

## GENERAL INFORMATION

### ADMISSIONS

- 1 Undergraduate/graduate students, faculty and staff of Doshisha University
- 2 Doshisha Library card holders
- 3 Those from outside of Doshisha University who are given permission by the Director, Doshisha University Library

### ENTERING / USING THE LIBRARY

Users need Doshisha University-issued ID cards (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 for library materials and check the location or the circulating status of them.
- You can request interlibrary loan/photocopy service, or make purchase requests.
- You can use more search systems. DOGS Plus, Academic Repository, DWCLA, CiNii Books, CiNii Research, and NDL Search are available. Please try to click each tab.

### DOGS Plus ([Doshisha Greater Search+](#))

DOGS Plus is the integrated search system that enables you to search electronic journals, electronic books, and databases available on campus, and also Doshisha University's holdings of printed books and periodicals at a time by keywords.

### DATABASE / E-JOURNALS & E-BOOKS

Databases are available for searching newspapers, academic journals, case law references, biography resources, company information, dictionaries, encyclopedias, etc. E-Journals and E-Books are available for reading academic journal articles and dissertations electronically. To use them free of charge, please access "Database Search Portal" on the library website via PCs connected to the University network\*.

\* On campus, you can use the PC at the library and other computer classrooms, or your own laptop connected to DO-NET. For off-campus use, you need a VPN connection. 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 (DWCLA) LIBRARY

- Regular students at Doshisha University (DU) need to apply for a library card in person at one of the libraries of DWCLA.
- Full-time faculty and staff of DU are required to carry their ID cards with them.
- Users other than the above, please inquire at the library counter.
- Library usage and hours differ depending on each library. Please check the library website of DWCLA.

## SERVICES

### BORROWING

To check out materials, please bring the materials you wish to borrow and your ID card to the Main Counter.

#### **Materials that may not be borrowed:**

reference materials, periodicals (journals, newspapers, law reports, etc.), audio-visual materials, rare books, non-circulating materials, EU-related materials, Doshisha Archives materials, etc.

### BORROWING LIMITS / LOAN PERIODS

	Open Access Materials	Stack Materials
DU Students/ Faculty/Staff	<b>10 books / 2 weeks</b>	<b>20 books / 1 month</b>

Borrowing limits and loan periods for users other than the above vary according to the status of the user. Each user will be informed of the limits and the periods when a library card is issued.

### RETURNING

Please return borrowed materials to the Main Counter, or to the book return slot when the library is closed.

Materials held by Imadegawa Library and Learned Memorial Library can be borrowed or returned at any of these libraries.

### RENEWALS

You can extend the loan period before the due date at the Main Counter or via My DOORS if the borrowed material has not been reserved by another user.

### RESERVATIONS

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

### INTERCAMPUS DELIVERY

You can request delivery of circulating materials from Learned Memorial Library or faculty libraries / research laboratories in Kyotanabe Campus. Availability and usage of the materials vary depending on the library. Please inquire at the Main Counter.

\* You may request and reserve total up to 10 books.

### PURCHASE REQUESTS

You can submit purchase requests to the library via My DOORS if the book you want is not held in the library. The library will determine if the requested book is worth purchasing, and make the decision. You may request total up to 5 books a month, 20 books a year.

If you have overdue books, you cannot use the following services; borrowing, renewals, reservations, intercampus delivery, and purchase requests.

### Tips for DOORS

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).

Doshisha University

# Library

<https://library.doshisha.ac.jp/>

## IMADEGAWA Library Guide

### HOURS

Monday–Saturday 9:00 a.m. – 10:00 p.m.  
Sunday 10:00 a.m. – 5:00 p.m.



### IMADEGAWA Library

Karasuma-higashi-iru, Imadegawa-dori, Kamigyo-ku,  
Kyoto City, Kyoto, 602-8580, Japan

075-251-3980

### LEARNED Memorial Library

1-3 Tatara Miyakodani, Kyotanabe City, Kyoto,  
610-0394, Japan

0774-65-7240

## ARRANGEMENT

The library materials held by Doshisha University are organized by Nippon Decimal Classification (NDC), and arranged in order of call numbers which indicate the subject areas. The call number is found on the spine of each material and on DOORS. Japanese materials and foreign materials are not separately shelved in the library.

## LIBRARY STACKS GUIDE

Students, faculty and 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 rare books, Doshisha Archives materials, and microforms, please apply for at the Main Counter.

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

### 3F STACKS

#### NORTH Stacks [Books · Journals]

**200 GENERAL HISTORY** – General history, General biography, General geography

**300 SOCIAL SCIENCES** – Political science, Law, Economics, Public finance, Statistics, Sociology, Education, Folklore, Ethnology, Military science

#### SPECIAL COLLECTIONS [Rare Books] ★

#### SOUTH Stacks [Newspapers, Bound Periodicals]

### B1F STACKS [Books · Journals]

**000 GENERAL WORKS** – Information science. Informatics, Libraries, Bibliography, General collections

**100 PHILOSOPHY** – Philosophy, Psychology, Ethics, Religion

**400 NATURAL SCIENCES** – Mathematics, Physics, Chemistry, Astronomy, Earth sciences

**500 TECHNOLOGY. ENGINEERING** – Industries, Architecture. Building, Mechanical engineering, Electrical engineering, Domestic arts and sciences

#### MICROFICHE ★

### B2F STACKS [Books · Journals]

**600 INDUSTRY AND COMMERCE** – Agriculture, Forestry, Fishing industry. Fishery, Commerce, Transportation services, Communication services

**700 THE ARTS. FINE ARTS** – The arts, Painting. Pictorial arts, Photography and photographs, Music, Theater, Motion picture, Sports

**800 LANGUAGE** – Japanese, Chinese, English, German, French

**900 LITERATURE** – Japanese literature, Chinese literature, English and American literature, German literature

#### MICROFILM ★

#### DOSHISHA ARCHIVES ★

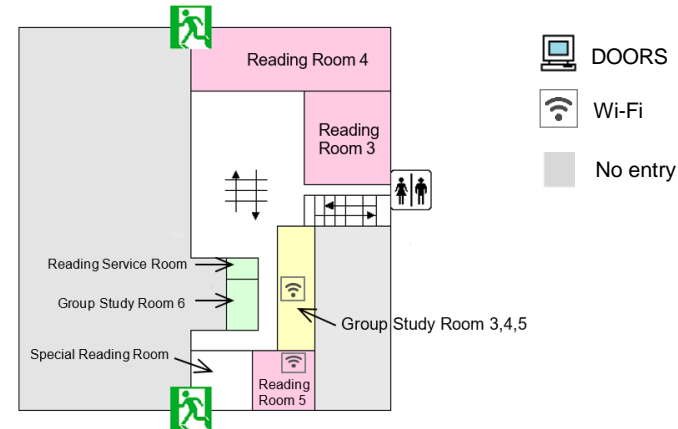
There are PCs for DOORS and coin-operated copiers on the 1st floor and in the Stacks. Please make copies of library materials within the boundaries of the Article 31 of the Copyright Act. Please fill out an application form when using the copiers.

## FLOOR PLAN

### 2F

**Reading Room 3 · 4 · 5** – In Reading Room 3 and Room 5, calculators and laptops are permitted. The Internet connection is possible.

**Group Study Room 3 · 4 · 5 · 6** – Rooms may only be used for study purposes by groups. To use the room, application or reservation must be made at the Main Counter.



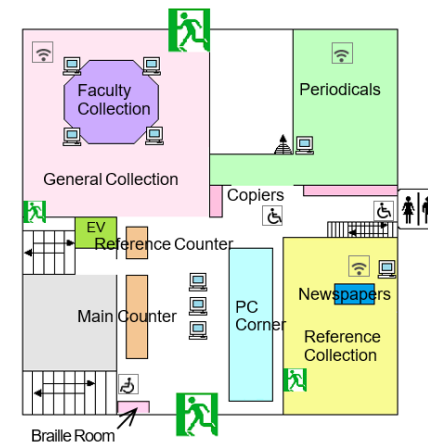
### 1F

**General Collection** – Books, Pocket books, Faculty Collections, Doshisha Materials, ESL Books

**Reference Collection** – Encyclopedias, Dictionaries, Bibliographies, Indexes, White papers, Statistics, Yearbooks, Law, Maps, Guide books, Lecture syllabuses

**Periodicals** – Current periodicals, Back issues of periodicals

**Braille Room** – Braille dictionaries (English-Japanese, Japanese language), Braille newspapers, Voice guidance PC, Printer



### REFERENCE SERVICES

Feel free to ask a librarian at the Reference Counter for assistance if you have any questions about finding materials you need.

#### ◇ Usage Support

How to search for materials  
 How to use DOORS/databases  
 How to locate materials, etc.

#### ◇ Research Support

How to formulate research strategies  
 How to collect documents or data pertaining to the research theme

#### ◇ Interlibrary Services

Use of the faculty libraries/research laboratories' materials  
 Issue of letters of introduction to other university/institution libraries  
 Request for interlibrary loan/photocopy service (book/document delivery)

### B1F

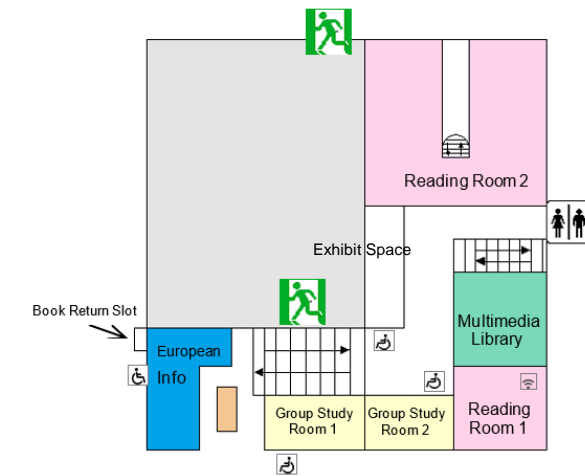
**Reading Room 1 · 2** – In Reading Room 1, calculators and laptops are permitted. The Internet connection is possible.

**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** – Rooms may only be used for study purposes by groups. To use the room, application or reservation must be made at the Main Counter.

**Multimedia Library** – Multimedia materials, such as DVDs, videos, and CDs, various language proficiency test preparation materials, and international news on TVs are available. The materials cannot be borrowed. User's own software cannot be brought into the booth.

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



You may not return materials to the shelves, but place on the book carts located in each room after using them in the library.

## REMINDERS

- Handle library materials with care. If you soil, damage, or lose the materials, you need to pay compensation.
- Follow the procedure when borrowing and returning materials. Materials must not be taken out of the library unless the proper borrowing procedures are completed.
- Be quiet in the library. Talking on the cell phone is not permitted.
- Eating and smoking is prohibited in the library. You can bring only drinks in spill-proof containers with lids into the library.
- Keep your belongings with you at all times.
- Your ID card is not transferable and rentable.
- Users must observe the rules and etiquette in the library.