
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.

※ Information on how to use the Imadegawa Library in the Fall 2023 Semester will be announced separately on the library website (<https://library.doshisha.ac.jp/>).

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

3. Services

To enter the libraries (Imadegawa and Learned) and borrow the materials, an employee ID card (full-time faculty) or a user card issued by the university’s IT Support Office (part-time lecturers) is required.

※ 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

Total 30 books from both libraries / 14 days (effective from April 2023)

※ 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 more details on My DOORS, please see 7) Online Service (My DOORS) below.

※ Non-circulating materials, periodicals (including magazines), reference

materials and audio-visual 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, CDs and other audio-visual materials are available at the Imadegawa Multimedia Library and Learned Memorial Library Multimedia Corner.

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 apply via the “Reserve” button on the search results on DOORS, or 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 consult at the Main Counter or the Reference Counter.

7) Online Service (My DOORS)

On My DOORS, you can check the status of your loans and reservations, renew your loans, make copy/loan requests and make requests for purchase of new materials.

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. Online application is available on DOORS through the search results such as the CiNii Books tab or “Photocopy/Interlibrary Loan Request” in the My DOORS. You can also apply in person at the Reference Counter. The fee for using the ILL service is the responsibility of each user.

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

11) Individual Document Delivery Service: Reprints Desk (*available for full-time faculty)

Faculties and departments (with a few exceptions) are subscribed to Reprints Desk, an online service providing scientific literature on-demand in PDF format. Pre-registration is required to use the service. Please contact the office of your affiliated faculty/department for details.

12) Electronic Resources

- Database Search Portal

Various electronic resources subscribed by the university are available for use.

- Electronic Journals/Books

This system allows users to search for electronic journals and books subscribed by the university.

- eBooks Trial Reading Service

「Maruzen eBook Library」「KinoDen」「ProQuest Ebook Central」、You can have a trial reading for limited time and make purchase requests on “Maruzen eBook Library,” “KinoDen” and “ProQuest Ebook Central.” The service is also accessible from outside the university by entering your Doshisha user ID and password.

Most of the electronic resources are accessible from outside the university through VPN connection.

※VPN connection: <https://it.doshisha.ac.jp/service/vpn.html>

Inquiries: IT Support Office

Please encourage your students to participate in one of the workshops on how to use electronic resources that are held regularly. The schedule will be announced on the library website.

13) DOGS Plus (Integrated Search System)

This system allows users to do a wide search across multiple databases, electronic journals and books, and books, magazines and audio-visual materials held in the university library by entering keywords in one search box. You can search without specifying the type of material, or without specifying the database when searching for articles and papers. There is also a function to narrow down search results easily.

14) Bibliographic Management Tool: RefWorks

RefWorks is a tool that allows users to build and manage a personal database of references by importing database search results and other data. Its compatibility with major electronic journals and databases makes importing easy. After creating an account, you can have access to necessary information anytime and anywhere, whether your home or abroad, as long as you have internet connection. You can also create bibliographies easily based on the data managed in RefWorks, and output them in various formats, which helps you to create a list of research achievements or students to write an essay or a paper.

Please encourage your students to participate in one of the workshops on how to use RefWorks that are held regularly. The schedule will be announced on the library website.

※ 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” (<http://library.doshisha.ac.jp/guide/tips.html>).

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.

● 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 a specialist how to read statistics and how to make use of keyword search, and a workshop on how to use databases. The schedule and other details will be announced on the library website.

[In previous years]

(Introduction) Effective use of the library for university students

(Beginner) Efficient information and material gathering – How to choose a database

(Intermediate) Theme setting and basic structure of a report/essay

(Intermediate) Make your report and presentation more convincing by collecting supporting evidence and statistical data etc.

(Expert-taught series)

- Effective reading of materials and literature for a report/essay
 - “How to read a newspaper” for university students
 - Effective language study using extensive English reading materials
 - Explore the public statistics – How to collect and utilize information – etc.
- (Database workshop)

JapanKnowledge Lib, RefWorks, Nexis Uni, JDreamIII, Medical Online

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 service).

These e-learning workshops serve as preparation or review of librarian-taught workshops. Please encourage your students to make use of them as they can learn 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. For details, please enquire at the Main 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 used only by groups accompanied by a faculty member.

Imadegawa Library				Learned Memorial Library			
Group Study Room 1	1 st Basement	18 seats	Projector, monitor, whiteboard (electronic blackboard)	Group Studies 1	2 nd floor	10 seats	Display, BD/DVD player, Projector, laptop computer * DVD drive *
Group Study Room 2	1 st Basement	12 seats	Projector, whiteboard (electronic blackboard), laptop computer	Group Studies 2	3 rd floor	4 seats	Whiteboard, Projector, * laptop computer * DVD drive *
Group Study Room 3	2 nd floor	6+2 seats	Whiteboard	Group Studies 3	3 rd floor	4 seats	Whiteboard, Projector, * laptop computer * DVD drive *
Group Study Room 4	2 nd floor	4 seats	Soundproof room, Whiteboard	Seminar Room	2 nd floor	Up to 20 people	5 computers, Display, BD/DVD player, Projector, Whiteboard, DVD drive *
Group Study Room 5	2 nd floor	6+6 seats	Whiteboard, blackboard	* can be borrowed at the Main Counter.			
Group Study Room 6	2 nd 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. To check which books are on reserve, please see "Course Reserves" of the library search system DOORS. Please arrange for course reserves at the Main Counter.

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 non-circulating materials and periodicals (including magazines), reference materials and audio-visual materials, for use in class (use for one day 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. Purchase requests for electronic books are accepted on “Maruzen eBook Library,” “KinoDen” and “ProQuest Ebook Central.” For details, please refer to the “Read&Request! eBooks Trial Reading” on the left banner of the library website.

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

[For Reference] Learning Commons

Leaning Commons is a facility for supporting students' independent learning activities outside of class, and is located on the 2nd and 3rd floors of Ryoshinkan Building (Imadegawa Campus) and the 1st floor of Learned Memorial Library (Kyotanabe Campus).

In addition to offering space for self and group study to students, Leaning Commons is also used for academic counseling by faculty members, Academic Instructors and Learning Assistants (graduate students), and for “Academic Skills Seminars” that aim to improve students' study skills such as how to write reports and citation rules.

For more details, please see the website below.

<https://ryoshinkan-lc.doshisha.ac.jp/>