The Media Center for Pharmaceutical Sciences is on the third and fourth floors of Building No. 3. The center contains a wide range of materials covering pharmacy and its related fields including medicine, chemistry, and biology.

  The library calendar, user instructions, Media Center announcements, links to catalogs and electronic resources, and online request forms can be found here.

- **KOSMOS (Online Library Catalog), My Library Portal Site:** [http://kosmos.lib.Keio.ac.jp/](http://kosmos.lib.Keio.ac.jp/)
  You will also find the My Library portal here where you can extend loan periods for library materials, make reservations, and review book requests.

### Hours

Services performed at the counter are only available during the center’s opening hours. Please check our website for the latest information.

<table>
<thead>
<tr>
<th></th>
<th>Monday – Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td><strong>Regular Hours</strong></td>
<td>8:45 – 21:00</td>
<td>9:00 – 17:00</td>
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<tr>
<td><strong>Reduced Hours</strong></td>
<td>8:45 – 18:00</td>
<td>Closed</td>
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</table>

- Closed: Sundays, National Holidays, Keio Holidays (January 10 and April 23), Parts of the summer and winter breaks and on days official events are held.
- For undergraduate students, entry into the campus is permitted until 20:00.
- Faculty and graduate students may enter the Media Center outside the opening hours until 23:00.
- The Media Center closes at 13:00 on the Saturday of the Shiba-Kyoyaku Festival (October).
- The Media Center will remain open to Keio University students for limited hours on Sundays and public holidays during semester-end examinations.

### Use of Library Materials

#### Inside the Center

1. The third floor is an open-stack library. Please place any items you have finished using in the returns book cart.
2. The fourth floor books are stored on electric bookshelves. Graduate students and teaching staff can enter using their Shiba-Kyoritsu Campus Card. Undergraduate students can borrow key cards from the third floor counter. Please return any materials you have used to their original locations in the stacks.

#### Borrowing from the Center

1. You can borrow library materials by presenting your student ID card/library card. To borrow items from either fourth floor, you must visit the third floor counter.
2. Some library materials cannot be borrowed from the center including the latest issues of magazines and academic journals, dictionaries and encyclopedias, textbooks, and audio-visual materials not authorized for lending by their publishers. Library materials not available for loan are marked with a “MUST NOT BE TAKEN OUT OF THE ENTER” sticker. Magazines and academic journals can only be borrowed by those affiliated with the Faculty of Pharmacy or the Graduate School of Pharmaceutical Sciences.
3. There is no limit to the number of materials that can be borrowed.
4. Loan period

<table>
<thead>
<tr>
<th>Type of Materials</th>
<th>Undergraduates</th>
<th>Graduates</th>
<th>Faculty/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese books and DVDs/CDs</td>
<td>14 days</td>
<td>30 days</td>
<td>90 days</td>
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<tr>
<td>Western books and DVDs/CDs</td>
<td>30 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magazines</td>
<td></td>
<td>14 days</td>
<td></td>
</tr>
<tr>
<td>Theses/Dissertations</td>
<td></td>
<td>7 days</td>
<td></td>
</tr>
<tr>
<td>Course reserve and Academic journals</td>
<td></td>
<td>1 day</td>
<td></td>
</tr>
</tbody>
</table>

Note: The normal loan period of more than seven days is automatically upgraded to a long-term loan during vacation periods. Please visit the center’s website for more information on loan period lengths.

◆ Returns
1. Please return library materials to the library counter by the due date.
2. Library materials that are not overdue can be returned to the Book Dropbox at the South Entrance even when the center is closed.
   Always return audio-visual materials and overdue library materials to the counter during the center’s opening hours.
3. Library materials other than magazines and academic journals can be returned to any Media Center on a Keio campus. Books from any of the media centers can also be returned to the Media Center for Pharmaceutical Sciences (rules may differ depending on the specific media center).

◆ Overdue fines
1. A fine of 10 yen per day per item is charged for overdue library materials.
2. Days when the center is closed will be counted as overdue days. Please return overdue library materials immediately.

◆ Extensions
1. If you wish to extend your loan period, please complete apply for an extension before the due date on the KOSMOS My Library portal site. The new loan period will start on the day you apply for an extension.
2. Undergraduates and graduate students can extend one loan period a maximum of two times.
   There are no restrictions on the number of extensions for faculty and staff.
3. Extensions are not possible for magazines and academic journals, overdue materials, or reserved materials.

◆ Reservations
1. You can reserve library materials currently on loan through the My Library portal site.
2. You will be notified via email when that library item has been returned. Please come to the center to borrow your reserved item.
3. Reserved materials will be held for one week.

◆ Photocopying
1. Only library materials can be photocopied in the Media Center, in accordance with the Japanese Copyright Act (Article 31).
2. Please fill out the application form and pay for photocopies at the library counter. (Black and white, 10 yen/side, color, 50 yen/side)
3. If you wish to make photocopies using course funds, make sure to bring your course copy card.

The Library Collection and Search Tools
On the Media Center for Pharmaceutical Sciences website, you will find KOSMOS (Online Library Catalog), the Database NAVI, e-journals list and links to other lists of books.

◆ Books: Third Floor (A portion of the collection is kept in the fourth floor stack room)
Here you can find General books, Reference books, Textbooks, Recommended Course Readings, Test prep books for the Japanese National Examination for Pharmacists, CBT, and Books on job-hunting.
You can perform a search using KOSMOS.

◆ Magazines and Academic Journals
1. Academic journals:
   Recent issues are on the third floor academic journals shelf, while most of the back issues published post-2011 are in the fourth floor stack room arranged in alphabetical order and separated into Japanese and Western titles.
   Other books are stored in the Yamanaka Book Depository (book storage facility).
   You can ask to have copies of paper you need sent from the Yamanaka Book Depository for a fee.
2. Magazines:
   Magazines can be found in the Browsing Corner.
   Back issues that have passed the storage period will be given away for free twice a year.
※ When you use KOSMOS to search for magazines and academic journals, please confirm the shelving location of each issue.

◆ Electronic Resources
   Users have access to a variety of electronic resources on any computer connected to the Shiba-Kyoritsu Campus network. With the exception of some content, you can also take advantage of remote access from off-campus locations via keio.jp.
   1. E-books: Searchable through KOSMOS.
   2. Databases: Searchable on the Database NAVI.
   3. E-journals: Searchable on KOSMOS or the e-journals list.

◆ Audio-visual Resources (CDs, DVDs, VHS, CD-ROMs, DVD-ROMs): Third Floor
   When using these resources within the Media Center, please watch/listen to them in the Group Study Room or on a computer in the PC Room.
   Materials for which the Media Center has a license for lending can be taken outside the Media Center. These are searchable using KOSMOS.

◆ Theses / Dissertations: Third Floor or KOARA
   Master’s theses and doctoral dissertations that were submitted prior to the 2012 academic year are bound and stored in the library and are searchable through KOSMOS.
   Doctoral dissertations written from the 2013 academic year onwards can be searched and viewed through KOARA (Keio Associated Repository of Academic Resources): http://koara.lib.keio.ac.jp/xoonips/
   Abstracts are located on the Faculty of Pharmacy materials bookshelf in front of the library counter.

◆ Lists of Various Materials
   There are guides by subject and by type of media as well as lists of catalog tools for organizations other than Keio. Visit the “Catalog” link on the website’s homepage.

■ My Library Portal Site
   The My Library system in KOSMOS allows users to do the following (log in using your Keio.jp account):
   1. Reserve library materials currently on loan
   2. Request library materials from other Keio Media Centers
   3. Renew/extending due dates
   4. Confirm the status and borrowing history of items (as far as 500 rentals prior)
   5. Record your search history (My Shelf)
   6. Tag and review materials

■ Online Service Requests
   You can apply for the following services online (apply by clicking on the “Online Requests” link):
   1. Request photocopies of materials
   2. Request books from outside Keio
   3. Purchase Requests
   4. Request a Letter of Introduction
   5. Question and Inquiry

■ Other Services and Facilities
◆ Email Notification Service
   1. Notification that reserved or requested library materials have arrived
   2. Notifications prior to library materials becoming overdue (for library materials with the standard lending period of seven days or more)
   3. Notifications for overdue materials
      The above notifications are sent via e-mail. The emails will be sent to your “Keio Mail” address. Use the following guidelines to prepare your account: http://www.skc.itc.keio.ac.jp/en/keiojp_keiomail2.html

◆ Using Libraries at Other Institutions (for research and study purposes only)
   1. If an item you need is not kept at the Media Center for Pharmaceutical Sciences, you may obtain a photocopy or borrow it from another library.
   It will cost money to borrow from a non-Keio/Waseda university library. Rules will differ depending on the library.
   Please make requests books from other Keio Media Centers through My Library portal site and apply for other services from the online request form.
2. Your student ID card or library card is required for entry to other Keio University Media Centers. Make sure to follow the rules of each Media Center. Undergraduate students are required a Letter of Introduction is to enter the Collaboration Complex Library (Kyosei-kan).

3. The Media Center for Pharmaceutical Sciences has an agreement with Jikei University Academic Information Center that allows students mutual access to library items. Those affiliated with the Faculty of Pharmacy or the Graduate School of Pharmaceutical Sciences can use the Jikei University Academic Information Center’s photocopying services at the same rates as Jikei’s student by presenting the "Joint Library Card", which can be borrowed at the Media Center for Pharmaceutical Sciences. Students must also present their student ID card.

4. Keio has a shared-use agreement with Waseda University Library. With the exception of some libraries, students and full-time Keio faculty and staff members can enter the libraries, view materials, and use services upon showing their student ID cards or proof of identity issued by the university. We will issue a letter of introduction for part-time faculty and staff members. Please apply for this online.

5. We will issue a Letter of Introduction when you wish to use the library of another university or institution. Please apply from the online request form.

◆ Purchase Requests
We accept requests to purchase items not held by the Media Center for Pharmaceutical Sciences. Please apply from the online request form.

◆ PC Room: Third Floor
The PC Room contains eight PCs and a printer: http://www.skc.itc.keio.ac.jp/en/com_pc_media_skc.html

◆ Group Study Room: Third Floor
There are monitors that can be used both for viewing video materials and as a PC monitor. You can borrow a projector and laser pointer from the counter. The room can be reserved for group study. The time limit for a reservation is two hours. Reservations are accepted from the first day of the previous month to up to two hours before the start time. Reservations are limited to those affiliated with the Faculty of Pharmacy or the Graduate School of Pharmaceutical Sciences. During exam periods, reservations and group activities are suspended and the room is used for private study only.

◆ New Books: Third Floor
Also detailed in “ブクログ(Booklog)”. Please use the “ブクログ” link on the website’s homepage.

◆ The Student Library Committee
Each class’ student committee also serves as the student library committee. Students are able to make requests to the media center via this committee that meets once or twice a year.

◆ Post-graduation
Graduates may also use the Media Center for Pharmaceutical Sciences. Please check library entry procedures and details of other services on the center’s website.

Media Center Guidelines
- Make sure to complete the necessary procedures at the library counter before taking any items out of the library.
- Please notify staff immediately if any library materials, equipment, or facilities are lost, marked, or damaged. You will be required to reimburse the library purchase price in cash of any library item that you have lost, marked, or damaged.
- Phone calls, eating, and taking photographs are prohibited within the center. Please set your mobile phone or smartphone to vibrate. You may only bring drinks into the center if they are in a sealed container with a lid. Please apply in advance if you need to take photographs or film in the library.
- It is your own responsibility to look after your valuables and personal belongings.
- Please refrain from leaving personal belongings on seats so as not to inconvenience other people using the center.
- Please follow staff guidance and instructions regarding all other matters. You may be asked to leave the center if you are deemed to be using it incorrectly.