Library Guide 2019 for Shinanomachi Campus Affiliates

Service Hours

| Open Hours       | Weekdays   | 8:45 am – 9:00 pm   |
|                 | Saturday   | 8:45 am – 6:00 pm   |
|                 | Sunday     | 1:00 pm – 6:00 pm   |

| Closings         | National Holidays / University Anniversaries (Jan 10) |
|                 | New Year Holidays (Dec 29 - Jan 4) / Summer Holidays |

Check our calendar for the latest information. → See the following page

Circulations

See also the following page

< Library Cards >
You need your library card or student ID card to enter the library. You also need the card for borrowing and renewal.
When you’d like to make your library card, please complete the application form that is available at the service counter. The card will be issued within a few days.

< Borrowing >
How to Borrow – Bring item and your library card or student ID to the service counter.
Loan Period – Books: 2 weeks ; Serials: 1 week
Loan Limit – None.
*Each media center has different rules about the number of items that may be checked out.

< Returning >
How to Return – Bring item to the service counter, or put item into the return drops.
*Books may be returned to any of the other media centers.

Photocopying in the Library

*Photocopying service is available until 30 minutes before closing.

< Self-Photocopying >
A copy card is available at the service counter in the amount of 500 yen. Photocopy machines are located on each floor.
It costs 10 yen for a monochrome copy, and 50 yen for a color copy.

< Staff-Photocopying >
Bring the item to photocopy to the service counter.
Complete the application form that is available at the service counter and place it at the last page of your request.

ILL Requests

See also the following page

If the item to photocopy or the material to read is not held in the Shinanomachi Media Center, you may order photocopies of items or materials held outside of Keio University libraries. Delivery service is also available.

How to Request – Via web form, or complete an application form at the service counter.
*You can also order photocopies or materials kept in the Yamanaka Book Depository via the above web form. Books published prior to 1985 and serials published prior 1998 are held in the Yamanaka Book Depository.
*Fees depend on the type of request and the library to which the request has been made.

Please be aware of copyright laws when photocopying.
**Requests**

- ILL
- Purchase requests
- Letter of Introduction

**Databases**

You can check other e-resources under “Support”.

**Support**

E-resources, site information, and usage guides.

**Services**

Explanation of various services.

**Requests**

- ILL
- Purchase requests
- Letter of Introduction

**Calendar**

Check openings and closings up to three months in advance.

**e-Book and e-Journal Search**

Search e-books and e-journals that you can view on Shinanomachi Campus. Search by title or journal name.

**KOSMOS**

Keio University Libraries Online Public Access Catalog

KOSMOS is a system for searching books, journals, A/V materials, e-journals, and e-books in Keio’s holdings. Log in to My Library to request items from other libraries, reserve SMC items out on loan, or extend the due date of borrowed items. A Keio ID is required to log in. Please inquire at Shinanomachi ITC to set up an account.

**Item Requests / Reservation**

Click on “Location” of each record in the KOSMOS search result, and click “Request” for each desired item.

Log in to My Library with your Keio ID, and select “Shinanomachi” for your pickup location.

**Loan Renewal**

Log in to My Library and click the number after “Loans” to display the items you are borrowing. Select the item you wish to extend, and select “Renew Selected” to extend the return deadline. Or select “Renew All” to extend all items at once.

You cannot extend the due date of the following materials:

- Reserved items
- Overdue items
- New journals
- Other restricted items
Keio University students, faculty and staff have off-campus access to many e-journals, e-books, and databases. Patrons can use the following methods to retrieve these resources.

1. **Search e-resources in the same way as when you are on Shina no-machi Campus.**
   < E-Journals and e-Books > via 4
   - E-resources with 🏠 mark are remote access available.
   
   < Databases > via 1

2. Type in your Keio ID and password to access the e-resources, and click on the "OK" button.

3. When NOTICE is displayed, please read the conditions, and click on the button "I accept".

4. The process has been completed.

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**Inquires**

If you need more help, please send email to smc-ref-group@keio.jp or ask at the reference desk (Weekdays 8:45am-5:00pm).