

Entering / Exiting

To enter the library, please swipe your card (see below) into the card reader at the entrance gate. Then, the entrance gate will open.



Visitors should address the staff in front of the entrance gate. Please fill out the required form at the library counter. When exiting the library, pass through the exit gate. If you try to exit with material that has not been checked out, an alarm will sound.

Issue of Medical Library Card

We can issue a Medical Library card for members of the faculty of medicine, related institutes and members of Kyoto Prefectural University of Medicine. **University ID card or student ID card with a magnetic strip / IC will serve as a library card.**

- ▶ Graduate School of Medicine and Faculty of Medicine ▶ University Hospital
- ▶ Institute for Virus Research ▶ Radiation Biology Center
- ▶ Institute for Frontier Medical Sciences ▶ Radioisotope Research Center
- ▶ Center for iPS Cell Research and Application

Library Hours / Holidays

Library Hours

Mon. – Fri.	9:00 am - 10:00 pm (circulation desk closes at 9:45 pm)
Sat.	10:00 am - 4:00 pm (circulation desk closes at 3:45 pm)

※Please note that the 1st stacks, small reading rooms, group study rooms and seminar room are available until 30 minutes before library closing time.

Holidays

- Sundays
- National Holidays
- End of the year and new year days (December 28 to January 4)
- Kyoto University foundation day (June 18)
- Faculty of Medicine's Anatomy ceremony

※ When temporarily changing closing or opening times, we will put an announcement on the notice board of the Medical Library website.

Checking out and Returning

Checking out

When you check out a book with a bar code label, please present it at the desk with your ID card, student ID card or Library card. You may also use the automatic self-checkout machine.

The number of volumes / period

(When the due date is a holiday, you may return it the following opening day.)

	The number of volumes	Period
Journals	Up to 5 items	Next day (New-arrival journals that have been in the library for less than one month: within 2 hours)
Books	Up to 5 items	2 weeks

※ Reference books: day-time loan only

For visitors:

We cannot check out materials to visitors (including alumni of Kyoto University and members of the Open University of Japan).

Returning

Please return materials to the library counter. Please use the book depository for after hours.

Extension of checkout period (RENEWAL)

Extension can only be applied to books if there is no reservation on the book. You can extend for 2 weeks from the day of extension (only once). Please apply before the due date at the library counter. Also, it is possible to extend the due date through the "MyKULINE". You cannot extend checkout period if the books are already past their due date.

Reserving materials on loan

Reservations can only be made for materials currently on loan. Please apply at the library counter. Also, it is possible to apply for it through the "MyKULINE". We will contact you when the material is returned. Please come to the library counter within one week after being notified.

Copying library materials at the library

An individual can only copy a part of any library material for research purposes. Please use the photocopy machine on the 1st floor.

Operation hours of copying and copy fee

		Operation hours	Black & white (one sheet)	color copy (one sheet)
Cash	KU members	Mon. – Fri. 9:00 am - 4:30 pm	¥ 20	¥ 60
	Non-members		¥ 35	¥ 80
Public expense (with application form)		Mon. -Fri. 9:00am - 9:45pm	¥ 20*	¥ 60*
Xerox card for the Medical Library		Sat. 10:00am - 3:45pm	¥ 10*	¥ 40*

*Payment will be made by shifting budget.

Procedures

- Copying at private expense (cash)
Please submit a "Photocopy Application Form" at the library counter.
- Copying at public expense (with a "Kyoto University photocopy application form")
Please fill in the form and submit it at the library counter.
- Copying with a Xerox card for the Medical Library
Please use the photocopy machine on the 1st floor.
Xerox cards have been distributed to each laboratory.

In the case that the material is not available in the Medical Library

Using other libraries in Kyoto university

Please visit libraries in the South campus or main (Honbu) campus in person. On the other hand, it is possible to request photocopies or borrow books from holding libraries in the case that the materials are held in the North campus, Uji campus, or distant campuses. Please make a request at the library counter or through the Medical Library website.

Requesting photocopies / books from other university libraries

It is possible to request articles (for a fee) or borrow books which are not available in the South campus in Kyoto University from other libraries (Please note that borrowing books from other university libraries is for a fee.). Please submit the "Photocopy application form" at the library counter, through the Medical Library's website or "MyKULINE".

Visiting other university libraries (Reading Only)

It is possible to visit other university / institution libraries. Some libraries may require the presentation of student ID or personal ID, and some may require you to bring a letter of introduction. Please ask a staff member at the library counter.

※ We are able to issue letters of introduction only for members of faculty of medicine or related institutes.

How to find materials

KULINE (Kyoto University Libraries Online Catalog)

It is possible to search and locate materials in Kyoto University by using KULINE. Please check the Holding library, Holdings location, and Call No on the KULINE display. (<https://op.kulib.kyoto-u.ac.jp/webopac/>)

Searching for E-Journals or E-Books

Kyoto University Libraries subscribe to a lot of E-journals and E-books. Titles and conditions of use can be confirmed through the following link. Kyoto University Libraries E-Journals List (<http://edb.kulib.kyoto-u.ac.jp/gakunaiej.html>)

Medical Library E-Books List ([Japanese only](http://www.lib.med.kyoto-u.ac.jp/ebooks.html))

(<http://www.lib.med.kyoto-u.ac.jp/ebooks.html>)

Using Databases

In Kyoto University, more than 250 titles, including bibliographic databases, full-text databases of newspapers and dictionaries, and medical image databases are available. The "Kyoto University Article Linker" enables you to navigate a full-text (electronic journals etc.) by clicking an icon found on the search result display of bibliographic database.

Kyoto University Libraries Database List

(<http://edb.kulib.kyoto-u.ac.jp/gakunaidb.html>)

Medical and Biological Database List ([Japanese only](http://www.lib.med.kyoto-u.ac.jp/databases.html))

(<http://www.lib.med.kyoto-u.ac.jp/databases.html>)

IMPORTANT When using e-resources, it is necessary to obtain an account (ECS-ID) of ACCMS or an SPS-ID (Faculty/Staff Groupware ID).

Due to the contract, the following are prohibited: systematic and programmatic download, usage beyond the private purpose, and reproducing and distributing.

Library Spaces

Lounge (1F)

There are newspapers and magazines here. This is the only space where eating and drinking are permitted. Please feel free to relax in this area.

Information Corner (1F)

There are 8 PCs (available only to university members), in which Word2007, Excel2007, Access2007, and PowerPoint2007, etc. have been installed. Also there are 4 PCs (available to anyone) capable of searching e-journals and databases. Please use these for making reports, presentations, and searching information.

Study Booth (2F) for up to 4 people Hours: 30 minutes before library closing

There are 2 small study booths for up to 4 people. Reservations can be made 3 working days in advance. Please make a request at the library counter. These rooms are only available to members of faculty of medicine or related institutes.

Group Study Room (3F) for up to 12 people Hours: 30 minutes before library closing

There are 3 group study rooms for up to 12 people. Reservations can be made 3 working days in advance. Please make a request at the library counter. These rooms are only available to members of faculty of medicine or related institutes.

Seminar Room (3F) for up to 24 people Hours: 30 minutes before library closing

There is 1 room for meetings or seminars for up to 24 people. Reservations can be made 3 working days in advance. Please make a request at the library counter. This room is only available to members of faculty of medicine or related institutes. A screen, a TV (for display purpose only), and a projector are available in this room.

Library Facilities

Information Display (Entrance and Lounge)

On the display, you can see news about the library.

Wireless access LAN / Internet Connections

Wireless access LAN is available in the library. Also, there are internet connections in the small reading rooms, group study rooms, seminar room, and some desks on the each floor. You can use your own laptop in this area. Please access by KUINS PPTP set up (requires ECS-ID or SPS-ID).

Loaner laptop

There are 4 laptops available only to members of the faculty of medicine or related institutes within the library. Please use this when making reports or presentations or the searching internet, etc.

Medical Library Website

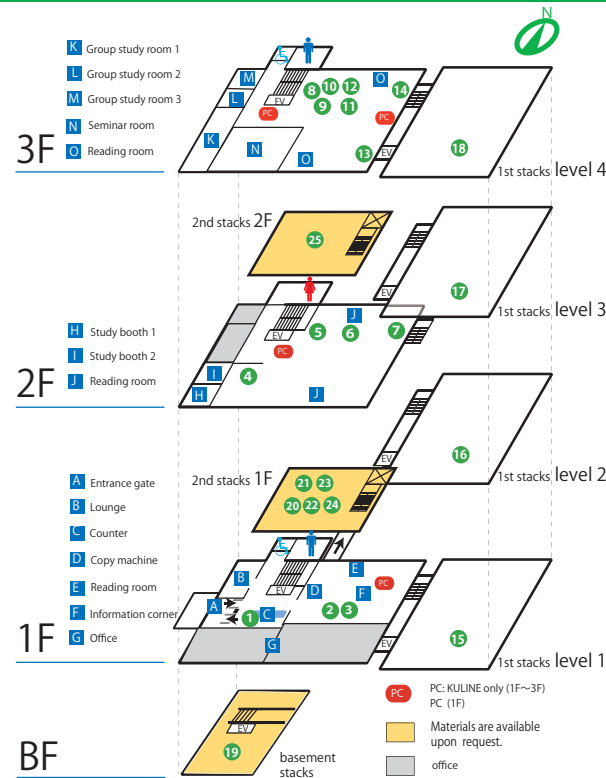
<http://www.lib.med.kyoto-u.ac.jp/>

On the library website, Library guide, E-journals list, Database list and Interlibrary loan request form, etc. are available.

Also, we offer a Library News Mail Service through which you can receive news about the library.

(February 2012)

Library Floor Plan / Location of materials



NO	Location on KULINE	Materials
1	Lib, 1F Service Desk	Journals in CD format
2	Lib, 1F Audio Visual Materials	DVDs, CDs, and videotapes, etc.
3	Lib, 1F Information Corner	Information Corner (manual of software, etc.)
4	Lib, 2F Human Rights	Materials on human rights
5	Lib, 2F Reference Books 1	Reference books
6	Lib, 2F Current Journals	Current journals
7	Lib, 2F ICS	International Congress Series
8	Lib, 3F Reference Books 2	Reference books
9	Lib, 3F Nat. Med. Exam.	Materials for National Medical Examination
10	Lib, 3F Books listed on Syllabus	Books listed on Syllabi (Faculty of Medicine)
11	Lib, 3F Open Shelf Books	Japanese and Foreign books
12	Lib, 3F Oversized Books	Oversized books
13	Lib, 3F Achievement collection	Achievement collection of faculty
14	Lib, 3F Reports of MHLW	Research Reports of Ministry of Health, Labour and Welfare
15		Foreign journals (1991 - 1 year ago)
16	Lib, Stack No.1	Japanese journals (- 1 year ago)
17	Japanese Journals	Foreign journals (- 1990, J.b. - Z)
18	Foreign Journals	Foreign journals (- 1990, A - J.a.)
19	Lib, Stack BF	Books (old classification)
20	Lib, Stack No.2	Books published before 1984, etc.
21	Lib, Stack No.2 Reference Books	Reference book held in the Stack No.2
22	Lib, Stack No.2 ICS	ICS collection held in the Stack No.2
23	Lib, Stack No.2 Specific Disease	Research Reports of Ministry of Health, Labour and Welfare
24	Lib, Stack No.2 Oversized Books	Oversized books held in the Stack No.2
25	Lib, Stack No.2 Human Rights	Materials on human rights

Library Guide

Kyoto University
Medical Library

Library Guide

Medical Library, Kyoto University

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