

# Library Guide

## 2012



Library of the Graduate School of Human and Environmental Studies and the Faculty of Integrated Human Studies (Jinkan-Soujin Library), Kyoto University

Calendar of Library Hours  
Jinkan-Soujin Library, Kyoto University

Red=Days the library is closed  
Blue=Saturdays (Days "Wa-on" is closed)

**4**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**5**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**6**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**7**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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22	23	24	25	26	27	28
29	30	31				

**8**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**9**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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**10**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**11**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**12**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**1**

Heisei 25 (2013)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**2**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**3**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

● Days when the facilities are closed:

- Sundays / National holidays
- Anniversary of foundation (Jun. 18)
- New Year's Holiday (Dec. 28-Jan. 5)
- Days after graduation ceremony - Apr. 3
- Aug. 11-20
- 28th day of each month (except January, July)  
(Wa-on is open)

● Library Hours:

- Library
- Weekdays 9:00-20:00
  - Saturdays 10:00-15:00
- Wa-on
- Weekdays 9:00-17:00  
(Closed on Saturdays)

## Use of Jinkan-Soujin Library

### Introduction to Library

Library of the Graduate School of Human and Environmental Studies and the Faculty of Integrated Human Studies (Jinkan-Soujin Library) supports not only the Graduate School and Faculty but also liberal arts and general education.



The history of the library dates back to the foundation of the Library of *Dai San Koto Gakko* (the Third High School, 1894-1949). It was taken over by the Library of the College of Liberal Arts and Sciences in 1949. After the Library of the Faculty of Integrated Human Studies was established in October 1992, it was given its current title after a second reorganization of the University took place in April 2003. The Graduate School holdings total approximately 570,000 volumes, of which roughly 300,000 are in Japanese and; in addition, we have about 5,900 periodical titles. Since April 2008, *Wa-on* has been opened for group study discussions and study meetings and so on.

### Conditions of Use

- ▶ Food, drink, smoking, and talking on cell phones are not permitted.
- ▶ Other behavior that annoys other library users will result in the suspension of library privileges.
- ▶ Do not leave valuables unattended when you leave your seat.
- ▶ Park bicycles and motorcycles in the designated places.

### Entering and Leaving the Library

- ▶ A library card is required to pass through the entrance gate.
- ▶ Auditing students must apply for a special library card at the main library.
- ▶ Visitors must inquire regarding the procedure for entering the library.
- ▶ A buzzer will sound if library material is taken out of the library without following due procedure.

## Service hours

### Service hours

	Library Hours	Wa-on
Mon.- Fri.	9 : 00 - 20 : 00	9 : 00 - 17 : 00
Sat.	10 : 00 - 15 : 00	—

### Closing days

Check the back cover or the Calendar.

**\* The Library may be temporarily closed or opened as required. Please refer to the Library website for the most up-to-date library schedule.**

URL: <http://www.kulib.kyoto-u.ac.jp/heslib/>

### Hours of operation

Service	Weekdays	Saturday
Reference (Q&A)	9 : 00 - 17 : 00	—
Copying Machine *		
Interlibrary Loan/Photo Copy Orders		
Visiting Other Library		
Dissertation		
Rare Books -Requires prior reservation		
Maps (in Maps Room)		
Master's Entrance Exams Past Questions		
Microfilm Resources	9 : 00 - 16 : 45	—
Audio and Visual (Videos and DVDs) Room	9 : 00 - 19 : 30	10 : 00 - 14 : 30
Stack Rooms	9 : 00 - 19 : 45	10 : 00 - 14 : 45
South Wing 1-6/Stacks	9 : 00 - 18 : 45	—
2F Reading Room	9 : 00 - 19 : 30	10 : 00 - 14 : 30
2F Computer Area OSL		

\* You can use Co-op prepaid-photocopy cards during Library hours and buy them in advance at Co-op shops.



## Borrowing Limits

	Professor, Professor emeritus & Staff	Graduate student	Undergraduate student
Open-shelf books	10 vols. / 1 month		5 vols. / 2 weeks
Stack room books	50 vols. / 3months	30 vols. / 1 month	10 vols. / 2 weeks
Periodicals	5 vols. / 1 week		

Books can be checked out at the Circulation Desk or the automatic check-out machine. Return books to the Circulation Desk. When the Library is closed, the book chute may be used to return books.

Laboratory books should be returned to the Circulation Desk.

If you have an overdue book, you will not be permitted to borrow another book. Furthermore, you may be penalized, losing borrowing privileges for the same number of days that the book remains overdue.



**Non-Circulating Materials:** Reference books and newspapers must be returned the same day.

**Long-term borrowing:** Long-term borrowing is available for the summer, winter and spring holiday breaks, when return limit is extended. Details will be made available separately. Books borrowed under long-term borrowing cannot be renewed.

## Reserving a Book

A book that is out on loan can be reserved and then used as soon as it is returned. Inquire at the Circulation Desk. A book can also be reserved online through the KULINE. Reserved books can be hold for a week.

MyKULINE

ECS-ID or SPS-ID \*

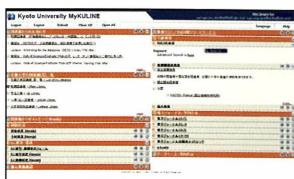
\* The code of the Institute for Information Management and Communication

## Renewing a Book

Books that you currently have on loan can be renewed for only one time (the loan period can be extended) during the loan period, if no one else has requested it.

How to renew:

- In person at the Circulation Desk
- At the automatic check-out machine
- Online through MyKULINE



MyKULINE

ECS-ID or SPS-ID

## Copying Documents in the Library

One person may make only one copy of the portion of the document to be copied for the purpose of research and study. Also, photocopying can only be done within the scope of the Copyright Act.

\* It is not allowed to copy non-library material.

### Public expense

Xerox copy cards at Jinkan Bldg. can be used at photocopier only for public expense. Other users will need <sup>※</sup>an application form issued in their own libraries.

### Private expense

There is a photocopier compatible with co-op prepaid-photocopy cards in front of Circulation Desk.

To make a copy via cash payment (only exact change is accepted), inquire at the Reference Desk.

Fee	B&W copy per sheet	Color copy per sheet
Internal user	20 yen	60 yen
External user	35 yen	80 yen

※ "Form for Reproduction of Documents of Kyoto University"(Kyoto Daigaku Bunken Fukusha Riyosho)

## About Kyoto University Libraries

The Kyoto University Library Network is composed of the Main Library, also referred to as the University Library, and more than 50 libraries of various faculties and research institutes.

### Document copy via public expense

Making a copy via public expense at the other libraries in Kyoto University requires <sup>\*</sup>an application form.

Forms are available at the Reference Desk.

### Intercampus service

MyKULINE

ECS-ID or SPS-ID

You can request a book or photocopies of articles in journals from another campus (ex. Uji Campus, Katsura Campus).

## Inter-library Services

Materials unavailable in Kyoto University's libraries can be ordered from other libraries in Japan or overseas. Please fill out a form and submit it to the Reference Desk. You can also make a request online. The cost can be paid via public or private expense.

MyKULINE

ECS-ID or SPS-ID

### Inter-library loan (ILL) - Article request

Journal articles or a part of books unavailable in Kyoto University's libraries can be ordered photocopies from other libraries in Japan or overseas.

MyKULINE

ECS-ID or SPS-ID

### Inter-library loan (ILL) - Book request

Books unavailable in Kyoto University's libraries can be ordered from other libraries in Japan or overseas. As a rule, periodicals can not be borrowed. The lending library may specify conditions for use of material, such as "no copying permitted" or "for use in the library only."

### Visiting other libraries

When you visit the library of another university, please check the institution's web site for instructions on how to use the library.

Some libraries may require the presentation of student ID or personal ID, and some may require you to contact them in advance.

If you need a letter of introduction (for permission to use a library), please apply at the Reference Desk 1-3 days before the date you would like to visit.

## Reference Service

Librarians can answer the following questions.

How can I get the documents I am looking for?

How can I search for references?

How can I search for articles I want to refer to?

Could you give me practical advice about library use?

How can I use KULINE or MyKULINE?

## Book Purchase Request for Students

We accept requests to purchase books from faculty members and university-wide common course students. Please fill out a request form and submit it to the Reference Desk. You will be notified later regarding the purchasing decision.

## Facilities and Equipment

### 1st Floor

Japanese books and newly arrived periodicals are shelved on the first floor.

Reference books, Japanese large books (folio), series of paperbacks, and faculty member books are

available here as well. The new arrivals corner, book selection, and PCs for information retrieval (OPAC) are in front of the counter, and there are about 90 seats in the reading area.



### Audio-Visual Room (1F)

Equipment for using DVDs, videotapes, CDs, and the cassette tapes are available. Video and language learning materials etc., can be used. Videos must not be used outside the library.



Microfilm and braille material is available. An image-enlarging system is installed. Please ask the librarian.

## Newspaper Reading Room (1F)

Main domestic newspapers and several foreign newspapers are available. Back issues for one year are in the closed stacks.

- Domestic newspapers 9
- English-language newspapers 3
- French-language newspaper 1
- German-language newspaper 1
- Chinese-language newspapers 2



## 2nd Floor

Foreign books and books from the Human Rights Collection are available with about 270 seats for self-study.



## Open Space Laboratory (2F)

28 computers are connected to the Internet that serve as an Open Space Laboratory (OSL) of the Institute for Information Management and Communication.

ECS-ID



## Basement Stacks (B1 / B2)

Japanese books (new and old-classification), Japanese periodicals are available.

## South Wing Stacks (Yoshida-South Campus Academic Center Bldg. South Wing B1)

Foreign books (new and old-classification), and foreign periodicals are available.



South Wing Stacks 1



South Wing Stacks 2



## How to find Materials

### KULINE (OPAC) : KU Libraries Catalog

You can search KULINE to find books and periodicals held in the KU Libraries.

URL: <https://op.kulib.kyoto-u.ac.jp/webopac/>

If you cannot find a book published before 1985 in the KULINE, try searching the Card Catalog.

### View of KULINE Search Results (Holding Listing)

Under Bibliography Details, please check “Holding library”, “Holdings location”, “Call No.”, and “Material ID” of Holdings Listing.



The materials that

“Holding library = Jinkan Library”, “Holdings location= Labo” are in the laboratory. Materials with another “Holdings location” code are in this library including South Building Stacks.

If you need help to find books and periodicals, or to use materials in the “Labo,” please ask a library staff member.

Holding library	Holdings location
Jinkan Library	1F / Japanese Books
Jinkan Library	Labo

### Classification of Jinkan-Soujin Library

In the Jinkan-Soujin Library, the books are arranged by 2 kinds of classification.

**Old-Classification:** Books acquired before 1986 arranged by the original classification.

**New-Classification:** Books acquired since 1987 arranged by “Nippon Decimal Classification. Newly rev. 8th ed.”

### Library Workshop

In our library workshop, you can learn how to find books, periodicals and articles with a computer. Please join us.

## Using the Electronic Resources

You can access the electronic resources that Kyoto University Library offers at any time.

ECS-ID or SPS-ID

### Electronic Journal/Electronic Book

There are more than 60,000 electronic journal titles and 240,000 electronic book titles that you can access online. You can search them through KULINE.

URL: <http://edb.kulib.kyoto-u.ac.jp/gakunaiej-e.html>



### Databases

There are about 100 kinds of databases that you can access online.

For example: magazineplus

It contains general journals, academic journals, university bulletins and foreign journals.

#### British Periodicals

It consists of almost 500 periodical runs published from the 1680s to the 1930s.

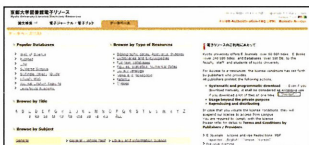
#### British Newspapers 1600-1900

A full-text, fully cross-searchable digital archive.

#### Web of Science

It contains the journals of cited references.

URL: <http://edb.kulib.kyoto-u.ac.jp/gakunaidb-e.html>



### Improper Use Warning

If you violate the license conditions, our license to access the resources from campus will be suspended. You are required to comply with the licenses. All publishers prohibit the following actions.

- ▶ Downloads that exceed a personal use limit.
- ▶ Downloads, especially large batch downloads, by automatic operations using a program.
- ▶ Use of a service for a purpose other than personal use.
- ▶ Reproduction or distribution of materials.

## Wa-on



Wa-on (Graduate School of Human and Environmental Studies Building on the 1st Floor) is a designated space for individual and group study use. In contrast to the main building of the faculty library, which is a quiet place, Wa-on is a place you can talk.

The concept of Wa-on is a space for creativity and learning of academic communication with library materials. Wa-on consists of 4 areas – a group study room, a relaxing area, a multipurpose area, and an L-shaped counter space with 40 seats. You can learn either individually or in groups and use the space for meetings, discussions and so on.

### How to use Wa-on

- Wa-on is available to members of Kyoto University.
- Only the members of Graduate School of Human and Environmental Studies and Faculty of Integrated Human Studies (Jinkan / Soujin) can use the group study room and take advantage of overtime use services.



	Jinkan / Soujin Members	Kyoto Univ. Members (Non-Jinkan / Soujin)
Hours	Weekdays 9 : 00 - 17 : 00	
Holidays	Weekends; National Holidays; June 18; Winter Vacation; The day after Graduation to April 3; August 11 to 20	
Equipment lending	PCs and Projector	PCs
Group Study Room (1 room)	Submit the application form for use of the Group Study Room (Application hours: Weekdays 9 : 00 - 17 : 00)	
Overtime Use Service	Weekdays 17 : 00 - 20 : 00	—
	Saturdays 10 : 00 - 15 : 00	
	Submit the application form for Overtime Use Service of Wa-on. Graduate students or undergraduates need their professor's signature. (Application Venue : the main building of the faculty library / Application Hours : Weekdays 9 : 00 - 17 : 00)	



Wa-on Facade  
(East side of Graduate School of Human and Environmental Studies Building)

## Wa-on movie meeting

The Wa-on movie meeting is held as an academic communication venue at Wa-on. Guides (Narrators) offer an interesting topic concerning the movie. The meeting is held monthly. Everyone can participate free of Charge. No reservation is necessary.

## Mail News, Library Newsletter

● **Mail News [Jinkan-Soujin LibNews]** is sent the enrollees e-mail of useful information such as training session at any time.

### To register

Send just only “subscribe heslibml” to majordomo@kulib.kyoto-u.ac.jp

in the main body of an e-mail message. Subject and signature are unnecessary.

Registration is completed on receipt of a thank-you mail for heslibml registration to your mail address.

● **Library Newsletter** is a monthly newsletter which is sends you the library hours calendar and the latest news.

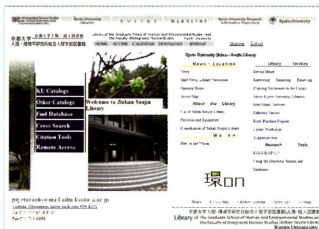
## Suggestion box

The “Suggestion box” is located in the library hall. Please send us your feedback. The website and the bulletin board posts answers to opinions.

## Website

Please check the library website for the latest information.

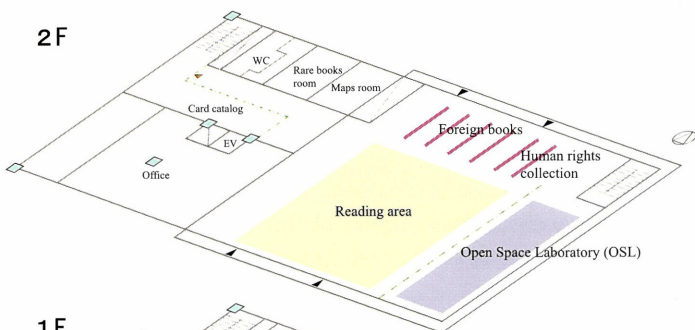
You can find useful information such as handouts for workshops held in the past.



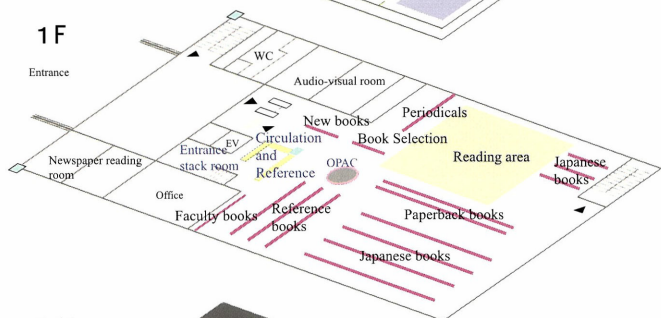
<http://www.kulib.kyoto-u.ac.jp/heslib/en/index.html>

## Floor Map (Main Building)

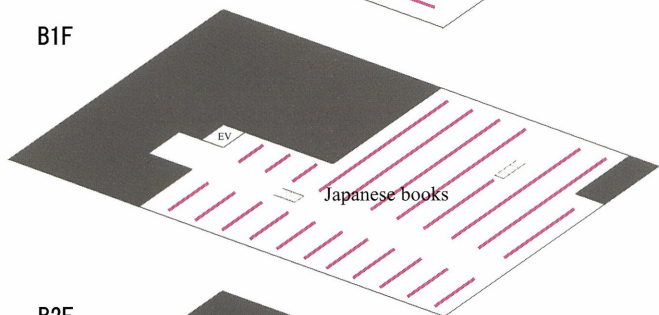
2F



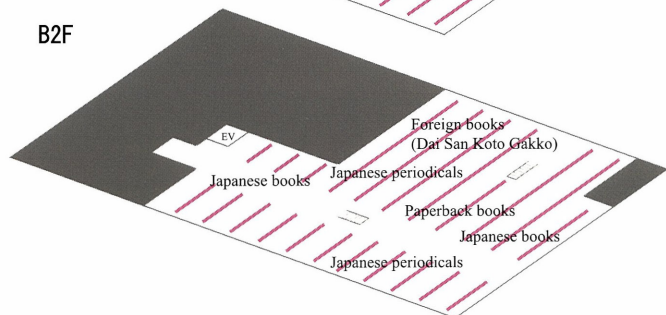
1F



B1F



B2F





# Main Building 1F



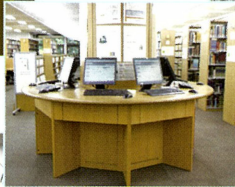
Reading room



Periodicals



Faculty member books



KULINE

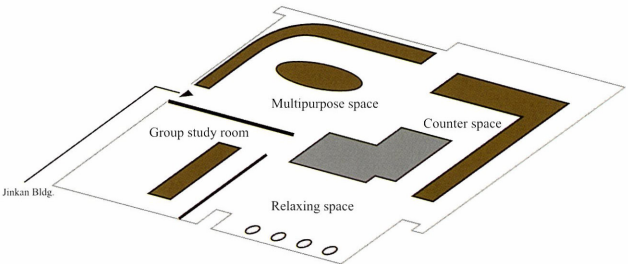


Gate



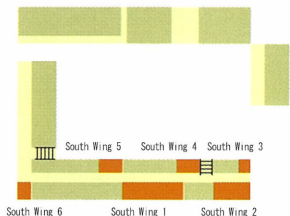
Circulation desk

## Wa-on Map



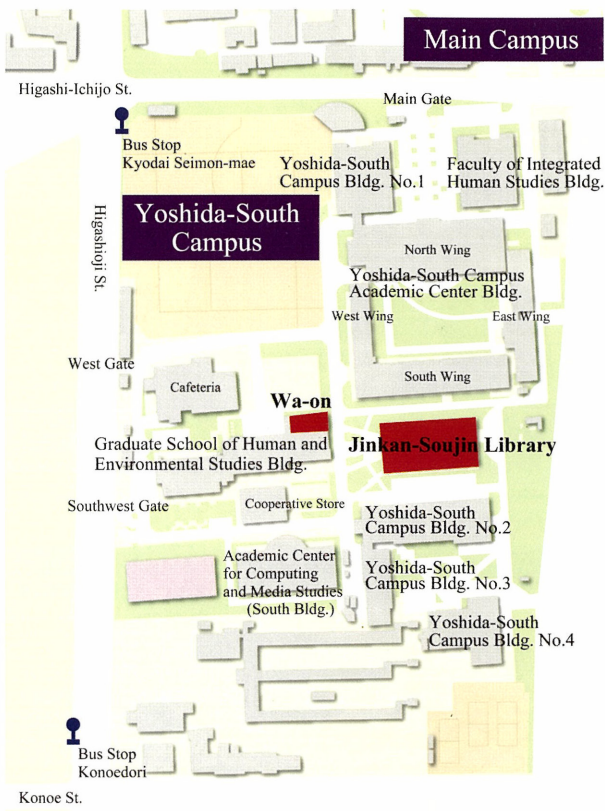
## South Wing. Stacks (Yoshida South Wing, B1F)

For use of the books in South Wing 1-6 / Stacks, ask the library desk.



Cover:

From "Sashu kingin saisei zenzu" No publisher. [In the late Edo period?]  
Jinkan-Soujin Library collection <750|||18||三高和>



## Library Guide 2012

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