

Kyoto University Uji Library Guide

Open

- ◎ Weekdays 9:00-17:00

Closed

- ◎ Saturdays, Sundays, National Holidays
- ◎ Kyoto University Foundation Day (June 18)
- ◎ December 28-January 4
- ◎ Monday-Wednesday of the third week of August

The Library may be closed temporarily.

Please refer to "Hours" for the latest opening dates.



Hours

*Hours ● <https://www.kulib.kyoto-u.ac.jp/pical?category=uji-library>

Uji Campus Map

Uji Library Service Desk, Reading room

- ◎ 1F(N-105N), N building, Main building, Uji Campus

Uji Library Stack Room

- ◎ 1F(E-136N) Annex, E building, Main building, Uji Campus



Campus Map

*Campus Map (Uji) ● <http://www.uji.kyoto-u.ac.jp/campus/map.html>

*Access (Uji)

- <http://www.uji.kyoto-u.ac.jp/campus/access.html>

*Inter-Campus Shuttle Bus Service

- <https://www.kyoto-u.ac.jp/ja/access/bus>



Access



Shuttle Bus

Kyoto University Uji Library

Phone:0774-38-3010

Fax:0774-38-4370

E-mail:ujibunkan@mail2.adm.kyoto-u.ac.jp

Web:<http://lib.kuicr.kyoto-u.ac.jp/index.html>



Notice

Please refrain from drinking, eating and talking on the cellphone in Uji Library.

Smoking is only allowed in the designated area on Campus.

2024.3

How to use materials in Uji Library

Loan Period & Borrowing Limits

【Students・Staff・Professor Emeritus】

You need Kyoto University IC ID card or Library card to borrow books and periodicals.

	Loan Period	Borrowing Limits
Books	2 weeks	Up to 5 items
Bound periodicals	3 days	Up to 5 items
Unbound periodicals & Newspaper	Until next opening day	Up to 5 items
* Current issues and reference books available on the day only.		

Loan Renewals

MyKULINE

Loan period may be renewed once, unless there have been requested by another library user.

Returns

Return library materials to the Service Desk or Book Drop during opening hours.

You can return materials you borrowed from Uji Library to other libraries which participate in the Inter-campus Return Service.

Reservation

MyKULINE

You can reserve books which status is currently "On loan".

Click "Reserve" in the holdings information. Select "Order Reservation".

Place a Hold Service

MyKULINE

You can place a hold on books held in Uji Library.

Click "Reserve" in the holdings information. Select "Keep Order".

Copying Service

You can use the copy machine in the library. Please contact the Service Desk.

Copying library materials should be permitted under the copyright laws.

【Members of Uji Campus】 Please refer to p.8 for the payment method. (Public expense, Private expense)

【Members of other campuses】 You should submit a "Photocopy Application Form" (Public expense only).

MyKULINE

For services with this sign, please access MyKULINE. To use MyKULINE, you need to sign up as a member.

*Guide to Kyoto University Library Network Online Services ● <https://www.kulib.kyoto-u.ac.jp/service/12718>



MyKULINE

Please feel free to contact the Uji Library Service Desk for any information including how to find resources, search databases and obtain materials.

Kyoto University Uji Library E-mail: ujibunkan@mail2.adm.kyoto-u.ac.jp

Find Resources

KU Libraries Online Catalog (KULINE)

*Kyoto University KULINE ● https://kuline.kulib.kyoto-u.ac.jp/opac/opac_search/

You can search KULINE to find books and periodicals owned in the KU Libraries and their location.



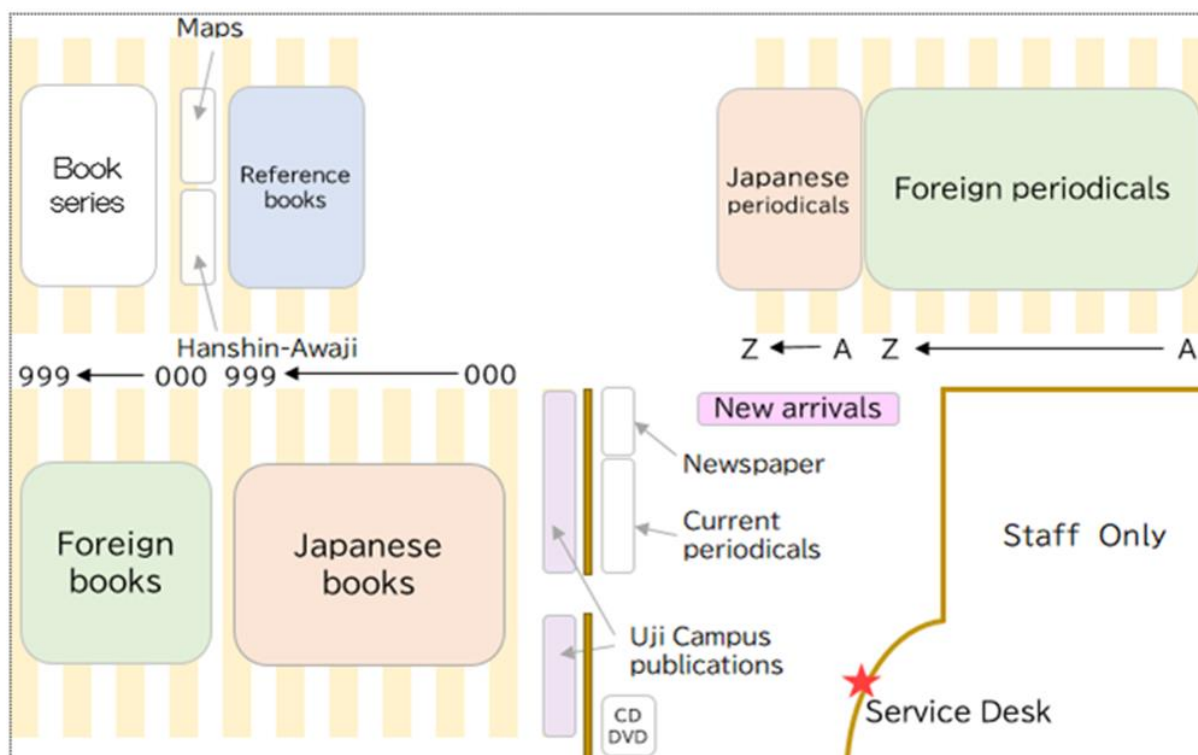
KULINE

Material Locations in Uji Library (Uji Campus)

Call number	DPRI, ENE, FSERC, GSS, IAE, ICR, RISH, RUDGS	→ Uji Campus publications
Periodicals	Issues published from 2005 to present	→ Reading Room
	Issues published in or before 2004	→ Stack Room

■ Reading Room:

KULINE "book details" show "Location" as [Uji Library||Library/...] or [Uji Library||New arrivals].



■ Stack Room:

KULINE "book details" show "Location" as [Uji Library||Stack room/...]

【Members of Uji Campus】

You can borrow a key card to access the Stack Room at the Service Desk.

【Members of other campuses or non-Kyoto University members】

You should apply to use materials in the Stack Room at the Service Desk.

■ Materials owned by Laboratories

On the screen of KULINE, "Lab" is displayed in the Status column.

If you wish to use materials owned by laboratories, please contact Uji Library as we will contact the laboratory.

Please note that items labeled "In use in the lab" are not available.

Find Resources

E-journals, E-books, Databases

To access e-journals and databases, please install the new Authentication System bookmarklet.
ECS-ID or SPS-ID is required.

*How to use e-resources ● <https://www.kulib.kyoto-u.ac.jp/erdb/13505>

*E-Journals & E-Books List ● <https://www.kulib.kyoto-u.ac.jp/erdb/13502>

*Databases ● <https://www.kulib.kyoto-u.ac.jp/erdb/13501>



e-resources



EJB



Databases

For Access to e-resources, the license conditions has set forth by publishers who provides. All publishers prohibit the following actions,

- ◎ Systematic and programmatic download: Even if you download manually, it shall be considered as excessive use if you download a lot of files at one time.
- ◎ Usage beyond the private purpose
- ◎ Reproducing and distributing

In case that you violate the license conditions, they will suspend our license to access from campus.

You are required to comply with the license.

National Diet Library: Digitized Contents Transmission Service for Libraries

* The same content as the Digitized Contents Transmission Service for Individuals is provided.

Materials in the National Diet Library Digital Collections provided by the NDL Digitized Contents Transmission Service and registered in KULINE are digitally available and can be duplicated. Please contact the Service Desk when you want to use the service.

To find materials available through the service, please search NDL Digital Collections with the checkbox "Available with Digitized Contents Transmission Service" on.

*NDL Digital Collections ● <https://dl.ndl.go.jp/>



Digital Collections

【Kyoto University Students, Staff, and Professor Emeritus】 *KU ID card is required.

- ◎ Service hours Weekdays 9:00-16:30
- ◎ Photocopying Only available from the next day of request.

【Members of Uji Campus】 Please refer to p.8 for the payment method.

【Members of other campuses】 You should submit a "Photocopy Application Form" (Public expense only).

Black and White	20yen/sheet
Color	60yen/sheet

Members of Uji Campus

Using KU Libraries

IC student ID cards, IC staff ID cards, or Authentication IC cards can be used as library cards.

If you do not have an IC ID card, you need to register.

Please submit "Kyoto University Library Card Registration Form" and a photocopy of documents showing your enrollment period such as student card or notice of employment.

※Kyoto University Library Card Registration Form ●<http://lib.kuicr.kyoto-u.ac.jp/application.html?id=LIBCARD>

Inter Library Loan Services

*Guide to Interlibrary Loan Services ●<https://www.kulib.kyoto-u.ac.jp/service/12723>

Guide to Interlibrary Loan Services <https://www.kulib.kyoto-u.ac.jp/service/IL2/>

Inter-campus Loan Service				Interlibrary Loan Service	
Charge	Photocopy	Black and White 10-20 yen/sheet	for a fee	Black and White, 35-60 yen/sheet	for a fee
		Color 30-120 yen/sheet		Color, 100-200 yen/sheet	
		No postage required.		plus Postage required.	
		Only if you pay at public expense, you can receive the material in PDF format through EDDS (Electronic Document Delivery Service)		Some libraries will charge you basic fee additionally.	
	Loan	You can order books from other campuses.	free of charge	round trip shipping postage (approximately 1500-2400 yen) required.	for a fee
		Please apply from "Reserve" button on KULINE holdings information. Select "Order Reservation"			
				Some libraries will charge you basic fee additionally.	
				Up to total 5 items.	
Wait period		It takes a few days to 1 week to obtain materials. Wait period varies depending upon the lending library and materials requested.		It takes about 1 week to obtain materials. Wait period varies depending upon the lending library and materials requested.	

*Request books from other campuses ●<https://www.kulib.kyoto-u.ac.jp/service/12761>



Library Card



Guide to ILL



from other campuses

【Payment method】

◎ Public Expense

Submit an "Application for MyKULINE" to the Service Desk to register your budget code in advance.

*Application for MyKULINE ●<http://lib.kuicr.kyoto-u.ac.jp/application.html?id=MYKULINE>

◎ Private Expense

You will receive an invoice with materials. Please pay the fee at the Kyoto University CO-OP shop (e.g., the Uji Campus CO-OP shop and the Clock Tower CO-OP shop) within one week.



Application Form

Members of Uji Campus

Uji Library Student Book Request

Request form for Uji campus members (Faculty, Staff, Students).

*[Uji Library] Student Book Request ● <https://forms.gle/RAxmFxKa1cxR6k5N7>



Book Request

User Registration for Extended Access to Reading Room & Stack Room

If you intend to use Reading Room (after hours) and Stack Room with your IC ID card, you need to apply for "Extended Access to Reading Room & Stack Room."

- ◎ Open (Stack Room) 9:00-24:00
- ◎ Extended Access to Reading Room Opening Days 17:00-24:00 Closed Days 9:00-24:00
- ◎ Except for Monday-Wednesday of the third week of August, December 28-January 4

Only reading and returning books (to Book Drop) at Reading Room available after hours.

Copying Service (Public Expense) should be applied in advance.

*Extended access to Reading Room & Stack Room ● <http://lib.kuicr.kyoto-u.ac.jp/application.html?id=AHSR>



Extended access

Visiting Other Libraries in Kyoto University

Kyoto University has nearly 40 affiliated libraries connected to particular departments, laboratories and research institutes. Please check the service guide of each library.

Your IC ID card or Library card is required to use libraries.

If you intend to photocopy materials of Kyoto University libraries at public expenses, please contact the Uji Library Service Desk.

*Service Guide[Kyoto University Library Network] ● <https://www.kulib.kyoto-u.ac.jp/service/12705>

*List of KU libraries ● <https://www.kulib.kyoto-u.ac.jp/newdb>



Service Guide



List of KU lib

Visiting Other Libraries

To visit libraries outside Kyoto University, your student ID, personal ID, advance notice or letter of introduction might be required. Please check how to use the library you are going to visit in advance.

If you need a letter of introduction (permission to use a library), please apply for it at the Uji Library Service Desk seven days before a preferred date to visit