

## 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 or 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.

### 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 2nd floor.

### 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, JIS, etc.), audio-visual materials, rare books, non-circulating materials, EU-related materials, Doshisha Archives materials, etc.

### BORROWING LIMITS / LOAN PERIODS

DU Students / Faculty / Staff **30 books / 14 days**

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 Learned Memorial Library and Imadegawa 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 Imadegawa-Library or faculty libraries/research laboratories in Imadegawa 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.

### REFERENCE SERVICES

Please 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)

## Doshisha University

# Library

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

## LEARNED Memorial Library Guide 2F/3F

### HOURS

**Monday-Friday** 9:00 a.m. - 9:00 p.m.  
**Saturday** 9:00 a.m. - 5:00 p.m.  
**Sunday** 10:00 a.m. - 5:00 p.m.



### LEARNED Memorial Library

1-3 Tatara Miyakodani, Kyotanabe City, Kyoto,

610-0394, Japan  
0774-65-7240

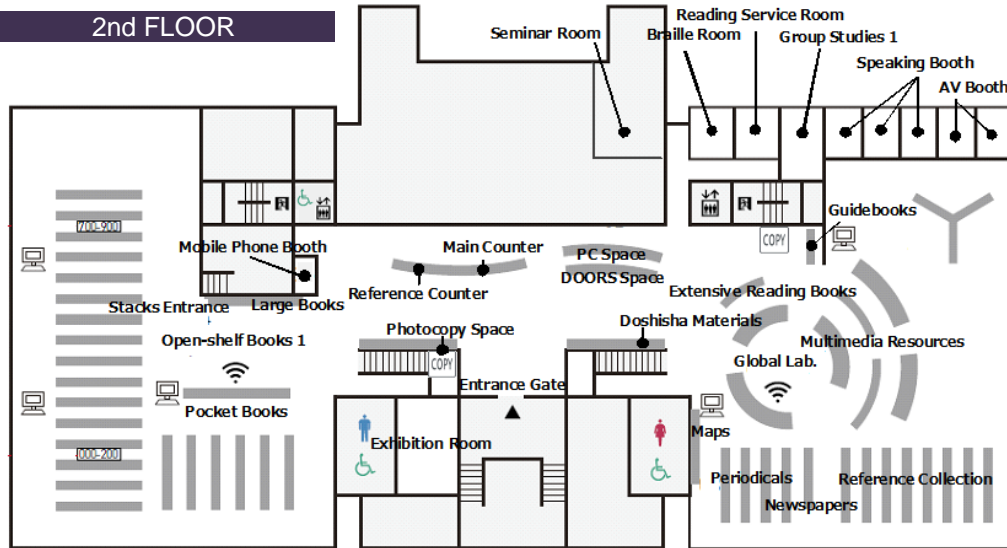
### IMADEGAWA Library

Karasuma-higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto City, Kyoto,

602-8580, Japan  
075-251-3980

## FLOOR PLAN

### 2nd FLOOR



**Group Studies 1**—Rooms may only be used for study purposes by groups. Please come to the Main Counter if you'd like to use.

**Reading Service Room / Braille Room**—Braille dictionaries (English-Japanese, Japanese language, etc.), Braille newspapers, a magnifier and a braillewriter are available in the Braille Room.

**Speaking Booth**—You can improve your English pronunciation and listening skill by using “AmiVoice”, a software for learning and practicing pronunciation. Please come to the Main Counter if you'd like to use.

**AV Booth**—You can watch foreign news (CNN, BBC, and CCTV Daifu) on TV. Please come to the Main Counter if you'd like to use.

**PC Space**—PC Space is equipped with desktop computers. Users are free to search databases or use the Internet for their studies as well as prepare reports or presentation materials using a range of software. ID authentication is required to use the PCs.

**DOORS Space**—PCs for the DOORS search engine

**Exhibition Room**—Planned exhibitions using materials of the library's collection are held.

**Photocopy Space**—You can photocopy materials within the limitations of the Copyright Law of Japan (Article 31). Please fill in the appropriate application form.

**Mobile Phone Booth**—You are allowed to use your mobile phones or smartphones in this booth.

**Stacks Entrance**—Stacks Entrance is on the 2nd floor. No procedure is necessary to enter there.

### 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.

### Open-shelf Books 1

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

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

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

**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

### Pocket Books

### Global Lab.

Collection of materials based on three aims: to encourage foreign language learning, deepen intercultural understanding, and learn Japanese culture

### Extensive Reading Books

Extensive Reading Books (ESL BOOKS) are classified into their word levels and publishers.

**Multimedia Resources**—Multimedia materials such as DVDs and CDs are located in this area. These items are in library-use only. Please come to the Main Counter if you'd like to use.

### Reference Collection

Encyclopedias, Dictionaries, Bibliographies, Indexes, White Papers, Statistics, Yearbooks

### Newspapers

### Periodicals

Current Periodicals, Back Issues of Periodicals

### Maps

### Stacks

Stacks Level 2 —Back Issues of Periodicals, Foreign Paperbacks, Newspapers (reduced-sized edition)

Stacks Level 1 — Yearbooks, White Papers, Back Issues of Statistical References, General Books, Reference Books, Pocket Books, Rare Books, Closed-stacks

### 3rd FLOOR



**Group Studies 2 / 3**—Rooms may only be used for study purposes by groups. Please come to the Main Counter if you'd like to use.

**Silence**—Silence is a room to study calmly. Personal laptops or items with key touch sounds such as calculators cannot be used in this room.

**Reading Space**—Carrels are available in this area.

### Open-shelf Books 2

**300 SOCIAL SCIENCES**—Political science, Law, Economics, Public Finance, Statistics, Sociology, Education, Folklore/Ethnology, Military sciences

**400 NATURAL SCIENCES**—Mathematics, Physics

### Open-shelf Books 3

**400 NATURAL SCIENCES**—Chemistry, Astronomy, Earth Sciences, Biology, Medical Sciences

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

**600 INDUSTRY AND COMMERCE**—Agriculture, Forestry, Fishing industry. Fisheries, Commerce, Transportation services, Communication services

**JIS**—Japanese Industrial Standards

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 except at the Mobile Phone Booth.
- ◆ Eating 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 or rentable.
- ◆ Users must observe the rules and etiquette in the Library.