

Japan College of Social Work Library Guide

Brief history and outline

Japan College of Social Work Library is not merely a campus library, but is a special library that is open to the general public with interests in social work and social welfare. Successing the role and properties of Social Welfare Library, founded by the Japan Social Welfare Association in 1934, we carry valuable materials in the field of social work and welfare (some of them date back to the Meiji and Taisho periods). Many researchers from all over Japan and even overseas visit us to make the most use of these precious materials.

To adjust to the recent changes in academic information, OPAC and some other online searching functions are available, while some databases contracted by the library are also available on campus.

In addition, for improved convenience, our users are granted interlibrary access to Japan Lutheran College Library and Musashino University Library.

In addition, there is a Children's Library (Kodomo-Fukushi Library) on the ground floor for the neighboring children to cultivate their interests in welfare through childhood reading experience. All of our users are welcome to use it as well.

Opening hours

	Term time	Vacation
Mon.	9:00-17:00	9:00-17:00
Tue. - Fri.	9:00-20:00	9:00-17:00
Sat.	9:00-12:30	9:00-12:30

Closed on:

Sundays, National holidays, the end and beginning of the year, August 13th-15th

*Closed days may vary, so please check the library calendar on our web-site for the latest information.

Membership

Even if you are not a student or staff of Japan College of Social Work, it is possible to check out books for a small annual fee.

Searching

If you have a particular book/serial title, author or key word in mind, you may consult OPAC (Online Public Access Catalog) online.

You can also search Videos and DVDs through the OPAC online.

Please come to the service desk for any inquiries about procedure for the use of the materials.

How to reach the materials

Call number (classification number + author symbol) points to the location of books.

The floor where books are located is shown in the result section of the search screen.

Ask for particular materials, such as back issues of serials kept in the ground floor stock room, at the service desk.

Check the number and volume when you search for journals, periodicals, and bulletins.

Other services

The following services are available:

Reference

We assist your search, and guide you to find the books you need. We answer your questions about how to use the library.

e.g.) "I would like to know about so and so. What books would you suggest?" "I can't find the book I found on the OPAC. Where is it?" "How can I use microfilm materials?"

Note of introduction to other university libraries (students and researchers of the college only)

We can refer you to other libraries. For Japan Lutheran College Library and Musashino University Library, we can lend out a membership card.

Hold request (students and researchers of the college, and library members only)

If an item you would like to borrow is on loan, you can place a hold on it. When it is returned, it will be kept at the service desk for 7 days.

Purchase request (students and researchers of the college, and library members only)

You may suggest items to be added to the library's collection.

Photocopy

A photocopy machine is placed by the service desk. The cost is 10 yen per sheet.

Photocopy delivery service (students and researchers of the college, and library members only)

If the article or dissertation you need is not in the library, we can request other university libraries to send over a photocopy of it (you will be charged for photocopying and postage).

ILL (Inter-library loan) (students and researchers of the college, and library members only)

We can request other university libraries to lend us materials they own (you will be charged for postage).

Binding

We bind thesis and other documents with a cardboard cover for a cost of 200 yen.

How to get to the Library

From Ikebukuro Station

Take the Seibu-Ikebukuro Line and get off at Kiyose station (about 40 minutes). Then take a bus (for "Shimosato-Danchi" or "Hanakoganei-Eki") from the south exit bus terminal, and get off at "Shakaijigyo-Daigaku-Mae" (about 5 minutes).

3-1-30 Takeoka, Kiyose, Tokyo 204-8555
TEL: 042-496-3030 FAX: 042-496-3031 E-MAIL: Lib@jcs.ac.jp