

**Regulations for Libraries of the Graduate School of Engineering  
and the Faculty of Engineering at Kyoto University**

established: April 1, 2004

(Libraries)

Article 1.

In the Graduate School of Engineering and the Faculty of Engineering, the following libraries shall be established in order to support education and research activities.

- (1) Katsura Library of Global Engineering
- (2) Library of School of Global Engineering
- (3) Library of Architecture (Katsura)
- (4) Library of Architecture (Yoshida)
- (5) Library of Physics (Katsura)
- (6) Library of Physics (Yoshida)
- (7) Electrical and Electronic Engineering Library (Katsura)
- (8) Electrical and Electronic Engineering Library (Yoshida)
- (9) Library of Chemistry and Chemical Engineering (Katsura)
- (10) Library of Industrial Chemistry

Article 2.

In the libraries, books and other materials (hereafter the “library materials”) shall be set and provided for the public.

(Catalogue)

Article 3.

In the libraries, catalogues of the library’s resources shall be compiled and made available to users.

(Opening hours)

Article 4.

1. Opening hours of libraries shall be from 9 am to 5 pm.
2. The chairperson of the library committee may change the opening hours prescribed in the preceding paragraph if it is deemed necessary.

(Holidays)

Article 5.

1. Libraries shall be closed on the following days:

- (1) Saturdays and Sundays
- (2) National Holidays prescribed in the Act on National Holidays
- (3) The winter vacation (December 28 to January 4).

2. In addition to what is listed in the preceding paragraph, the chairperson of the library committee may order the closing of libraries if it is deemed necessary.

(Perusal)

Article 6.

1. A person who wishes to peruse library materials can peruse them in the reading-room.
2. A person who wishes to peruse library materials in a stack room should comply with the designated formalities.
3. A person who wishes to peruse rare materials should comply with the designated formalities.
4. A person who wishes to peruse rare materials should peruse them in the designated place.

(Copying)

Article 7.

A person who wishes to copy library materials should comply with the designated formalities.

(Restriction of usage)

Article 8.

Public perusal and the coping of library materials may be restricted in the cases listed below:

- (1) Parts of said materials are esteemed to be listed under paragraph 1, paragraph 2, and paragraph 4(b) of Article 5 of the Act on Access to Information Held by the Incorporated Administrative Agency, etc. (Act No. 140 of 2001) (hereafter the “Act on Access to Information”).
- (2) Said materials were donated or deposited with the condition that all or part of the material should not be made public within a fixed period, by any individuals or by juridical persons, etc. listed in paragraph 2 of Article 5 of the “Act on Access to Information”.
- (3) The original of said material is likely to be damaged or soiled by usage or when the original is currently in use.

(Loan)

Article 9.

1. Persons specified below can loan library materials.
  - (1) Teachers, staff, and students, etc.
  - (2) Other persons to whom the chairperson of the library committee gives particular permission

2. A person who hopes to loan library materials should comply with the designated formalities.
3. A person who hopes to loan library materials may be requested to produce his/her identification card.

Article 10.

The library materials designated below shall not be loaned.

- (1) rare materials
- (2) reference books
- (3) other materials which the chairperson of the library committee particularly designates.

(Searching in stack room)

Article 11.

Users to whom the chairperson of the library committee particularly grants permission can search, in accordance with the designated formalities, library materials in the stack room.

(Notification of loss, damages, etc.)

Article 12.

1. If a user loses or soils library materials, or damages apparatus or equipment owned by the library, he/she should promptly notify the chairperson of the library committee.
2. The library may demand compensation from the user if such damage occurs.

(Suspension of use)

Article 13.

A person who violates these regulations may be barred from using the libraries.

(Provision of regulation)

Article 14.

These regulations shall be permanently provided in libraries for users.

(Necessary measures to prevent the leakage of personal information)

Article 15.

When personal information (that is, information about a living individual, which can identify the specific individual by name, date of birth or other description contained in such information, including information that can be compared with other information and thereby identify the specific individual) is recorded in library materials, libraries shall implement measures listed in the following items to prevent the leakage of said personal information.

- (1) Locking of the stack room, or other restriction of physical access.
- (2) Necessary measures to prevent unauthorized access to personal information, given in paragraph 2 of Article 3 of the Act on the Prohibition of Unauthorized Computer Access (Act No. 128 of 1999), which is recorded in library materials.
- (3) Education and training of library staff.
- (4) Other necessary measures to prevent the leakage of personal information.

(miscellaneous provision)

Article 16.

In addition to the articles listed in these regulations, necessary matters pertaining to the execution of these regulations shall be prescribed by the chairperson of library committee.

(Supplementary Provisions)

These regulations shall come into effect as of April 1, 2004.

(Supplementary Provisions)

These regulations shall come into effect as of February 10, 2011.

(Supplementary Provisions)

These regulations shall come into effect as of April 14, 2011, and apply from April 1, 2011.

(Supplementary Provisions)

These regulations shall come into effect as of January 10, 2013, and apply from January 7, 2013.

## **Attention**

These instructions were translated from Japanese 「京都大学大学院工学研究科・工学部図書室規程」 (Kyoto University Graduate School Graduate School of Engineering and Faculty of Engineering library regulation).

This is not an official translation. This translation is a reference document to help provide a thorough understanding of the Japanese regulations.