

# Kyoto Institute of Technology Library

# Guide

## About library renovation work

\* Construction period : August 2023 to January 2024 (planned)

During the construction period, some library functions will be restricted and the noise of construction may be distracted. We appreciate your understanding and cooperation.

## LIBRARY HOURS

	Weekdays	Saturdays	Sundays/Holidays*
Hours	9:00 - 21:00	10:00 - 17:00	Closed
Hours during vacation	9:00 - 17:00	Closed	Closed
Examination Periods (Summer/Winter)	9:00 - 21:00	9:00 - 17:00	10:00 - 17:00

\*National holidays, Summer vacation (mid-August)  
Winter vacation (Dec.28-Jan.4)

For more information, Please check our website or notice board.

## ENTRANCE SECURITY

You need a student or a staff ID card, or a member's card to use the library. hold your ID card over the reader at the counter.

\*Required card

- Undergraduate and graduate students: student ID card
- Faculty and staff: staff ID card
- Others (Alumni, Research students, Partner university students): require a member's card (apply at the information counter)



## Loans

Bring your library card and the items you wish to borrow to The 1F information counter.

## Borrowing privileges

	Type of Borrower	Item limits	Loan periods
Books	Graduate students, Undergraduate students, Research students, Adjunct lecturers	10	3 weeks
	Staff	5	3 weeks
	Teaching staff	100	1 year (Book for students: 3 weeks)
Journals	All user	1	3 days

\*Exceptions – The library offers long-term book loans during the Summer, Winter and spring holiday period. Please refer to our Website or notice board.

## Returns

During opening hours: return books at the information counter. After closing and on holidays: return book at the drop box.

– if books are returned late, privileges will be suspended for the same number of days that the books or other media were late.

## Renewals

Before the due date, you can renew items once. Ask at the information counter or renew through "MyOPAC". Periodicals are non-renewables.

## Reserving books and other media

You can reserve items on loan through "MyOPAC" or at the information counter.

## Book Requests

All KIT Library card holders can request materials for research and learning. See the library website for more information.

## REFERENCE SERVICES

Ask library staff any questions when you need assistance finding materials or using databases.

A letter of introduction to visit other libraries can be issued on request.

## OBTAINING ITEMS FROM OTHER LIBRARIES

### Interlibrary Loans

Materials unavailable at our library can be borrowed or partially photocopied from other libraries

You can fill out the form at the information counter or send your request through "MyOPAC".

Copy fee and postage will be charged on the users.

### Partner University Libraries

Kyoto Notre Dam University library, Kyoto Prefectural University library, and The University of Fukuchiyama library are KIT's partner libraries.

### K-Libnet (Kyoto Prefectural Library Network.)

You many also request materials through K-Libnet.

## FACILITIES

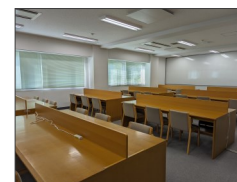
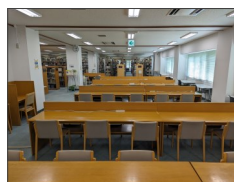
### Reading and study corner (1F · 2F · 3F)

These areas are available for individual study.

### Seminar Rooms A · B (3F)

These areas are available for individual study.

Do not use it exclusively in a group.



### Notice

- Eating is NOT allowed in the library. Only sealable drinks are allowed.
- Photography is NOT allowed in the Library.
- Refrain from talking loudly. Set your mobile phone to silent Mode.
- We are not responsible for lost or stolen items. Keep your valuables with you at all items.

## Kyoto Institute of Technology Library

Matsugasaki, Sakyo-ku, Kyoto 606-8585 JAPAN  
Phone: +81-75-724-7189 Fax: +81-75-724-7180  
E-mail: library \* jim.kit.ac.jp ※Replace \* with @

## COPY MACHINE USE

### Copy machine to copy only library materials (Reading room on the first floor)

You may copy library materials with coin-operated machine. Fill out and submit an application form. All copying must follow Copyright law.

### KIT-funded copy machine (Reading room on the first floor)

This copy machine is available only for the instructors.

Apply for the new card at the information counter.

## PC USE

### Center for Information Science PC Use (Reading room on the first floor)

Center for Information Science PC's are available for your use. A CIS account ID and Password are required.

### Using Your PC in the Library

You can connect your private PC to the campus Network by Wireless LAN.

\*For details about the Campus Network, Please contact the Center for information Science (CIS).

## SERVICE AVAILABLE THROUGH THE LIBRARY WEBSITE

### Kyoto Institute of Technology Library Website

Please take advantage of this valuable academic resource.

## OPAC

Our book search system, "OPAC" enables you to search for all KIT books and periodicals. This system is accessible to all card Holders with internet connections and/or mobile devices. You can reserve books or renew books you have borrowed by Logging in through your CIS account.

## Database, E-Resource and E-journal

We provide various database and e-journals for students and Faculty/staff. You can access electronic journals and academic Literature databases via the Campus Network using the Inter-Network using the Internet or from off campus through a VPN Connection.\*

\*For details about the Campus Network and VPN connection, Please contact the Center for Information Science (CIS).

Libraries HP <https://www.lib.kit.ac.jp>

KIT-Academic Repository

<https://repository.lib.kit.ac.jp/repo/repository/10212>

X (旧Twitter)

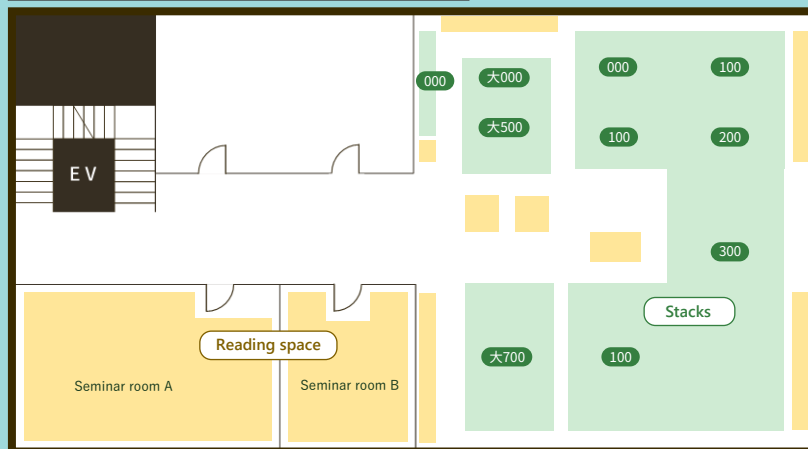
[https://twitter.com/KIT\\_Library](https://twitter.com/KIT_Library)



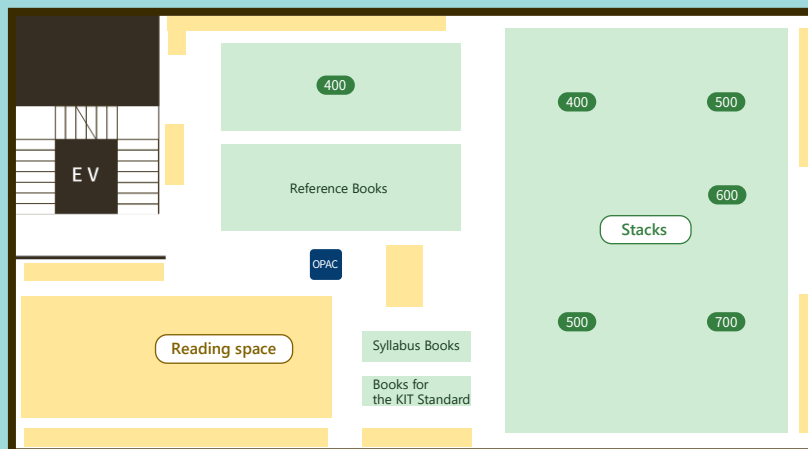
# FLOOR GUIDE

Reading/study area Books Periodicals

## 3F



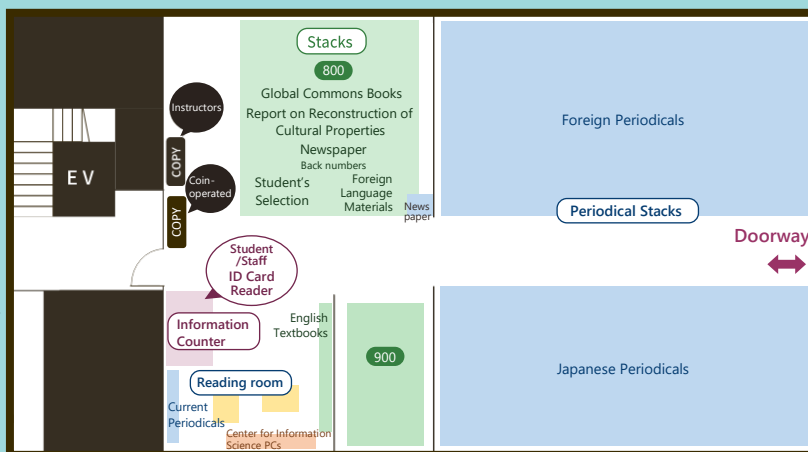
## 2F



## 1F

【図書館全館】  
環境・資料を守るために

- 食物禁止  
No food / Drink with lids only
- 禁煙  
No smoking
- 携帯電話の通話禁止  
No talking on Cell phones



## 資料を利用する

### 1F

- 図書ゾーン
  - 800 言語
  - 900 文学
- 学生選書
- TOEIC・TOEFL・語学関連図書
- 文化財工事報告書
- グローバルコモンズ図書
- 雑誌閲覧室  
新着雑誌、英語多読図書、新聞、新聞バックナンバー、新書など
- 雑誌書庫  
和洋雑誌バックナンバー

### 2F

- 図書ゾーン
  - 400 言語
  - 500 技術、工学、工業
  - 600 産業
  - 700 芸術
- 辞書・事典類 (ハンドブック、白書・年鑑等)
- シラバス掲載図書
- KITスタンダード推薦図書
- 工繊大関連図書

### 3F

- 図書ゾーン
  - 000 総記
  - 100 哲学、宗教
  - 200 歴史、地理
  - 300 社会科学
- 大型図書 (全分野)
- 貴重書室 Rare Book Room
- 積層書庫 Storage Rooms

1966年以前に受け入れた資料。OPAC検索時に配置場所が「積層」とされます。  
Materials accepted in prior to 1966. When searching on OPAC, the materials will be as "積層".

## Book and Other Media

### 1F

- Stacks
  - 800 's Language
  - 900 's Literature
- Student Selection Corner
- Language study, English textbook.
- Report on Reconstruction of Cultural Properties
- Reading Room  
Current Periodicals, etc.  
Newspaper Back Numbers
- Periodicals (back issues)

### 2F

- Stacks
  - 400 's Natural Sciences
  - 500 's Technology and Engineering
  - 600 's Industry
  - 700 's Arts and Recreation
- Reference Corner
- Syllabus Books Corner
- KIT Standard Recommended Books

### 3F

- Stacks
  - 000 's General works
  - 100 's Philosophy and Religion
  - 200 's History and Geography
  - 300 's Social Science

## Study Rooms / Information Science Center PCs / Restrooms

During the renovation work, some library functions will be located outside the building. See the details below.

### Study Rooms

- ・ East Building No.3 (1F 103) Mon.~Stu. 8:30-20:00
- ・ University Hall (2F 204A) Mon.~Stu. 8:30-20:00

### Center for Information Science PC Use

- ・ East Building No.3 (1F 102) Weekday 9:00-18:00 / Saturday 10:00-17:00 / Summer/Winter vacation 9:00-17:00

### Restrooms

During the renovation period, please use East Building No.1, East Lecture Hall, etc.