

[Important Announcement]

Changes in Library Services and Hours

From September 2019, Keio and Waseda University Libraries will be using a new library system together aiming to improve the library services. On this occasion, we will simplify and unify the current loan rules. When migrating data and system, we have to limit our services and hours temporarily. We apologize for the inconvenience. Thank you for your understanding and cooperation.

Schedules and Notices

- Our services and hours are limited temporarily in August.
 - p.2: 1, 2-①
- All reservations of library items, as of Monday August 26, would be cancelled automatically.
 - p.2: 2-②
- Each patron is required to backup his or her own My Library and My Shelf of KOSMOS.
 - p.3: 2-③

Changes after September

- The rules for loan and renewal will change.
 - p.3-5; 3-6
- The timings for sending due date reminders will be unified.
 - p.5: 7
- A student or faculty ID card or a library card will be required for returning as well as borrowing.
 - p.5: 8
- Our online catalog KOSMOS will change.
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For more details please read the referred pages.

Also, check our website regularly for the latest information.

<http://www.lib.keio.ac.jp/en/>

Schedules in August and Notices

1. Service and Hour Limitations

① Service Limitations Due to System Migration

Period	Services To Be Limited	Notes
From Thur, Aug 1 at 9:00 a.m.	You may not create new requests via My Library from the date and time.	You may renew your loans via My Library until Mon, Aug 26 at 5:00 p.m.
From Thur, Aug 22 at 12:00 p.m.	You may not place a hold on library items by any method from the date and time.	
Until Sat, Aug 24 at Closing Time	Borrowing and returning by Correspondence Course Students are accepted until the date and time.	
Until Sat, Aug 26 at Closing Time	Borrowing and returning are processed using the current system until the date and time.	Searching KOSMOS, and accessing eResources are available until Sun, Sept 1.

② Hours (from August 26 through September 1) *Closed due to Hiyoshi Campus summer break.

	Mon, Aug 26	Tue, Aug 27	Wed, Aug 28	Thur, Aug 29	Fri, Aug 30	Sat, Aug 31	Sun, Sept 1
Mita	8:45-20:00	8:45-20:00	8:45-20:00	8:45-20:00	Closed	Closed	Closed
Hiyoshi	Closed*	8:45-18:00	8:45-18:00	8:45-18:00	Closed	Closed	Closed
Kyoseikan	Closed*	8:45-18:00	8:45-18:00	8:45-18:00	Closed	Closed	Closed
Sci&Tech	8:45-21:30	8:45-21:30	8:45-21:30	8:45-21:30	8:45-21:30	8:45-18:00	Closed
Shinanomachi	8:45-20:00	8:45-20:00	8:45-20:00	8:45-20:00	8:45-20:00	Closed	Closed
SFC	9:15-18:00	9:15-18:00	9:15-18:00	9:15-18:00	9:15-18:00	9:15-16:00	Closed
NMC	9:15-18:00	9:15-18:00	9:15-18:00	9:15-18:00	9:15-18:00	Closed	Closed
Shibakyoritsu	8:45-18:00	8:45-18:00	8:45-18:00	8:45-18:00	8:45-18:00	Closed	Closed

During the periods in gray cells, all library items may not be checked out;

For in-library use only.

2. Notices During Migration Period

① You cannot create a new reservation during the periods shown below:

Via My Library → On and after Thursday, August 1

Via online form or in person at the counter → On and after Thursday, August 22 at 12:00 p.m.

② All reservations of library items, as of Monday August 26, would be cancelled automatically.

If you do not receive hold notice for the item you have requested by Tuesday, August 27 at 5:00 p.m., it means the item is subject to cancellation. Please request once again on or after Monday, September 2.

- ③ The data saved in My Library and My Shelf of KOSMOS will be completely deleted on Tuesday, August 27. Please backup your loan history and favorites list on your own. The backup must be done by Monday, August 26 at 11:59 p.m.

Guide for data backup: https://libguides.lib.keio.ac.jp/notice_en/databackup

Changes after September

3. Loan Rules common to all Keio University Libraries

Undergraduate Students:

Loan period will be 14 days long regardless of the language in which the book is written. As a new rule, the maximum length of period for renewal will be set: A patron may renew as many times as possible within 90 days at most.

Graduate Students:

There are no major changes in loan rules except for the one for dissertations and theses and one for journals.

Faculty Members:

There are no major changes in loan rules except for the one for dissertations and theses, and one for journals.

In term of library property management, the maximum length of period for renewal will be set as a new rule.

A patron may renew as many times as possible within 365 days at most. The new rule for renewal would be applied also to the items you currently have on hand.

The above are the rules common to all Keio University Libraries. There are another rule changes for each library.

Please refer to “The Latest Information on System Migration” as well.

- ① Undergraduate students may borrow books for 14 days regardless of the languages in which the books are written.

NEW RULES	LOAN PERIODS	
	Books in Japanese	Books in Western Languages
Mita, Hiyoshi, Sci&Tech, Shinanomachi, SFC, NMC, Shibakyoritsu	14 days	14 days



CURRENT RULES	LOAN PERIODS	
	Books in Japanese	Books in Western Languages
Mita, Hiyoshi, Sci&Tech, SFC, NMC, Shibakyoritsu	14 days	30 days
Shinanomachi		14 days

② The loan period for dissertations and theses will be 7 days long regardless of the patron status. Be aware the rule is not adopted to the items held by Kyoseikan.

NEW RULES	LOAN PERIODS		
	Undergraduate	Graduate	Faculty
Mita, Sci&Tech, SFC, NMC, Shibakoyoritsu	<u>7 days</u>		
Kyoseikan	None	30 days	



CURRENT RULES	LOAN PERIODS		
	Undergraduate	Graduate	Faculty
Mita	<u>None</u>	<u>14 days</u>	
Sci&Tech	<u>14 days</u>		
SFC, NMC, Shibakoyoritsu	7 days		
Kyoseikan	None	30 days	

③ The loan period for journals will be 7 days long regardless of the patron status. Be aware the journals held by Mita, Hiyoshi and Kyoseikan will stay unloanable.

NEW RULES	LOAN PERIODS		
	Undergraduate	Graduate	Faculty
Sci&Tech, Shinanomachi, SFC, NMC, Shibakoyoritsu	<u>7 days</u>		



CURRENT RULES	LOAN PERIODS		
	Undergraduate	Graduate	Faculty
Sci&Tech	1 day		
Shinanomachi	7 days		
SFC, NMC	3 days		
Shibakoyoritsu	Academic	1 day	
	General	14 days	

4. Renewal Rules

The maximum length of period for renewal will be set instead of number of times. The rule will also be applied to the faculty members who had no limitation in the conventional renewal rule.

NEW RULES	
Loan Periods	Corresponding Maximum Lengths of Renewal Periods
7 days	21 days
14 days	90 days
30 days	90 days
90 days	365 days



CURRENT RULES	Number of Times for Renewal		
	Undergraduate	Graduate	Faculty
Mita, Hiyoshi, Sci&Tech, Shinanomachi, SFC, NMC, Shibakoyoritsu	Up to 2 Times		No Limits
Kyoseikan	Up to 2 Times		

5. Long-Term Loan Between Semesters

For the current members of Keio University only. The operation is applied to 14 and 30-day-loan items. Please be noted there would be some exceptions for the long-term loan.

6. Loan Rules for the Items in Yamanaka Depositories

The current rules will be narrowed down to 3 types: 7-day-loan for journals, 90-day-loan for books, and not-for-loan which is applied to in-library-use items such as reference books.

7. Timings for Sending Due Date Reminders

Due date reminders for all loans will be sent automatically by email for 2 times: 2 days prior and on the day.

8. Returning Procedure

Your student/faculty ID card or library card will be required when returning library items, in addition to entering and borrowing. For book drops, please use them as you have so far.

9. The URL and Interface of KOSMOS the Online Catalog

The URL and interface of KOSMOS will change. Using the new interface, you may search both the Keio and Waseda collections. You may also search scholarly information from all over the world.

10. Others

Other services not written here, such as document delivery and purchase request, are provided as usual, though there might be some influence from the system migration.

11. The Latest Information and Contact Details

Please catch up with the latest information on our website. See also our Twitter and the indoor posters.

The latest information on system migration: https://libguides.lib.keio.ac.jp/notice_en

Library website: <http://www.lib.keio.ac.jp/en/libraries/index.html>

Contact: <https://online.lib.keio.ac.jp/susume/index.php>

