

Rules Governing Use of Library at the Graduate School of Informatics,
Kyoto University

(Library)

- 1) A Library will be provided to support education and research at the Graduate School of Informatics, Kyoto University.

- 2) In the Library, books and other materials (hereinafter referred to as “Library materials”) will be provided for general use.

(Catalog)

- 3) A Catalog of Library materials will be provided in the Library, and made available to users.

(Opening hours)

- 4) The Library will be open from 9:00 am to 4:00 pm.
2 The aforementioned opening hours may be changed as deemed necessary by the Dean.

(Closure holidays)

- 5) The Library will be closed on the following days and over the following periods.
 - i Saturday and Sunday
 - ii Days stipulated as national holidays under Japanese law
 - iii The period from December 28 to January 4th
- 2 The Library may be closed on other days when closure is deemed necessary by the Dean.

(Viewing)

- 6) Users who wish to view library materials may do so in the Library.
2 Users who wish to view valuable materials must follow the prescribed procedure.

(Copying)

- 7) Users who wish to copy Library materials must follow the prescribed procedures.

(Restrictions on use)

8) Normal viewing and copying may be restricted in the following cases:

i When information of the type defined in Article 5, Paragraphs 1, 2 and 4, of the “Law Concerning Access to Information Held by Incorporated Administrative Agencies, Etc.” (Law 140, 2000) (referred to hereinafter as “Information Access Law”) is contained in the materials. Here, restrictions apply to the section of the materials containing the information

ii When a gift or donation has been received from an individual or business etc, as defined in the Information Access Law, on condition of non-disclosure of part or all of certain materials for a prescribed period. Here, restrictions apply to the relevant materials for the prescribed period.

iii When there is a risk of original materials being damaged or dirtied by use, or when the original materials are currently in use

(Borrowing)

9) The following users may borrow Library materials:

i Staff, students etc. at this school

ii Other users with permission from the Dean

2 Users who wish to copy Library materials must follow the prescribed procedure.

3 The maximum borrowing period and maximum number of items that can be borrowed simultaneously are as follows:

- i The maximum borrowing period for serials is 3 days.
- ii Except for members of the teaching staff, the maximum borrowing period for books is 1 month.
- iii A single user can borrow a maximum of 5 items.

10) The following library materials cannot be borrowed:

- i Valuable materials
- ii Reference materials
- iii Other materials specified by the Dean

(Searching storerooms)

11) Users with permission from the Dean may search library materials held in the stacks after following a prescribed procedure.

(Procedure in case of loss/damage etc.)

12) Users who lose or damage library materials or damage library machines or equipment must contact the Dean immediately.

2 Users who cause loss or damage may be asked to pay compensation.

(Suspension of use)

13) A user's right to use the Library may be suspended if the user fails to comply with these rules.

(Provision of Rules)

14) These rules will always be available to users in the Library

(Other)

15) The Dean is responsible for specifying the content in these rules and for any actions required to implement them.

These rules came into effect on April 1st, 2004