

Interlibrary services

The interlibrary services enable you to use the materials that are not held in SUMS Library.

Interlibrary loan — Article request

You can order photocopies of journal articles and book chapters from other university/institute libraries.

Interlibrary loan — Book request

You can order books from other university/institute libraries.

- * Please make a request via "My Library" or at the counter, where the application form is available.
- * You are responsible for all the cost of photocopying and postage. You can also pay at public expense.

Visiting other libraries

If you would like to visit another university/institute library, please check the website for instructions on how to use the library. In some libraries, you may access just by presenting your ID card, in others you may be required to contact them in advance or bring a letter of introduction. If you need a letter of introduction, please apply at the counter.

In the Library,



- Covered drink container : OK
- No Food & No Smoking, Please.

SUMS Library has a twitter account.

<https://twitter.com/ShigaMedLib/>



twitter

Shiga University of Medical Science Library

Address: Seta Tsukinowa-cho, Otsu City, Shiga, 520-2192

Tel: 077-548-2080

Fax: 077-543-9236

E-mail: hqjouser@belle.shiga-med.ac.jp

URL: <https://www.shiga-med.ac.jp/library/>



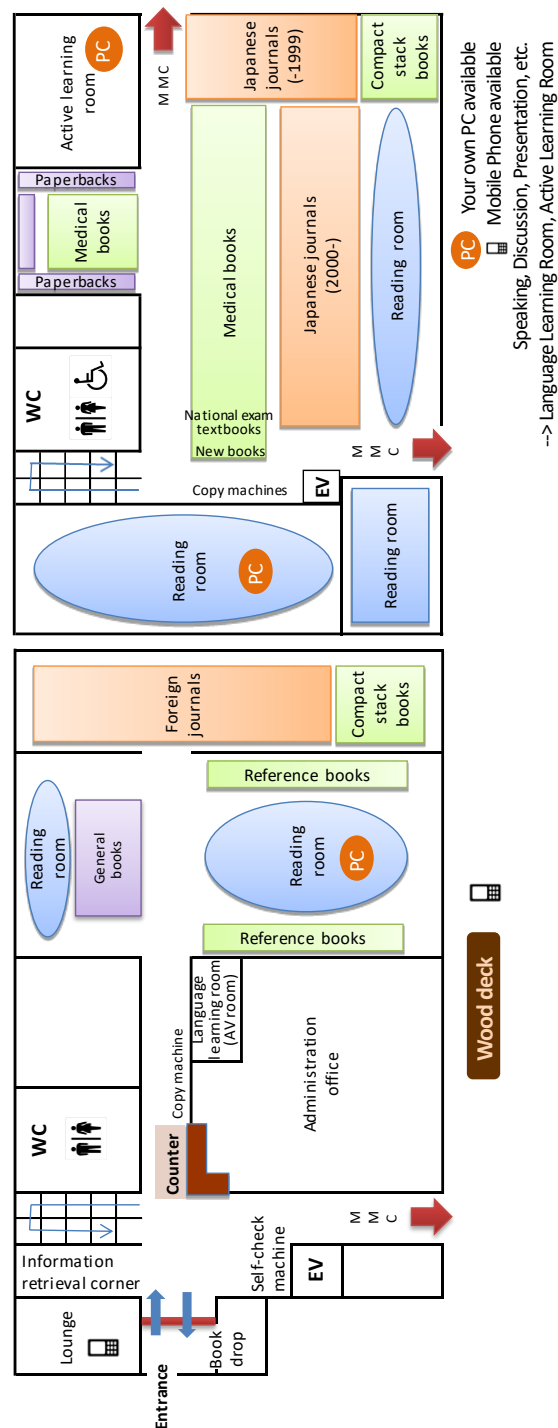
website

2023.4.

Library Floor Maps

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Shiga University of Medical Science SUMS Library Guide

Library hours

Opening hours

Monday – Friday 9:00 – 20:00
Saturday 13:00 – 17:00

Closing days

Sundays / National holidays
New Year's holidays (Dec. 28 – Jan. 4)

- * All members of SUMS can use the library during closing hours. ("24-hour special use")
- * Please refer to the Library website for the most up-to-date library schedule. The Library may be temporarily closed when necessary.

Entering / Exiting

Entering

You need a library card (student ID card, faculty and staff ID card) to enter the library.

Please scan your card at the entrance gate to open the bar.

Exiting

Pass through the exit gate, and the bar automatically opens.

If you take materials that you have not checked out through the gate, an alarm will sound and the gate will be locked. Please follow the library staff's instructions.

- * During "24-hour special use", swipe your card through the card reader beside the automatic entrance door when you enter the library.

Finding materials

CanZo: Online library catalog

“CanZo” is an online catalog for SUMS Library. By searching “CanZo”, you can find books, journals and audio-visual materials held in the library and research rooms. You can confirm the location and availability of the material.

<https://opac.shiga-med.ac.jp/?lang=english>



CanZo

View of CanZo search results

The “Location” field indicates where the material is available. In the library, books are arranged in order of call number. Please write down the call number before trying to find the book in the library. Journals are shelved alphabetically by title.

If you would like to use the materials in research rooms, please ask the library staff.

* If you are unsure about how to find library materials or use the library, please ask the library staff.

Using electronic resources

You can access about 8,000 electronic journals, 30,000 electronic books and databases such as Scopus, MEDLINE, EBM Reviews, UpToDate, CINAHL and others.

Improper use warning

The following actions are prohibited:

- ▶ Use of the service for purposes other than individual research or education
- ▶ Reproduction, redistribution, modification or resale of materials
- ▶ High-volume download by using programs or support software

SUMS institutional repository “Biwako”

“Biwako” (「びわ庫」) is an open access repository to store and provide digital resources created by the members of SUMS.

<https://shiga-med.repo.nii.ac.jp/>

Borrowing / Returning

Procedures

You need a library card (student ID card, faculty and staff ID card) to borrow library materials.

During opening hours, please check out/in library materials at the counter. It is also possible to borrow/return books and bound journals at the self-check machine located in front of the counter.

Unbound journals cannot be checked out/in by using the self-check machine. Please bring them to the counter.

You can return books and journals into the book drop at the library entrance during closing hours.

Audio-visual materials must be returned to the counter.

Volumes and periods

Material type	Volumes	Loan periods
Books	up to 5	1 week
Bound journals		
Unbound journals	up to 10	3 days
Audio-visual materials		

Renewing a book

You can extend the loan period (with the exception of journals and audio-visual materials) 3 times unless the book is overdue or another user has placed a reservation on the book. You may renew via online “My Library” or by bringing the book to the counter or by phone.

* Non-circulating materials:

Materials labeled “禁帯出” are in-library use only.

- Rare books
- Some audio-visual materials
- etc.



* **Long-term loan:** You can borrow library materials for longer period during vacations (spring, summer and winter). Please check the library website for details.

⚠ ATTENTION:

Please return the materials you borrowed by the due date.

If you fail to return the materials by the due date, you will be penalized by suspending loan service for the same period as the number of overdue days.

Reserving books

You can reserve the books that someone else has checked out. Please make reservations via “My Library” or at the counter.

My Library service



My Library

“My Library” enables you to:

- Confirm the materials you are borrowing and their due dates
- Make reservations for books currently on loan
- Renew your loans
- Apply for ordering photocopies or borrowing books from other libraries

All members of SUMS can log into “My Library” by using your SUMS user ID (= e-mail account).

Photocopying library materials

Please fill out the photocopy application form when you make a photocopy. When making photocopies at:

▶ **Public expense** (Copy machine on the 1st floor)

Bring an IC card from your research room.

▶ **Private expense** (Copy machines on the 2nd floor)

There are 3 photocopy machines for co-op copy card. One machine is also available in cash. You can purchase a copy card at the university co-op shop in the Student Center.

* You may make photocopies in the library within the scope of the Copyright Law.