


## Brief history and outline

JCSW Library is a special library that is open to the public as well as a university library. It carries materials that are valuable for study on social work and welfare (even the materials published in Meiji and Taisho era), for it received the roll and property of the Social Welfare Library, founded by the Japan Social Welfare Association in 1934. For this reason, many researchers outside and inside Japan come to make the most use of it.

To adjust to the recent changes in academic information, OPAC and some other searches on the internet are available, and the databases constructed by the library, or contracted, are available inside the Japan College of Social Work local-Web.

In addition, for the convenience of study, our users have interlibrary access to Japan Lutheran College Library, Musashino University Library and the university libraries that take part in the Social Welfare University Library Conference.

In addition, there is a Children's Library (Kodomo-Fukushi Library) on the ground floor for the neighboring children to cultivate the interest in welfare in their childhood through reading. Our users can use it as well.

From Our Collections 	Materials related to the Poor Laws in 19th century England
	Books written by Charles Booth
	Materials of government administration of medical affairs in postwar days
	Books related to the history of women

## Opening hours

	term time	vacation
Mon. - Fri.	9:30 - 20:00	9:30 - 17:00
Sat.	9:30 - 13:00	9:30 - 12:30

## Closed on:

Sundays, National holidays, the end and beginning of the year, August 13<sup>th</sup>-15<sup>th</sup>

\*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 a staff of Japan College of Social Work, it is possible to borrow books for a small annual fee.

## Search

If you have a particular book/serial title, author or key word in mind, you can search OPAC on the internet. (OPAC = Online Public Access Catalog)

You can search theses (Graduation, Master and Doctoral theses handed in to the Japan College of Social Work) inside Japan College of Social Work local-web.

The data of the catalogs of Chinese and Korean books are translated and input in Japanese. Use card-catalogs to search for Russian books.

You can search Videos and DVDs through the OPAC on the internet. Please come to the service desk to inquire about procedure for the use of the materials.

# Japan College of Social Work Library Guide

(ENGLISH)

## How to reach the materials:

Call number (classification number + author symbol) tells the place of books.

The floor where books are located is shown in the result of the search on the monitor.

Ask for Theses (Graduation, Master and Doctoral theses handed in to the Japan College of Social Work) and other materials kept in the ground floor stock room at the service desk.

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

For the back issues of serials placed on the ground floor, ask a library staff at the service desk.

## Other services

The following services are available.

### Reference

We help you in search. We answer how to find the books you need. We answer your questions about the use of the library.

Ex) We answer the questions like "I would like to know            of × × . What book would you suggest?", "I can't find the book I found on the OPAC. Where is it?" or "How can I use microfilm materials?"

### Note of introduction to other university libraries

A: We write a letter of introduction.

B: For Japan Lutheran College Library and Musashino University Library, we lend a membership card.

### Hold request

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

### Purchase request

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

### Photocopy

A photocopy machine is placed by the service desk. It costs 10 yen per sheet.

### Photocopy delivery service

If the article or dissertation you need is not in the library, we ask another university library to make a photocopy of it and send to us so that you can receive it (charge of photocopy and postage is borne by you).

### ILL (Interlibrary loan)

We ask other universities' libraries to lend us materials that they hold (postage is borne by you).

### Binding

We bind thesis etc, in a cardboard cover for a cost of 200yen.

## How to get to the Library

From Ikebukuro Station

Take the Seibu-Ikebukuro Line and get off at Kiyose station (about 40 minutes).

Then catch a bus (for "Shimosato-Danchi" or "Hanakoganei-Eki") from the Kiyose station south exit, get off at the stop "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@jcsu.ac.jp