Interlibrary Loan with Keio University

http://www.mita.lib.keio.ac.jp/en/index_e.html

The Keio University Library has recently become a full participating member in OCLC and its collection is a very rich resource for North American universities. Keio's OCLC symbol is **KEI**.

Where to Confirm Holdings Information:

Sending requests to Keio requires a slightly different workflow than either sending requests to Waseda University Library (LWU), whose holdings are listed in OCLC, or to most GIF member libraries, whose holdings are listed in NACSIS Webcat Plus. Keio's holdings are scattered among different union catalogs in Japan and the United States.

NACSIS Webcat Plus: Materials before 1998 RLG Union Catalog: Materials between September 1998 and 2004 OCLC WorldCat: Some materials are cataloged in OCLC, but will not load its back-files of records into the OCLC WorldCat database.

So the easiest way to confirm holdings information is to check the Keio University Libraries Catalog, KOSMOS II OPAC.

Materials added to library since 1961: http://catalog.lib.keio.ac.jp/index_e.html

Japanese Books acquired before 1961: http://catalog.lib.keio.ac.jp/obooks/washo/

To see the detailed information about which catalogs to search, see this chart:

http://catalog.lib.keio.ac.jp/shiryo_e.htm

Note: Keio University Library will lend books overseas with call number beginning with "A" or "B" and published after 1960. Otherwise, request copies only.

Contact:

Address:2-15-45, Mita, Minato-ku, Tokyo, Japan

Zip Code: 108-8345

Tel: +81-35427-1657 / Fax :+81-35484-7780

E-mail: mita-ill@lib.keio.ac.jp Home-Page: http://www.mita.lib.keio.ac.jp/

Lending Policy:

Copies

Fees: No charge 1-9p

500YEN or 5IFM 10-19p 1000YEN or 10IFM 20-29p 1500YEN or 15IFM 30-39p 2000YEN or 20IFM 40-49p

Delivery: via e-mail, airmail

Loans

Loan Period: 1 month per item / up to 3 items per library

Renewal: None

Fees: 2000YEN or 20IFM per volume

Delivery: via airmail

Available materials: Call number beginning with "A" or "B", and published after

1960

Non-Circulation Lending Restriction: Use within the library only

Returned Via: Use the registered mail

Note: No rush service available

OCLC Symbol:

KEI

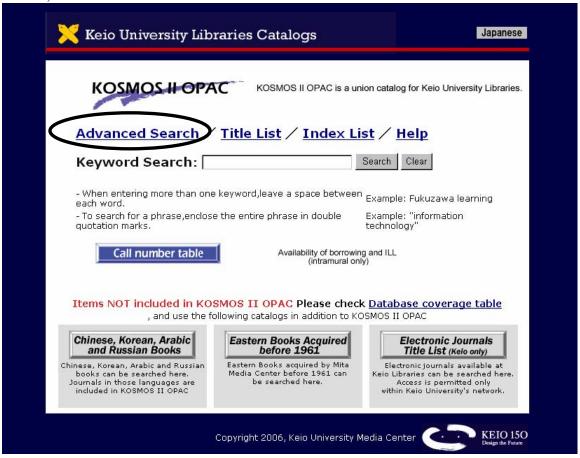
Keio asks that requesting libraries enter the Keio OCLC symbol twice **KEI**, **KEI** so that they have enough time to respond to requests.

A Step-by-Step Guide to Searching Keio OPAC (KOSMOS II OPAC)

Keio's OPAC is called KOSMOS II OPAC. It has an English language search screen and is searchable by using ALA/LC Romanization Rule. You have an option to search their OPAC not only by ISBN and ISSN but also by titles and authors.

STEP ONE: Access KOSMOS II OPAC at

http://catalog.lib.keio.ac.jp/index e.html. If you are using ISBN or ISSN, keyword search screen works fine. If you'd like to search more specifically by title or author, choose Advanced Search.

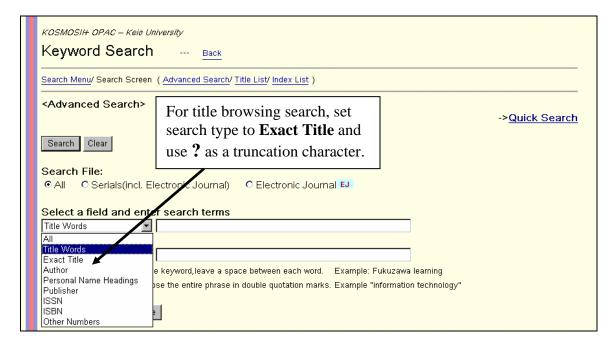


The Keio library catalog allows you to search in: kanji, kana, or romaji. If you are searching for works by the author 西村亨, you can use 西村亨, ニシムラトオル, or Nishimura Toru. Do not put a space between the family and personal name or the catalog will do an "and" search and locate books that include an author with the name Nishumura and another author with the name Toru. In the case of Romanized Japanese, do not use "o" or "u" to denote a long sound. (e.g. Toru, not Tooru or Touru).

When you do not have ISBN or ISSN, try title search or author search in KOSMOS II OPAC. Japanese word division rule is **slightly** different from North American practice.

eg) Nihonshi (Japanese Word Division: one word) Nihon shi (ALA/LC Word Division: two words)

So change the combinations of your keywords, use truncation character (?), or try author search, if your title search does not work.



STEP TWO: KOSMOS II OPAC consists of catalogs from different campus libraries. You may want to limit your search results to "Mita" branch if you have a longer result list.

KOSMOSIH OPAC – Keie University Search Results / Additional Search Back
Search Menu/ Search Screen (Advanced Search/ Title List/ Index List)
Search for : (Title Words=kelo toshokan mokuroku) * Searched materials : 22 items
For Viewing the search results, click "Display the list" button.
Material Type : All Libraries Mita Number of Items to Display 10 ▼ Sort by: Publication Year(Descending order) ▼
Display the list

STEP THREE: Click on title to further verify your request.

Periodical and serial titles

On the full bibliographic record screen, click on <u>Availability and location of each volume</u> link to see the most up-to-date holdings information for periodical and serial titles.

As you see from the example below, the most current issue of this journal in their collection is volume 36 published in November, 2005. However, the brief holding information on the full bibliographic record screen only tells you that they have at least up to volume 24. + sign after the publication year information indicates they had an ongoing subscription when they last updated this information. They may have cancelled this subscription since, so please do not assume that + sign means they have a current subscription. You need to verify the accurate and current holding information before sending your request to Keio.



Books

Keio will lend books to the overseas libraries held in "Mita" branch collection with call numbers beginning with "A" or "B", and published after 1960.



For more information about interlibrary loan and document delivery from Japan in North America, please contact the ILL/DD Committee of the North American Coordinating Council on Japanese Library Resources.

http://www.fas.harvard.edu/~ncc/illdd.html

This document is located at:

http://www.fas.harvard.edu/~ncc/illdd/guides/GuideForKeioUniversity.pdf

Please send comments/corrections/questions to:

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