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## V. Library

Doshisha University has two libraries, Imadegawa Library and Learned Memorial Library (2nd and 3rd floors) (Kyotanabe Campus), to support the studies and research of students and faculty.

Please feel free to make use of various services offered at the libraries.

### 1. Opening Hours

		Imadegawa Library (Imadegawa)	Learned Memorial Library (Kyotanabe)
Lecture Weeks	Monday-Friday	9:00–22:00	9:00–21:00
	Saturday	9:00–22:00	9:00–17:00
	Sunday	10:00–17:00	10:00–17:00

### 2. Library Closings

National holidays as set out in “Act on National Holidays” (excluding the days on which some classes are held), Golden Week Holidays, summer office closings, Anniversary of Establishment, Christmas Day, and winter office closings

※ For details please see the calendar on the library website.

### 3. Services

An IC card (user card) issued by the university’s Department of Information Support is required to enter the libraries (Imadegawa and Learned) and borrow the materials.

※ If you have a library card previously issued by the library, please return it at the library counter, as you cannot use two cards at the same time.

#### 1) Access to Collections

##### 【Open Access Materials】

Users are free to browse Open Access Materials at both libraries.

##### 【Stack Materials: Imadegawa Library only】

To access Stack Materials, users need to apply at the Main Counter to either enter the Stacks floors or request for materials to be brought out by the library staff. Applications are accepted until one hour before the closing time.

#### 2) Loan Quota and Period

Open Access Materials: total 10 books from both libraries / 2 weeks

Stack Materials: 20 books / 1 month

※ Loan period for the materials without reservations by other users may be renewed on the My DOORS section of the online public access catalog “DOORS”. (Renewals are allowed up to ten times for open access materials and up to eight times for stack materials.) For more details on My DOORS, please see 7) Online Service (My DOORS) below.

※ Non-circulating materials, periodicals (including magazines) and reference materials are not available for loan.

#### 3) Photocopying Library Materials

Coin-operated photocopiers are available in the library (black and white 10 yen/sheet, color 50 yen/sheet).

#### 4) Multimedia Viewing Environment

DVDs, video tapes, CDs and other audio-visual materials are available at the Imadegawa Multimedia Library and Learned Memorial Library Multimedia Corner. Imadegawa Multimedia Library is open until 20 minutes before the library closing time.

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### **5) Loan Request of Materials of the Libraries at Different Campus**

You can request for loan of materials held at the libraries at the other campus. Please fill in the prescribed request form and apply at the Main Counter. For non-circulating materials such as magazines, please ask at the Reference Counter.

### **6) Use of Materials Held at Faculty Libraries**

You can use materials held at faculty libraries of Doshisha University (availability and how to use vary with each faculty). Please check the availability at the Main Counter or the Reference Counter.

### **7) Online Service (My DOORS)**

You can check the status of your loans, reservations, copy/loan/purchase requests, as well as renew your loans, cancel reservations and make purchase requests, all online.

Log in with your user ID and password at "Log-in" at the top right corner of the top page of the library search system DOORS (<https://doors.doshisha.ac.jp>).

### **8) New Arrivals Alert Services**

This service does automated periodical search of new resources meeting your specified parameters and informs you of the results by email. You can register at "Alert Services" on My DOORS.

### **9) ILL (Interlibrary Loan)**

You can request for loan or photocopying of materials at other universities and institutions through the ILL service. Please apply online at "Photocopy/Interlibrary Loan Request" on the search results screen of CiNii Books or CiNii Articles tab on DOORS, or at the Reference Counter.

### **10) Reference Service**

Please ask at the Reference Counter if you have any questions or are seeking advice regarding searching materials you need for your class or other issues.

General inquiries: How to search materials, how to use databases, enquire book locations, etc.

Specified inquiries: How to collect materials and literature on a specific topic, questions about a specific case or data, etc.

Interlibrary cooperation: Issuing letter of reference to visit a library of another university or institution

Request for copying materials held at another university or institution

Request for loan of materials held at another university or institution

### ※ Use of Materials at Doshisha Women's College of Liberal Arts

If you wish to use materials held at Doshisha Women's College of Liberal Arts, please ask at the Main Counter or the Reference Counter.

### ※ For further details of the services, please refer to the library website (<https://library.doshisha.ac.jp/>). Please also refer to the DOORS user guide "Tips for DOORS".

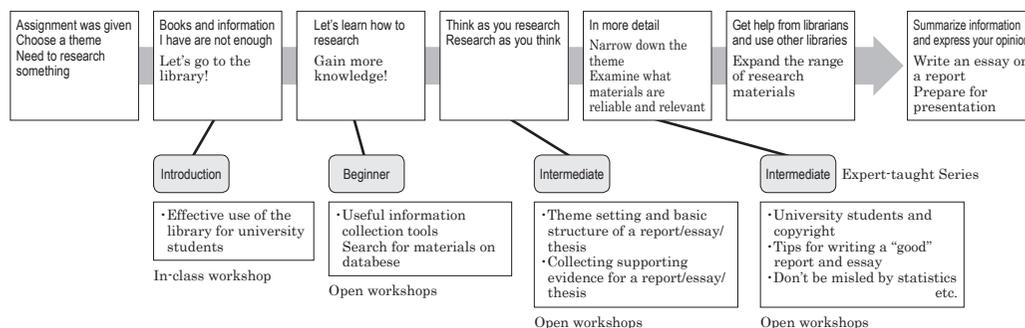
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## 4. Lecture and Learning Support

### 1) Library Workshops

As part of information literacy education, we offer a variety of workshops on topics such as searching for materials. Please encourage your students to participate in them.

#### <Workshops held in 2018>



#### ● In-class Workshops

At your request, we will arrange an in-class workshop by a librarian on how to search materials. Our workshop will be customized to your class based on our prior consultation with you.

Please consult at the Reference Counter of the respective libraries.

※ Please note that we may not be able to meet your wishes due to large number of applications.

#### ● Open Workshops

We regularly offer a variety of workshops such as a workshop by a librarian on how to search materials, a workshop by an expert instructor on how to read statistics and how to make use of keyword search, and a workshop on how to use databases. They provide students with basic knowledge on how to collect materials for writing reports and essays. The library website is regularly updated with information on upcoming workshops.

## 2) Library Workshops – e-learning

We offer e-learning workshops for online self-study of how to search library materials and so on. The e-learning workshops are accessible from the library website (log in through the Web Single Sign-On).

These e-learning workshops also serve as preparation or review of in-class and open workshops. Please encourage your students to make use of them as they are full of useful basic points such as how to collect materials for writing reports and essays.



### List of workshops

#### Library for university students

Explaining how using the library can help student's studies at university

#### How to make the most of the library – Introduction

Easy explanation of how to use the library, how to use DOORS and other introductory information

#### How to search various materials – Basics

Explaining how to search basic materials such as encyclopedias, books, journals, and newspaper articles

#### How to search various materials – Advanced

More detailed explanation of how to search materials for different purposes, such as for writing a report

#### Tips on collecting useful information

Introducing tips on collecting useful information for job hunting and language study

#### Information search manuals

PDF files introducing various information search tools available at the library

## 3) Library Tour

**Imadegawa Library:** Available to reservations by class. A librarian will show your class around the library (duration: about 30 minutes, capacity: 20 for two groups). The class instructor may also choose to conduct the tour by him/herself. For details, please enquire at the Main Counter.

**Learned Memorial Library:** Available to reservations by class. A librarian will show your class around the library. Reservations are accepted at the Reference Counter.

## 4) Imadegawa Library Virtual Tour

In addition to the actual library tour, Imadegawa Library also offers a virtual tour on the library website (<http://library-vt.doshisha.ac.jp/>). Please feel free to use it for introducing your students to the library.

## 5) Use of Study Rooms for Small-Size Classes and Group Work

You can use the study rooms in the library for classes using materials held at the library. These rooms are useful for small-size classes such as seminars. Reservation at the Main Counter is required.

※ The seminar room in Learned Memorial Library can be booked only by groups accompanied by a faculty member.

Imadegawa Library				Learned Memorial Library			
Group Study Room 1	Basement	18 seats	Projector, monitor, whiteboard (electronic blackboard)	Group Studies 1	2 <sup>nd</sup> floor	10 seats	Display, BD/DVD player, Projector, VHS player, laptop computer ※
Group Study Room 2	Basement	12 seats	Projector, whiteboard (electronic blackboard), laptop computer	Group Studies 2	3 <sup>rd</sup> floor	4 seats	Whiteboard, Projector, laptop computer ※
Group Study Room 3	2 <sup>nd</sup> floor	6+2 seats	Whiteboard	Group Studies 3	3 <sup>rd</sup> floor	4 seats	Whiteboard, Projector, laptop computer ※
Group Study Room 4	2 <sup>nd</sup> floor	4 seats	Soundproof room, Whiteboard	Seminar Room	2 <sup>nd</sup> floor	Up to 20 people	5 computers, Display, BD/DVD player, Projector, VHS player
Group Study Room 5	2 <sup>nd</sup> floor	6+6 seats	Whiteboard, blackboard	※ Laptop computers can be borrowed at the Main Counter.			
Group Study Room 6	2 <sup>nd</sup> floor	4+2 seats	Whiteboard				

## 6) Course Reserves

You can put textbooks and books in the reading list of your class on reserve, to be referred inside the library only and not for loan for a certain period, so that more students have access to them. Please consult at the Main Counter. To check which books are on reserve, please see "Course Reserves" of the library search system DOORS.

## 7) Borrowing Non-Circulating Materials and Audio-Visual Materials

You can make a special arrangement to borrow materials normally not available for loan, such as magazines, reference materials and DVDs, for use in class or research purposes (use for one day and within the same campus only). Please consult at the Main Counter of the respective libraries or Imadegawa Multimedia Library.

## 8) Purchase Request of Academic Materials

If you wish to recommend academic materials that you consider useful for your students and that are not yet available at our libraries, please apply at the "Purchase Request" under the My DOORS tab of the top page of the library search system DOORS or in the search results screen of CiNii Books tab on DOORS. The result of the request will be sent to you by e-mail.

For enquiries, please contact below.

Imadegawa Library

(Section for Public Services and Acquisitions, Department of Public and Technical Services)

TEL: 075-251-3980

E-mail: lib-support@mail.doshisha.ac.jp

Learned Memorial Library

(Section for Public Services and Acquisitions, Department of Public and Technical Services)

TEL: 0774-65-7240

E-mail: lib-support@mail.doshisha.ac.jp