

## **[20] Books and Materials Owned by Graduate School of Global Studies**

Books and materials owned by the Graduate School of Global Studies (GSGS) and the International Institute of American Studies (IIAS) are available for borrowing.

Books and materials owned by the GSGS are stored in Karasuma Library (underground floors of Shiko-kan). The library also holds books and materials belonging to The Institute for Liberal Arts (ILA), the Graduate School of Policy and Management and the Faculty of Global and Regional Studies.

Register yourself when entering the library.

### **Open hours**

Mon to Fri 9:00a.m. - 11:30a.m., 12:30p.m. - 5:00p.m.

\*Open hour during the recess period will be noticed on the message board. (It is subject to be changed.)

\*The library is closed on Saturday, Sunday and other holidays, except the holidays on which classes are held.

### **Borrowing Books/Materials**

(1) Number of books/materials that may be borrowed - up to 20 books

(2) Loan period - up to 28 days

(3) To check items out, bring the books/materials you wish to borrow to the circulation desk.

\*Note that if you have books/materials overdue, you cannot check out any books or materials.

(4) Periodicals and References with label “禁帯出 (non-circulating)” cannot be checked out. Please read those items in the library or reading space.

(5) To renew books/materials, bring them to the circulation desk or renew them on DOORS (Doshisha Online Retrieval System)

DOORS: [https://doors.doshisha.ac.jp/opac/opac\\_search/](https://doors.doshisha.ac.jp/opac/opac_search/)

\*Books/materials may not be renewed if another person has submitted a request for them.

### **Texts and References for the GSGS courses**

Students can borrow texts and references for courses they are enrolled in.

(1) There is no limit on the number of texts/references a student can borrow.

(2) Students can check out texts and references between 4:30p.m. and 5:00p.m.; they must be returned by 9:30a.m. on the following day. In case of checking items out on Friday, return them by 9:30a.m. the following Monday. During summer or winter recess, students may borrow texts/materials between 9:30a.m. and 9:30a.m. the next morning.

(3) Check the items out at the circulation desk.

(4) Master's Theses and Dissertations cannot be checked or photocopied. Please read them in the library or reading room.

## Book Purchase Request

All students who are enrolled at the Graduate School of Global Studies (Only regular students), may request for purchase of books and materials necessary for their research. In order to make a request, please consult your main advisor first, and then follow the procedure below:

- (1) Fill out a "Book Purchase Request Form" and submit it to the GSGS Office.
- (2) The limit of books each student can request for purchase is up to 10 books per semester for each spring and fall semester and up to 20,000 yen per year. (Each book should be 2,000 yen or more.)
- (3) Whether a student can make a purchase of a book/material or not will be judged by the GSGS library committee.

## Doshisha Online Retrieval System (DOORS)

You can search on "DOORS" for books and materials held in Doshisha University and Doshisha Women's College of Liberal Arts. DOORS may be accessed from any computer with internet access. Also, terminals are available in the Karasuma library and the reading room, and there is a computer booth in Imadegawa Campus University Library, 1F. Please see the Library user's manual.

## Photocopying Materials and Use of Equipment

When using equipment in the library, such as photocopiers, computers and microform readers, please ask a staff and pay the necessary fee in accordance with instruction of the staff.

Fees:

	Equipment	Price per sheet (one side)
Photocopy	Photocopier	10 yen
	(black and white only)	or use your Student ID card
Print Out	Microform reader	10 yen
	Computer (black/white)	10 yen
	Computer (Color)	30 yen

\*Note that you cannot use your USB memory stick when you use the computers above.

## Others

- (1) Write down your name, affiliation and entry time on the Library Entry Form before entering the library. Be sure also to write exit time when exiting.
- (2) Place all your personal belongings in a locker before entering the library. The fee (100 yen) will be returned after you finish using the locker.
- (3) The library door is locked. Pass your Student ID card over a card reader to unlock the door.
- (4) No food or drink allowed in the reading room or library.
- (5) Follow the rules of GSGS and IIAS; otherwise, you may lose the privilege of using or checking out materials.
- (6) If you lose or damage books or materials, you must compensate for them.

- (7) We may ask you to return books/materials as needed.
- (8) You may ask the library to purchase books or magazines not held in the collection. Fill out “Konyu Kibou Shiryo Moushikomiso” (“Request for Book Purchase” Form) and submit the form to your main advisor.
- (9) If you lose your student status, immediately return any books or materials you have borrowed.