

## ► Welcome to Kansaigaidai Library!

Lots of materials and equipment are ready for you to use in the library, including those for classes, your own learnings, and group workings. In the library, besides where you can study in a quiet atmosphere, we have "Learning Commons (Nakamiya Campus)" and "Creative Area *Hana* (Gotenyama Campus Global Town)" where you can enjoy discussing or prepare for presentations.

You are required to have your ID card with you to enter the library and follow the Library Usage Guidelines.

### Using the Library

#### Library website

<https://library.kansaigaidai.ac.jp/>

#### ● Opening hours (for the academic terms of the BA degree programs)

Mon-Fri 8:45~20:45

Sat 8:45~15:45

Information of opening hours, closed days, and other library news are available on the Information board outside of the library, and the library website.

#### Entering the library

Please touch on the card reader with your ID card at the library gate.

If you do not have your ID card, please inform the staff at the Circulation Counter.



#### Finding books

OPAC (Online Public Access catalog) is a useful site to search materials. Please try OPAC on each floor in the library.



#### Reference Service

If you need some help in searching materials, library staff provide some assistance at the Circulation Counter.

#### Borrowing

Please bring materials along with your ID card to the Circulation Counter on the 1st floor.

International students can borrow up to 5 books for 2 weeks.

#### Mutual lending between the two campuses

You can use the mutual borrowing and lending system between the libraries on the Nakamiya and the Gotenyama campuses.

Returning is available at either library.

#### Returning books

Please return borrowed materials to the Circulation Counter on the 1st floor or the Book Return Box outside of the library when library is closed.

If you lost or damaged library books, please inform the library staff of that.

#### 《Overdue》

You will be suspended from borrowing books for the same period of time as your overdue loans.

#### Renewal

You can extend your borrowing period one time before the due date, except when the materials have been reserved by others or when you are suspended from library privileges.

To renew the loan period, please bring the materials along with your ID card to the Circulation Counter.

Renewal can also be done online through MyLibrary.

#### Reservation

You can reserve materials that are currently being borrowed by others. Please make a reservation through OPAC.

"Gaidai mail" will let you know when it is ready.

#### Access to "Rapport"

First, please click *Asian Studies Program* on the website of Kansaigaidai, then find "Current Students" and click it.

You should not return your borrowed books to the library shelves.  
Please use the Book Return Box outside of the library when the library is closed.

## 3F

Opening Hours (for the academic terms of the BA degree programs)

### ▪ 3rd Reading Room

Mon-Fri 8:45~20:45  
Sat 8:45~15:45

### ▪ Learning Commons

Mon-Fri 9:00~20:30  
Sat 9:00~15:30

### ➔ 3rd Reading Room

▶ **Facilities** Material Search (OPAC) / Copier / Faculty Reading Rooms

● No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ● Please refrain from talking. ● Please turn down the volume of your devices.

### ➔ Learning Commons

Reservations needed

▶ **Facilities** Material Search (OPAC) / Printer / Group Study Rooms  
Projectors / Desktop Computers / Laptop Computers

● No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ● You can talk and discussions are welcomed.

## 2F

Opening Hours (for the academic terms of the BA degree programs)

### ▪ 2nd Reading Room

Mon-Fri 8:45~20:45  
Sat 8:45~15:45

### ▪ Learning Commons

Mon-Fri 9:00~20:30  
Sat 9:00~15:30

### ➔ 2nd Reading Room

▶ **Facilities** Material Search (OPAC) / Copier

● No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ● Please refrain from talking. ● Please turn down the volume of your devices.

### ➔ Learning Commons

Reservations needed

▶ **Facilities** Material Search (OPAC) / AV Materials / Printer  
Projectors / Desktop Computers

● No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ● You can talk and discussions are welcomed.

## 1F

Opening Hours (for the academic terms of the BA degree programs)

### ▪ 1st Reading Room

Mon-Fri 8:45~20:45  
Sat 8:45~15:45

### ➔ 1st Reading Room

▶ **Facilities** Material Search (OPAC) / Library & Media Center Office  
Circulation Counter / Book Return Box / Accessible Restroom

● No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ● Please refrain from talking. ● Please turn down the volume of your devices.

## B1F

### ▪ Closed Stacks

### ➔ Closed Stacks

▶ **Facilities**

Students are not allowed to enter.  
Please submit a request form for needed materials to the Circulation Counter on the 1st floor.

## Computers for Students' Use

A room with many desktop computers is available on the 1st floor in the Library Building.

Computer room

Mon-Fri

8:45~19:30

• You need to take the KG qualifying test to use computers.

• For learning and reserch only.

• You can get information about using the computer rooms at the information board and Rapport.

• Learning Commons in Nakamiya campus & Creative area Hana in Gotenyama campus also have computers you can use.

**4F**  
Opening Hours (for the academic terms of the BA degree programs)  
**• Café**  
 Mon-Fri 9:30~18:30

➔ **CAFÉ INCONTRO**   
 ▶ **Facilities** Café  
 ➔ **Terrace**  
 Terraces are also on 2nd & 3rd floor.

**3F**  
Opening Hours (for the academic terms of the BA degree programs)  
**• LIBRARY AREA 2**  
 Mon-Fri 8:45~20:45  
 Sat 8:45~15:45  
**• CREATIVE AREA-HANA-**  
 Mon-Fri 9:00~20:30  
 Sat 9:00~15:30

➔ **LIBRARY AREA 2**  
 ▶ **Facilities** Material Search (OPAC) / Copier  
 ●No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ●Please refrain from talking. ●Please turn down the volume of your devices.

➔ **CREATIVE AREA -HANA-** Reservations needed  
 ▶ **Facilities** Presentation Room 2 / Ateliers, or Group Study Rooms / Discussion Area  
 Desktop Computers / Laptop Computers / Accessible Restroom / Printer  
 ●No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ●You can talk and discussions are welcomed.

**2F**  
Opening Hours (for the academic terms of the BA degree programs)  
**• LIBRARY AREA 1**  
 Mon-Fri 8:45~20:45  
 Sat 8:45~15:45

➔ **LIBRARY AREA 1**  
 ▶ **Facilities** Material Search (OPAC) / Copier  
 ●No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ●Please refrain from talking. ●Please turn down the volume of your devices.

**1F**  
Opening Hours (for the academic terms of the BA degree programs)  
**• Entrance**  
 Mon-Fri 8:45~20:45  
 Sat 8:45~15:45  
**• CREATIVE AREA-HANA-**  
 Mon-Fri 9:00~20:30  
 Sat 9:00~15:30

➔ **ENTRANCE**  
 ▶ **Facilities** Circulation Counter / Reference Counter  
 Closed Stacks / Exhibition Booth / Book Return Box  
 Undergraduate students are not allowed to enter the closed stacks.  
 Please fill out a request form and submit it to the Circulation Counter.

➔ **CREATIVE AREA -HANA-** Reservations needed  
 ▶ **Facilities** Presentation Room 1  
 ●No food or drink, except drink in plastic bottles or in your own water bottles are allowed. ●You can talk and discussions are welcomed.

**CAFÉ COMMONS** 

● **Regular Opening Hours** Mon-Fri 9:00~18:00

(Gotenyama campus Global Town: Bldg. E, 1F)

Reservations needed

**Computers for Students' Use**

Computers are available in room A501 in ACADEMIC COMMONS BUILDING A

Opening Hours (for the academic terms of the BA degree programs)	Mon-Fri	8:45~16:30
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## FAQ

### Q1. How can you find materials you need?

OPAC is useful to look for materials you need.

If you don't know how to use OPAC to search, please contact the library staff at the Circulation Counter.

### Q2. How can you watch a library DVD (at Nakamiya campus only)?

Please make a reservation for a seat of Learning commons to watch a DVD and enjoy watching it in LC on the 2nd floor.

DVDs from outside of the library are not allowed to be watched inside the library.

### Q3. What kinds of databases are available in the library?

Dictionaries in several languages, newspapers, journals such as *ProQuest*, and other types of materials are available.

You can use databases through the library website.

### Q4. How can you use *Learning Commons* at Nakamiya campus and *Creative Area HANA* in Gotenyama campus Global Town?

You need to register for the first use (it takes just a minute).

After that, you can make reservations for you or your group by PC or smartphone.

In addition to the reservations, you are required to check-in on an i-pad on the LC Counter before using the facilities.

\*You can make up to three reservations at a time.

\*Three hours is the longest per reservation.

\*The reservation will be canceled if you do not check in within 30 minutes of its start time.

\*If you have any questions, the library staff are there for you.

### Q5. Can you use information from the Internet for your assignment without scrutiny?

You can effectively get information by searching the library databases.

However, even though most sources are useful, you still need to be careful and to make sure the information is reliable.

✕If your paper or assignment for a certain class is judged to be plagiarised, you will receive no credits for the class.

(*Course Provision Article 2-2*)