

# SHINANOMACHI MEDIA CENTER

Kitasato Memorial Medical Library, Keio University

## USER GUIDE

Online User Guide



<https://www.lib.keio.ac.jp/en/med/service/guide.html>

# 01

資料の探し方

## How to Find Materials

### KOSMOS

URL <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, journal articles worldwide, etc.



#### Books / Journals :

You may view the location and availability of the item. Check the call number to pick up the item at the library shelf.

#### E-books, E-journals :

If available online, the link to the full text is displayed. Your Keio ID (keio.jp) and password is required to access from off-campus.



#### Need Help?

If there's anything you need, feel free to ask the reference desk. You can also inquire through the online form "Ask Us!" or LINE.

Ask Us!



LINE



# 02

資料の使い方

## How to Use Library

### Borrowing / Renewal / Returning / Reservation

**Eligible Users** Keio University faculty, staff, students, and alumni of Shinanomachi Campus and Faculty of Nursing & Medical Care.

	Books	Serials	Yamanaka Book Depository	
			Books	Serials
Loan Periods	14 days	7 days	90 days	7 days
Max length of Period for Renewal	90 days from date of borrowing	No renewal is accepted	365 days from date of borrowing	No renewal is accepted
No. of loans	No limit			

- ▶ You may renew your loan periods and check the loan history by signing into My Library on KOSMOS. You need your Keio ID or library card number to sign in to KOSMOS.
- ▶ No renewal is accepted if the period for renewal has reached the maximum, or someone else has reserved the item.
- ▶ Items that are returned late will incur overdue fines of ¥10 per book for each day, including days the library is closed.
- ▶ To return, bring items to the service counter or put them into the book drops.

### How to Access E-resources \*Eligible users: Keio University members

#### E-journals

Access by searching by journal or article title from KOSMOS, or from database search results such as PubMed.

#### Database NAVI

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



You can find a variety of databases given below.

#### ▶ PubMed@KEIO

The KEIO-LINK icon appears on every citation in PubMed. If there is full text, you can access it via KOSMOS.



#### ▶ Ichushi-Web

This is a database of articles published in Japanese-language medical journals.



#### ▶ Remote Access to Library Resources

When you access e-journals / e-books / databases through KOSMOS or Database NAVI from off-campus, you will be navigated to the remote access service. Your Keio ID (keio.jp) and password is required.

### Photocopying / Interlibrary Loan

URL <https://www.lib.keio.ac.jp/en/med/service/dds.html>



#### ▶ Photocopying

\*Available until 30 minutes before closing.

- ▶ Please be aware that you must comply with copyright laws and related acts.
- ▶ The card-operated photocopy machines are available. Keio University faculty, staff, students can purchase the card at the service counter.
- ▶ Photocopying service by library staff is also available.

#### ▶ Document Delivery and Interlibrary Loan (ILL)

You may request photocopies of journal articles or other library items that are not available at this library.

- ▶ You may place a request in person at the library counter, or via online form.
- ▶ The cost depends on the patron's status and the supplying library. We provide a partial aid for the ILL service fee for Keio University faculty, staff and students.

#### ▶ Photocopy Mailing Service

We mail the requested photocopies to the shipping address of your choice.

Please visit our website for more details.

# 03

フロアマップ

## Floor Map

4F	Serials(2002~) N-Z	■ Books on the shelves are arranged in call number order. We mainly use the NLM classification system.		
3F	Serials(2002~) E-M	■ Journals are arranged in alphabetical order by title.		
2F	Books(2001~) WM-Z	■ Books published before 1985 and journals published before 1998 are located on Yamanaka Book Depository. Please request a photocopy or item via our document delivery service.		
1F	Books(2001~) B-WL	Browsing Area	Entrance	Active Area
	New Arrival Serials			
B1F		Books (1986-2000), Books of Keio, Reference Books		
		Serials(1999-2001)		

### Online Floor Map



<https://www.lib.keio.ac.jp/en/med/service/floormap.html>



### How to Use Wi-Fi Service

Wi-Fi service (keiomobile2) is available in the library. To set up keiomobile2, please refer to the KIC website.



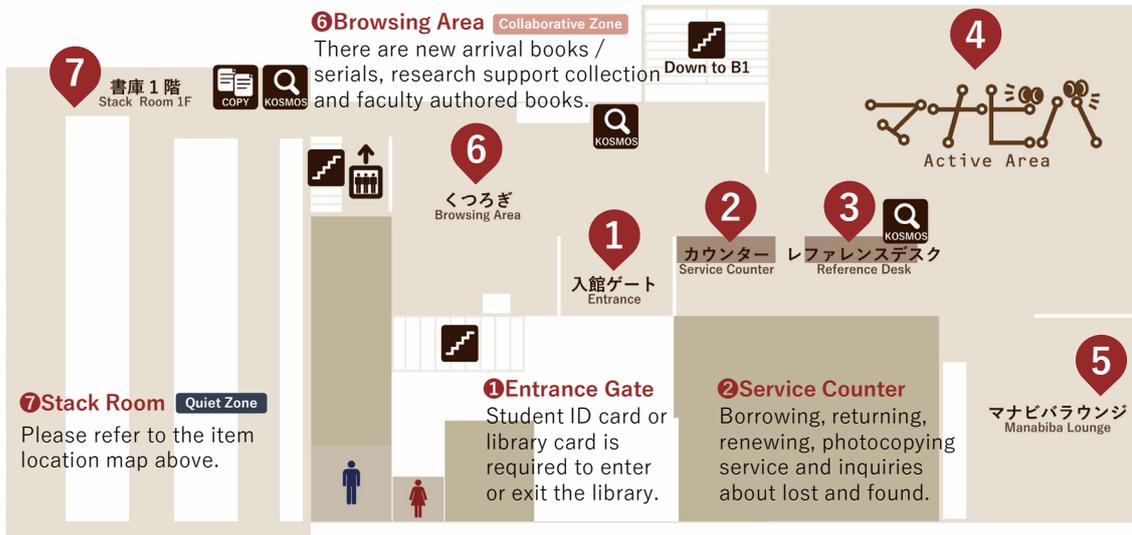
[https://www.sc.itc.keio.ac.jp/en/net\\_connect\\_keiomobile2\\_peap.html](https://www.sc.itc.keio.ac.jp/en/net_connect_keiomobile2_peap.html)



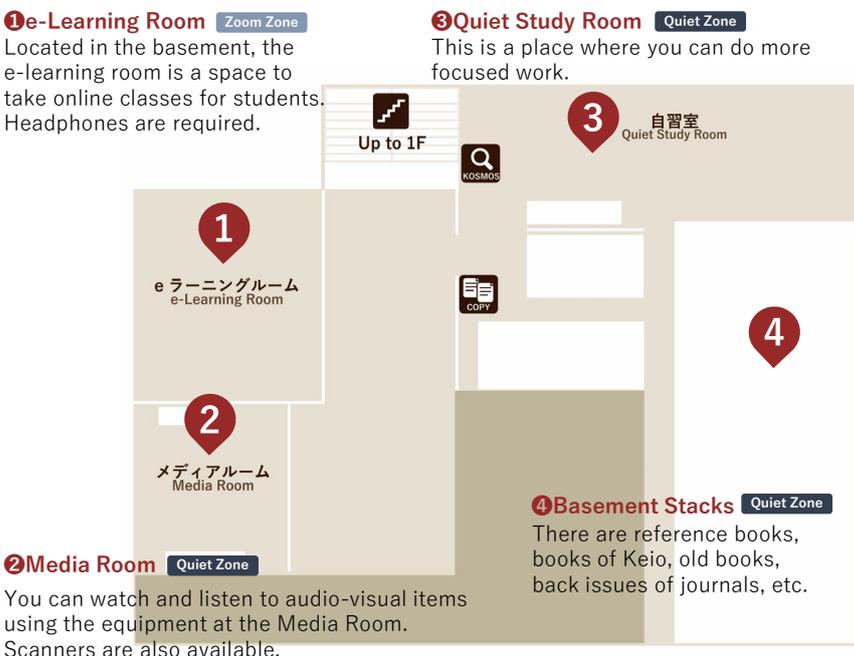
### How to Use Computers in the Library

ITC account is required to use the computers in the library. Submit the application at the Shinanomachi KIC Help Desk on the Building 3 (North Wing) 1F.

## 1F



## B1F



# 04 Information

各種ご案内

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

Phone 03-5363-3725

Address 35 Shinanomachi, Shinjuku-ku, Tokyo 160-8582

MAIL [mc-snm-info@adst.keio.ac.jp](mailto:mc-snm-info@adst.keio.ac.jp)

Hours Weekdays / 8:45-21:00 \*8:45-20:00 during August  
Saturdays / 8:45-18:00  
Sundays / 13:00-18:00

Days Closed • National holidays  
• Part of the summer and winter vacations  
\*Visit our website for more details.

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