

Library Guide

Kameoka Campus Main Library
Kameoka Campus Library Annex
Uzumasa Campus North Library
Uzumasa Campus South Library



京都先端科学大学

Kyoto University of Advanced Science

Introduction

A university is said to have two functions: a place of learning and a place of research. In order for both of these functions to be realized, it is essential that the university's library act as a place that facilitates both research and study. As such, we encourage all students at KUAS to actively make use of our library facilities using this booklet as a guide.

Table of Contents

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Terms of Use

1. Please be sure to bring your student ID card (or library card) with you. It is required when entering the library (Uzumasa Campus Libraries only) and when checking out books.
2. You are free to bring your own bags. Please use the umbrella stand at the entrance or plastic bags for umbrellas if your umbrella is wet.
3. Please be especially quiet in the library and do not do anything that may disturb others.
(Please turn off your cell phone or put it on silent mode. Please make calls outside the building.)
4. Smoking, eating, and drinking are prohibited in the libraries.
5. Please handle library materials with care. (Do not fold, underline, or write on the pages.)
6. Please observe all other library rules and follow the instructions of the staff.

Eligibility

University faculty and staff (including professor emeritus)

KUAS students (including non-degree students, auditing students, contract students, and research students)

KUAS graduate students (including non-degree students, auditing students, and contract students)

Persons who have been employed as faculty members of KUAS

Graduates (including those who have completed a graduate course)

The general public

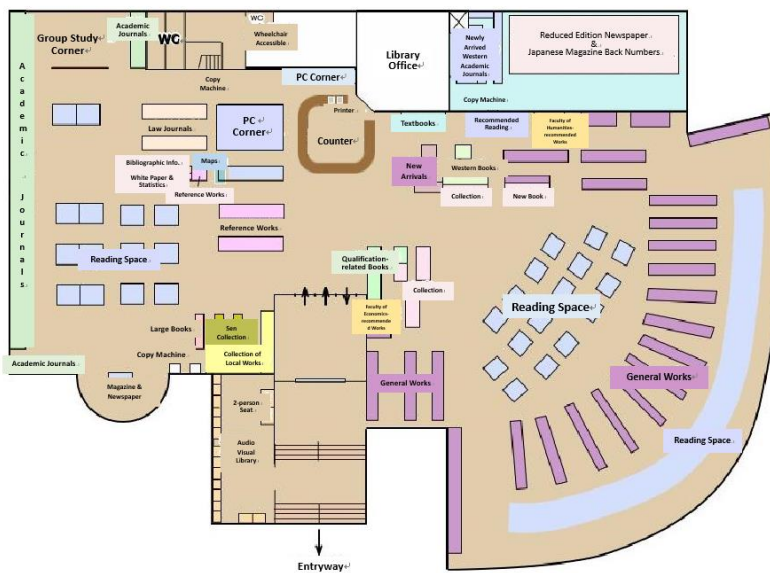
Other persons approved by the Director

Hours & Closed Days

	Kameoka Campus Main Library & Annex		Uzumasa Campus North Library	Uzumasa Campus South Library
	Lecture periods	Vacation periods	Annually	Daily
Mon.~ Fri.	9:00~19:00	9:00~17:00	8:30~22:00	Open 24 hours (Service desk 8:30~22:00)
Sat.	Closed	Closed	8:30~22:00	Open 24 hours (Service desk: 8:30~22:00)
Sun. & Public holiday	Closed	Closed	Closed	Open 24 hours (Service desk: 8:30~22:00)

Opening hours during long vacations will be posted accordingly.

Library Floor Guide (Kameoka Campus, Main Library, 2nd floor)

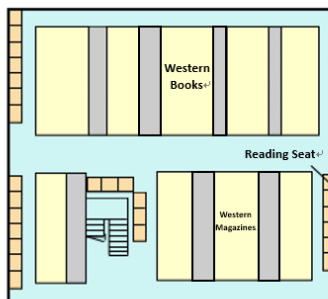


4 th floor	Stacks (closed system)	Western Books, Western Magazines (back issues)
3 rd floor	Stacks (closed system)	Japanese Works, Statistics (back issues), OECD Media, Large Books, Unbound Works, Official Gazette, Western Books (partial)
	Map Room	Maps
2 nd floor	Stacks (closed system)	Japanese Magazines (back issues), Newly Arrived Western Magazines, Newspaper (back issues for the past 3 months), Reduced Edition Newspaper
	Reading Room I (open stacks)	Newly Arrived Japanese Magazines, Reference Works (Dictionary, Encyclopedia, Bibliographic Info., White Paper & Statistics)
	Reading Room II (open stacks)	General Works, Recommended Reading(*), Textbooks, Collection, New Book, Qualification-related Books

* “Recommended Reading” means a selection of books suggested by lecturers, which are very useful and relevant for their courses.

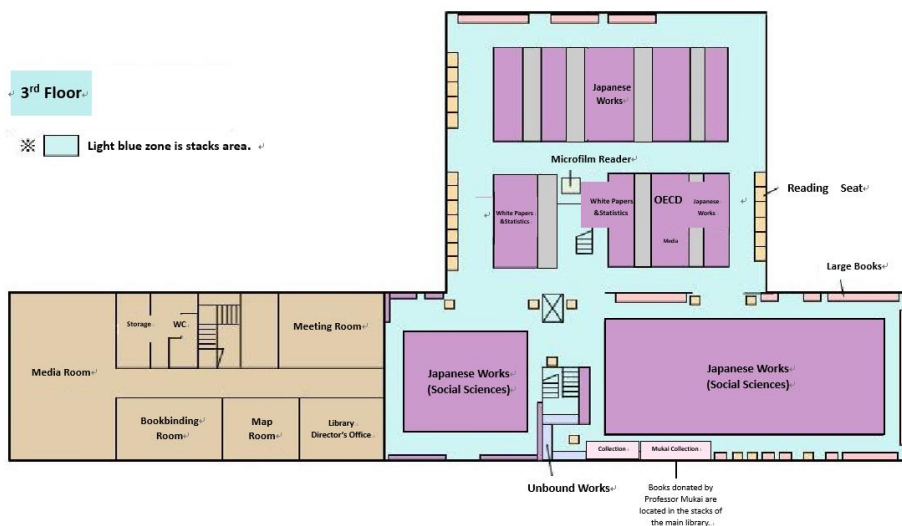
Layout (Kameoka Campus, Main Library, 3rd & 4th floors)

4th Floor

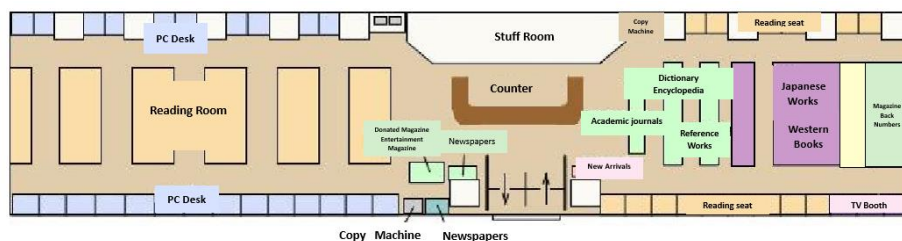


3rd Floor

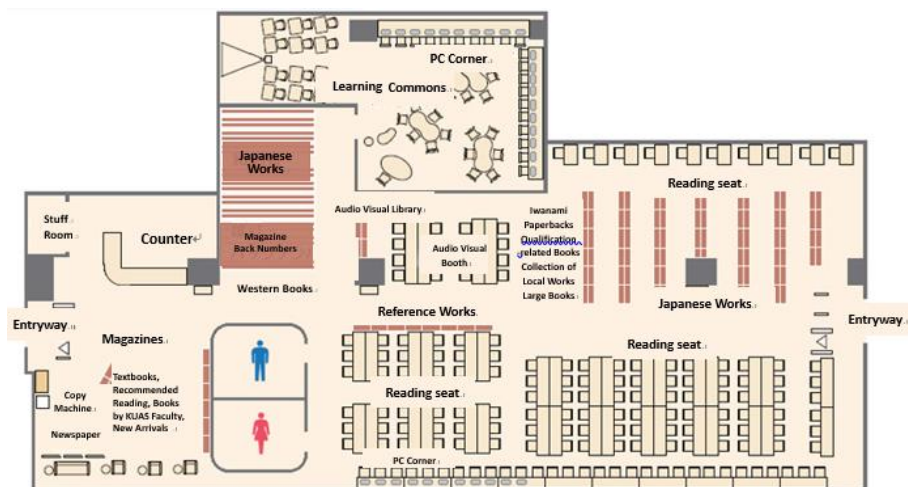
※ Light blue zone is stacks area.



Layout (Kameoka Campus Library Annex)

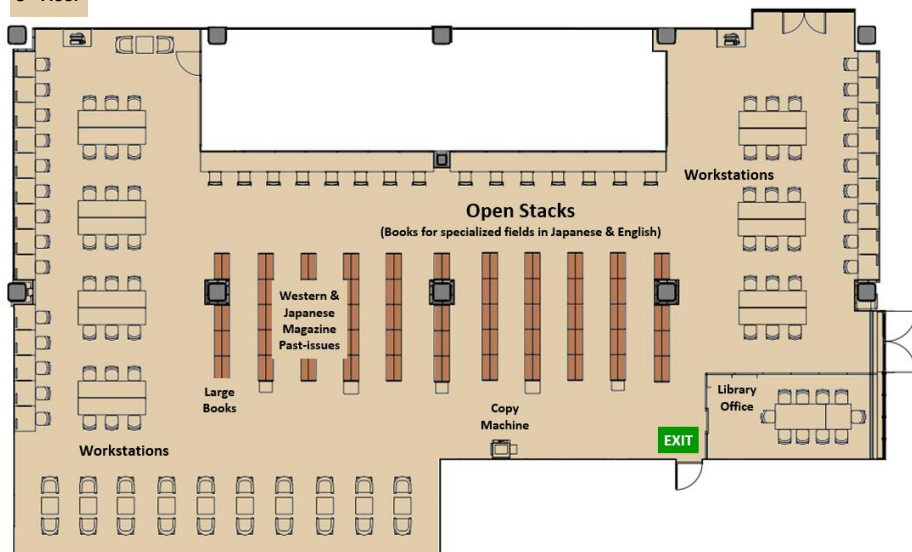


Layout (Uzumasa Campus North Library)



Layout (Uzumasa Campus South Library, 4th & 5th floors)

5th Floor



4th Floor



Using the Facilities

1. Open Stacks

Kameoka Main Library

Kameoka Annex

Uzumasa North Library

Uzumasa South Library

The open stacks in the reading rooms can be freely used by taking them directly from the shelves. Books on the shelves are arranged according to the call number on the spine label. Books that have been used from the shelves should not be returned to the shelves from which they came, but should be placed on the return cart.

2. Stacks

Kameoka Main Library

To browse books in the stacks, you can either 1) fill out the "Library Browsing Form" and apply at the counter, or 2) fill out the "Student Entry Form", receive an "Entry Card", leave your bag, etc. at the counter, and enter the stacks directly to browse books.

3. Magazines

Kameoka Main Library

Japanese journals collected in the last one year are arranged by subject in the first reading room. Bound journals (back numbers) of some law-related journals are also located in Reading Room 1 and can be browsed freely. Other back numbers of Japanese journals and foreign journals are stored in the stacks. Use of the journals in the stacks is the same as for books.

Kameoka Annex

Uzumasa North Library

Uzumasa South Library

Japanese and foreign journals are available for free browsing on their dedicated shelves.

4. Newspapers

Kameoka Main Library

The newspapers for today and the day before are available at the Newspaper Reading Corner in Reading Room 1. Please apply at the counter if you need to access older newspapers.

Kameoka Annex

Uzumasa North Library

Newspapers are distributed in a dedicated newspaper rack and are freely available for reading.

5. Videos & DVDs

Kameoka Main Library

Kameoka Annex

Uzumasa North Library

Uzumasa South Library

- 1) Go to the library counter and request the video/DVD you want to watch.
- 2) Leave your student ID card at the counter, receive a "user card", a video/DVD, headphones, and a remote control device, and go to the AV corner to watch the videos.
- 3) When you have finished using the system, you will need to return your "user card", video/DVD, headphones, and remote control device, and receive your student ID card.

* Notes on Use

- 1) It is prohibited to take videos and DVDs out of the library. They cannot be borrowed.
- 2) No videos or DVDs may be brought in from outside the library.

Loans

Only books can be checked out. Magazines and newspapers cannot be checked out.

Please submit the book you wish to borrow along with your student ID card or library card to the counter for checkout. If a book is lost or damaged, please report it immediately.

Maximum Loan Volume and Time Limits

	Loan Volume	Time Limits
Teachers	No loan limits	No loan limits
Undergraduate students (all types)	5 books	2 weeks max
Graduate students (all types)	20 books	8 weeks max
Staff	No loan limits	No loan limits
General public	3 books	2 weeks max

*In the South Library, books can be checked out at the self-checkout machine.

*Long-term Loans

Longer loan periods are available during the summer and spring vacations.

Details will be announced on a case-by-case basis.

*Un-borrowable Books

Books with a red label on the spine, it cannot be checked out the library.



Returns

Please return all borrowed books to the counter before the due date.

Please do not return books directly to the shelves without going through the counter or self-checkout machine (in the South Library).

If you miss your return due date, you will not be able to borrow books for a certain period, so please be careful.

Extensions

If the book that you are currently borrowing is not reserved by someone else by your due date, you can extend your loan.

Please bring the book to the library before the due date. However, this service is not available when the due date of the book has expired.

You can also borrow books from MyLibrary (you need to apply in advance).

Reservations

If the book you want to use is currently on loan, you can place a hold at the circulation desk and receive priority checkout when the book is returned. You can also reserve books from MyLibrary (prior application required).

Purchase Requests (for faculty, staff, and students)

If you have any books that you would like the library to purchase for your study or research, please fill out the purchase request form and submit it to us. The form is available at the counter.

Learning Commons

Available Facilities

- Kameoka Campus Main Library (Group Study Corner)
- Uzumasa Campus North Building Library
- Uzumasa Campus South Building Library

The Learning Commons can be used as a place to study while holding group discussions.

PCs are also available for use in the Uzumasa Campus Libraries.

If you wish to use the library for a seminar or group, you need to make a reservation in advance.

Photocopies

Each library is equipped with card-operated copy machines (10 yen per black and white copy, 50 yen per color copy). Two types of prepaid cards, 500 yen and 1000 yen, are available for purchase at the library counter.

Only materials in the library collection may be photocopied. (The user assumes all responsibility for copyright.)

Reference Services

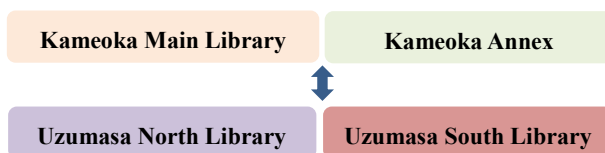
Reference services provide users with advice on how and where to find necessary materials and information so that they can use the library effectively in their study and research activities.

It answers questions such as the following

1. How to find out where the book or journal you are looking for is held.
2. How to gather materials on a specific topic
3. How to find books and journal articles
4. How to find certain facts and data.
5. How to use the library

Materials Collection

If the library on your campus does not have the materials you need, you can request materials from the other libraries.



Please ask at your library counter if you wish to order a book from another library.

* Interlibrary loans are not available between the Main Library and Annex Library on Kameoka Campus.

Library Cooperative Services (for faculty, staff, and students)

If the material you need is not available at our library, you can use materials from libraries outside the university. For materials held by university libraries throughout Japan, you can use “CiNii books”, a database provided by the National Institute of Informatics.

For details, please consult at the counter.

1. Browsing at other university libraries

If you bring a letter of introduction from the library or a "Shared Library Card" (available only at private universities in the Kyoto area), you can browse materials from other university libraries.

2. Ordering photocopied materials from other institutions

You can make a photocopy request to other university libraries or the National Diet Library and have them send you copies of the documents you need. However, photocopying and shipping fees will apply.

3. Ordering of physical materials from other institutions

You can borrow materials held by other university libraries or the National Diet Library and browse them in the library. You will be responsible for shipping costs. Lending conditions differ at each library.

4. Ordering physical materials from public libraries in Kyoto Prefecture (K-Libnet)

You can borrow materials held by public libraries in Kyoto Prefecture and bring them home to use. There is no charge for this service.

An online search can be performed to learn what materials are available.

Other

If you have any requests or opinions about the library, please write them in the opinion box (post box) provided. The form is free.

We will do our best to make the library better by taking our guests voices into consideration.

How to search for materials

When you need to search for materials in the library, you may access to 「Book Search (KUAS OPAC)」 (OPAC: Online Public Access Catalog) on the library website. KUAS OPAC is also accessible from outside of the campus.

Kyoto University of Advanced Science Library URL:
<https://www.kuas.ac.jp/about/facility/library/english>.

How to use KUAS OPAC (Advanced Search)

- (1) To search the library collection, select the search method from the top menu.
- (2) Enter the search criteria in each field and click the "Search" button.

List of bibliographic search results

A bibliography list of search results is displayed.

Click on the title of the desired material to display holding information and bibliographic details.

【Bookmark】

You can save the materials you have checked as a list. Click "Bookmark" in the upper right corner to display the saved list. This function is available until the page is closed.

【Add to My Folder】

You can save the checked documents as a list in the "My Folder" of "My Library" (you need to apply in advance).

【Export to file】

You can export bibliographic information and holding information of the checked materials as a text file.

Bibliographic details (Books)

Check the whereabouts, location, availability, and loan status of materials from the collection list.

The screenshot shows the KUAS library system interface. At the top, there's a search bar and navigation links. Below, the 'Bibliographic Information: Applied calculus' is displayed. A red box highlights the 'Holdings List' table, which contains columns for Vol., Waiting, Place, Call Number, Registration Number, Material ID, Status, Loan Type, and Note. Below the table, there's a 'Bibliographic Details' section with a 'Physical Description' tab selected, showing details like '4th ed.', 'Physical Description', and 'Functions and change'.

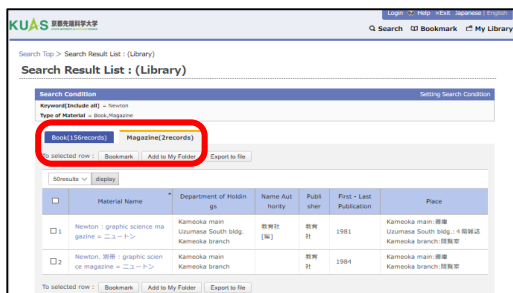
This is bibliographic information that shows what kind of material it is. Some items can be linked to similar materials.

Glossary of Collection System Terms

- Vol.** Indicates the upper volume, lower volume, etc. and the volume number of the magazine.
- Waiting** Displays the number of people who have reserved the material.
- Place** Indicates what library facility and shelf the material can be located at. Facilities include: [Kameoka Main Library / Kameoka Branch Library / Uzumasa North Library / Uzumasa South Library / Faculty Research Room / Joint Research Room / Office.] Location of Stacks: [Reading Room/Stacks/Designated Books/Textbooks/Certification Books/Local Materials/ Bibliography/Statistics/Large Books/Mukai Bunko/Sen Bunko].
- Call Number** This is a symbolic representation of the classification of the material, the author's name, etc., and corresponds to the three-level label on the spine of the book.
- Registration Number** This is the number assigned to each book.
- Material ID** The barcode number attached to the book.
- Status** Displays the status of the material. Available / On loan (the scheduled return date is displayed) / On hold (reserved materials are on hold) / In transit (materials are being moved between facilities such as Kameoka Main Library and Uzumasa Libraries)
- Reservation** If the item is currently on loan, you can place a hold on it (registration in MyLibrary is required).

Bibliographic details (Magazines) and list of all holdings

1. In the search results, magazine titles are listed in the same way as for books and other materials. Use the tabs at the top of the list to switch between books and magazines. Click on a title to check its location or arrival status.



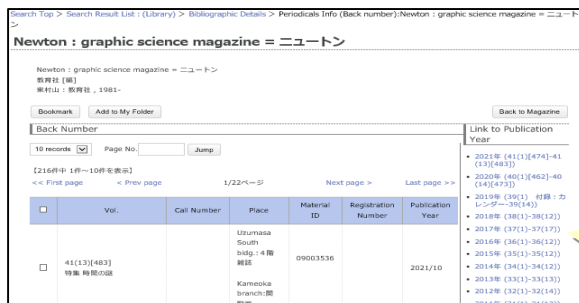
2. This page shows the holding library and whether or not you have a subscription to the journal. For more information, please click "View Back Issues".



The latest issue will be displayed.

This is the bibliographic information that indicates what kind of material it is.

3. The volumes in your collection will be displayed in order of the year of publication.



Can be displayed by year of publication.

Layout of books and journals

The library's materials are arranged in reading rooms and stacks, divided into Japanese and non-Japanese books. The reading room is a place for users to examine and read materials. The stacks are where the materials are stored.

Books

Books are arranged in order of call number.

In addition to the general bookshelf, there are also materials in the dictionaries and encyclopedias, books related to qualifications, etc., which are arranged in corners.

Journals

Journals are not assigned call numbers.

The latest issue and back issues of the current year are located on the magazine shelves.

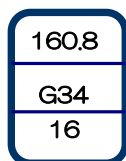
Back issues from the previous year are arranged by title and volume number.

Please ask at the counter for details.

Call Number

The classification number (NDC classification), book symbol, and volume number are displayed together on a three-column label. Materials with call numbers are arranged in this call number order.

<input type="checkbox"/>	Vol.	waiting	Place	Call Number	Registration Number	Material ID	Status	Loan Type	Note	
<input type="checkbox"/> 1		0	Uzumasa North bldg. 閲覧室	160.8 G34 16	10206871	0248596G	Available	図書 (常出可)		Reservation



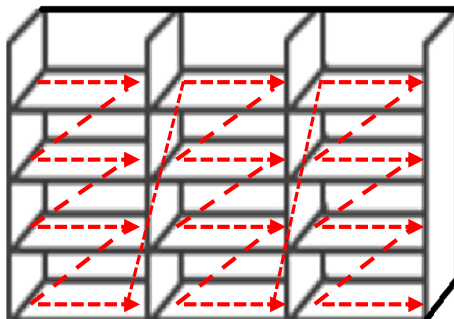
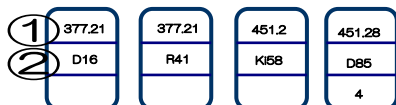
Row 1 : Classification number...Indicates the subject matter of the material. Based on Nippon Decimal Classification (NDC)

Row 2 : Book code...Author name, book title.

Row 3 : Volume number...Indicates series, volume number, etc.

Bookshelf Arrangement

- The books are arranged from left to right by shelf in the order of the classification number in the first column of the call number.
- If the classification number is the same, it is arranged by the book symbol in the second row, and if there is a volume number indication in the third row, it is arranged in that order.



Classification of Books

The library classifies books (both Japanese and Non) according to the Nippon Decimal Classification (NDC)

Nippon Decimal System

NDC: Nippon Decimal Classification

000	General Works	500	Technology. Engineering
010	Libraries.	510	Construction. Civil Engineering
020	Books. Bibliography	520	Architecture. Building
030	General Encyclopedias	530	Mechanical Engineering
040	General Collected Essays	540	Electrical Engineering
050	General Serial Publications	550	Maritime Engineering
060	General Societies	560	Metal and Mining Engineering
070	Journalism. Newspapers	570	Chemical Technology
080	General Collections	580	Manufactures
090	Rare Books. Local Collections. Special Collections	590	Domestic Arts and Sciences
100	Philosophy	600	Industry and Commerce
110	Special Treatises on Philosophy	610	Agriculture
120	Oriental Thought	620	Horticulture
130	Western Philosophy	630	Sericulture. Silk Industry
140	Psychology	640	Animal Husbandry
150	Ethics. Morals	650	Forestry
160	Religion	660	Fishing Industry. Fisheries
170	Shinto	670	Commerce
180	Buddhism	680	Transportation Services
190	Christianity	690	Communication Services
200	General History	700	The Arts. Fine Arts
210	History of Nippon	710	Sculpture. Plastic Arts
220	History of Asia	720	Painting. Pictorial Arts
230	History of Europe	730	Engraving
240	History of Africa	740	Photography and Photographs
250	History of North America	750	Industrial Arts
260	History of South America	760	Music
270	History of Oceania and Polar region	770	Theater
280	Biography	780	Sports and Physical Training
290	Geography. Regional Geography. Trip	790	Accomplishments and Amusements
300	Social Science	800	Language
310	Political Science	810	Nipponese
320	Law	820	Chinese
330	Economics	830	English
340	Public Finance	840	German
350	Statistics	850	French
360	Society	860	Spanish
370	Education	870	Italian
380	Custom. Folklore and Ethnology	880	Russian
390	National Defense. Military Science	890	Other Languages
400	Natural Science	900	Literature
410	Mathematics	910	Nipponese Literature
420	Physics	920	Chinese Literature.
430	Chemistry	930	English and American Literature
440	Astronomy	940	German Literature
450	Earth Science	950	French Literature
460	Biology	960	Spanish Literature
470	Botany	970	Italian Literature
480	Zoology	980	Russian Literature
490	Medical Science	990	Literatures of Other Language

A database is a collection of data systematically organized so that information can be searched (information retrieval) using a computer. Today, not only printed materials such as books and magazines, but also electronic materials that allow users to read text, view images, and listen to sounds are available.

- **CiNii books**

- **NDL Search**

• **CiNii Article**

• **MAGAZINE PLUS**

• [Web version of Soichi Ohtake's library magazine article index](#)

You can search for general articles and popular magazines.

[illegible]

- Kikuzo II Visual

Articles from the Asahi Shimbun, AERA and Asahi Weekly from 1985 to the day before can be viewed on this archive.

- **Nikkei Telecom 21**

You can search for past articles and company information in the Nikkei Shimbun, Nikkei Financial Daily, Nikkei Business Daily, and Nikkei Ryutsu Shimbun. Nikkei Financial Daily.

[illegible]

• **KOD (Kenkyusha Online Dictionary)**

This is an online dictionary search service from Kenkyusha. You can use English-Japanese, Japanese-English and other major dictionaries provided by Kenkyusha.

- **Japan Knowledge**

This is Japan's largest database of encyclopedias, language dictionaries, and other major encyclopedias, dictionaries, and aggregates with over 50 entries.

Find Precedents & Laws

- **LEX/DB Internet**

This is a legal database service. It contains full-text information on civil, criminal, and administrative precedents, decisions, and abstracts.

• Legal case law bibliography (D-1law.com)

You can search for bibliographic information on law-related literature and case law collections.

- **Westlaw Next**

It is a comprehensive database of precedents, laws and ordinances, administrative materials, legal journals, legal encyclopedias, and lawyers' yearbooks from around the world.

- **Official Gazettes**

You can search for official gazettes (main editions, extra edition, government procurement announcement edition, document edition, and catalogs).

Psychology-related

- PsycINFO

Search the world's literature on psychology and related fields such as behavioral science, psychiatry, sociology, anthropology, education, pharmacology, linguistics, and other social sciences.

Sociology-related

- eol

A comprehensive database of corporate information, including securities reports, basic corporate information, semi-annual reports, etc. This is a comprehensive data base of corporate information, including securities reports, basic corporate information, and semiannual reports.

- EBSCOhost

You can search and browse articles in foreign journal papers. The following databases are available.

- **Business Source Premier** : Aa full-text database of economics and business administration.
- **EconLit** : A reference source database in the field of economics.
- **Regional Business News** : A comprehensive database of local business publications in full text. It is a comprehensive database of local business publications.

Natural Science-related

- **SciFinder - n**

You can browse literature and patent information in the life sciences, including chemistry, biochemistry, pharmacology, medicine, and related fields.

• **Rural Digital Library**

You can search for information on diet and agriculture in Japan.

- **Web of Science**

This is an online academic database of major journal articles in all fields of the natural sciences, social sciences, and humanities.

• **Academic OneFile** / **General OneFile**

This is a full-text database of academic papers covering all fields from humanities and social sciences to natural sciences.

- JDreamIII

This is one of the largest databases of scientific and technical literature in Japan, allowing you to easily search for information on domestic and international literature related to science and technology, medicine, and pharmacy.

- **Igaku Chuou Zasshi (Medical Journal Web)**

• **Medical Online**

• **National Examination for Nurses (Public Health Nurses) by System WEB**

• **Nursing Skills Japan Edition**

* In addition to the above, databases in various fields of specialization are available, so please consult with the staff at the counter.

Uzumasa Campus South Library 075 496 6370