

# LIBRARY GUIDE

## 2022

— ENGLISH —

# Welcome to the Ritsumeikan Univ

In 1905, the Ritsumeikan University library began as part of the private Kyoto Hosei University, the predecessor of Ritsumeikan University. Currently, the university has 7 libraries across 4 campuses with a collection of more than 3.38 million books (as of March 31, 2021) and over 110 thousand academic journals and e-journals. The libraries also offer a wide selection of both Japanese and foreign books, audio-visual materials, databases and e-books. Ritsumeikan University libraries serve as academic information hubs to support the university's educational and research activities.

## Kinugasa Campus

### HIRAI KAICHIRO MEMORIAL LIBRARY

The library derives its name from the late Kaichiro Hirai, who was born in 1907. After graduating from Ritsumeikan University's College of Law in 1940, Hirai Kaichiro went on to found Nichicon Corporation, pouring his soul into the company for half a century before passing away in 2001. He always wanted to contribute to the development of young people who will go on to lead the next generation. The library serves as a new academic symbol of Ritsumeikan and was built in accordance with his will through funding donated by his wife, Nobuko Hirai.

The library serves as the centerpiece of Ritsumeikan's learning community, promoting the concept of "Proactive Interactive Learning" and maintaining various materials focused on the Humanities and Social Sciences, including the unique and special collections of Saionji, Suekawa, Shizuka Shirakawa and Shuichi Kato.



### Shugakukan Research Library

The Shugakukan Research Library mainly stores the collections of research books in the social science field and foreign languages. Digitalized reference services (e.g. databases) are also available for researchers.

### Arts & Humanities Library

The Arts & Humanities Library in the Shugakukan Hall Basement 1F stores the collections of research books in the humanities field (highly specialized, rare materials including books bound in the Japanese style, Chinese literature, and books from the Meiji-Taisho period).



# University Library

## Suzaku Campus



### Suzaku Research Library

The Suzaku Research Library is dedicated to supporting education and research for graduate students and *homu senshusei* in the School of Law and Graduate School of Professional Teacher Education, as well as faculty.

## Biwako-Kusatsu Campus (BKC)

### Media Center

The Media Center mainly stores the collections of science and engineering, information science and engineering, life sciences, and pharmaceutical sciences fields.



### Media Library

The Media Library is located on the 2nd to 6th floors in the Across Wing and it mainly stores the collections of economics, sports & health science and gastronomy management fields.

## Osaka Ibaraki Campus (OIC)



### OIC Library

The OIC Library is located on the 2nd to 4th floors in Building B, and mainly holds materials related to business administration, policy science, and psychology.

# I. Using the Libraries

## 1 Library Website

The library website offers information on utilizing the library such as opening hours and other notices, and information on various library services. It is also the gateway to online services like searching for books, e-Books, databases, and submitting inquiries to the library.

The screenshot shows the Ritsumeikan University Library website. Callouts highlight the following features:

- Online Library Catalog (RUNNERS)**: P.13-14
- Reference**: P.17
- Hours**: P.04
- MyLibrary**: P.09
- Databases / E-book**: P.15-16

The website interface includes a navigation menu with "Using the Library" (highlighted), "Finding Resources", "Research", "Learning", "Teaching", and "About us". Below the menu are tabs for "OPAC", "Discovery", "E-publication", "Databases", and "E-Books". A search bar is present with a "Search" button and a "detailed search" link. The "TOPICS" section features three items: "BKC Student Library Staff Project 'Books I Want You to Read Now, LS101 Selection Wrapping Books 3rd' now being held", "Click here for the book exhibition sponsored by the student library staff", and "Update Jan. 26, 2022 : Library's response to COVID-19". The "NEWS" section has tabs for "New", "Notice", "Event", and "Exhibition", with a list of recent news items. A "QUICK LINKS" sidebar on the right includes "MyLibrary", "Ask a Librarian", "Frequently Asked Questions", "RIS (Information Retrieval Guide)", "RAIL (Study support tool)", "Facility reservations (Web)", "VPN connection", and "Ritsumeikan University".

**The Library Website**  
<http://www.ritsumeai.ac.jp/lib/> > English



## 2 Hours

		Kinugasa Campus		Biwako-Kusatsu Campus	Suzaku Campus	Osaka-Ibaraki Campus
		Hirai Kaichiro Memorial Library	Shugakukan Research Library Arts & Humanities Library	Media Center Media Library	Suzaku Research Library	OIC Library
Regular Hours	Mon.-Fri.	8:30–22:00	9:00–20:00	8:30–22:00	9:00–22:00	8:30–22:00
	Sat.	10:00–17:00	10:00–17:00	10:00–17:00		10:00–17:00
	Sun.		Close			
Holiday Hours	Mon.-Fri.	9:00–19:30	9:00–20:00	9:00–19:30	9:00–20:00	9:00–19:30
	Sat.	10:00–17:00	10:00–17:00	10:00–17:00	10:00–17:00	10:00–17:00
	Sun.		Close			

The library will be closed during the following periods: library maintenance days, holidays, summer break, and winter break. Opening hours may change without notice in the case of events such as issuance of a storm warning or emergency warning, disruption of public transportation, or an increase in the risk of catching an infectious disease. For details, please visit the library website.



### Introduction of “ILO Collections/Official Documents” in Hirai Kaichiro Memorial Library

The materials kept in this corner of the library’s Basement 1F consist of documents from the International Labour Organization (ILO) Office in Japan. Most of the materials are minutes of ILO general meetings, meeting reports categorized by subject, minutes of Governing Body Sessions, official international labor statistics, ILO publications, and general publications pertaining to labor in Japan, all dating as far back as 1946. Although the minutes of ILO general meetings are being converted into PDF files and made available on the ILO website, a great number of materials that are not available on the website are included in the ILO collections.

### 3 Entrance and Exit



Entrance barrier



Exit barrier

To enter/exit the library, tap your student ID card/ faculty/staff ID card/ library card on one of the entrance/exit barriers. Those without their student ID card must complete the necessary procedures for entry/exit at the counter near the barriers. Make sure you have finished checking out your books before leaving the library. In the Hirai Kaichiro Memorial Library, you can simply tap your student ID card/ faculty/staff ID card/ library card on the KASIDUS Gate (automatic borrowing gate) and walk through with the materials you want to borrow.



KASIDUS Gate  
(Hirai Kaichiro Memorial Library)

### 4 User Guide

#### Prohibited in the Library (Examples)

- Leaving the library without properly checking out library materials
- Loaning borrowed items to others
- Writing on or cutting library materials
- Eating, drinking, smoking, chatting, and reading aloud (though in some areas drinking beverages is allowed)
- Talking on mobile phones, etc., outside of designated areas
- Leaving your belongings unattended
- Taking photographs without permission
- Disturbing other library users

#### Returning In-library Use Only Materials

Always return any items you use in the library to the nearest book return cart. Do not return materials to the shelves by yourself as the library records the number of people who read items in the library based on items left on the book return carts.



Book Return Cart



## Photocopying of Library Materials

Photocopying at the University Library is allowed within the scope of Article 31 of the Copyright Act. Please follow the rules stated below.

- You must fill out a designated literature-copy form (available at the copy machines) when making copies in the libraries.
- You may not copy more than one half of a book. The same applies for the latest issue of a periodical.
- Only one set of copies is allowed per person.
- You are prohibited from copying copied materials and/or giving copied materials to others.
- Only materials from the libraries' collections are allowed to be photocopied in the libraries. (Copying your notes or any personal items is not allowed.)

## Loss, Stain, or Damage of Library Materials

If you lose, stain, or damage a library material, you must report it to the counter. As a general rule, you will be responsible to replace it with the same item. If you happen to find a stained or damaged item in the libraries, please inform the counter.

## Audio-Visual Materials



Audio-visual materials can be viewed in the Audio-visual booths in each library.

## Valuable Materials

Hirai Kaichiro Memorial Library

To view valuable books, fill out a "Request Form" and submit it to the Hirai Kaichiro Memorial Library 1F counter. Undergraduate and graduate students must be referred by their faculty advisor. Valuable materials can be read Monday through Friday from 9:00 a.m. to 5:30 p.m., except during winter and summer break (viewing requests are accepted until 5:00 p.m.). You cannot pick up valuable materials at other campuses (e.g., BKC, OIC, Suzaku Campus, etc.).

## Special Collections

Hirai Kaichiro Memorial Library

The Hirai Kaichiro Memorial Library houses a number of unique collections:

- **The Saionji Collection** . . . . . contains items donated from Ritsumeikan's Founding Father, Prince Saionji Kinmochi
- **The Sukekawa Collection** . . . contains civil law materials collected by Former Chancellor Sukekawa Hiroshi
- **The Hakuyoso Collection** . . . contains valuable pieces of modern literature such as "Myojo" and "Subaru"
- **The Shirakawa Shizuka Collection** . . . contains the Shirakawa trilogy "Jito", "Jikun", and "Jitsu", books relating to theories on ancient Chinese ideograms, serial publications (including Chinese books), and excerpts and manuscripts from Chinese classics and periodicals
- **The Kato Shuichi Collection** . . . . . contains a large collection of books and posthumous manuscripts and notebooks from Kato Shuichi

More details can be found on the library's website.

URL: [TOP](#)>[Search for Resources](#)>[Collections](#)

## How to Use Library Facilities

The libraries include facilities that can be reserved online, including seminar rooms, presentation rooms (inside the Peer Learning Rooms), individual research booths, and more. These can be reserved on the library website via My Library > Facility Reservation.



**Peer Learning Room "PIARA"**  
It has many features to support students' new findings or creative and active learning, and students improve themselves by exchanging their views and discussing with each other in the area.



**PC Locker(Hirai Kaichiro Memorial Library)**  
To borrow a portable computer, you touch your student ID card to the PC locker in the library.

URL: [TOP>Student Support>PIARA](#)

## Library Floor Maps

Library floor maps for each campus are available at the library counters. Digital versions can also be downloaded from the library website.



Kinugasa Campus  
Suzaku Campus  
Library Floor Map



Biwako-Kusatsu  
Campus  
Library Floor Map



Osaka Ibaraki  
Campus  
Library Floor Map

## 5 Checkout of Materials

### Loan Conditions

User Classification	Lending Terms			
	Library Materials		APU Materials*	
	Item Limit	Loan Period	Item Limit	Loan Period
Undergraduate students, non-degree undergraduate students, auditing students, etc.	20	14 days	5	14 days
Graduate students, part-time lecturers, non-degree graduate students, post-master's research students, doctoral research students, research fellow, etc.	100	100 days	5	14 days

The loan period is calculated from the day following checkout.

The details will be posted within the libraries as well as on the website.

\*APU: Ritsumeikan Asia Pacific University





## Use of the Automatic Borrowing Machines

Bring your student ID card to the automatic borrowing machines to checkout or return materials. The self-checkout service is available up to 15 minutes before the scheduled closing time. Please checkout and return items with supplemental materials, such as CDs, at the counters. Borrowed items can be returned at a library that differs from the one you borrowed them from.

### Attention

- Automatic borrowing machines print out no receipts. You must confirm your book usage history on "My Library".
- When the due date of borrowing books, scheduled in a loan period authorized by the Library Use Policy, falls on a closed day, the due date is extended to the next opening day automatically.



Automatic Borrowing Machine

## Non-circulating

The following items cannot be checked out. They are for in-library use only.

- Books marked as in-library use, reference books, newspapers, periodicals, White Papers, statistics, annual publications/reports.
- Materials on microfilm/microfiche, rare books, etc.



in-library use only

## Overdue Library Materials

If items are returned after the due date, you will be temporarily suspended from borrowing materials for the same length as the overdue days. Your borrowing privileges will be suspended until items are returned. You can view due dates on MyLibrary.

## Renewing Materials

As long as no one else has reserved the item, you may renew the loan through "MyLibrary" (students can extend their loan period up to two times; excludes materials from some areas). For APU materials, a one-time extension is allowed. Bring the materials to the circulation counter.

### the Library Mascot Yomurisu

Yomurisu loves books and dreams of reading every single book in Ritsumeikan University's collection (however, he actually worries that he won't be able to accomplish this). Recently he has been not only reading paper-based books, but he also downloads e-books to read. He is working hard so that all library users can spend a comfortable time at the libraries.



## “MyLibrary” Academic Information System

“MyLibrary” is an online library where you can access materials, resources, and search tools via the Internet and arrange them to suit your study styles. You can reserve or renew items, make requests for interlibrary loans and photocopies of materials, or request the purchase of items.

Students must log in with your RAINBOW ID and Password, and make sure to log out when you are finished.



The screenshot displays the MyLibrary Academic Information System interface. The page title is "RUNNERS 立命館蔵書検索システム RITSUMEIKAN Online Public Access Catalog". The navigation bar includes "HOME", "Library Service", and "User Service". The main content area is divided into several sections:

- Information:** A green callout points to the "Information" section, which contains an "Attention when using the MyLibrary" notice.
- User Service:** A green callout points to the "User Service" section, which includes links for "Check Status of Loan/Reservation", "Inter-Library Loan/Photocopy Request", "Check Status of Loan/Photocopy", "Purchase Request (for Students)", "Check Status of Purchase Request (for Students)", and "Renew Reservation".
- Bookmark:** A green callout points to the "Bookmark" section, which displays a "New Arrival Information" grid of book covers.

Other visible sections include "Alert" (showing "There is no information.") and "Title List" (with a search filter for "Audio Visual" and an alphabetical index).



## Holds

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You can reserve a book out on loan by clicking the “Reserve Request” button on the RUNNERS OPAC search result screen. As soon as the item is returned, it will be put on hold for the next person in line. An item on hold will be held for up to one month.

## Recalls

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Books that are out on loan for more than 1 month can be recalled and borrowed for up to 14 days by applying for a recall at the library counter. Please note that requests are not accepted during exam periods and spring/summer break.

## Automated Storage Information

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From the catalog search terminal in the library, push the Available button that appears on-screen to retrieve a book from the automated stack system. Retrieved material is arranged on the special book cart in front of the service counter of each library (1F). You are allowed to take out this book at the counter until 30 minutes before the library closes. You get it today only, and if you don't come to get it, your order will be canceled. After pushing the Retrieve button, it takes several minutes to retrieve the book. We recommend about three book order in the same time. The display can show the status of up to several items. Since the display may not show all items being retrieved, please also check the contents of the special book cart. After using the material, please put it in “Book Return Cart”. Do not return to the special book cart.

## Requests

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You can request materials from another campus(including APU) by clicking the “Reserve Request” button on the RUNNERS OPAC search result screen. (However, there are materials that can not be reserved and requested depending on conditions.) Please consult with the library counter staff if wanting to reserve items that cannot be requested over RUNNERS OPAC such as materials for in-library use and periodicals.

## Purchase Requests

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You can make purchase requests for materials through MyLibrary. You will be notified by email about whether or not the library will purchase your requested material.

## Inter-Campus Photocopy Service

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This copy service is for general serial publications (periodicals / almanacs, etc. ) stored at other campuses or items that cannot be reserved or transferred from other campuses (however, the Copyright Act does not allow you to copy some materials). Copy fees apply. Please ask at the library counter to use this service.

# II. How to Find Library Materials

## 1 Classification and Location of Library Materials


### Books and Periodicals

Materials in the library are classied as books and periodicals (serial publications). Periodicals (serial publications) that are published on a continuous basis include magazines, newspapers, almanacs, and university journals. The latest issues of magazines, etc. are housed in the periodicals corner in the open-stack reading room.

### How to Read the Call No. Label

The marks and numbers written in the book label are called “call number,” which indicate the location of the book and the subject of the book. Books are shelved according to the call number order. Please take note of the call number and Bookid if you find a book you need through RUNNERS OPAC.

#### Call No. Label



Read Call No. label

#### Call No. for books

KIC	First line	Library storing the book
913.6	Second line	Class mark
MA71	Third line	Author code
閲覧室	Fourth line	Location

#### Call No. for bound periodicals

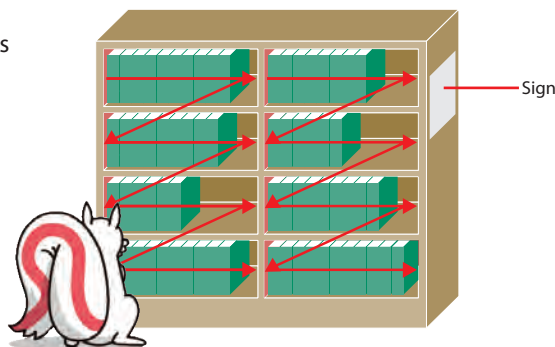
SH	First line	Title (Initials of the book title)

#### Call No. for annuals

A007	First line	A + Class mark
K	Second line	Title (Initials of the book title)

(Hirai Kaichiro Memorial Library)

### ■ Arrangement of Books on the Shelves





## Classification of Library Materials

Library materials are shelved from left to right according to classification symbols based on the Nippon Decimal Classification (NDC). NDC is a system of classifying books according to book topic (content and information). The revised 8th edition of the NDC (Nippon Decimial Classification) was used until AY 2019, and the newly revised 10th edition of the NDC has been used from April 2020.

### ■ Nippon Decimal Classification; NDC

<b>0</b> 総記 General Works	000 総記 General works	<b>5</b> 技術 Technology	500 技術.工学 Technology.Engineering
	010 図書館.図書館情報学 Libraries.Library and information sciences		510 建設工学.土木工学 Construction.Civil engineering
	020 図書.書誌学 Books. Bibliography		520 建築学 Architecture.Building
	030 百科事典 General encyclopedias		530 機械工学 Mechanical engineering
	040 一般論文集.一般講演集 General collected essays		540 電気工学 Electrical engineering
	050 逐次刊行物 General serial publications		550 海洋工学.船舶工学 Maritime engineering
	060 団体.学会.協会.会議 General societies		560 金属工学.鉱山工学 Metal and mining engineering
	070 ジャーナリズム.新聞 Journalism.Newspapers		570 化学工業 Chemical technology
	080 叢書.全集.選集 General collections		580 製造工業 Manufactures
	090 貴重書.郷土資料.その他の特別コレクション Rare books.Local collections.Special collections		590 家政学.生活科学 Domestic arts and sciences
<b>1</b> 哲学 Philosophy	100 哲学 Philosophy	<b>6</b> 産業 Industry	600 産業 Industry and commerce
	110 哲学各論 Special treatises on philosophy		610 農業 Agriculture
	120 東洋思想 Oriental thought		620 園芸 Horticulture
	130 西洋哲学 Western philosophy		630 蚕糸業 Sericulture.Silk industry
	140 心理学 Psychology		640 畜産業 Animal husbandry
	150 倫理学.道徳 Ethics.Morals		650 林業 Forestry
	160 宗教 Religion		660 水産業 Fishing industry.Fisheries
	170 神道 Shinto		670 商業 Commerce
	180 仏教 Buddhism		680 運輸.交通 Transportation services
	190 キリスト教 Christianity		690 通信事業 Communication services
<b>2</b> 歴史 History	200 歴史 General history	<b>7</b> 芸術 The arts	700 芸術.美術 The arts.Fine arts
	210 日本史 General history of Japan		710 彫刻 Sculpture.Plastic arts
	220 アジア史.東洋史 General history of Asia		720 絵画 Painting.Pictorial arts
	230 ヨーロッパ史.西洋史 General history of Europe		730 版画 Engraving
	240 アフリカ史 General history of Africa		740 写真 Photography and photographs
	250 北アメリカ史 General history of North America		750 工芸 Industrial arts
	260 南アメリカ史 General history of South America		760 音楽 Music
	270 オセアニア史.両極地方史 General history of Oceania.General history of Polar regions		770 演劇 Theater
	280 伝記 General biography		780 スポーツ.体育 Sports and physical training
	290 地理.地誌.紀行 General geography.Description and travel		790 諸芸.娯楽 Accomplishments and amusements
<b>3</b> 社会科学 Social Sciences	300 社会科学 Social sciences	<b>8</b> 言語 Language	800 言語 Language
	310 政治 Political science		810 日本語 Japanese
	320 法律 Law		820 中国語 Chinese
	330 経済 Economics		830 英語 English
	340 財政 Public finance		840 ドイツ語 German
	350 統計 Statistics		850 フランス語 French
	360 社会 Society		860 スペイン語 Spanish
	370 教育 Education		870 イタリア語 Italian
	380 風俗習慣.民俗学.民族学 Customs, folklore and ethnology		880 ロシア語 Russian
	390 国防.軍事 National defence.Military science		890 その他の諸言語 Other languages
<b>4</b> 自然科学 Natural Sciences	400 自然科学 Natural sciences	<b>9</b> 文学 Literature	900 文学 Literature
	410 数学 Mathematics		910 日本文学 Japanese literature
	420 物理学 Physics		920 中国文学 Chinese literature
	430 化学 Chemistry		930 英米文学 English and American literature
	440 天文学.宇宙科学 Astronomy.Space sciences		940 ドイツ文学 German literature
	450 地球科学.地学 Earth sciences		950 フランス文学 French literature
	460 生物科学.一般生物学 Biology		960 スペイン文学 Spanish literature
	470 植物学 Botany		970 イタリア文学 Italian literature
	480 動物学 Zoology		980 ロシア・ソビエト文学 Russian literature
	490 医学 Medical sciences		990 その他の諸言語文学 Literatures of other languages

(The new, 10th edition)

## 2 Online Library Catalog “RUNNERS OPAC” RUNNERS OPAC

With RUNNERS OPAC, the online library catalog, you can search for the locations of materials. It can be accessed through the library website and also on the information search computers located at various areas in the library. To search for e-Journals or e-Books, use the “Discovery Service” search system (described on P.16) instead of RUNNERS OPAC.



### Searching on RUNNERS OPAC

- 1 Enter a keyword (title, author name, etc.) and click “Search.”
- 2 A list of search results displaying book titles appears.
- 3 Click on a title to display detailed information.

### Search Tips

- You can search the collection of RUNNERS OPAC as well as the collections within and outside of the University using an NDL Search, or search other universities in Japan using CiNii Research, CiNii Books or IRDP.
- You can select the type of material (books, journals, audio-visual, etc.) or specify the campus where the material is located.
- If you want to search the collection using NDC (Nippon Decimal Classification), use Classification search.
- Under “Best Reading” you can view a ranking of books checked out at Ritsumeikan University.



**RUNNERS** 立命館蔵書検索システム  
RITSUMEIKAN Online Public Access Catalog

HOME Library Service R-Cube E-Journal Database:Ritsumeikan Database:APU APU Library Ritsumeikan University Library

MyLibrary Help Keyboard Japanese

Search Area Search RUNNERS.

Open search condition

Filtering Item

Location  
Shugakukan (1)  
Media Center (1)

Material Type  
 All Material Type  
 Books (1)

Year  
1970-1979 (1)

Publisher  
Houghton (1)

**Results**  
Search keyword : The Riverside Shakespeare / textual ed. G. Blakemore Evans ; with an essay on stage history by Charles H. Shattuck  
Results: 1 items

Sort: Relevance Display: 20 items

Select All Send Mail Output File Export EndNote Basic Export Mendeley Details of Selected Items

1.

**The Riverside Shakespeare / textual ed. G. Blakemore Evans ; with an essay on stage history by Charles H. Shattuck**  
Boston : Houghton , c1974

Books Results: 2

Volume	Location	Call No.	Bookid	Status	ISBN	Comments
	BKC Media Center Automated Library	932/S	06110742569			
	KINUGASA Foreign Languages Shugakukan Stacks	932/S	08110148165			

In the list, you can display the books in order of relevance, title, author name, or publication year.

3. **The Riverside Shakespeare / textual ed. G. Blakemore Evans ; with an essay on stage history by Charles H. Shattuck**  
Boston : Houghton , c1974

Books **A** Results: 2

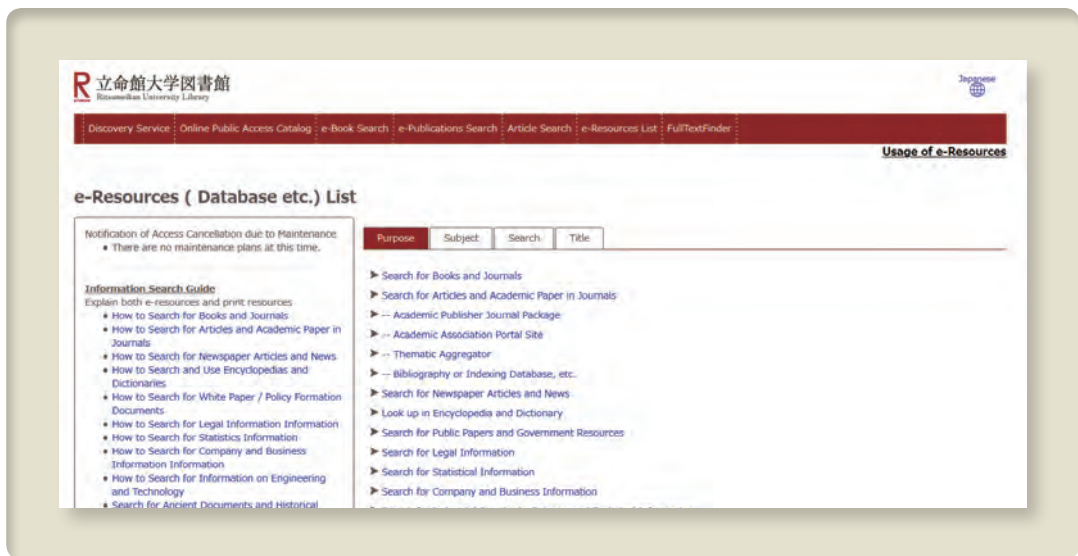
Volume	<b>B</b> Location	<b>C</b> Call No.	<b>D</b> Bookid	Status	ISBN	Comments
	BKC Media Center Automated Library	932/S	06110742569			
	KINUGASA Foreign Languages Shugakukan Stacks	932/S	08110148165			

## Search Result Tips

- A Location** ..... A floor map indicating the location of a book will be displayed.
- B Call No.** ..... This number indicates the location of a material. Since similar call numbers are given to books on the similar subject, you can easily search for materials if you remember the call numbers of your research area.
- C Bookid** ..... This is a number specific to the library. If you know this number when making an inquiry at the reference counter, you can easily identify the material you are searching for.
- D Status** ..... If this is blank, the book is available for loan.

### 3 Databases

At Ritsumeikan University you can use more than 100 databases, including searching for journals, magazine articles, dictionaries and encyclopedias, as well as for other specialized fields. Click the “Databases” tab on the library website, then locate the databases you want to use using the “Purpose,” “Subject,” “Search,” and “Title” menus.



#### Databases Introduction

The following is information about frequently used databases.

##### MagazinePlus

You can search articles from periodicals in the overall humanities and social science fields, as well as research reports and academic paper collections. You can also search general magazines and business magazines, and confirm locations in the university from the search results.

##### Nikkei Telecom 21

You can view full-text articles from The Nikkei, Nihon Sangyo Shimbun and Nikkei MJ (distribution newspaper).

##### Asahi Shimbun Cross-Search (Formerly: Kikuzo II Visual)

You can search for articles in The Asahi Shimbun from its first issue in 1879. You can also access Chiezo (an encyclopedia of contemporary terminology), AERA, Weekly Asahi, the Person Database, and The Asahi Shimbun Historical Photograph Archive.

##### JapanKnowledge Lib

You can search encyclopedias, dictionaries, glossaries, data, business information sources, and more.





## 4 Discovery Service

The “Discovery Service” is an academic information resource search system provided by EBSCO. You can search through the library’s collections, locate e-resources such as e-books and articles published in e-journals for which we have purchased access, look up the meaning of entered keywords, find related newspaper articles, etc.

Discovery Service



URL: [TOP](#)> [Search for Resources](#)>[Discovery](#)

## 5 E-Book

Using “E-Books” on the library website, you can search for e-books available at the university by keyword, title, and author.

e-Book



URL: [TOP](#)> [Search for Resources](#)>[E-Books](#)

## 6 e-Publication

Under the “E-publication” tab on the library website, you can search for electronic publications by title such as e-books, e-journals, newspapers, newsletters, reports, book series, etc.

## 7 Search for Online Course Readings

Under “Online Syllabus” on the Ritsumeikan University website, you will find textbooks to be used in your courses or related reference books. You can check the availability of the book(s) if you click “Title.”

To access the library’s electronic resources on your personal device, connect to the Wi-Fi on campus using your own computer, smartphone, etc.

If you wish to use online services off campus, such as at home or on the go, you can either use “GakuNin” or use the VPN (Virtual Private Network) connection. Please use the QR code on the right for more details.



Usage of e-Resources

# III. Services

## 1 Guidance Sessions

The library provides guidance that may be useful for learning and research, such as how to write a report or thesis. Students can apply for individual guidance sessions at the library reference counter, but guidance can also be conducted away from the library for individual classes, seminars, or laboratories. For information about content, schedules, and how to apply, click on “Library Guidance” under “Student Support” on the library website.

URL: [TOP>Student Support>Library Guidance \(for students\)](#)

## 2 Reference

The following reference services are available at the reference counter in the libraries to help users find the materials they require: collection search to see if libraries inside or outside Japan have an item you are looking for, subject search to find necessary library materials for a specific topic, and consultations on usage including how to use the library services and databases. You can also ask questions about these topics by email or through Zoom. Please visit the “Ask a Librarian” page under the “Use the Library” tab on the library website.

URL: [TOP> Use the Library>Ask a Librarian](#)

## 3 Using Libraries at Other Universities, Etc.

If a book is not available at the University, you can read it at the library of the university or other institution where it is located. The Library will make an inquiry to the other library, including whether the sought item(s) is available for reference. Please ask at the reference counter. When visiting libraries that have signed interlibrary agreements with Ritsumeikan, you can use their services in accordance with their respective rules. Please visit the library website for more information.

## 4 Materials from Other Universities or Institutions

[ILL\(Inter-Library Loan\)](#)

You can search for materials available at universities and research institutions across Japan using “CiNii Books” and “Other University Collection” on the RUNNERS OPAC search screen, and request the transfer of the item(s) or copies of the item(s) (this service not available at some universities or research institutions). Charges apply including postage, photocopying, and handling fees. Please ask at the reference counter.



## 5 Support by Student Library Staff

Student library staff (LS) provide suggestions for and assistance with library services from both a student user perspective and a library staff member perspective, and work hard to improve library services. These activities include replying to inquiries about library use, shelving library materials, and arranging shelves.

## 6 Inquiries

Campus	Contact point	Telephone	Email
Kinugasa Campus	HIRAI KAICHIRO MEMORIAL LIBRARY	075-465-8217	library@st.ritsumeai.ac.jp
	Shugakukan Research Library	075-465-8248	shugaku@st.ritsumeai.ac.jp
	Arts & Humanities Library	075-465-8189	bunken@st.ritsumeai.ac.jp
Biwako-Kusatsu Campus (BKC)	Media Center	077-561-2634	media@st.ritsumeai.ac.jp
	Media Library	077-561-3943	medialib@st.ritsumeai.ac.jp
Osaka Ibaraki Campus (OIC)	OIC Library	072-665-2520	oic-lib@st.ritsumeai.ac.jp
Suzaku Campus	Suzaku Research Library	075-813-8257	szk-lib@st.ritsumeai.ac.jp

## Ritsumeikan University Library Twitter (Official)

Using the Ritsumeikan University Library Twitter (Official), We will tweet on academic support information such as how to search for materials in the library, event guides to be held in the library etc. Please follow us.



Ritsumeikan University Library Twitter (Official)





RITSUMEIKAN UNIVERSITY

# LIBRARY GUIDE

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