

## Using Library Materials

**Open-shelf** Freely available

**Closed-shelf** Available on request

- For the use of materials in closed shelves, please apply at the circulation counter, by e-mail, or on the phone.
- CD-ROMs, DVDs, and microfilm resources can be used only on the computer and the microfilm reader in the library. Please bring your own print paper.
- Please consult with us as to our rare collections.

**Thesis** Available on request only for reading at the designated seats. Loan-out and photocopying are prohibited. Permission from the author is required for every graduation/ master thesis.

Materials in closed shelves and theses are available 9am-5pm.

We have a Coop card-operated photocopy machine. Copying is allowed within the limitation of the Copyright Act.

## Interlibrary Services

The interlibrary services are available to anyone who belongs to Graduate School of Education and Faculty of Education.

### Visiting other university libraries

We need to inquire for their holdings and issue a letter of introduction beforehand. Please apply as early as possible.

### Inter-library loan (Copy Services/Book Loan)

We accept applications only at public expenses. Please go to Kyoto University Library if you apply at private expenses.

## Visitors from outside Kyoto University

Please contact us by fax or email before you visit. If you are from another university or a particular educational research institute, apply at the library in your own place. If you don't belong to any of those, fax or e-mail us the application form for visitors.

## Map



## Graduate School of Education and Faculty of Education Library

Yoshida-Honmachi, Sakyo-ku, Kyoto city  
606-8501

TEL:075-753-3016 FAX : 075-753-3017

E-Mail : edulib@mail2.adm.kyoto-u.ac.jp

WEB :

[http://www.educ.kyoto-u.ac.jp/towards\\_students/library\\_](http://www.educ.kyoto-u.ac.jp/towards_students/library_)

# Library Guide 2020

## Opening Hours

Monday: 9am-5pm

Tuesday-Friday: 9am-7pm

※The library is open 9am-12pm and 1pm-5pm from Monday- Friday during the summer/winter breaks, after the exam period in February, and in March.

## Library holidays

Saturday, Sunday, a national holiday, a substitute holiday, the anniversary of foundation (June 18), the first of every month (replaced by the following business day if the first is a national holiday), the end/ beginning of the year

The library is temporarily closed as needed. Please check the latest library schedule on our website or notices.

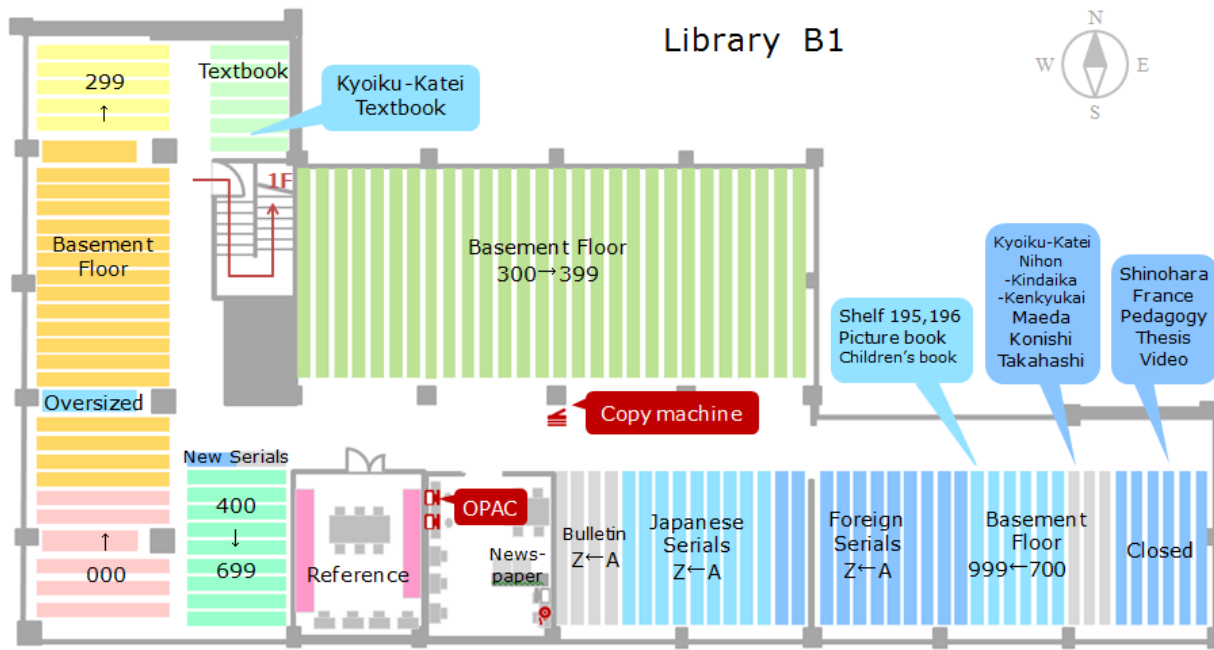
## When you use the library

- Please show the staff your student/library card before enter the stack.
- Please refrain from drinking, eating, smoking, talking on cellphone, and taking pictures in the library.
- Please do not bother other library users.
- Please keep your valuables always on you.

## How to search for materials

KULINE (Kyoto University Library Network) helps you search for the library holdings. It is also accessible from a cellphone.  
<https://kuline.kulib.kyoto-u.ac.jp/>

## Floor Map



## Reserve/Renew/Return

**Reserve** A material that is out on loan can be reserved through MyKULINE or at the circulation counter.

**Renew** A material can be renewed at the counter unless it is reserved by other users. You can also use renew a material by yourself on MyKULINE only once.

**Return** Please return a material to the counter or to the book return. If you have an overdue material, you will not be permitted to borrow any items for as many days as you keep it.

## Purchase Requests

Students from Graduate School of Education Library can make a purchase request for what the library does not have and considers necessary and appropriate. Please apply at the counter with the application form. We will determine whether or not the title should be purchased after consideration.

## Reference Services (Inquiry/ Consultation)

If you have questions on how to use the library, how to locate a material, etc., please feel free to ask at the counter.

## Loan privileges

dept.	position	Loan limits	Loan period
EDU	full-time members faculty	70	1 year
	part-time members, emeritus professors, former full-time faculty members	10	3 months
	staff	10	1 month
	graduate students	30	1 month
	those considered as graduate students	10	3 weeks
	undergraduate students	10	3 weeks
	those considered as undergraduate students	5	3 weeks
Other	alumni	3	3 weeks
	full-time staff	10	3 months
	part-time members, emeritus professors, staff	3	1 month
	(those considered as) graduate/undergraduate students	3	2 weeks

Audiovisual materials can be borrowed for 2 weeks.

**Materials for reference only** are the followings; periodicals and reference books (,which can be temporarily taken out only on the current day), microfilm resources, some digital materials, and rare books.