

LIBRARY  
GUIDE  
BOOK

KANSAI MEDICAL UNIVERSITY

# Opening Hours

## Ordinary Days

Monday–Friday	9 : 00 – 21 : 00
Saturday (1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> )	9 : 00 – 21 : 00

## Holidays

Saturday (2 <sup>nd</sup> , 4 <sup>th</sup> ), Sunday, National Holidays, New Year Holidays	9 : 00 – 21 : 00 (Only for KMU ID card holders)
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You can use the reading area to study by yourself. To use the library, please bring your KMU ID card. Please come to the library during Ordinary Days to order an ILL, photocopy, or ask the librarian about finding material or using databases.

We will announce the change in opening hours or closing days on the library website and the notice board.

## Entitlement

KMU students, faculty members, staff, and research workers can use the library.

Alumni members are also permitted to use the library. Please contact the library staff beforehand.

Except visitors who follow prescribed procedures that include medical staff, the nonaffiliated are not permitted to use the library.

# Entrance / Exit

Your ID card is required for both entrance and exit.

Touch your ID card to the reader on the Gate.



Gate

**Attention!**

The following actions are prohibited: entering the library without your own ID card, using another's ID card, or entering with others by using one ID card. If you violate the library rules, you will be prevented from using the library for a certain period. If you forget your ID card, follow this process to enter the library. Please come to the front of the gate and call the staff. You are not allowed to borrow any materials when you forget your ID card.



# Photos & Floor Plan



New Books



PC Area



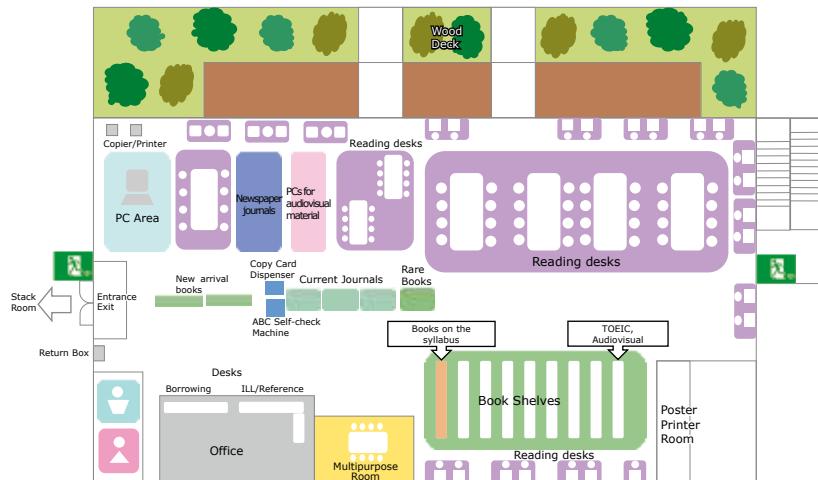
Reading Area



Individual Study Desks

Reading Room

Floor Plan



## Display Monitors

There are two display monitors in the library.

Information Monitor · · · Left Side

Security Monitor · · · Right Side



Information Monitor



Security Monitor

Library PCs are available until ten minutes before closing time.

Furthermore, wireless LAN is available for all areas in the library.



Multipurpose Room

## Multipurpose Room

This room is appropriate for group study.

Reservation is required.

Reservation: Please ask the borrowing desk.

Time Available: Maximum 2 hours (until 30 minutes before closing).

If there is no other reservation, you can use the room for longer.

Facilities: 1 whiteboard, 12 chairs

## Books on the Syllabus



Bookshelf No.1

Books on the syllabus are specifically collected at the book shelf No.1.

## Using the Stack Room

Resources: Back numbers of Japanese and foreign journals

Sorted by:

Japanese Journals: Alphabetically (Romanized journal titles)

Foreign Journals: Alphabetically

How to use: Exchange your ID card for the stack room card at the borrowing desk



Stack Room

## Poster Printer



Poster Printer

Paper Sizes: 111.8cm and 61cm

Paper Types: Ordinary/Glossy paper, Cloth

Fee: Depends on types and sizes

Service Hours: Mon–Fri / 9:00–17:00

How to use: Reserve and print out yourself

### How to reserve? How much?

Please check the availability of the poster printer on the website, and then make the reservation by telephone, stating the date, time, your name, affiliation, and phone number.

Example Fee: 180cm poster

Paper Ordinary	¥430
Glossy Paper/Cloth	¥3,020
Ordinary Paper (Full-color)	¥860
Glossy Paper/Cloth (Full-color)	¥3,450

# Borrowing & Returning

## Loan Periods & Maximum No. of Items to Borrow

Material Types	Loan Periods
Unbound Journals (within one year of arrival)	1 day
Unbound Journals (out of one year of arrival)	1 week
Bound Journals	1 week
Books & AV materials	1 week

Undergraduate Students: 5

Graduate Students / Faculty, Staff: 10

The above is the total number of items permitted.

Broadly, the loan periods are...

New Journals: 1 day

Journals in Stack Room: 1 week

## Overdue Penalty

If you fail to return the material by the due date, you cannot borrow other material while the items remain overdue.

## How to Borrow

Bring your ID card and material to the borrowing desk.



The Borrowing Desk

## Attention!

If you take out any material without borrowing, you could be subject to punishment according to the library rules.



Return box

### Return box

Please use the return box when the library is closed.

## Renewals

For books only, users can renew the loan period twice per book. To renew the loan period, come to the borrowing desk, call the desk, or do it yourself via “MyLibrary.” For overdue books and books that have been recalled by other users, you cannot renew the loan period.

What is this sticker?



禁帶出マーク: not to borrow

Books with this sticker (e.g. dictionaries) cannot be borrowed. Please use them in the library.

## Borrowing & Returning of Audiovisual Materials

Please borrow and return audiovisual materials at the borrowing desk in ordinary days. (Please do not post it to the return post.)

## ABC Self-Check Machine



Self-Check Machine

You can use this machine to borrow, renew, and return items by yourself. It is convenient when the borrowing desk is busy.

## Reserving Material

You can reserve material that is being borrowed by other users or at the binder's. For reservation, come to the borrowing desk or click the reserve button on the OPAC (Online Public Access Catalog) on the library website after logging in "MyLibrary," which is a collection of personal library services. You will need to register to use "MyLibrary."

## Searching Material and Papers

### The Library Website

MyLibrary

ログインページへ

文献検索・図書借用を申し込む  
貸出・予約状況を確認する  
返却期限の延長を行う  
図書館からの連絡を確認する  
☆マイライブラリとは?

電子リソース / E-Resources

電子ジャーナル・電子ブック  
E-Journals / E-Books

OPAC  
所蔵検索

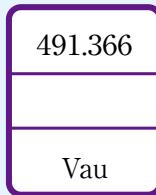
Detail Search

検索 ケリア

You can search for books or journals that the library holds by using OPAC on the website.

For “Brief search,” you can search by entering any keywords in a simple search box, and for “Detail search,” you can search by entering keywords in the multiple search field.

You can check the subject for books and titles of journals on each shelf. If you cannot find what you want, feel free to ask at the desks.



The books are numbered by their subjects and are arranged on stands by their numbers.



Labels on Books

## Databases

You can search Japanese/foreign journal articles. Guides for each database are on the library website.

## E-Journals & E-Books

E-journals and e-books can be accessed from the website. The full text of the Japanese and foreign articles is provided for academic research. Please access them from one of quick links called “E-Resources” on the left column of the library website.

### Contractual Ban

For using electronic articles, the following actions are prohibited. They are violations of the copyright law and violations of licenses with publishers. These actions will result in loss of access to the entire KMU.

- Any systematic or programmatic downloading (e.g., the use of automated “robots”) or otherwise downloading or attempting to download in a short time period excessive amounts of material.
- Reproduction or redistribution of the information provided in the e-journals.
- Any use that is not for the purpose of research or education
- Any alteration, modification, or repackaging of information contents in the e-journals.

Please follow the aforementioned rules in using e-journals.



# Copy / Print



Printers

Please keep silent  
when using printers



Copy Card Dispenser

There are multifunction printers for copying material and printing out files. You can use them by a copy card until ten minutes before closing time. The printers are mainly for copying library material.

Please follow the copyright law in copying them.

## Fee

Monochrome: ¥10 / paper

Two-color: ¥10 / paper

Full-color: ¥40 / paper

Printing fee is the same.

You can buy a copy card at the accounting section in the office in Hirakata campus.

Mon-Fri: 9:00-17:00

Sat. (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>): 9:00-12:50

## Copy Card Dispenser

You can purchase cards with 100 units(¥1,000) one by one, with 1,000 yen bills only. You cannot receive change.

If you need a card with 50 units(¥500), please purchase the same from the accounting department.

We do not exchange money in the library or in the accounting department.



# ILL: Interlibrary Loan (Journal Articles/Books)

You can request photocopies of journal articles and borrow books that are not available in KMU library from other libraries and overseas for a charge.

To make an order, fill in an application form at the ILL desk. Faculty and staff can order online via “MyLibrary” (registration required). For further details, please refer to the “What is MyLibrary?” website page.

**[Photocopy]** How it will be sent, the time taken and the fees charged will depend on the number of pages and the day on which you order.

Ordinary Mail	3-4 days–1 week	Approximately ¥700
Express	2-3 days	¥1,000
F A X	On the same day or tomorrow	¥1,000

## **[Borrowing Books]**

The fee depends on the weight of the book, and you are required to pay the postage: approximately ¥1000 - ¥1500

## **Using Other Libraries**

Certain other libraries may accept your visit without any appointment, but each library has its own rules, so please ask us beforehand.

# Please be reasonable and responsible in the library

Whispering...

No!

Chomp  
Chomp



You may carry only a completely covered drink container. Other types of drinks and foods are not permitted. Please refrain from talking on your cellphone.

Give your desk to the next user when you leave the library.

## Contact Us

Library Website: <https://www.kmu.ac.jp/library/>

TEL : 072-804-2579

Borrowing Desk	(80)2854
ILL Desk	(80)2852
Reference Desk	(80)2855

# LIBRARY

# GUIDE BOOK

