

【21】 Equipments Use

Photocopier

Doshisha University provides each regular graduate student with 1000 free photocopies for research purposes (Only regular students).

When using a photocopier, place your Student ID card on the card reader of the photocopier. The balance is recorded on the card.

Note:

- The balance is initialized at the end of February each year; 1000 free photocopies are then provided on March 1. Note that you cannot carry over any balance from year to year.
- You must pay for photocopies after using up 1000 copies. Come to the GSGS Office for additional copies.

[iM2 Card Photocopier locations]

Karasuma Campus

Shiko-kan (the GSGS Office and Student Printing Room (B1))

Imadegawa campus

Shisei-kan (Catalog room (5F) and Faculty of Commerce Library room 1 and 2 (basement))

Divinity Hall (Graduate School of Theology (2F))

Koen-kan (Graduate School of Law, Graduate School of Economics (1F) and Library (2F))

Tokusho-kan (Graduate School of Literature (1F))

Kambai-kan (Graduate School of Business (3F) and Law School (4F))

Library (3 photocopiers on 1F, one in first and second basement and 3F)

Shimmachi Campus

Rinko-kan Library (B1F)

When using photocopiers in other Graduate Schools and libraries, please follow the respective school's rules.

Lithographic machine

All students can use a lithographic machine to print handouts for classes, seminars and study meetings.

Procedure: Apply at the Center for Academic Affairs in Ryoshin-kan 1F

Students must print more than 10 copies per lithograph.

Fees: 30 yen per lithograph; 1 yen per print.

*Seminar materials may be printed free of charge. Ask staff at the Center for Academic Affairs.

Location: Lithographic machine is located in the Student Printing Room in Ryoshin-kan 1F

Open hours: 8:40a.m.-5:00p.m.

*Hours may change during recesses.