

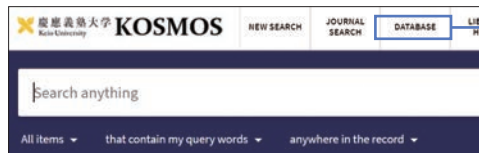
How to Find Materials

KOSMOS <https://search.lib.keio.ac.jp>



You can search for materials (books, journals, DVDs, CDs, e-books, e-journals, etc.) available at each library of Keio University.

You can also search for materials held by Waseda University and academic information such as domestic and international academic papers and the contents of dictionaries.



When you find materials you want to read...

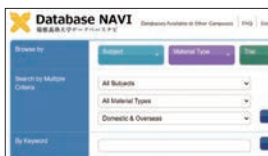
Books are arranged in order of the call number (number on the spine label) at each shelf.

HIYOSHI Media Center
Available, Location: 3F Reading Room(West)
Western Lang.
Call Number: BO@311@Sa2@2

Journals are arranged in alphabetical order by title. They are for in-library use only.

Database NAVI <https://auth.lib.keio.ac.jp/db/>

You can find a variety of databases where you can look up academic papers, dictionaries and encyclopedias, newspaper articles, corporate information, statistical data, etc.



Most e-books, e-journals, and databases can be used from home. You will be asked to log in with your Keio ID.

Research NAVI https://libguides.lib.keio.ac.jp/home_en

Many guides specific to Keio affiliated users are available, including how to find various types of materials such as journal articles and newspaper articles, and how to use e-resources.



Need Help?

If you have any questions about how to find materials or use e-resources, please feel free to contact the Reference Desk on the first floor. You can also ask questions via e-mail or forms.



Available hours : Weekdays 9:00AM - 5:00PM

How to use Library

Borrowing/Renewals

	Undergraduate	Graduate	Faculty
Loan Periods (Maximum Length of Renewal Periods)	14days	30days	90days
	Recalled items cannot be renewed		
	90days		365days
No. of items	No limit		

- There are exceptions to the loan periods listed above.
- Extended loans are offered over the summer, winter, and spring vacations.
- The loan period of the Balcony collection is 14days for all status.
- You can renew the loan period and check the loan history in My Library KOSMOS.
- Some items cannot be checked out (such as journals, dictionaries, and DVDs).

Returning

- Books can be returned at media centers on other campuses.
- Items that are returned late will incur overdue fines of ¥10 per book for each day, including days the library is closed.

Holds/Requests

- You can place a book on hold that is checked out by another person or request books from a media center on another campus. A hold pick up notice will be sent to your registered email address as soon as item is ready.

Copying Services

- The copy machines in Hiyoshi Library can be used to copy the library's holdings only.
¥10/Sheet for black and white, ¥50/Sheet for color.
- The library-provided copying service is also available at the Main Counter on the first floor.
¥30/Sheet for black and white, ¥100/Sheet for color.

Library Hours

Weekdays 8:45 AM to 9:00 PM (until 6:00 PM when classes are not in session)
Saturdays 8:45 AM to 6:00 PM (until 4:00 PM when classes are not in session)
(Admission is until 10 minutes before closing)

Days Closed

Sundays, holidays, and Keio University Commemorative occasions (the library is open when classes are in session)
Part of the summer and winter vacations, and during entrance examinations

Hiyoshi Library Virtual Tour

A 360-degree view of the library. Please access here ▶
<https://www.lib.keio.ac.jp/en/hiyoshi/about/hiyoshiVR.html>



Keio University Hiyoshi Media Center (Library)

4-1-1 Hiyoshi, Kohoku-ku, Yokohama-shi, Kanagawa 223-8521 JAPAN
Phone : 045-566-1038(direct line)

English

Hiyoshi Library Keio University

Library Guide



<https://www.lib.keio.ac.jp/en/hiyoshi/>



Floor Map

Entrance Gate

Student/Faculty ID card is required to enter or exit the library.

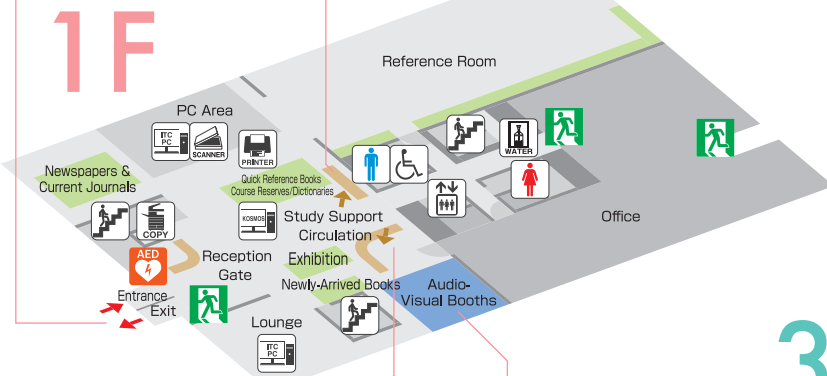


Study Support (Reference Desk, Study Advice, Hiyoshi KIC Student Help Desk)

You can ask for advice on how to find materials, write reports and use the computer.



1F



Main Counter

Borrowing, Returning, Renewals, Applications for use of Audio-Visual Booths and inquiries about lost and found.

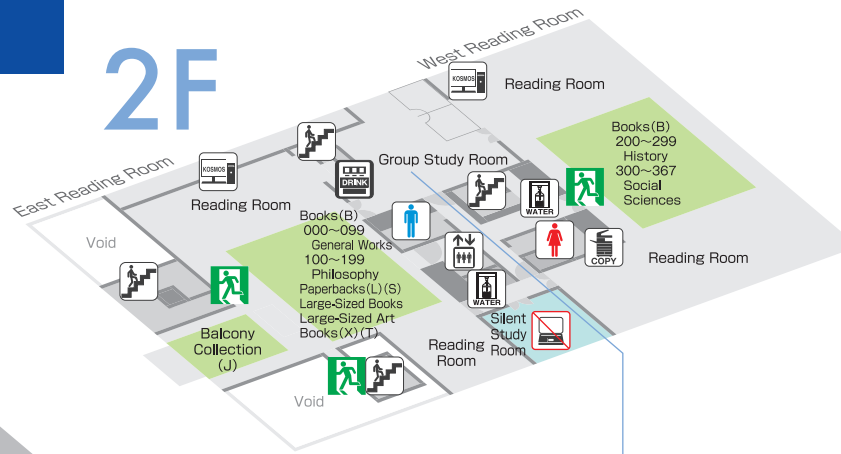


Audio-Visual Booths

You can watch DVDs here (not for loan) CDs can be borrowed except for some materials.



2F



Group Study Room



Reservation seats need taking reservations through the mobile application. White boards and a vending machine for drinks are available. You can also make cell phone calls here.

3F



Accessible via the stairs in the North Reading Room on the 3F.

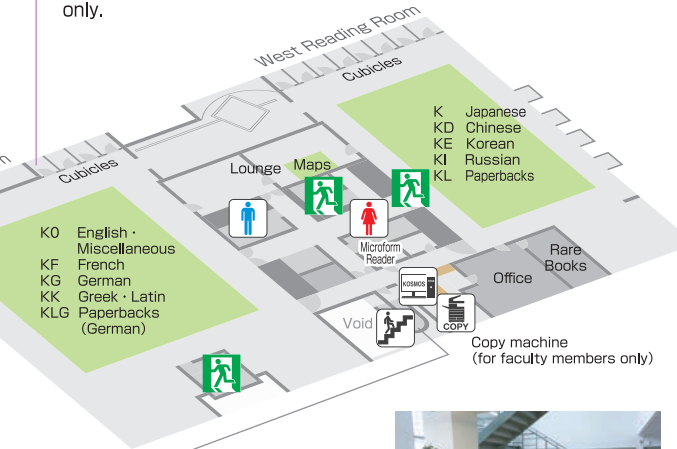
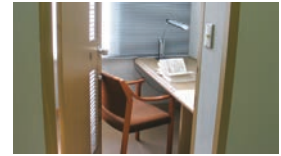
Undergraduate and graduate students who wish to use materials located on the 4F should ask at the 4F Counter.



4F (Faculty and Graduate students Floor)

Cubicles (16 seats)

Cubicles are for faculty, staff, and graduate students. Graduate students are available on weekdays only.



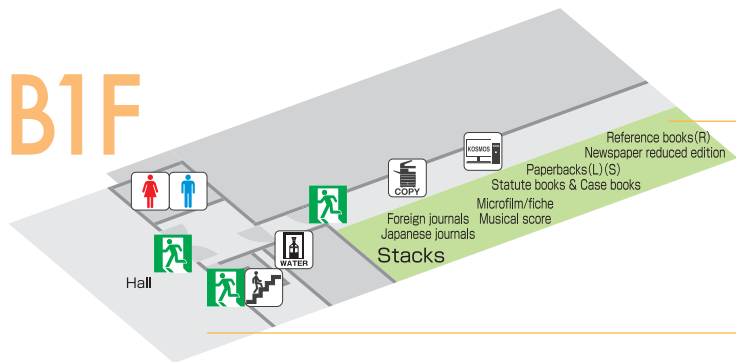
ITC account

ITC account is required to use the computers in the library.

https://www.ht.ic.keio.ac.jp/en/com_account_hc.html



B1F



Stacks

There are back issues of journals, law reports, statutes. You can operate the stacks by yourself.

Hall

The hall can be used to prepare or hold for class, give seminar presentations, practice for presentations, and more. Go to the Main Counter to make a reservation (same day only).
Hours : weekdays 9:00AM to 5:00PM



- Elevator
- WC
- Water dispenser
- AED
- Emergency exit
- Stairs
- KOSMOS PC (Library search)
- ITC PC
- Printer
- Copy machine
- Scanner
- Vending machine
- PC/Calculator cannot be used
- Materials

Library rules

1. Keep your Student/Faculty ID and valuables.
2. Do not lend/borrow the Student/Faculty ID.
3. Handle library items with care.
4. Return books by the datedue.
5. Keep quiet in the library. Refrain from talking.
6. Set your mobile phone to silent mode. No talking on the phone except in the designated areas.
7. In order to ensure that library items remain in good condition, no eating/drinking is allowed inside the library. You may bring drinks that are in resealable containers only.
8. Refrain from behavior that will bother others.