GENERAL INFORMATION

ADMISSIONS
1. Undergraduate/Graduate students, Faculty members, and Staff of Doshisha University
2. Doshisha Library card holders
3. Those from outside of Doshisha University who are given permission by the Dean of the University Library

ENTERING / USING THE LIBRARY
Users need Doshisha University-issued ID card (student/teacher/staff ID, or a library card) to enter the library and use the services.

DOORS (Doshisha Online Retrieval System)
DOORS is the online public access catalog of Doshisha University. You can search location or check the status of a book on DOORS. Additionally, some online services (DOGS Plus, CiNii Search, etc.) are available on DOORS. Please click the each tab and you can check more information about the materials including E-Journals and E-Books. Also, you can request interlibrary service (photocopy or loan) or make purchase requests.

DOGS Plus (Doshisha Greater Search+)
DOGS Plus is the integrated search system that enable you to access various academic information all over the world. You can cross-search both the paid and free databases as well as on-campus holdings.

DATABASE / E-JOURNALS & E-BOOKS
The members of Doshisha University can use databases to search newspapers, academic magazines, journals, case law references, biography resources, company information, dictionaries and encyclopedias. They can also search academic journal articles and dissertations on E-Journals and E-Books. To use them, please access the library website via PCs on campus. For an off-campus user, you need a VPN connection.

When you use the PC at the library or other computer classrooms, your user ID and password are required.

SEMINARS
The library offers open workshops on how to search for literature and information, or how to use DOORS and databases. For details on occasional library seminars, please check the library website or notice boards.

USING DOSHISHA WOMEN’S COLLEGE (DWC) LIBRARY
- Full-time faculty members and staff of Doshisha University (DU) are required to carry their ID card.
- Students of DU need to have a library card issued by DWC.
- Users other than the above, please inquire at the Main Counter of the library.
Also, the usage differs for each library. Please check the website of the DWC Library for information on the services available.

SERVICES

BORROWING
To check out a book, please bring the book to the Main Counter with your ID card.
Non-Circulating Materials
Reference materials, periodicals (academic journals, magazines, newspapers, law reports, etc.), audio-visual materials, rare books, EU-related materials, Doshisha archives, etc.

BORROWING LIMITS / LOAN PERIODS

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<thead>
<tr>
<th></th>
<th>Open Access Materials</th>
<th>Stack Materials</th>
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<tbody>
<tr>
<td>DU Students and Staff</td>
<td>10 books / 2 weeks</td>
<td>20 books / 1 month</td>
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Borrowing limits and loan periods differ by the user’s status at Doshisha University Library. Please ask the Main Counter for more information about user guidelines and different services.

RETURNS
Please return the book to the Main Counter. You can return materials borrowed at one of the main libraries (DU IMADEGAWA & LEARNED) to both of the libraries. Please put books into the book return slot while the Library is closed.

RENEWALS
You can extend the loan period before the due date, if no reservations have been made for the material at the Main Counter or via DOORS.

RESERVATIONS
Materials out on loan can be reserved at the Main Counter or via DOORS.

INTERCAMPUS DELIVERY
The Intercampus Delivery Service arranges the transfer of books between the libraries on Imadegawa and Kyotanabe Campus. Books borrowed from the both Libraries on Doshisha Campus can be returned to any of these libraries. Application forms are available at the Main Counter.
– You may reserve books or request Intercampus Delivery Service total up to 10 books.

PURCHASE REQUESTS
You can submit requests to purchase books not held in the Library via DOORS. Requests are reviewed by the library librarians for the relevant subjects.

Tips
For details on how to use DOORS and Web service, see Tips, the leaflet provided at the Main Counter or downloaded from the library website.

SUGGESTION BOX
If you have any thoughts or feedback regarding the Library, please share them with us. You can put your comments into the suggestion box located on the 1st floor (1F).
Call Number (000~999) is the address of materials in the library collection. Materials are classified by ten subject areas and given the number on the spine of them. Also, you can check it on DOORS. Japanese materials and foreign materials are not separately shelved in the Library.

Students, faculty members, staff of Doshisha University, and Doshisha Library card holders may enter the 3F, B1F, and B2F Stacks. Please fill out an application form at the Main Counter. To access the rare books / Doshisha archives / microforms, please apply for at the Main Counter.

★ Materials must be paged. Please ask at the Main Counter.

3F STACKS

NORTH Stacks [Books · Journals]
300 GENERAL HISTORY –History, Biography, Geography

SOUTH Stacks [Newspapers, Bound Periodicals]

B2F STACKS [Books · Journals]
600 INDUSTRY AND COMMERCE –Agriculture, Forestry, Fishery, Commerce, Transportation, Communications
500 TECHNOLOGY.ENGINEERING –Engineering, Architecture, Mechanical Engineering, Electrical Engineering, Domestic Sciences

MICROFICHE ★

B1F STACKS [Books · Journals]

000 GENERAL WORKS –Library, Bibliography, Collections, Series
100 PHILOSOPHY –Philosophical Theories, Psychology, Ethics, Religion
200 NATURAL SCIENCES –Mathematics, Physics, Chemistry, Astronomy, Earth Sciences
300 SOCIAL SCIENCES –Politics, Law, Economics, Public Finance, Statistics, Sociology, Education, Folklore/Ethnology, Military Sciences

SPECIAL COLLECTIONS [Rare Books] ★

500 TECHNOLOGY.ENGINEERING –Engineering, Architecture, Mechanical Engineering, Electrical Engineering, Domestic Sciences

TIPS

There are PCs for DOORS and coin-operated copiers on each floor. Please make copies of library materials within the boundaries of the Article 31 of the Copyright Act. Please fill out an application form when using the copiers.

ARRANGEMENT

2F

Reading Room 3・4 –Quiet study rooms. Calculators and personal laptops are prohibited.
Reading Room 5 –Calculators/Laptops are permitted in Room 5.

Group Study Room 3・4・5・6 –The room can be used by a small group of students who wish to collaborate on projects together. Please reserve at the Main Counter in advance.

1F

General Collection –Books, Pocket Books, Faculty Collections, Doshisha Materials, ESL Books
Periodicals –Current Periodicals, Back Issues of Periodicals
Braille Room –Braille dictionaries (English-Japanese, Japanese language), Braille newspapers, voice guidance PC, printer.

FLOOR PLAN

B1F

Reading Room 1 –Calculators/Laptops are permitted in Room 1.
Reading Room 2 –Quiet study room. Calculators and personal laptops are prohibited.

European Info –Publications and other documents about the EU can be found here. The center is open to the general public.

Group Study Room 1・2 –The room can be used by a small group of students who wish to collaborate on projects together. Please reserve at the Main Counter in advance.

Multimedia Library –Audio-visual materials such as videos, CD-ROMs, DVDs, and international news are available. Audio-visual materials cannot be borrowed. Students, faculty members, staff of Doshisha University, and Doshisha Library card holders are entitled to access here.

Exhibit Space –Planned exhibitions using materials of the library’s collection are held.

REMEMBERS

> Users must take care not to soil materials. If materials are soiled, damaged, or lost, users will be made to pay compensation.

> Users must follow procedures when borrowing/returning books. (Materials must not be taken out of the Library unless the appropriate borrowing procedures are completed.)

> The books that are not borrowed must be left on book trucks (book carts) in each room after use.

> Please keep quiet in the Library. Talking on your cell phone is not permitted.

> Eating and smoking is prohibited in the Library. However, you can bring drinks in spill-proof containers except for Multimedia Library, PC corner and the Stacks.

> Please keep your belongings with you at all times.

> Your ID card is not transferable or rentable.

> Please observe the rules and etiquette in the Library.