### Hiyoshi Depository Guide

## Stacks layout drawing

日吉保存書庫資料配置図 / Hiyoshi Depository layout drawing 105-152 97-104 74-91 61-67 60 45-59 43-44 34-42 33 21-32 1-13 洋雑誌 洋雑誌(2000年以前発行 研究室図書 和雑誌・洋雑誌・新聞縮剔版 Foreign Journals (Published before 2000) / ABC order 明鲜語雑誌,中国語年鑑・中国語雑誌 Reference books Large Laboratory books Foreign Journals Korean journals books (Laboratory books) (2001年以降発行 大型本 Journals (Published after Journals Foreign journals - Her Reference books-Gover ABC orde ABC 2001) Chinese journals ABC 知斯的 Table Back on 日志記書程研究記算科 Hesshi Litrary 三田メディアセンター情報 Mits Madia Carte W2-9099 Consider Library

## Eligible Users Entering

#### Faculty and Staff only

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 Use of Compute**r**  Please use the KOSMOS PC in this depository for searching materials.

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

Contact Information: Hiyoshi Library (Hiyoshi Media Center)

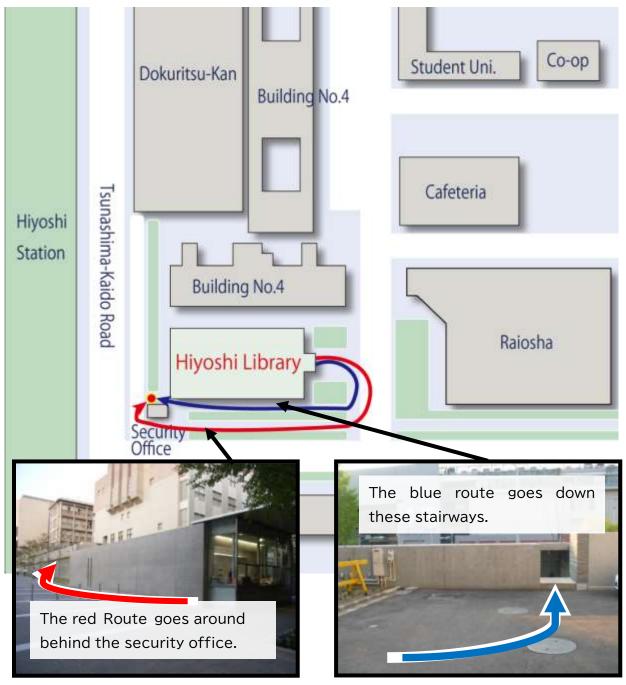
Inquiry about Entering Depository and Photocopying: Main Counter on the 1st floor

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

<u>Inquiry about Library Materials</u>: Reference Desk, Weekdays 9:00-17:00 TEL: 045-566-1041 (EXT: 32533) E-mail: hmc-ref-group@keio.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.

