

Kyorin University Inokashira Library

How to Use

There are 3 entrances on the second floor. You can enter the library through any of the three gates on the 2nd floor. Please hold your student ID card, staff ID or temporary permit over the IC card reader at the gate when you enter the library. If you forget your card, it will not be possible to enter the library.

Library Hours	
Weekdays	8:30~22:30
Saturdays, Sundays, Public holidays	9:00~17:00
Supplementary Class Days	9:00~19:00

※It is necessary to leave the library by closing time; the gates are automatically closed at closing time.

※Closed days: From the 29th of December to the 3rd of January, the 11th of November
To see Inokashira library's closed days, please check our website.

How to Borrow

You can use the machine for automatic lending, or come to the service counter with your ID card and materials that you want to borrow. It is not possible to go through the gate with materials that are not checked out.

Rules for borrowing materials

Inokashira Library

	Undergraduate Students			Graduate Students, Professors, Staffs		
	Items	Loan Period	Renewals	Items	Loan Period	Renewals
Books	10	14 days	once	30	30 days	twice
Periodicals	10	7 days		10	7 days	
Latest Periodicals	5	1 day		5	1 day	
DVDs, videos CDs	5	7 days	once	5	7 days	once

※If you have something that is overdue, you are not allowed to use the equipment and

the facilities.

※If you lose items that you borrow, you are responsible for paying the replacement cost for the lost or missing items

How to Return

Please bring back the items that you have borrowed to the library service counter.

In the Inokashira library, you can also return items to the book post on the 1st floor.

(You may return books that are checked out from the Medical library to the Inokashira library on Inokashira campus. You may also return books that are checked out from the Inokashira library to the Medical library on Mitaka campus.)

Extending Loan Periods

You can extend the date of return for books and DVDs.(Undergraduate Students: once Graduate Students, Professors and Staffs: twice)

In the case that items are overdue, or there is a reservation for items, you may not renew the loan period.

Reservation

You can reserve books when the item is checked out, or the item is in the Medical library. We will let you know by e-mail when the Inokashira library receives the reserved book. The reservation will be cancelled after ONE week. Please drop by the counter as soon as you receive the e-mail.

Requests for New Materials

The library welcomes requests for materials, items that the library does not own.

You can make a request for new books as additions to the library collection by completing the forms on the website.

It is not guaranteed that the library will purchase the requested items.

MyLibrary

MyLibrary is the personal webpage for people who wish to use the library. When you login, you can use many functions.

- Checking the number of items that you have checked out
- Confirming the dates of return
- Extending the dates of return
- Making reservations
- Requesting items

Reference Service

Feel free to ask any questions about the use of the library at the service counter.

It's our pleasure to help you at any time.

We can help with things like

- The location of books and magazines
- The usage of the facilities, equipment in the library

Interlibrary Loans

We can get you books and photocopies that we don't own from other university libraries. You can make a request on MyLibrary page on the library webpage. You will be required to pay for the shipping fee and the copying fee. You are not allowed to take the materials out of the library.

※Exchange students and students affiliated with overseas partner universities cannot apply for interlibrary loans.

Computers and the Internet

58 laptops are available in the library. The devices can be borrowed from the PC lockers on the 2nd floor. (Check the location on the map next page).

To use the devices, you need your ID card to open the PC locker. Those laptops are equipped with Microsoft Office 365(MO).

※Caution; Data will be deleted from the laptop automatically once you shut down the laptop; you can't save the data on the laptop. Please make sure to save the data on your USB flash drive.)

Personal Computers, Tablets, Smartphones

You can use your computer or tablet in the library. If you connect to the internet, please set up for wireless LAN at the university.

Printing

There is a printing room on each floor. Points for printing are added to your student ID card yearly. You can print out your files depending on the number of the points for free. If you would like to add points, please buy an exchange certificate at the automatic certificate issuing machine on the 1st floor of C building, and submit it to the service counter on the 2nd floor.

Copy

You can use the copying machine on the 2nd floor. Please follow the Copyright Act when

making copies. Black and white copies are available for ¥10 per page.
For more details, please visit the library service counter on the 2nd floor.

Floor Guide

2F



[Learning Commons Area]

G. Entrance Gates

M. Machines for Automatic Lending

Borrowing, extending

O. The System for finding items (OPAC)

You can find the items.

P. Printing Rooms

You can print out files from computers in the library.

2-1 PC Lockers

58 laptops are available in the library.

2-4 Lounge

You are allowed to eat and drink here. There are some magazines and newspapers on the 2nd floor.

2-5 Memorial Corner (Memorial Room)

Some historical materials of Kyorin University are displayed here.

2-6 Service Counter

Borrowing, returning, questions, and applications for using digital collections of the National Diet Library.

3F



3-1 Digital Materials Corner

You can use the database and microfilm. Please apply at the service counter on the 2nd

floor if you would like to use them.

3-2 Lounge

You can eat and drink here. There is a mobile phone corner on the 3rd and 4th floors. If you wish to make a phone call, please use this corner.

3-3 AV Booth / Personal Study Rooms

There are 2 AV booths where you can watch DVDs or listen to CDs, and there are 2 personal study rooms. To use a room, please reserve it at the service counter. You can use the room for up to 2 hours, but if there is not a reservation after you, you can extend the time of use by one hour.

3-A Journals of Humanities and Social Sciences

3-B Graded Reader / Large-Size Books

3-C Reference Books

3-D Language / Literature Books

3-E Paperback / Pocket Edition Area

3-F Books on Certifying Examinations / Books on Standardized Examinations

3-G Social Science Books

3-H Compact Mobile Shelves

Basically, books which were bought before 2000 and journals which were published more than 2 to 3 years ago.

3-I Audio-Visual Materials

4F



4-1 Lounge

You can eat and drink here. There is a mobile phone corner on the 3rd and 4th floor. If you wish to make a phone call, please use this corner.

4-A Journals of Natural Sciences

4-B Reference Books

4-C General / Philosophy / History / Natural Sciences / Engineering / Productive Arts / Fine Arts Books

4-D Preclinical Sciences Books

4-E Books on Certifying Examinations

4-F Reference Books (Medicine)

4-G Medicine and Related Subjects Books

4-H Compact Mobile Shelves

Basically, books which were bought before 2000 and journals which were published more than 2 to 3 years ago.