

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

REMINDERS

Please follow the rules listed below when using the library.

- ◆ 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. Access by car or motorcycle is strictly prohibited.
- ◆ Users accompanying children are not permitted to enter the library.
- ◆ To enter the library, please bring your ID card (student/teacher/staff ID, or a library card) or a letter of introduction. You are not allowed to enter the library without one of these.
- ◆ 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.

SERVICES

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.

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 borrowed

Reference materials, periodicals (journals, newspapers, JIS, etc.), audio-visual materials, non-circulating 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 drop 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 another campus library, including Off-Campus Stacks and Hakuenkan Stacks. 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.

TRAININGS and WORKSHOPS

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.

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. You can also get some services on My DOORS, and it has a link within the library website. Online reference service is also available. For details, please check the library website.

◆ Service Hours

Monday to Friday: 10:00-19:00
Monday to Friday (in holidays or recesses): 10:00-17:00

◆ Research support

How to make use of DOORS, DOGS Plus, databases, or materials in several media
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)

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.

Doshisha University

Library

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

LEARNED Memorial Library Guide 2F/3F

HOURS

Monday-Friday	8:30-21:00
Saturday	8:30-17:00
Sunday	10:00-17:00

For details on the operating hours and closed days of each facility within the library, please check the library website.



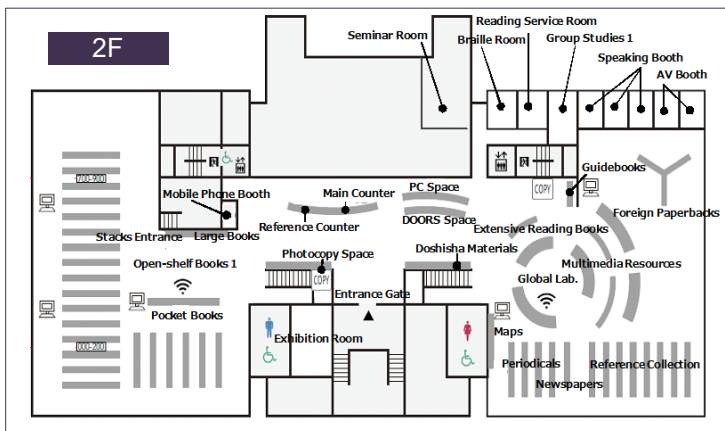
LEARNED Memorial Library

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

IMADEGAWA Library (Neiseikan)

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.

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 1-3* –You can improve your English pronunciation and listening skill by using “AmiVoice”, a software for learning and practicing pronunciation or CD materials held by the library for language learning.

AV Booth* –A booth for two people for using DVDs, CDs and other multimedia materials in the library’s collection.

PC Space –PC Space is equipped with computers for users.

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. You can also be used for online interviews and meetings involving speech using a PC.

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

Open-shelf Books 1

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

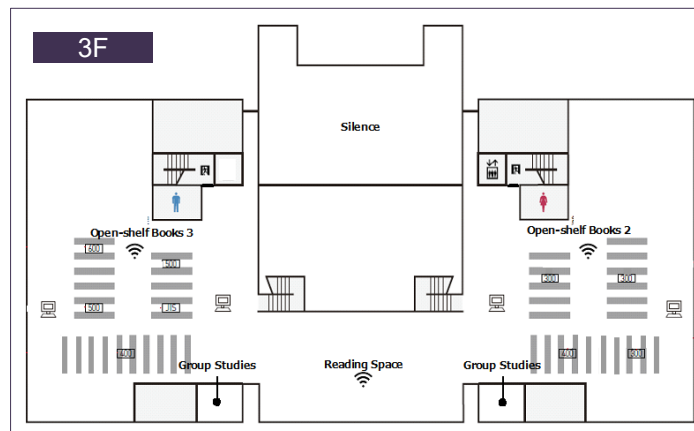
100 PHILOSOPHY –Philosophy, Psychology, Ethics, Religion

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.

Foreign Paperbacks –This area has a paperbacks collection mostly composed of Penguin Books, a popular publication series from England.

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, 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

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

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

◆Applications for using (reserving) facilities marked with an asterisk can be made through the “Facilities Reservation” section of My DOORS or at the main counter.

How to Find Materials

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.

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, IRDB. and NDL Search are available. Please try to click each tab.

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.

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 at the library or other 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, and also Doshisha University’s holdings of printed books and periodicals at a time by keywords.