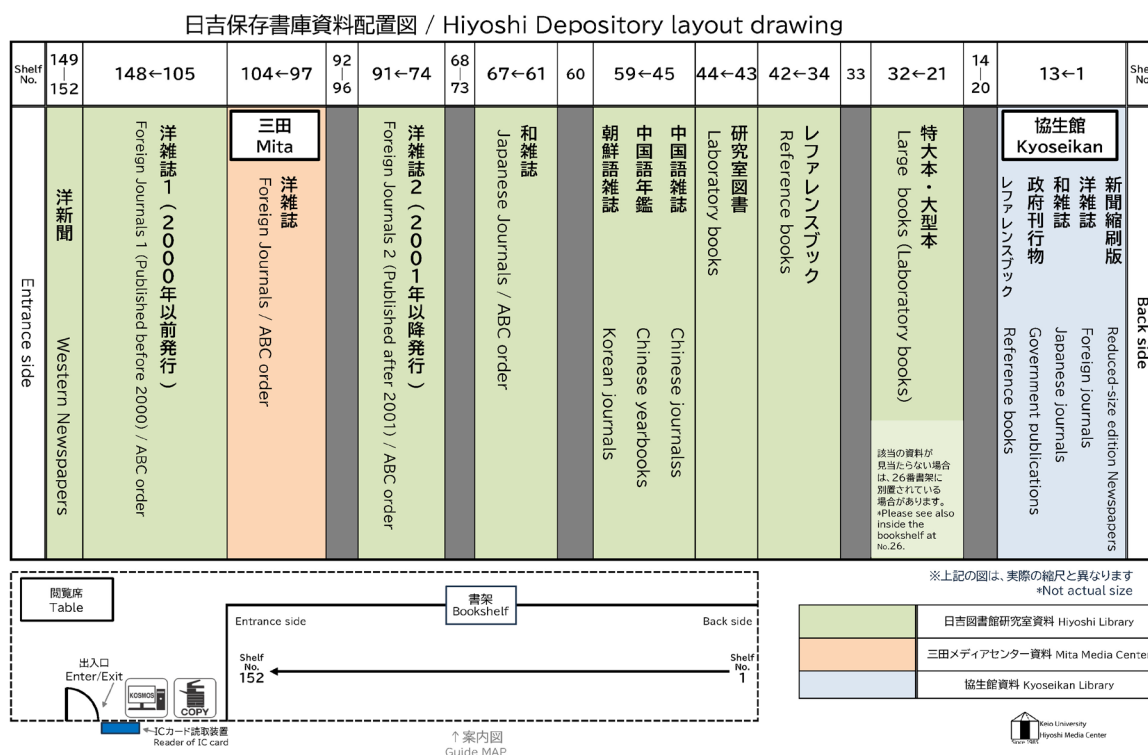


## Hiyoshi Depository Guide

## Stacks layout drawing



## Eligible Users

**Faculty and Staff only (including Library Membership Card for KEIO Alumni, Full-time faculty and staff affiliated with Waseda University)**

## Entering

Hiyoshi Depository is located in the basement of Cherry Blossom Lane on the Hiyoshi Campus. Please see the reverse side of this paper for directions to the stacks. Please pick up the IC card key at Main Counter on the 1st floor of Hiyoshi Library, and hold it over the reader at the stacks entrance on the ground floor and hold it over the reader at the entrance of the stacks in the basement for entering.

If you have a **KEIO faculty/staff ID card**, you can enter the stacks with your card after completing the registration procedures. (Registration for entering procedures are available at Main Counter on the 1st floor of Hiyoshi Library on weekdays from 8:45 a.m. to 5:00 p.m.)

## Hours

Hours are from the opening time to 30 minutes before closing time on the days when Hiyoshi Library is open.

## Browsing

If you would like to take materials into Hiyoshi Library or Kyoseikan Library for use, please ask at Main Counter on the 1st floor of Hiyoshi Library.

## Photocopying

A self-service copy machine (10 yen/page for mono) is available for faculty/staff with a KEIO faculty/staff ID card (**Raiosha IC card key**). Faculty and staff who do not have a Raiosha IC card key can check out a copy card (shared with the IC card key for the Hiyoshi depository entrance) at Main counter on the 1st floor of Hiyoshi Library.

## Searching

Please use the KOSMOS PC in this depository for searching materials.

## Use of Computer

Laptop PCs are not provided. You should bring your own.

**Contact Information : Hiyoshi Library (Hiyoshi Media Center)**

Inquiry about Entering Depository and Photocopying: Main Counter on the 1<sup>st</sup> floor

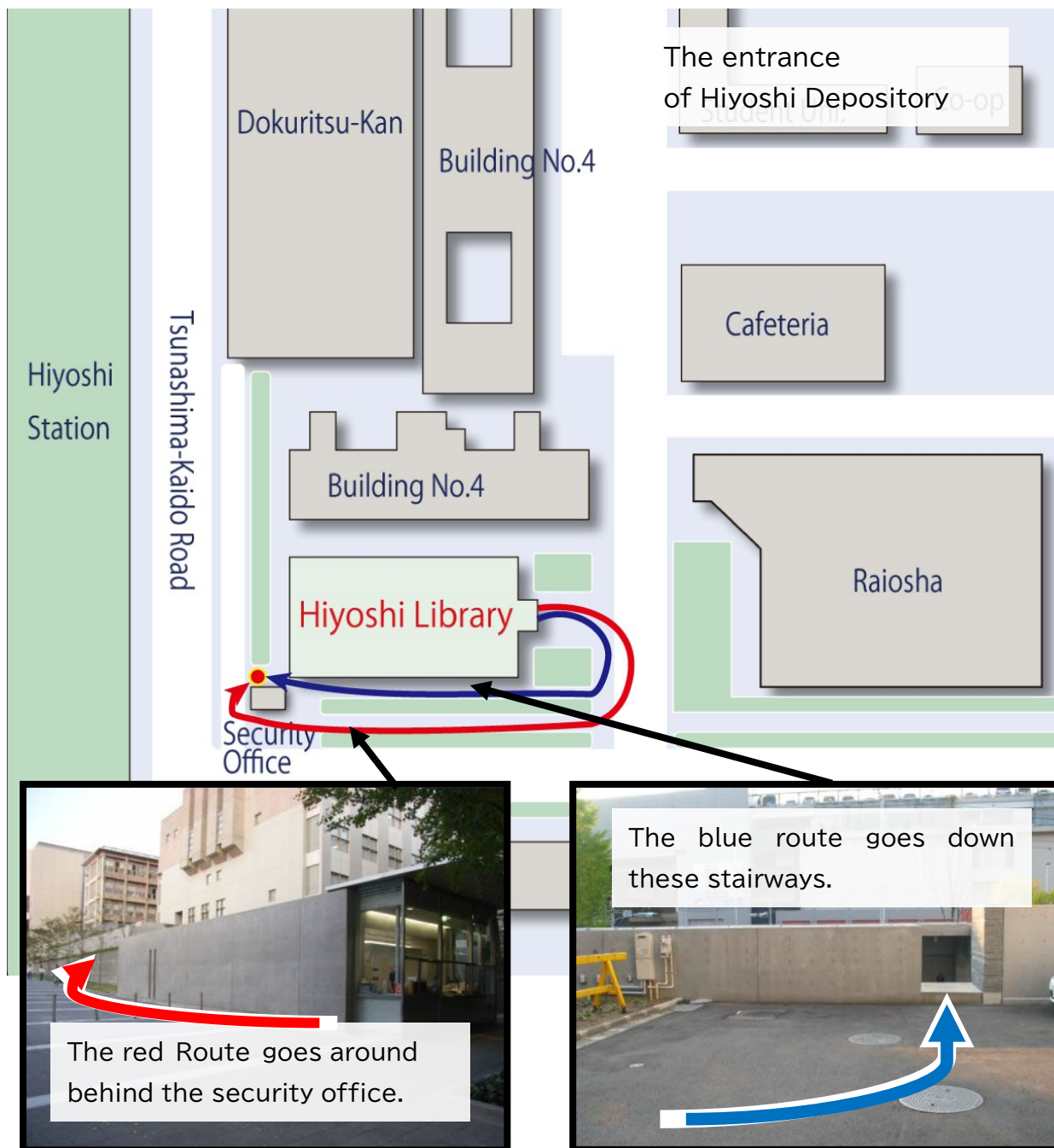
TEL: 045-566-1038 (EXT: 32520)

Inquiry about Library Materials: Reference Desk, Weekdays 9:00-17:00

TEL: 045-566-1041 (EXT: 32533) E-mail: mc-hys-ref@adst.keio.ac.jp

## Access to Hiyoshi Depository

The entrance to the Hiyoshi Depository is located behind the Hiyoshi Security Office. Please follow the red or blue route below.



Please hold your IC card over the IC card reader on the right side of the entrance.

