
V. Library

Doshisha University has two libraries, Imadegawa Library (1st floor and 1st basement level of Neiseikan Building) 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 (Neiseikan Building)	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

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.

【Imadegawa Library: Hakuenkan Stacks and off-campus storage】

To access materials stored in the Hakuenkan Stacks or the off-campus storage of Imadegawa Library, users need to make a request through the “Reserve” button on the search results on the online public access catalog (DOORS), or apply at the Main Counter. An e-mail notification will be sent as soon as the material is ready.

※ About Online Public Access Catalog (DOORS)

DOORS (Doshisha Online Retrieval System) is Doshisha University’s online public access catalog. In addition to searching materials stored by Doshisha University, users can also make requests for copying or loaning materials on the system.

2) Loan Quota and Period

Total 30 books from both libraries / 14 days

※ 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 Library (Neiseikan) audio-visual booth and Learned Memorial Library Multimedia Corner.

※ To use the service at Imadegawa Library (Neiseikan), please determine the material in advance and request for it at the Main Counter.

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. If you have a Doshisha University user ID, you can also seek advice through the reference consultation form. Please see the library website for more details.

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

The Digital Library provides a range of electronic resources (databases, electronic journals and eBooks etc.) and tools that are useful for study and research purposes. Accessible from anywhere and anytime through VPN connection (some materials are excluded).

※ VPN Connection <https://it.doshisha.ac.jp/it/service/vpn.html>
(Inquiries: IT Support Office)

Library workshops on how to use electronic resources are held regularly. For details, please refer to “4. Lecture and Learning Support” below. Below are some of the tools and services available.

- Discovery Service: DOGS Plus
This system allows users to do a wide search across not only electronic resources, but also books, journals and audio-visual materials held by the university, at one time by entering keywords in the search window. As articles and papers can also be searched, users can expect to gain new insights as well. There is also a function to narrow down search results by material type or by field.
- Link List: Electronic Journals – Electronic Books
Allows users to search eJournals and eBooks that are available in full text.
- eBooks Service (trial reading, purchase request)
Each of Maruzen eBook Library, KinoDen, and ProQuest Ebook Central allows users not only to browse eBooks that are already purchased by the university, but also to read those that are not yet purchased for limited time (trial reading) and to make a purchase request to the university afterwards. The service is also accessible from outside the university without VPN connection by choosing authentication with Doshisha user ID and password (GakuNin).
- Citation Management Tool: RefWorks
This is a tool for collecting and managing citation information, helping users write papers, manage research achievements, and create bibliographies and achievement lists. Its compatibility with major electronic journals and databases makes importing easy. 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.
- On-demand Document Delivery Service: Reprints Desk (*available for full-time faculty)
Reprints Desk is an online service providing users with scientific literature on-demand in PDF format. Prior registration is required to use the service. Please contact the office of your affiliated faculty/department for details.

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- ※ 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/library/>). Please also refer to the DOORS user guide "Tips for DOORS".

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.

In-class workshops can be arranged in the second face-to-face class onwards each semester.

※ 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 tips for searching materials for a report/essay

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

(Expert-taught series)

- Utilizing websites for study and research
- 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 - etc.

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.

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.

3) Library Tour

Imadegawa Library: Library tour by a librarian is currently unavailable due to the reconstruction work. If you wish to show your class around the library by yourself, please contact the Main Counter in advance.

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) Use of Study Rooms for Small-Size Classes and Group Work (Learned Memorial Library only)

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 can be used only by groups accompanied by a faculty member.

※ There is no study room in Imadegawa Library (Neiseikan Building).

Learned Memorial Library Study Room			
Group Studies 1	2 nd floor	10 seats	Whiteboard, Display, BD/DVD player, Projector, laptop computer *, DVD drive *
Group Studies 2	3 rd floor	4 seats	Whiteboard, Projector *, laptop computer *, DVD drive *
Group Studies 3	3 rd floor	4 seats	Whiteboard, Projector *, laptop computer *, DVD drive *
Seminar Room	2 nd floor	Up to 20 people	Whiteboard, Display, BD/DVD player, Projector, 5 computers, DVD drive *

* can be borrowed at the Main Counter.

5) 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.

6) 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.

7) 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 enquiries, please contact below.

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

Imadegawa Library (Neiseikan Building)

TEL: 075-251-3980 E-mail: lib-support@mail.doshisha.ac.jp

Learned Memorial Library

TEL: 0774-65-7240 E-mail: lib-support@mail.doshisha.ac.jp

[For Reference] Academic Counseling at Learning Commons

Ryoshinkan Learning Commons (Imadegawa Campus) and Learned Memorial Library Learning Commons (Kyotanabe Campus) offer academic counseling by faculty members, Academic Instructors and Learning Assistants (graduate students), as well as “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/>