------------------------------|----------------------------|--|
| Ladies toilet | Men's toilet | CARD Prepaid photocopier |
| Wheelchair-accessible toilet | Wheelchair-accessible desk | COPY Coin-compatible photocopier |
| Emergency Exit | KULINE | COPY Photocopiers that accept only faculty cards |
| | | COPY Photocopier Designated for Faculty of Engineering |

Copying Documents in the Library

Photocopying at the library is subjected 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

Resources available on the Yoshida campus

Go to the libraries that have the resources directly.

Resources available on another campus, etc.

MyKULINE

ID/Password

◇ Copies can be obtained. (with charge)

◇ Books can be borrowed. (free)

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

Resources not available on campus

MyKULINE

ID/Password

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

You can request partial photocopies of a book or a journal article, from other university libraries in Japan and abroad, 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 in Japan or foreign university, a prior contact 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 via the library website.

* Generally, you should apply for a letter of introduction from the library that you belong to.

Kyoto University "MyKULINE"

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, submit a recall request, register to receive notification of new arrival, and request or cancel document orders. Students can also access MyKULINE through a student portal, which allows students to log on to the KULASIS and KUMOI at the same time.

MyKULINE

ID/Password



Using the Electronic Journals and Databases

There are about 40,000 titles of electronic journals and more than 100 kinds of databases and electronic books that you can access online.

List of Electronic Journals / Books



List of Databases



Because of the contracts with publishers, databases are restricted to the faculty and students of Kyoto University.

ID/Password

Electronic Resource Use Policy

The following actions listed below are strictly prohibited. Rule violations will constitute a breach of the contract with the provider, and may result in penalty for Kyoto University and suspension of access to resource. Each user is responsible for complying with use properly.

- To download materials beyond your personal allowance, especially use of robots or intelligent to do systematic bulk or automatic downloading.

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

- Using electronic resources for individual, non commercial use only.
- To reproduce or distribute the materials.



Rare Collections

The rare collections of 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 for information. The Library website tells you how to make a reservation. Basically, you are not allowed to access the originals of the materials which have been microfilmed or stored in the Image databases.

Some rare materials can be browsed from the Kyoto University Rare Materials Digital Archive.



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 (1 dedicated terminal)
- * Weekdays (Mon. to Fri.) 9:00 ~11:45, 13:00 ~ 16:45

Accepted Users

Students, faculty members and emeritus professors of Kyoto University can use this service. (Graduates and general users cannot.) This service is also available at some other libraries of Kyoto University.

For more details, please visit the website of Kyoto University Library Network.

Kyoto University Research Information Repository (KURENAL)

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 for everyone to use freely. All kinds of materials, produced through daily research and educational activities, including academic journal articles, dissertations, bulletins, lecture and teaching materials, are stored in the collection. More than 180,000 documents are available at present.



Suggestion Box

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

A “Suggestion Box” is provided by the library to collect comments and requests from the users. Please feel free to submit your opinion from our website (exclusively within the University). We will post our response accordingly.



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

TEL: 075-753-2632 (Usage / Lending Desk)

075-753-2636 (Research and Consultation Desk)

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

075-753-2638 (Interlibrary Services)

FAX: 075-753-2650

Library <https://www.kulib.kyoto-u.ac.jp/mainlib/>

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

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

Rare Book Collection of the Kyoto University Library

“Eboshi Orizoshi (An Illustrated Manuscript of a Classical Japanese Fairy Tale)”



Kyoto University Library
Cell phone-accessible QR code

