

# Imadegawa Library (Neiseikan) User Guide

## SERVICES

### ENTERING / USING THE LIBRARY

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

### BORROWING

To check out library materials, please bring the materials you wish to borrow and your ID card to the Main Counter, or use the self-checkout machine.

Materials that may not be borrowed:

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

### RETURNING

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

Materials held by Imadegawa Library (Neiseikan, Hakuenkan Stacks, Off-campus Stacks) and Learned Memorial Library can be borrowed or returned at any of these libraries.

### RENEWALS at Main Counter / online via My DOORS

You can extend the loan period before the due date if the borrowed material has not been reserved by another user.

### RESERVATIONS at Main Counter / online via DOORS

You can reserve materials that are out on loan.

### DELIVERY SERVICE at Main Counter / online via DOORS

You can request book delivery of the following items:

- Books available for loan in Learned Memorial Library
- Materials stored in Imadegawa Library Hakuenkan Stacks
- Materials stored in Imadegawa Library Off-campus Stacks

Requests for non-circulating materials via DOORS are not acceptable. Please contact the Main Counter, or submit the form on the library website.

You can also request document (photocopy) delivery of non-circulating materials from Learned Memorial Library.

Please apply at the Reference Counter or online via DOORS.

As for the materials held by faculty libraries, availability and usage may differ depending on each library. Please inquire at the Main Counter.

You may reserve and request delivery 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, delivery service, and purchase requests.

### TRAININGS and WORKSHOPS

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

### REFERENCE SERVICE

Librarians are on hand at the Reference Counter to offer advice on how to search for relevant materials and information or how to use the materials held by other university and institutional libraries. Feel free to visit the counter and consult with them. Some of the services are available also online via the library website or My DOORS.

#### Hours

Lecture/Examination weeks	Mon-Fri	10:00 a.m. – 7:00 p.m.
No-lecture/Recess weeks	Mon-Fri	10:00 a.m. – 5:00 p.m.

#### Advice on Searches for Materials and Information

- How to use DOORS and DOGS Plus
- How to use databases
- How to use materials at each location and by each type of media
- How to find literature, materials and data pertaining to the specific theme, etc.

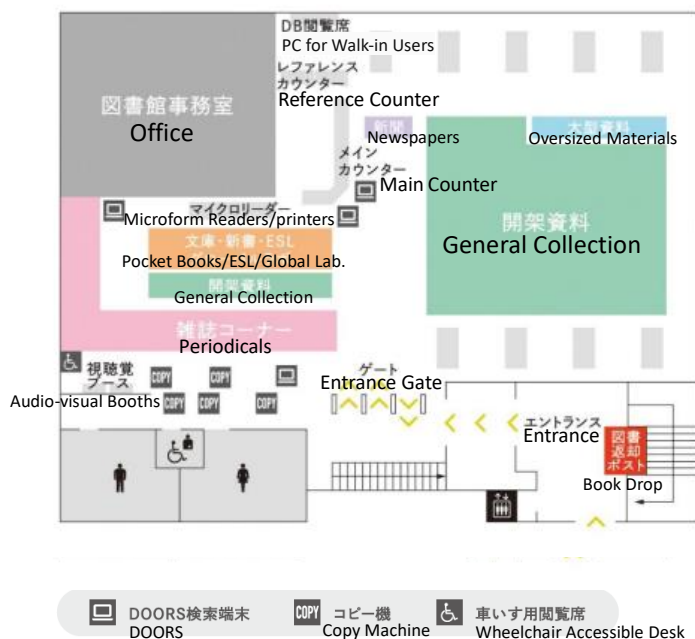
#### Referral to Other University/Institutional Libraries

- Issue of letters of introduction to other university and institutional libraries
- Request for interlibrary loan and photocopy service (book/document delivery)

### TIPS FOR DOORS

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

## FLOOR PLAN



The copy machines inside the library should only be used for copying library materials. Please fill out an application form for photocopying when using them.

## 1F

### GENERAL COLLECTION

Books, Doshisha-related materials

### POCKET BOOKS, ESL (BOOKS FOR EXTENSIVE READING), GLOBAL LAB. COLLECTION

### PERIODICALS

Current periodicals, bulletins published by Doshisha University

### NEWSPAPERS

Current issues (for this month) of Japanese and foreign newspapers

### MICROFORM READERS/PRINTERS

To use microforms held by the library, an application in advance is required. Please inquire at the Main Counter, or submit the form on the library website.

### AUDIO-VISUAL BOOTHS

The library holds multimedia materials such as DVDs and CDs, as well as language proficiency test preparation materials. To use them in the booth, please request the delivery service in advance at the Main Counter.

User's own software cannot be brought into the booth.

### BOOK DROP

There is a book drop at the entrance of Neiseikan.

Please return borrowed materials to the book drop when the library is closed.

## B1F

### BOUND PERIODICALS

Back issues of periodicals

### REFERENCE COLLECTION

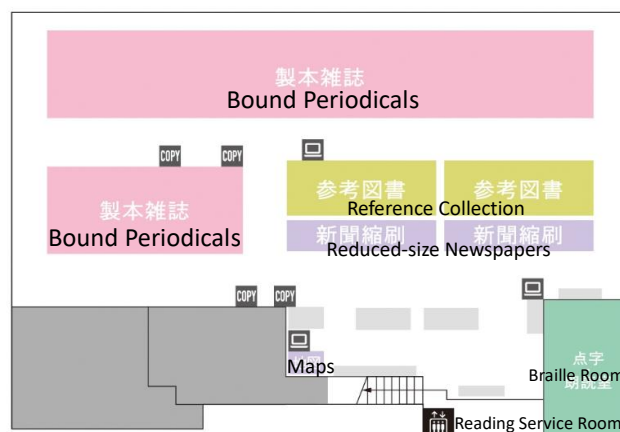
Encyclopedias, dictionaries, bibliographies, indexes, white papers, statistics, yearbooks, loose-leaf law books, maps, etc.

### REDUCED-SIZE NEWSPAPERS

reduced-size editions of some newspapers

### BRILLE ROOM, READING SERVICE ROOM

Braille dictionaries (English-Japanese, Japanese language), Braille newspapers, a voice guidance PC, etc.



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

### STUDY SPACE

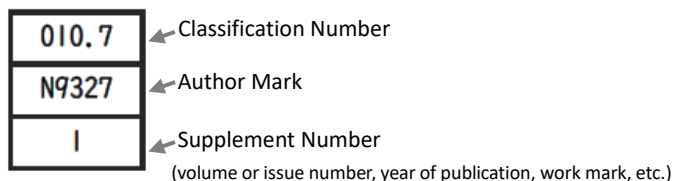
On the second floor of Neiseikan, the Library provides a classroom (approx. 500 seats) that enable library users to read and study. Application is not required.

## FIND MATERIALS

### ARRANGEMENT

The library materials held by Doshisha University are organized by Nippon Decimal Classification (NDC), and arranged in order of call number\*. The number is found on the spine of each material and on DOORS.

\*Call Number



#### Classification Number/Subject

- 000 GENERAL WORKS** – Information science. Informatics, Libraries, Bibliography, General collections, etc.
- 100 PHILOSOPHY** – Philosophy, Psychology, Ethics, Religion, etc.
- 200 GENERAL HISTORY** – General history, General biography, General geography, etc.
- 300 SOCIAL SCIENCES** – Political science, Law, Economics, Public finance, Statistics, Sociology, Education, Folklore, Ethnology, Military science, etc.
- 400 NATURAL SCIENCES** – Mathematics, Physics, Chemistry, Astronomy, Earth sciences, etc.
- 500 TECHNOLOGY. ENGINEERING** – Industries, Architecture. Building, Mechanical engineering, Electrical engineering, Domestic arts and sciences, etc.
- 600 INDUSTRY AND COMMERCE** – Agriculture, Forestry, Fishing industry. Fishery, Commerce, Transportation services, Communication services, etc.
- 700 THE ARTS. FINE ARTS** – The arts, Painting. Pictorial arts, Photography and photographs, Music, Theater, Motion picture, Sports, etc.
- 800 LANGUAGE** – Japanese, Chinese, English, German, French, etc.
- 900 LITERATURE** – Japanese literature, Chinese literature, English and American literature, German literature, etc.

### 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, DWCLA, CiNii Books, CiNii Research, and NDL Search are available. Please try to click each tab.

### 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 Digital Library on the library website via PCs connected to the University network\*.

\*On campus, you can use the PC in PC Corners and computer classrooms, or your own laptop connected to DO-NET1x. For off-campus use, you need a VPN connection. Your user ID and password are required.

### 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, as well as Doshisha University's holdings of printed books and periodicals at a time by keywords.

## GENERAL INFORMATION

### ADMISSIONS

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

### LIBRARY HOURS (Regular)

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

For the details of facility hours and library holidays, please check the library website or bulletin board.

### BORROWING LIMITS / LOAN PERIODS

Doshisha University 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 the library card is issued.

### USING DOSHISHA WOMEN'S COLLEGE (DWCLA) LIBRARY

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

## Rules for Library Users

- Opening days and hours are subject to change. Please check the library calendar before visiting the library.
- Please use public transportation when you visit the library.
- Users accompanying children are not permitted to enter the library.
- To enter the library, please bring your ID card (student/teacher/staff ID, or library card) or a letter of introduction. You are not allowed to enter the library without issuing any one of them.
- Do not lend your library card or the library materials borrowed on your card to another person.
- If you carry out the library materials that were not checked out, an alarm will sound, and you cannot go through the exit.
- Library materials must be handled with care and respect. Please do not underline text or annotate documents. If library materials are damaged, defaced or lost, the borrower will be asked to pay for repair or replacement.
- It is forbidden to talk on the cell phone, eat, smoke, or chat in the library. Drinks in spill-proof containers with lids are permitted.
- You are responsible for your own belongings in the library. Keep your valuables with you at all time.
- If you cause trouble to other users or do not follow the instructions of the library staff, you may be asked to leave the library. If the Director of the Library has deemed your behavior to be inappropriate as a library user, the Library may suspend your library privileges and access to all Doshisha University Library facilities.

## Doshisha University Library

### Imadegawa Library (Neiseikan)

Karasuma-higashi-iru, Imadegawa-dori, Kamigyo-ku,  
Kyoto City, Kyoto, 602-8580, Japan  
Tel:075-251-3980

### Learned Memorial Library

1-3 Tatara Miyakodani, Kyotanabe City, Kyoto,  
610-0394, Japan  
Tel:0774-65-7240