

Guide to UT Libraries 2009

University of Tokyo Library System

Information Technology Center,
The University of Tokyo



Foreword

The purpose of this guide is to provide newly admitted members of the University of Tokyo with information on how to smoothly and smartly access academic information available through our libraries and on the Internet, and to ensure the best possible environment for their activities as students, teachers and researchers.

The University of Tokyo Library System is structured around two components: three central libraries located on the Hongo, Komaba and Kashiwa campuses provide the core of reference materials for students, while some 50 smaller and more specialized units at the faculty level combine with them to form one comprehensive system.

Mastering the use of academic information has become an essential part of academic life. The concept of academic information itself refers to the mass of knowledge both produced by and necessary for academic research; it represents humanity's intellectual heritage, preserved and transmitted across borders and generations. In recent years, the material corpus of academic knowledge has evolved to encompass a growing body of information available online, placing the Internet at the heart of academic research.

Libraries have been and remain the best place to conveniently access academic information. With 8.7 million volumes - the largest library collection in Japan - the University of Tokyo can be considered a real treasure trove of knowledge.

This guide was compiled to ensure that this precious heritage continues to be fully exploited in the future. We hope that it will contribute to success in your academic activities.

The University of Tokyo Library System
Information Technology Center, the University of Tokyo

Contents

Foreword

Quick Reference Guide

PART 1 : Accessing Books and Journals from the Library

1. Structure of the University of Tokyo Library System

- 1) The Library System2
- 2) Main Libraries3
- 3) Location of University of Tokyo Libraries and Contact Information ...4
- 4) Library System Homepage8

2. Using the Libraries

- 1) Library ID Card.....9
- 2) Library Manners10

3. Searching for Documents

- 1) Searching the Bookshelves11
- 2) Searching with the University of Tokyo OPAC.....11
- 3) Searching Other Universities18
- 4) Searching for Journal Articles19

4. Using the Documents

- 1) Borrowing and Returning Materials20
- 2) Copying Materials23
- 3) The e-DDS Service24
- 4) Obtaining Documents from External Institutions26

5. Online Services

- 1) Web Request Service27
- 2) MyLibrary.....31

6. Reference Services : Ask a Librarian

- 1) Library Information Counters33
- 2) Reference Materials34
- 3) ASK Service34

PART 2 : Accessing Internet Resources

1. Computer Terminals

- 1) Using Computers on Campus36
- 2) Bringing Your Own Computer37

2. Netiquette

1) About Copyright	38
2) Information Ethics	39
3) Notes on the Use of E-Journals	39
4) Security Issues	40

3. Gathering Information through the Internet

1) GACoS.....	41
2) Searching for Books and Journals	42
3) Using E-Journals and E-Books	42
4) Searching for Journal Articles	44
5) Note on Conventional Search Engines	47
6) Accessing Databases and E-Journals from Off-Campus.....	48

4. User Support

1) Database Training Courses	49
2) Research on the Internet	49
3) Leaflets	50

APPENDIX

1 : UT Repository	52
2 : Search Tips	53

(Screenshots used in this guide may differ from those appearing on actual websites)

~QUICK REFERENCE GUIDE~

0 BASIC ORIENTATION

Structure of the Library System p.2

Computer Terminals p.36

1 SEARCHING FOR A BOOK OR JOURNAL



computer search



browsing open
shelves p.11



asking a librarian
(reference
services, p.33)



searching for a specific book or journal p.11

University of Tokyo OPAC p.11

NACSIS Webcat p.18

searching for journal articles p.44

UT Article Search p.44

CiNii p.46

Web of Science p.47

materials available on the Internet



3 see "Accessing
Online Materials"
on the right page

2 USING DOCUMENTS AT THE LIBRARY

Using campus libraries

borrowing materials p.20

loan extension p.21

making copies p.23

returning materials p.21

placing a reservation p.22

applying for a new acquisition p.30

Using materials from other campuses

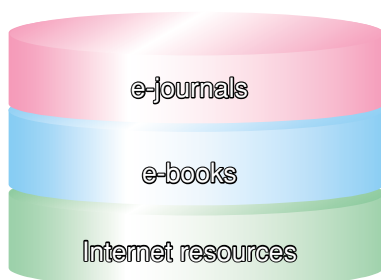
directly go on location p. 20

requesting copies of a material p.24

inter-campus loan service Note: this service is only available to graduate students and teaching staff p.20

returning materials borrowed from another campus p.21

3 ACCESSING ONLINE MATERIALS



GACoS online information portal site p.41

UT Article Search p.44

E-JOURNAL PORTAL p.43

Database of Electronic Journals Available in the University of Tokyo p.43

eBook p.43

UT Repository p.52

4 ONLINE SERVICES

Web Request Service p.27

Perform a number of requests online, including reservations and inter-library loans.

MyLibrary p.31

Customize the layout of your own Internet portal site and access your favorite online services and materials.

ASK Service p.34

Forward questions to the library through the Internet and receive your answers by email.

The e-DDS Service p.24

Deliver journal articles in electronic form.

5 USING MATERIALS OUTSIDE THE UNIVERSITY OF TOKYO p.26

requesting copies of materials from other university libraries

borrowing materials from other university libraries

accessing other university libraries with a letter of introduction

Applications are handled by your department library.

PART 1

ACCESSING BOOKS AND JOURNALS FROM THE LIBRARY

Whether you are looking for materials to write a report, wonder about the availability of your favorite author's latest novel, or need to review existing articles on a specific subject, the library is probably the best place to start your search. A broad range of materials, from centuries-old documents to the latest article on nanotechnology research, is waiting for you.

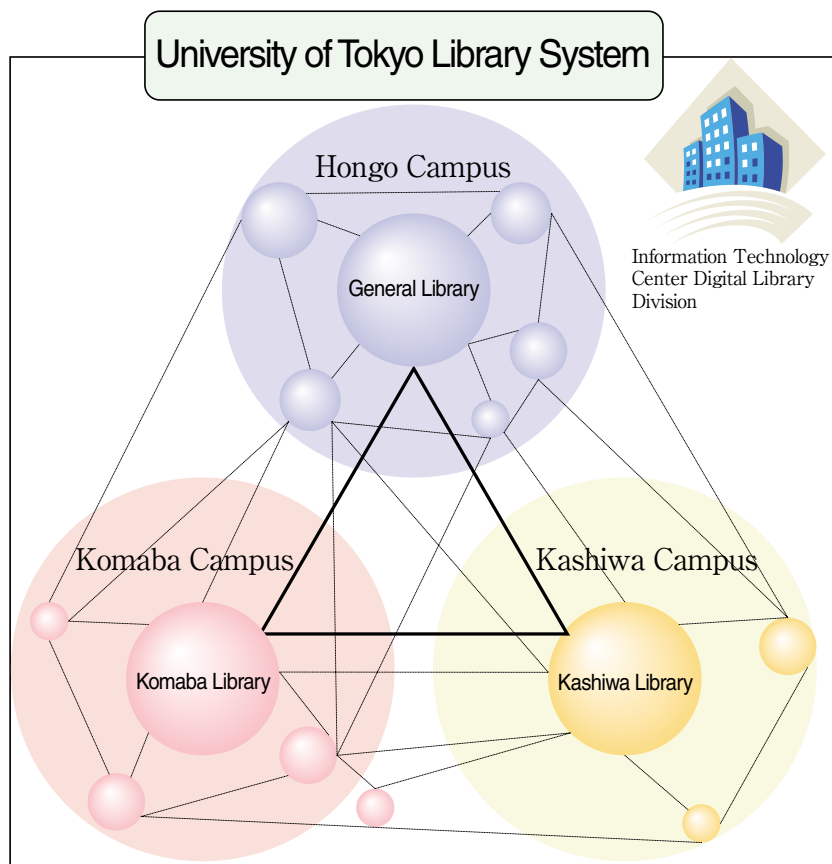
The first part of this guide introduces the University of Tokyo Library System, and explains how to search for and retrieve reference documents.

1. STRUCTURE OF THE UNIVERSITY OF TOKYO LIBRARY SYSTEM

1) THE LIBRARY SYSTEM

The University of Tokyo has three main libraries : **the Komaba Library** (Komaba Campus), **the General Library** (Hongo Campus), and **the Kashiwa Library** (Kashiwa Campus). In addition, some 40 libraries are attached to university faculties and institutes. As a whole, they are referred to as **the University of Tokyo Library System**.

Despite their spread over a wide geographical area, the university libraries form one large unit and provide a great variety of integrated services. The Library System's collection totals 8.7 million volumes of books - growing at a pace of 20,000 volumes per year - and about 140,000 journal titles.



The three main libraries function as university-level institutions, their foremost role being the support of academic activities. On the other hand, research institute and faculty libraries focus on providing specialized materials to back research activities. **The Information Technology Center's Digital Library Division**, which is part of the Library System, also provides a number of services.

2) MAIN LIBRARIES

●The Komaba Library

<http://www.lib.u-tokyo.ac.jp/koho/guide/guide/komaba-e.html>

Founded in 2002, the Komaba Library is the main library of Komaba Campus, existing mainly to serve undergraduate students of the College of Arts and Sciences, as well as graduate students and faculty of the Graduate School of Arts and Sciences. Equipped with computers and booths for watching videos and international broadcasts of CNN and BBC, the library offers a study environment with a diverse variety of materials.

Outside View



●The General Library

<http://www.lib.u-tokyo.ac.jp/koho/guide/guide/soto-e.html>

The General Library primarily serves the needs of undergraduate students, graduate students, and faculty of the Hongo Campus. In the wake of the Great Kanto Earthquake, the library was rebuilt in 1928 with a grant from J. D. Rockefeller Jr. In its long history the library has assembled valuable archives such as the Nanki, Katei, and Ogai Collections, as well as materials documenting foreign correspondence. The library's unique exterior and interior design serve as symbols of the university's history.

Outside View



●The Kashiwa Library

<http://www.lib.u-tokyo.ac.jp/koho/guide/guide/kashiwa-e.html>

The Kashiwa Library, opened in 2004, serves the graduate students and faculty of the Kashiwa Campus. In keeping with Kashiwa Campus' status as a center of cultural exchange, the library seeks to provide active support to the local community. With automated stacks capable of housing some one million journal files, the library also acts as a back issue archive for academic journals on natural science.

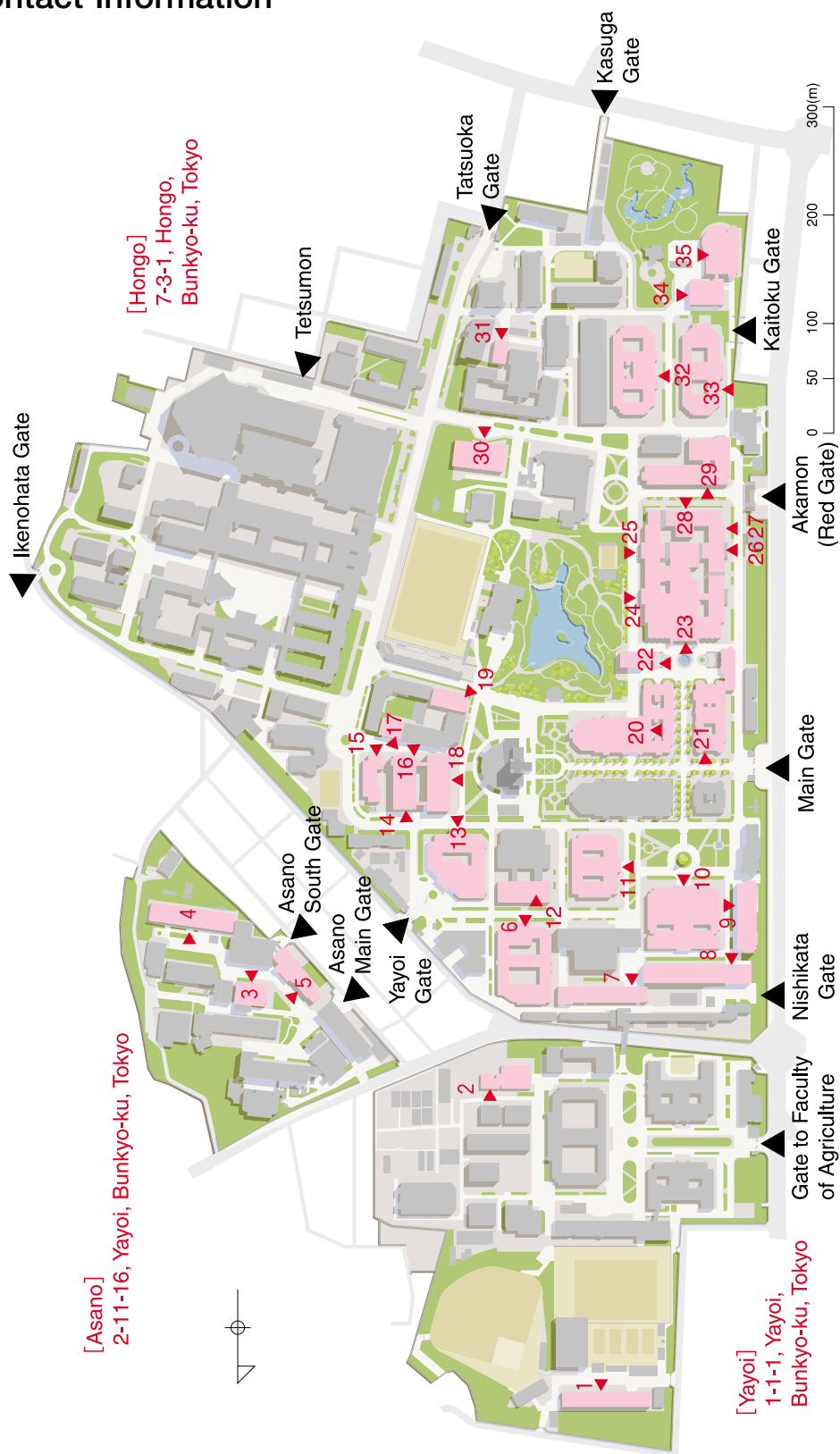
Outside View



3) Location of University of Tokyo Libraries and Contact Information

LOCATION of LIBRARIES in HONGO CAMPUS

TEL 03-5841-XXXXX (Last four figures of the extension number)

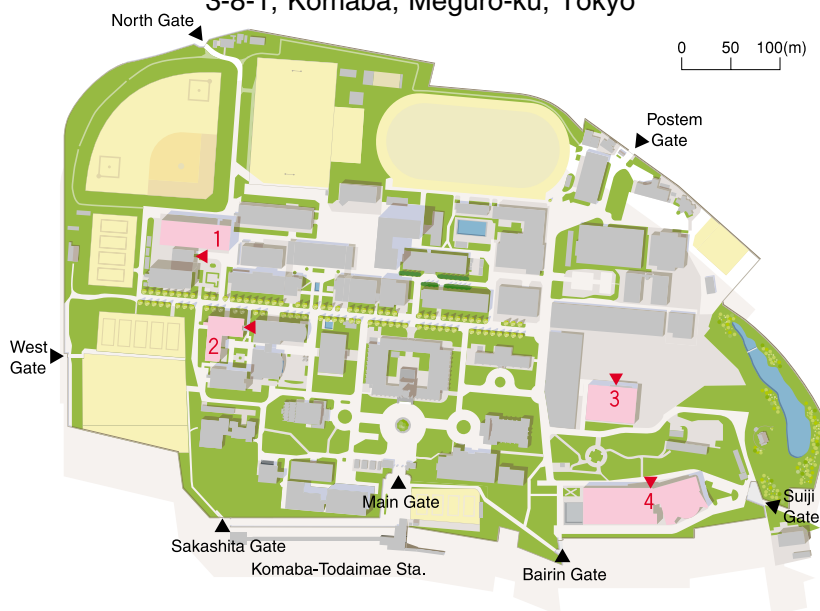


	(Ext.)	(Location No. -Floor)		(Ext.)	(Location No. -Floor)
Earthquake Research Institute Library	(25669)	1 - 3	Eng.3 Lib. (Technology Management for Innovation, Systems Innovation)	(26519)	13- 3
General Library	(22652)	23	Eng.4A Lib. (Systems Innovation)	(27087)	6 - 3
Graduate School / Faculty of Education Library	(23912)	28- 4	Eng.4B Lib. (Materials Eng.)	(27171)	6 - 3
Education Library (Med. Bldg. 1 Stack)	(28435)	32-B 1	Eng.5 Lib. (Applied Chemistry, Chemical Eng., and Biotechnology)	(27403)	8 - 3
Graduate School of Humanities and Sociology / Faculty of Letters			Eng.6 Lib. (Applied Physics, Mathematical Informatics, Information Physics and Computing, Creative Informatics)	(26945, 26946)	11- 1
Building No.2 Library	(23720)	20- 4	Eng.7 Lib. (Aeronautics and Astronautics)	(26613)	7 - 3
Building No.3 Library	(23718)	22-B 1	Eng.14 Lib. (Urban Eng.)	(26257)	9 - 7
Graduate School of Law and Politics			Sci.7 Lib. (Computer Science)	(24277)	17- 3
Faculty of Law Library	(23137)	21- 3	Libraries of the School of Science		
Foreign Law Materials Reading Room	(23172, 23137)	21- 1	Central Office Library	(24029)	15-1
Center for Modern Japanese Legal & Political Documents (Meiji Shinbun Zasshi Bunko)	(23171)	27-B 1	Astronomy Library	(24253)	18-11
* Historiographical Institute Library	(25962)	26- 3	Biological Sciences Library	(24453, 24495)	33- 2
Information Technology Center Library	(82717)	5 - 1	Biophysics and Biochemistry Library	(24405)	4 - 4
Institute of Oriental Culture Library	(25893)	34- 2	Earth and Planetary Science Library	(24312, 24505)	14- 5
* Institute of Social Science Library	(24944)	25- 3	Library of Chemistry	(24325)	19- 4
Interfaculty Initiative in Information Studies, Graduate School of Interdisciplinary Information Studies Library	(25905)	24- 5	Physics Library	(24151)	16- 3
Multi-media & Socio-information Archive	(25906)	24- 1	Library of Economics	(25562)	29- 3
Libraries for Engineering and Information Science & Technology			Medical Library	(23667)	30
Eng.1A Lib. (Civil Eng.)	(26087)	10- 2	Pharmaceutical Sciences Library	(24705)	31
Eng.1B Lib. (Architecture)	(26207)	10- 3	Radioisotope Center Library	(22883)	3
Eng.2 Lib. (Mechanical Eng., Precision Eng., Electrical Eng., Nuclear Eng. and Management, Bioengineering, Nuclear Professional School, Systems Innovation, Engineering Innovation)	(26315, 26731)	12- 5	University Library for Agricultural and Life Sciences	(25427)	2
			University Museum Library	(22808)	35- 2
Libraries marked “*” are closed during the reconstruction of the buildings.					

LOCATION of LIBRARIES in KOMABA CAMPUS I

TEL 03-5454-XXXX(Last four figures of the extension number)

3-8-1, Komaba, Meguro-ku, Tokyo



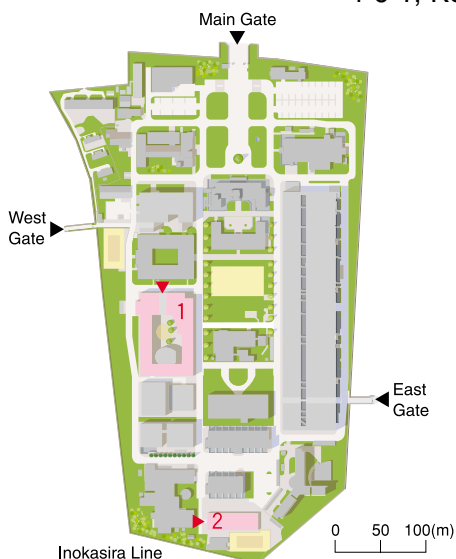
	(Location No. -Floor)	(Ext.)
Komaba Library	3	(46101)
Science Library	1 - 2	(46107)
Library of Center for Pacific and American Studies	2 -1,2	(46161)
Graduate School of Mathematical Science Library	4 - 1	(47006)*

※TEL 03-5465-7006

LOCATION of LIBRARIES in KOMABA CAMPUS II

TEL 03-5452-XXXX(Last four figures of the extension number)

4-6-1, Komaba, Meguro-ku, Tokyo

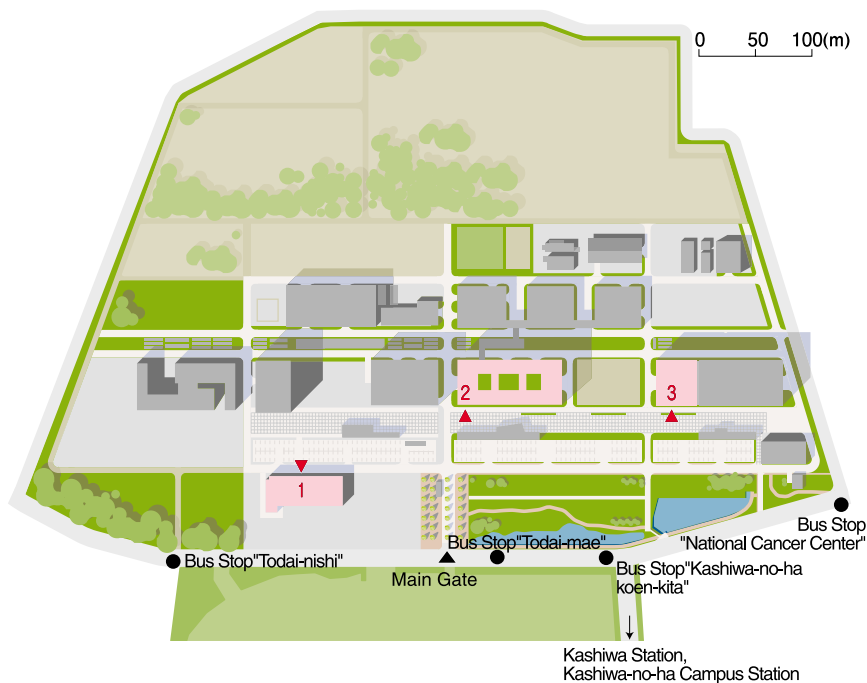


	(Location No. -Floor)	(Ext.)
Research Center for Advanced Science and Technology Library	1 - 2	(55387)
Institute of Industrial Science Library	2	(56021)

LOCATION of LIBRARIES in KASHIWA CAMPUS

TEL 04-7136-XXXX(Last four figures of the extension number)

5-1-5, Kashiwanoha, Kashiwa-shi, Chiba



Other Campuses

Institute of Medical Science Library

4-6-1, Shirokanedai, Minato-ku, Tokyo (03-5449-5226)

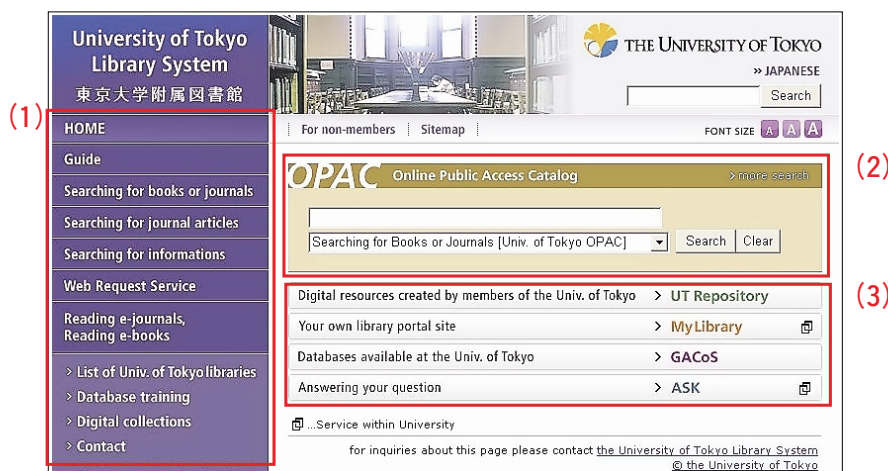
Ocean Research Institute Library

1-15-1, Minami-dai, Nakano-ku, Tokyo (03-5351-6356)

4) Library System Homepage

The Library System Homepage hosts a great number of Internet links to available services, library collections, online resources and databases, etc.

<http://www.lib.u-tokyo.ac.jp/index-e.html>



(1) Menu

A menu arranged by purpose of use. Contains links to usage guides to UT Libraries, electronic journals, databases, and other services such as document request service.

(2) Quick Searches

A simple search window used for materials or documents held by the University of Tokyo. Can be used to search for books, periodicals, electronic journals, academic achievements and other documents.

(3) Online Services

A list of useful online services, provided by the University of Tokyo Library System.

The homepage does not only provide information relative to the use of libraries, but also to academic study and research in general.

→The MyLibrary function allows you to view information from your favorite libraries. (see details on p.31)

1) Library ID Card

① About the Library ID Card

A student ID (or faculty ID) is used for entry and borrowing in most University of Tokyo libraries, including the Komaba, General, and Kashiwa Libraries.



Notice : Lending of student or faculty ID cards is prohibited!

② User registration

It is necessary to carry out the procedure for registration or renewal in order to make use of the libraries.

Freshmen :

Registering at the library is not required. However, in the event that you have re-issued your student ID card, or made a change in your name or contact information (address, phone number, e-mail, etc.), please bring your card to the library counter.

Junior, Graduate Students & Teaching Personnel :

Registering at the library is not required. However, it is necessary to register your contact information with **UT-mate** in order to use UT libraries. When changes are made to your contact information, please enter them in UT-mate accordingly. (If you're unable to make the changes yourself, please consult with the support center of your department.) If you change your name, please inform the staff at the library counter. If your department or institution does not use UT-mate, please go through the registration process at the library.

UT-mate is an administrative system of the university. Registration procedures differ between departments, so please consult with your department support center for details.

<https://ut-gakumu.adm.u-tokyo.ac.jp/websys/campus>

Faculty :

As the faculty ID card can not initially be used as a library ID card, please regis-

ter at a UT library. If there is a change in your status or contact information, please bring your card to the library counter.

Other university personnel :

Please register at a UT library so that a library ID card may be issued for you.

③ Procedure for registration

The procedure for registration or renewal can be carried out at your department library, as well as the counters of the Komaba, General, and Kashiwa Libraries. Your student or faculty ID card will be necessary for the procedure.

2) LIBRARY MANNERS

To ensure a pleasant environment for all, the following rules are to be respected at all times.

① Fundamental etiquette

- Smoking is strictly prohibited inside the libraries.
- Food and drinks are not allowed outside designated areas.
- Be silent. The use of mobile phones for conversation is strictly forbidden.
- The use of laptop computers is limited to designated areas.
- Do not spread out your belongings, and refrain from monopolizing a seat while you are absent, as the number of seats is limited.
- Make sure you don't leave any valuables unattended.



② Library materials

- Treat all materials with care.
- Do not insert personal annotations, or cut out portions of a document.
- Put the materials back where they belong before leaving the library.

③ In the event of an emergency

- In the event of an earthquake, fire, or other emergency situation, please follow the instructions of the library staff.

1) SEARCHING THE BOOKSHELVES

Each library orders its books according to a specific classification system. In order to access materials directly, it is important to become familiar with the library's categories and their corresponding reference numbers.

<Classification Systems>

The Komaba, General, and Kashiwa Libraries, for example, relies on the following systems :

Japanese books follow the Nippon Decimal Classification (**NDC**) system

Western books follow the Dewey Decimal Classification (**DDC**) system

NDC

000	Generalities
100	Philosophy
200	History
300	Social Sciences
400	Natural Sciences
500	Technology, Engineering
600	Industry
700	Art, Fine Arts
800	Language
900	Literature

DDC

000	Generalities
100	Philosophy & Psychology
200	Religion
300	Social Sciences
400	Language
500	Natural Sciences, Mathematics
600	Technology (Applied sciences)
700	The Arts
800	Literature & Rhetoric
900	Geography & History

2) SEARCHING WITH THE UNIVERSITY OF TOKYO OPAC

The University of Tokyo OPAC (abbreviation of Online Public-Access Catalog) is by far the most important database to locate materials. In addition to the catalog of over 40 libraries belonging to the university, its interface allows users to search for books and journals held by other academic institutions in Japan.

The OPAC database contains basic bibliographical data (title, author name, etc.) on a majority of books acquired since 1986, as well as on academic journals. Retrospective cataloging of books acquired before 1986 is now making Progress. A special version of OPAC can also be accessed from a mobile phone.

The University of Tokyo OPAC <https://opac.dl.itc.u-tokyo.ac.jp/>

For Mobile <http://libsv.dl.itc.u-tokyo.ac.jp/iecats/> (Japanese only)

Works that do not appear in OPAC (i.e. acquired before 1986) can be searched using **the Union Card Catalog**, located in the General Library's ground-floor reference room.

① Searching with OPAC

Selecting the right database

Click on **English version** to view the menus in English.

Note : by default, the search is performed within **OPAC** only.

東京大学 OPAC
THE UNIVERSITY OF TOKYO

New arrival list (Books) New arrival list (Journals) Journals Title list E-Journals E-Books Web Request Service MyLibrary HELP Contact Ask Service New Search

Japanese Version
☒ OPAC
☐ Webcat

The object of reference
☐ Books
☐ Journals
☐ Topics

Keyword Search:

Sort: Display: 20 item per page
Priority: ☒ books ☐ Serial

Location:
ALL
General Library
Komaba Lib.
Kashiwa Library
Law

Search Clear KeyBoard Go to Advanced Search HELP

Basic Search and Advanced Search

You can use the buttons to switch between “Advanced Search” and “Basic Search”.

<Basic Search>

東京大学 OPAC
THE UNIVERSITY OF TOKYO

New arrival list (Books) New arrival list (Journals) Journals Title list E-Journals E-Books Web Request Service MyLibrary HELP Contact Ask Service New Search

Japanese Version
☒ OPAC
☐ Webcat

The object of reference
☐ Books
☐ Journals
☐ Topics

Keyword Search:

Sort: Display: 20 item per page
Priority: ☒ books ☐ Serial

Location:
ALL
General Library
Komaba Lib.
Kashiwa Library
Law

Search Clear KeyBoard Go to Advanced Search HELP

<Advanced Search>

東京大学 OPAC
THE UNIVERSITY OF TOKYO

New arrival list (Books) New arrival list (Journals) Journals Title list E-Journals E-Books Web Request Service MyLibrary HELP Contact Ask Service New Search

Japanese Version
☒ OPAC
☐ Webcat

The object of reference
☐ Books
☐ Journals
☐ Topics

Any keyword:
AND

Author:
AND

Publisher:

Year Published:

Country:

Language:

Subject:

Place:

Sort: Display: 20 item per page
Priority: ☒ books ☐ Serial

Search Clear KeyBoard Go to Basic Search HELP

② Basic search example

Basic search : Searching from a book title

Let's look for a book entitled ***“Imagined Communities”*** by Benedict Anderson, held at the Komaba Library.

→Specify “Komaba Lib.”, and directly enter keywords from the book title in the general search field, separated by a single space (the space represents the logical operator “AND”).

Keywords entered in the “Any (Keyword)” field through the Advanced Search screen will include table of contents and summary information in the search.

Entering a space between each word will allow you to search for titles including both terms.

Prefix Search

An asterisk (*) can be added to the prefix of keywords, for example when the exact title of a journal is unknown, to search for all possible forms.

Example : int* earth* sci*

Used as the title words of a journal, this combination would produce *the International Journal of Earth Sciences*.

Advanced search example : Specifying the year of publication and a language

■ Let's look for works by Natsume Soseki published in English after the year 2000. ■

→ Enter natsume and soseki in the author field (capitals not necessary), and 2000 in the publication year's left field (meaning "2000 or later"). Scroll down to **English [Modern]** in the language menu.

The screenshot shows the University of Tokyo OPAC advanced search page. A red speech bubble highlights the following fields: Author (set to 'natsume soseki'), Year Published (set to '2000'), and Language (set to 'English [Modern]'). The interface includes a top navigation bar with links like 'New arrival list (Books)', 'Journals Title list', and 'E-Journals'. On the left, there are sections for 'Japanese Version' (with 'OPAC' checked), 'The object of reference' (with 'Books', 'Journals', and 'Topics' unchecked), and 'Location' (with a list including 'General Library', 'Komaba Lib.', 'Kashiwa Library', and 'Law'). The main search area contains multiple rows of input fields for 'Any (Keyword)', 'Author', 'Publisher', 'Year Published', 'Country', 'Language', 'Subject', 'Place', 'Sort', and 'Priority'. At the bottom, there are buttons for 'Search', 'Clear', 'KeyBoard', 'Go to Basic Search', and 'HELP'.

Advanced search terms can include additional items such as the country of publication, subject, etc.

Note : Make sure you rely on enough keywords in order to minimize the total number of results.

Journal search

■ Let's look for an academic journal called the Harvard Law Review. ■

→ Specify the object reference as a **Journals**, and enter harvard, law and review (all separated by a single space) in the keyword field.

東京大学 OPAC
THE UNIVERSITY OF TOKYO 総合図書館

New arrival list (Books) New arrival list (Journals) Journals Title list E-Journals E-Books Web Request Service MyLibrary HELP Contact: ASK Service New Search

Japanese Version
☒ OPAC
☐ Webcat

The object of reference
☐ Books
☒ Journals
☐ Topics

Keyword Search: harvard law review

Sort: [] Display: 20 item per page
 Priority: ☒ books ☐ Serial

Location:
 (All)
 General Library
 Komaba Lib.
 Kashiwa Library
 Law

Search Clear Keyboard Go to Advanced Search HELP

Note : Specific articles cannot be searched on OPAC! The database only covers journal titles.

To identify a publication from an article title or author's name,

→ See p. 44 Searching for Journal Articles

■ Let's search for an article by Nakanishi Toru, entitled “Comparative study on informal labor markets in urbanization processes”, published in *Developing Economies*, vol. 34, no. 4, 1996. ■

A search using the author name or article title yields no results.

Keyword Search: nakanishi comparative study

No matches found. Choose other ones.

A proper search involves locating the journal title (*Developing Economies*) and identifying a library that holds the 4th issue of vol.34.

Keyword Search: developing economies

③ Displaying search results

Clicking on a title within search results will display its bibliographical information, libraries with access to the book and its call number (these are known as holding information). This information indicates in what library and where the book is located.

東京大学 OPAC
THE UNIVERSITY OF TOKYO 総合目録データベース

New arrival list (Books) New arrival list (Journals) Journals Title list E-Journals E-Books Web Request Service MyLibrary HELP Contact: ASK Service New Search

Modern Japanese stories : an anthology / edited by Ivan Morris ; with translations by Edward Seidensticker ... [et al.] ; and woodcuts by Masao Miyoshi
(Unesco collection of representative works ; Japanese series)

Publisher Rutland, Vt. ; Tokyo : C.E. Tuttle
Year 1962
Size 512 p. : ill. ; 19-23 cm
Other titles other title 現代日本短編集
Notes Translated of 現代日本短編集
Authors Morris, Ivan, 1925-1976
Seidensticker, Edward, 1921-
宮田, 雅之 (1926-1997) <ミヤタ, マサユキ>
Subjects LCSH Short stories Japanese -- Translations into English
LCSH Short stories English -- Translations from Japanese
Classification LCC PZ1 M828
LCC PL782 E8
NDC 8.913.6
NDLC KH6
Language English [Modern]
Codes CODE=20180758 NCID=BA00045159
ISBN 0804812268

<Bibliographical information>
Title / author
Series
Publisher
Year of publication
Format

<Holding information>
Holding library, Call number,
Barcode number, Condition,
Comments

Back Top

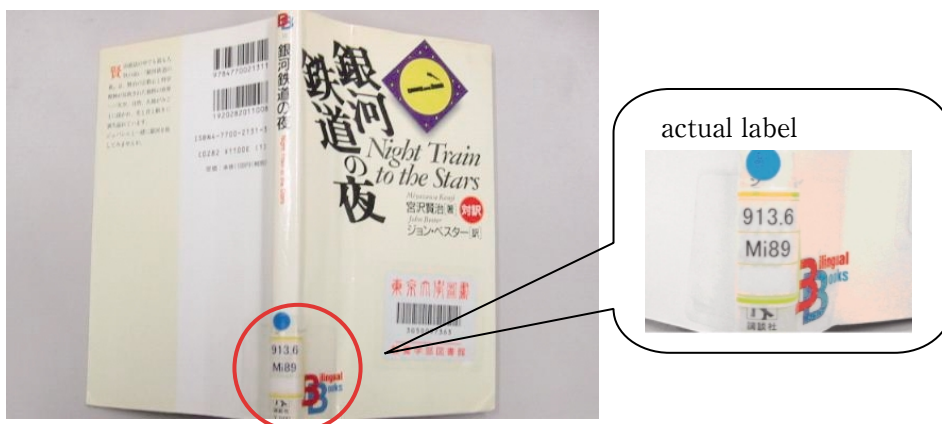
Volume	Location	e-DDS	Call No.	Barcode No.	Condition	Comments	Printed	Restriction	ISBN
Gen. Stack			E710.406S	001558642		未延文庫	1964		Book Contents
CAS Lib. open			895.635:M876[YN]	005006328	On loan [2009. 2.16]	留学生図書			Book Contents

A B C D

- A. Location :** The abbreviated names of libraries holding the book (or the region names). Clicking on location will bring up a guide to use of the library.
- B. Call number :** A number indicating where the book is shelved within the library.
- C. Condition :** Books being lent out will be displayed as “On Loan [due date]”. Certain libraries do not display lending status. Clicking on this link will allow you to reserve the book.
- D. ISBN :** Clicking the BookContents icon displays information about the material's table of contents and abstract, if available.

Call number information as displayed on OPAC

In the above-mentioned example, *Night Train to the Stars*, a colon mark separates two lines of call number information (up to three lines depending on the material).



Reading the holding information of journals

Volumes (All Volumes)	Year	Location	Call No.	Comment
1-118,119(1-2,4-8)+	1887-2006	Law Periodicals		

The “Volumes” column indicates the exact collection numbers of volumes and issues held by each library.

Example: 1-118,119(1-2,4-8)+ indicates that the library holds volume 1-119, but the third issue of volume 119 is missing. The + symbol at the end of a series of volume numbers indicates that the title is currently under subscription by the library.

3) SEARCHING OTHER UNIVERSITIES

If a material cannot be found in the university's catalog, it can still be searched in other Japanese universities with a system called **NACSIS Webcat**. The search can be performed from the OPAC screen by checking the **[Webcat]** field.

The **NACSIS Webcat** system allows users to search the catalogs of university libraries throughout Japan. This service is provided by the National Institute of Informatics.

Search example

1. A search yields no results on OPAC.

No matches found. Choose other ones.

2. Check the [Webcat] field.

Japanese Version

☒ OPAC

☒ Webcat

Any keywords: []

Author: []

Title: []

Publisher: []

Year Published: []

Language: []

Subject: []

Place: []

Sort: []

Display: [] items per page

Location: []

General Library

Kamata Lib

Kashiwa Library

Law

Search Clear Keyword Go to Basic Search HELP

3. The search yielded results outside the University of Tokyo.

Webcat search. Results 13 items.

If a search is performed simultaneously with OPAC and NACSIS Webcat, the search results page will display materials outside the University of Tokyo *only* if no matches were found on OPAC. To display external materials only, uncheck the OPAC field.

4. Click on a library name to find more detailed information.

Notes: Besides directly accessing other university libraries, users can request copies of a material through the inter-library loan system.

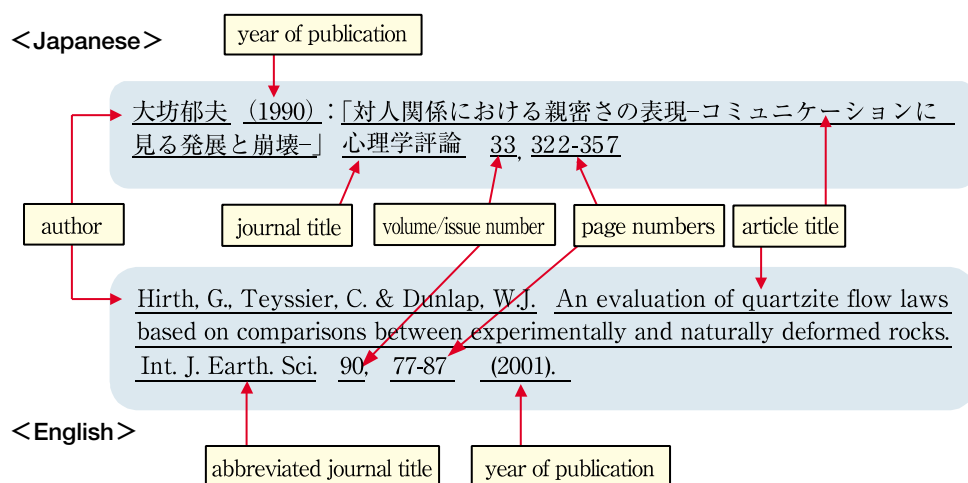
→see p.26 for more details

4) SEARCHING FOR JOURNAL ARTICLES

Since articles are considered “contents” of a book or journal, search methods differ from those used to search for a book or journal title. You can begin by checking an article's title, author, journal title, and volume number, and then use OPAC to determine which library has the journal.

①Note on bibliographical references

Bibliographical references are frequently used in academic books and journals to precisely identify the source of an idea or quotation. They may for example appear at the end of a book, or on a list of suggested readings provided by a professor. Identifying the components of a bibliographical reference is an important step to locate a specific article.



Some frequent abbreviations

ibid. (from Latin 'ibidem') refers to the material cited previously

et al. (from Latin 'et alii') meaning “and others,” used to abbreviate a list of several authors

②Searching with databases

Databases can be useful in locating journal articles. A variety of databases exist for articles of a certain language or subject, and can be put to use in finding the article you seek.

→ See p.44 : Searching for Journal Articles

4. USING THE DOCUMENTS

The previous section covered the use of databases to search for reference materials. This section introduces how to borrow materials or obtain copies from a library.

1) BORROWING AND RETURNING MATERIALS

Most libraries of the University of Tokyo allow users to borrow materials, but their terms and conditions (document type, maximum number of materials, lending period) differ according to each institution. Specific information is available on the following link :

User's Guide of Libraries

<http://www.lib.u-tokyo.ac.jp/koho/guide/liblist-e.html>

①Borrowing Materials

Formalities to borrow a material are generally handled at the library counter, and require the presentation of a University of Tokyo ID card. Some libraries are equipped with automatic lending machines, which allow users to process the materials directly.

Loan policies

University materials are the property of everyone. Keep them in good condition and return them by the end of the loan term. It is forbidden to borrow materials under someone else's name, or to lend them to a third party. Lost or damaged materials must be reported immediately to the library.

Automatic lending machine



Please put your card here.

Inter-campus loan service

Users can apply at their library of affiliation to receive materials held on other campuses.

Note : this service is only available to graduate students and teaching staff.

→ See the Web Request Service section on p. 27

②Returning Materials

Materials are to be returned to the library counter by the end of the loan term. Some libraries offer the possibility to return items outside opening hours by using a special return box.

Return Box



(not suitable for fragile documents or materials held on other libraries)

Inter-campus return service

Materials borrowed from other campuses can be returned at any of the university's main libraries, and at most department libraries. Unlike the inter-campus loan service, this service is available to all users.

Please return the materials directly at the counter, and not in the return box. Note that if a material is returned on the last day of its loan term, it may be overdue by the time it reaches its original library (and penalties will still apply temporarily).

Note: materials borrowed on campus must be returned directly to the relevant library.

③Overdue Item Penalties

Items not returned by the due date are subject to a penalty — the suspension of borrowing privileges — proportionate to the number of days the material is overdue.

Users in the possession of overdue materials become unable to borrow additional items. They can check their status (due materials, penalties) through the Web Request Service.

→See the Web Request Service section on p.27

④Loan Extension

Most libraries offer the possibility to extend the period of a loan, as long as it is not overdue or requested by another user. Formalities are handled by the library to which the material belongs. Please note that the maximum number of extensions allowed by each library may vary. The Web Request Service offers the possibility to request an extension through the Internet (some libraries excluded).

→See the Web Request Service section on p.27

⑤ Loan Reservations

You can make reservations on a book that is on loan, receiving priority when it is returned to the library. Use OPAC to check lending status or carry out the reservation procedure.

To make a reservation

- (1) “On Loan” or “Returned to Library” must be displayed in the “condition” column. The date displayed next to “On Loan” is the return due date. If the book has already been reserved, the number of reservations will be displayed.

Location	e-DDS	Call No.	Barcode No.	Condition
Gen.Stack.		E710:406S	0001558642	
CAS.Lib.open		895.635:M876[YN]	3050063282	On loan[2009. 2.16]

Note : Materials held in certain libraries are not tracked by the system, so an item not marked as “on loan” might actually be on loan. Please contact the library counter for more information.

- (2) Clicking on “On Loan” or “Returned to Library” will bring up the reservations window.

Material reservation

Modern Japanese stories : an anthology / edited by Ivan Morris ; with translations by Edward Seidensticker ... [et al.] ; and woodcuts by Masakazu Kuwata is on loan or on reserving.

When the book you reserved will be returned, we will contact you.

library card no.

password.

name.

notice method.

- (3) Enter your **user code**, **password** (see the Web Request Service section on p.27) and name, and select a notification mode (email or phone). Click the button.
- (4) Confirm the bibliographical information on the screen.

Picking up reserved books

When the book is returned and becomes available, you will be contacted through the contact method you specified. Please come for the book within one week. If you would like to extend the holding period, apply at the library counter. Please be aware that hours of operation at the counter during which books can be picked up are the same as lending hours.

To cancel a reservation

To cancel a reservation, please contact the library counter directly. Reservations for materials still on loan can be canceled through the Web Request Service.

→See p.30 for more details

2) COPYING MATERIALS

There will be a fee for copying materials. For details on the aspects of paying by private account or through your institution, please consult with your department library.

① Formalities

Photocopies of materials are permitted **within the limits of copyright laws**. Photocopiers function either with coins or prepaid cards. Please **fill out the necessary forms** before you make any copies.

Library Materials and Copyright

All works—including those held by libraries—are protected by copyright laws, which means their unauthorized reproduction is a violation of the law. Photocopies are restricted by the following basic rules :

- for research or academic purpose only
- maximum of one copy per person
- the range of copies must not exceed half of the document's total number of pages (except for journal articles, see conditions below)
- journal articles may be photocopied in their entirety only after the publication of the journal's latest issue or three months after the article was published
- photocopies must be properly registered on the relevant forms
- materials external to the library may not be photocopied

② Special Documents

Please consult the library counter to learn more about how to obtain copies of special documents such as rare materials, microfilms, academic theses, etc.

③ Obtaining Photocopies from other Campuses

Users can request photocopies of materials held on other campuses and have them delivered by internal mail. Payment modalities vary according to each library. Please consult the relevant library homepage, or inquire at your library of affiliation.

→ See p.30 for more details on requesting photocopies online

In case no materials are found within the University of Tokyo,

→ See p.26 Obtaining documents from external institutions

3) THE e-DDS SERVICE

Recent advances in computer science have allowed libraries to make considerable progress in the delivery of document copies through a system called e-DDS (Electronic Document Delivery System). Paper copies delivered by mail have become PDF files, instantly accessible via computer networks and viewable on a computer screen.

Requests are submitted through OPAC. Documents can be viewed and printed from any computer connected to the university network.

To use the e-DDS

You must complete a registration procedure in order to use this service. Registration formalities are handled by the library of your department. Conditions covering user costs differ according to each library. Specific information is available on the following link :

Guide to Libraries Supporting the e-DDS :
https://opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/edds/libraries_list_e.html

Applying for the e-DDS

- (1) Use OPAC to search for the document containing the article you wish to locate. On the holdings information of the search results, if a library with the correct volume has the e-DDS button displayed, you can use the e-DDS Service to order copies.

Volumes (All Volumes)	Year	Location		Call No.	Comment
9-96,97(1-3)+	1926-2006	CAS Lib. jour.	e-DDS		

Note : If the e-DDS button is not displayed, the article is not available for the service.

- (2) Clicking the e-DDS button brings up a user login window.
- (3) Enter your **user code** and **password** on the e-DDS request page. see the Web

Request Service section on p.27.

- (4) After carefully checking the terms and conditions of use, enter the necessary information (paying mode, author, article title, journal title etc.) and click the **Send** (submit) button.

Viewing/printing materials

- (1) An email notification is sent to your email address.
- (2) The URL provided in the email allows you to access the document for viewing or printing. Requested articles and order details can also be accessed through the e-DDS menu on the following page :

Web Request Service Menu :
[https : //opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/menu-e.html](https://opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/menu-e.html)
→Status List of e-DDS Requests

- (3) Notes and copyright rules :
- ✓ e-DDS documents are only available on computers connected **to the university network (UTNet)**
 - ✓ the URL remains valid for a period of **two weeks**
 - ✓ Printing is limited **to a single copy**
 - ✓ **It is forbidden to save a copy of the file**
 - ✓ **It is strictly forbidden to communicate the document's URL, or to hand the file or printout to a third party**

Copy fees (for individual charges)

Copy fees (for individual charges) are to be paid according to your library's instructions.

4) OBTAINING DOCUMENTS FROM EXTERNAL INSTITUTIONS

If a document is not available at the University of Tokyo, it can still be accessed at or obtained from other university libraries. Ask your department's library for more specific information.

① On-site consultation

Advance preparation is necessary to personally visit another Japanese university or research institution and view documents there.

Advance preparations

- (1) Select the document you wish to view. You should bring a print-out of the library's OPAC screen as reference.
- (2) Check the policies for use and hours of operation on the library's homepage.
- (3) In some cases, a letter of introduction is required. You can apply at your department library for a letter or introduction. Some libraries require student or personal ID for entry.

If you have any other questions, please inquire with your department library in advance. **Going to another university totally unprepared is both unproductive and impolite.**

② Requesting a document or copies of the document

Documents or copies of documents can be obtained from external institutions, but **postage and copy fees are borne by the user.** For more information, contact your department's library.

→ See p.30 for details on how to apply online

③ Overseas requests

Documents or copies of documents not available in Japan can be requested from overseas institutions. In the same way as requests within Japan, **postage and copy fees are generally borne by the user.** For more information, contact your department's library.

This section introduces a number of useful services available online.

1) WEB REQUEST SERVICE

The Web Request Service allows you to perform a number of requests online. They include: checking your status concerning borrowed and reserved materials; requesting a loan extension; canceling a reservation; requesting copies of a material; recommending the acquisition of a material, etc..

① Using the Web Request Service

How to access

Link to the Web request service appears at the top of OPAC screen.



Web Request Service Menu

Japanese

- Web request service is the service which designates only for the University of Tokyo faculty, students and staff
- On using these services, your "User code" (10 digits) and its password are required.
For details, please refer to "Change Password -- Help"
- For details of each service, please refer to the help of each service. (under construction)
- Please make the setting of the browser " the java script effective " at the time of use.
- If you have any questions, please ask at the library of your faculty/institution.

- Password Registration. ...To use Web Request Service, you should register new password. (Help)
Since the library system was replaced on March 20, 2006, you cannot use your former password registered on the old system.
Please register your new password.
- Password Change. ...You can change your own password for your user ID of the Library System. (Help)
- Placing Reserve Requests. ...On OPAC, you can register reserve request for material currently on loan.
- The use situation of a loan and reservation. ...You can confirm the checked out materials, penalties for overdue materials, and records on hold.
- Request for Photocopying Materials/Borrowing Books from intra/intra libraries. ...You can request the photocopying

<https://opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/menu-e.html>

User code

A user code and password are necessary to access the service (prior registration needed). The **user code** is a 10-digit number printed on the University of Tokyo ID card.

Student / Staff / Teaching Staff ID cards (simple type) :

The user code is a 10-digit number printed on the lower-right corner of the card, under the user's picture.

User code is the last 10-digit number.

000000 001234 567890



Example: Student ID card

Staff ID cards (multifunction type) :

The user code is printed on the second line of numbers below the ID picture. It is composed of the 10 digits preceding the hyphen, and does not include the last two digits (see picture below).

0000-1111-2222-3333-4444-0
000000 001234 567890-01



Password

The password is chosen by the user.

- (1) Click on **[Password Registration]** on the Web Request Service page.
- (2) Enter your user code in the top field, your date of birth (YYYYMMDD) in the second field, and click the **[OK]** button.
- (3) Choose a password between **5 and 10 characters long, and including both letters and Arabic numerals**. Enter your password a second time, and click on **[OK]**.
- (4) A confirmation message indicates the end of the password registration procedure.

Note on the Web Request password

Make sure you change your password regularly through the Change Password function on the main menu screen, and take all necessary measures to keep it secret. If you forget your password, bring your University of Tokyo ID card to the library counter and explain your situation.

② Loan status / Loan extension / Canceling a reservation

After clicking on [The use situation of a loan and reservation] and entering your user code and password, the following screen is displayed :

Loan and reservation status

A Your library card's validity date is 2010. 6.30 .

B Now, penal regulation are given.
Please return the library the material that has delayed immediately.
Gen.Lib. : It cannot use to 2008.10.28.

Checked out materials

★ Please return the book(s) you checked out until "Limit day".
★ Please click the button of "Extension" when extending a loan.

- The material lending it out now is displayed.

NO.	Book ID	Loan date	Continuing frequency	Limit day	Delay day	Title	Place	Call mark	Extension
1	0010346203	2008.10.02		1 2008.10.16	4days	Oncogenes and growth factors / edited by Ralph A. Bradshaw and Steve Prentis	Gen. Openshell	570:B812a	<input type="button" value="Extension"/>
2	0012340709	2008.10.14		0 2008.10.28		Sustainable development : economics and policy / P.K. Rao	Gen. Openshell	338.9:R215	<input type="button" value="Extension"/>

Record on Hold

★ Person who reserved lent book
It is possible to lend and it might take time to do it by the becoming it time though it asks it to return it on the limit day.

- On reserved***It arrives at the receipt counter.
- On loan***Other users are still borrowing.
- Order***The order of waiting of the reservation is meant.

★ About the "Cancel" button
If you click the "Cancel" button, your reservation is canceled.
If the "Cancel" button is not displayed, Please contact the library hold the book(s).

NO.	Counter	Book ID	Reservation date	Reservation limit date	Title	Status	Order	Place	Call mark	Extension/Cancel
1	Gen.Lib.	0012636973	2008.04.18	2008.04.18	Dissemination / Jacques Derrida ; translated, with an introduction and additional notes, by Barbara Johnson	On loan	1	Gen. Openshell	194:D438	<input type="button" value="Cancel"/>

The following functions are available :

- A. Validity :** The date of expiry of your access rights is written on your library card.
- B. Penalty status :** Check how many days are left until your borrowing privileges are restored. →See p. 21 for more details on overdue item penalties
- C. Loan status :** Check the status of materials in your possession, including their title and due date.
- D. Loan extension :** Extend the loan period for a material in your possession. Please note that you cannot extend the period of a loan if the material is overdue, if a reservation is pending, or if you have already reached the maximum number of extensions for that material.

If items have been successfully renewed, limit day and continuity frequencies will change. Please confirm them after you click on the button.

E. Reservation status : Check the titles and status of reserved items. A material becomes available once its status appears as [On reserved]. It is held at the library counter for up to one week.

F. Reservation cancellation : Any reservation on a material may be canceled before it is returned by its previous user. Click on the **Cancel** button and check that the cancellation has been confirmed. If the status of the material you no longer need is already displayed as [On reserved], contact the library counter directly.

③ Requesting a document copy / Inter-campus & external loan applications

The Web Request Service menu also allows users to borrow materials or ask for copies held on other campuses or by other academic institutions. Conditions and fees vary according to the library, so please check the library homepage or inquire at the library of your department.

Note : You must complete a registration procedure in order to use this service. Registration formalities are handled by the library of your department.

④ Requesting an acquisition / Acquisition order status

Users may place an order to request the acquisition of a specific material by the library.

1. Select **[Request for Books Purchase]** on the main menu and log in with your user code and password. Enter the information according to the instructions on the screen.
2. The decision to acquire the material you requested is taken by the relevant library. If purchased, the material becomes available at that same library.
3. The status of the request can be tracked online through **[The Situation of Books Purchase]**. You can also choose to be informed by email.

Note : Users are not free to request an acquisition at all libraries. Please contact the library of your department for more information.

⑤ Other functions

Password change : You can alter your password here.

Status List of e-DDS Requests : You can view or print documents you have requested by e-DDS, and check on the status of previous requests.

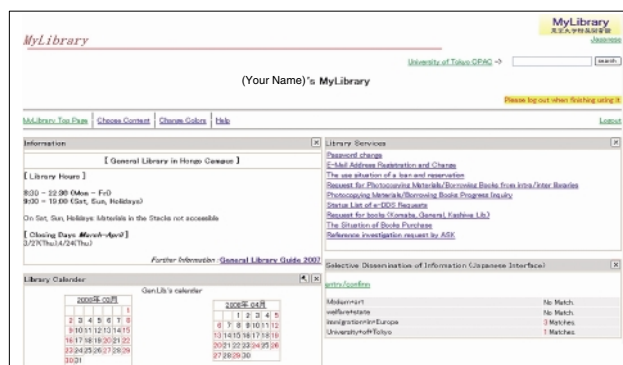
2) MyLibrary

This service allows you to customize the layout of your own portal site, in order to conveniently access your favorite online services, materials, search tools, etc.

①Using MyLibrary

How to access

OPAC includes links to Web Request Service. This site can be accessed from any computer with an internet connection (but not from mobile phones).




<https://libsv.dl.itc.u-tokyo.ac.jp/mylibrary/?lang=1>

User code and Password

A user code and password are required to access this service.

→See the Web Request Service section on p.27

②Available functions

The displayed contents and screen color can be configured by clicking the  icon on the right side of the field title.

✓ Library information and calendar

View the calendar and information concerning your favorite libraries, which can be selected from a list.

✓ Web Request Service access

Directly access the Web Request Service, which allows you to perform several types of requests online (checking your status concerning borrowed and reserved materials; requesting a loan extension; canceling a reservation; requesting copies of a material held on another campus; recommending the acquisition of a material, etc.). Questions regarding searches for reference materi-

als can be forwarded through the "Reference investigation request by ASK" field.

→See the **Web Request Service** section on p.27

→See **Ask Service** on p.34

✓ **SDI service**

SDI stands for Selective Dissemination of Information. This service allows you to configure different sets of search queries, and to automatically receive email notifications when a new material matching your criteria becomes available.

✓ **Favorite library links**

Build a list of links to your favorite libraries.

✓ **Quick searches function**

Immediately perform a search by selecting a web site from the pull-down menu.

✓ **Personal bookmarks**

Create and save a personal list of bookmarks, which remains available on shared computers and terminals (even if they offer limited user rights).

✓ **Cross-library search feature**

This powerful search tool allows you to perform searches across the catalogs of university libraries in Japan, the Diet Library and other institutions.

6. REFERENCE SERVICES : ASK A LIBRARIAN

- Looking up specific terms
- Locating books or journals
- Mastering the use of online databases
- Acquiring documents from other universities

Library staff members are available to back you up, so do not hesitate to ask for their assistance. **However, please bear in mind that they cannot answer certain questions regarding academic assignments, or that infringe on privacy issues.**

1) LIBRARY INFORMATION COUNTERS

This is where librarians can directly answer your questions.



Komaba Library, ground floor
Reference Service Counter
cill@lib.c.u-tokyo.ac.jp



General Library, ground floor
General Information Desk
sanko@lib.u-tokyo.ac.jp



Kashiwa Library, second floor
Service counter
kashiwar@lib.u-tokyo.ac.jp

Of course, other libraries will also try to provide answers to your questions. Please feel free to ask staff members, even when they are not seated at a specific counter.

2) REFERENCE MATERIALS

Reference materials are the tools you use to check specific information: dictionaries, encyclopedias, almanacs, maps, etc. Each library has its own reference corner or room. Recently, many reference materials have been made available over the internet through databases.



→See p.41 for more details

Please inquire at the counter if you have any questions regarding the use or availability of reference materials and databases.

3) ASK SERVICE

The acronym is derived from Anatano Shitsumon ni Kotaemasu ("answering your question"). This service allows you to forward your questions to the library through the Internet. Answers are usually sent by email.

Access

OPAC includes links to ASK Service.



Search inquiries

Frequently asked questions and corresponding answers are also posted on a searchable database. Your question may in fact have been answered in the past. Try checking in Search Inquiries.

ASK Service
an online reference service from the University of Tokyo Library System

ASK Service

- The acronym is derived from Anatano Shitsumon ni Kotaemasu ("answering your question").
- This service allows you to forward your questions to a library through the internet.
- ASK is a library reference service for members of the University of Tokyo.
For non-members, questions about our collections and library services are acceptable.
- Answers are usually provided by E-mail.

ASK Service
an online reference service from the University of Tokyo Library System

Ask a librarian Input your question

If your question is not appropriate for the Ask Service, we will delete your question.
We may open your question to the public.
When we open your question to the public, we give sufficient consideration to your privacy.

(*) = required field

Name(Please write within 48 characters)(*)

University Member:(*) ☐ Member ☐ Non-Member

Affiliation(Please write within 13 characters):

For our mailing notice, please input your affiliation.
Example: Member Faculty of Law, Graduate School of Mathematical Science, Institute of Medical Science.
Example: Non-Member 2000 College of Liberal Arts, Inc Corporation, Ltd.

Status(*) (Select your status)

e-mail address(Please write within 64 characters)(*)

Telephone number(Please write within 21 characters):

FAX number(Please write within 21 characters):

Question Title(Please write within 100 characters)(*)

Question(Please write within 1333 characters)(*)

<https://libsv.dl.itc.u-tokyo.ac.jp/ask/indexE.jsp>

PART 2

ACCESSING INTERNET RESOURCES

The first part of this guide explained how to search for and obtain books, journals and other types of academic materials held by University of Tokyo libraries.

Libraries, however, are no longer limited to providing access to physical resources. They have become access points to online academic information and databases, some of which are available exclusively through the Internet.

This second part will guide us through the type of resources available online, and how to access them.

1. COMPUTER TERMINALS

1) USING COMPUTERS ON CAMPUS

Each campus of the University of Tokyo is equipped with computers connected to the **Educational Campuswide Computing System (ECCS)**, in addition to computers installed by faculties and related institutions. ECCS terminals are accessible to all registered students, staff and teaching staff members. They are all connected to the University of Tokyo computer network (UTNet), and provide access to the Internet.

①ECCS access points

ECCS terminals are located in the following buildings or faculties. For more information, consult the “ECCS User Guide”.

<http://www.ecc.u-tokyo.ac.jp/guide/current/> (Japanese only)

● Hongo Campus

Information Technology Center / General Library / Faculty of Law / Faculty of Engineering / Faculty of Letters / Faculty of Science / Faculty of Agriculture / Faculty of Economics / Faculty of Education / Faculty of Pharmaceutical Sciences / International Center / Fukutake Hall

● Komaba Campus

Information Education Building / Komaba Library

● Kashiwa Campus

Kashiwa Library

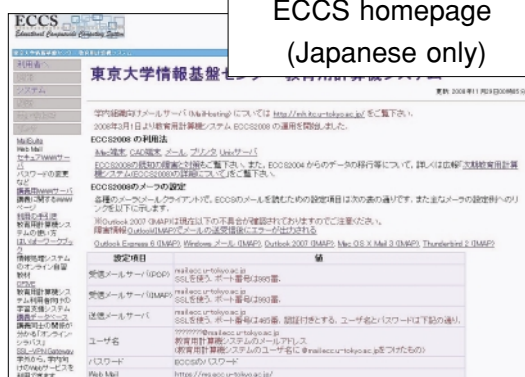
②ECCS user accounts

A user account is necessary to access the terminals. First-year students receive an account after they attend an orientation lecture. Other users can apply for an account after they attend an information session organized by the Information Technology Center. Information sessions are organized regularly on the Hongo Campus (Information Technology Center building, Asano section) and on the Komaba Campus (Information Education Building).

ECCS accounts must be renewed every year.

Detailed information regarding information sessions and the registration procedure is posted on the ECCS website.

ECCS homepage (Japanese only)



<http://www.ecc.u-tokyo.ac.jp/>

2) BRINGING YOUR OWN COMPUTER

Another way of accessing UTNet and the Internet is to connect your own computer to the network, an operation that also requires an ECCS account. Two types of connection are available: wired and wireless.

①Wired connections

Information sockets are available in several locations, particularly near ECCS terminals. You will need to bring your own LAN cable to connect your computer to the network.

②Wireless connections

Wireless access points allow computers equipped with a wireless network card to access the network as long as they are within range of an antenna.

An additional registration procedure is necessary to access wireless services. The procedure can be completed online (contact information: ecc-support@ecc.u-tokyo.ac.jp).

Wireless services online registration page
(Japanese only)



<https://secure.ecc.u-tokyo.ac.jp/wlan.html>

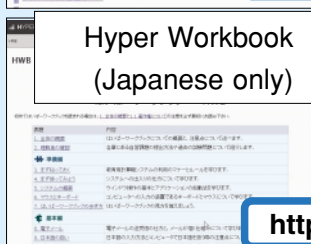
ECCS online user guide
(Japanese only)



The ECCS guide provides detailed information on the use of ECCS terminals, how to connect a personal computer, etc.

<http://www.ecc.u-tokyo.ac.jp/guide/current/>

Hyper Workbook
(Japanese only)



Learn the fundamentals of computer use, or acquire specific knowledge about programming using the Hyper Workbook self-teaching tool.

<http://hwb.ecc.u-tokyo.ac.jp/current/>

2. NETIQUETTE

Internet is a convenient medium to collect information as well as an indispensable communication tool. However, the development of computer networks has also led our society to deal with new issues, including incidents caused by inappropriate behavior. Hence the importance of establishing a set of rules of conduct to ensure a safe and pleasant network environment, and to allow each user to understand his or her responsibilities as a member of the network society. These rules are often referred to as “netiquette.”

The basis of netiquette is to realize that computer networks such as the Internet are shared by a large number of people who use different computer environments. One consequence is the need to avoid monopolizing computer resources. For example, one should remember that databases usually allow a limited number of simultaneous sessions, and that other users may be waiting for their turn.

Beyond fundamental manners, computer networks are often subject to more specific rules and regulations. Legislation covering network activities is progressively being implemented. Offenders can now face strict punishment, as well as large compensation claims.

1) ABOUT COPYRIGHT

Materials available on the Internet - text, images, graphics provided through databases, e-journal articles, etc. - are subject to copyright laws in the same way as the books and magazines held by the university libraries. **They may not be reproduced without the owner's consent.**



Examples of copyright violation

- using text or images found online for a report or personal website without clearly indicating their origin
- publishing commercial music, games, or magazine illustrations on a website without their owner's consent
- copying and using software that belongs to a third party (friend, colleague, etc.)



2) INFORMATION ETHICS

Here are some examples of conduct that does not only breach netiquette principles, but which may also be considered a criminal offense. Be particularly careful with these aspects when posting information online.

- penetrating a network or computer without proper authorization
- destroying, modifying or deleting data, programs or system components installed on a computer by a third party (for example, by spreading a computer virus)
- publishing obscene contents (text, images or sounds)
- posting threats to other people
- committing any act that violates the fundamental rights of a person (infringements on privacy and personal information, slander, discrimination, etc.)

3) NOTES ON THE USE OF E-JOURNALS

The use of electronic journals and online databases is regulated by agreements passed between the University of Tokyo and the publishers or providers of those resources. Any violation on the part of a user may result in the suspension of services for the whole university, so make sure you do not trespass any rules. The details of each agreement may change, but a certain numbers of acts are fundamentally prohibited :

- using the contents for purposes unrelated to academic activities
- electronically forwarding information to a third party
- performing illegal downloads (i.e. software-assisted systematic and large-scale downloads)



Examples of other unauthorized acts

- using data mining software to automatically search and download information from a database on a large scale
- posting data acquired through e-journals or specialized databases on a mailing list including recipients not affiliated with the University of Tokyo

4) SECURITY ISSUES

The Internet age has led to the interconnection of computers and networks on a global scale. Every user must maintain his/her awareness of issues relative to information security, and take proper measures to prevent any trouble.

① Usernames and passwords

To ensure the security of information networks, access rights are attributed on an individual basis. The username and password combination is a convenient way to determine precisely the access rights of a given user, in the same way as his/her actual name and identification card. Failure to protect such information may not only lead to criminal abuse and individual consequences, but also to penalties for the university as a whole. Basic policies to protect your password include the following :

- do not disclose your password information to anybody
- do not use obvious information as a password (date of birth, phone number, etc.)
- change your password periodically



② Protection against computer viruses

Computer viruses exist in many forms, some of which are programmed to be more harmful than others. They may cause a computer to relay infected emails on a large scale, or seriously damage - even destroy - the contents of a hard drive, etc. The term “virus” comes from the fact that these programs use existing networks to spread to other computers. Here is a list of fundamental measures to avoid virus infections, and to prevent your own computer from becoming a relay for viruses :

- be careful when opening attached files
- do not execute programs of unknown origin
- install effective anti-virus software and keep it up to date
- backup your data regularly to prevent any serious loss

The following pages provide further information on Internet manners :

Rules and Manners for Internet Users, Internet Association Japan (Japanese only)

<http://www.iajapan.org/rule/>

Information Security for Citizens, Ministry of Internal Affairs and Communications (Japanese only)

http://www.soumu.go.jp/joho_tsusin/security/

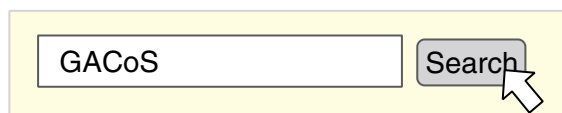
3. Gathering Information Through the Internet

This section is concerned with ways to gather academic information through the Internet for study or research purposes. Here are some examples of the things made possible by online databases :

- Locate specific journal articles and the libraries where they are available
- Directly access the full text of electronic journals or books (usually referred to as e-journals and e-books) on a computer screen
- View lists of Internet sites providing academic-level information

The sites and databases available at the University of Tokyo allow you to access much more relevant sources of information than conventional search engines such as Yahoo! or Google.

1) GACoS



GACoS (“Gateway to Academic Contents System”) is a portal site set up by the Information Technology Center to provide quick and convenient access to most of the academic information made available to university members. Besides Japanese, the site is available in English, Chinese and Korean.

The GACoS top page allows you to identify available databases by selecting a type of material.

GACoS gives access to all online databases, e-journals and e-books available to the University of Tokyo, but access to contents subject to a subscription is limited to the University of Tokyo campus. Databases with access restrictions (i.e. not accessible from a home computer) are marked “on-campus.”



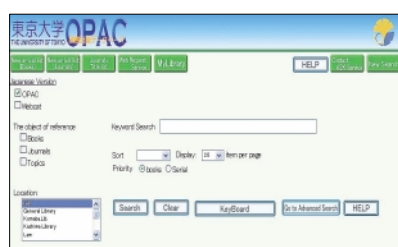
Here are some examples of searches made with different databases available through GACoS. Please remember that the total number of databases is quite considerable, so we recommend you to spend time exploring other sources of information.

Please refer to the Information Technology Center's "Research on the Internet" booklet.

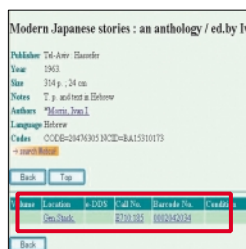
2) SEARCHING FOR BOOKS AND JOURNALS

University of Tokyo OPAC

This database allows you to quickly identify libraries holding a specific book or journal. By limiting your search to Webcat, you can search the holdings of libraries across the nation.



<https://opac.dl.itc.u-tokyo.ac.jp/>



Available
off-campus

Once a material is located, write down its call number and the name of the holding library. (see p.11)

3) USING E-JOURNALS AND E-BOOKS

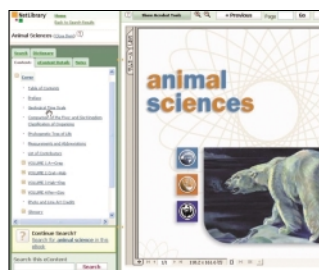
E-journals and e-books are documents in electronic format that can be consulted online. They provide full-text access to the contents of a given article or book, typically through the homepage of the publisher or an online database.



Elsevier website
(e-journals)



Nikkei BP
(e-journals)



eBook - NetLibrary
(e-books)

E-JOURNAL PORTAL

<http://www.lib.u-tokyo.ac.jp/ext/ejportal/>

On-campus
access



This portal site gives access to e-journals available at the University of Tokyo, including free e-journal collections and journals embedded within certain databases. Search for a given publication using its title, and then click on a database name to access the publication. From there, a new search can be performed to find specific articles.

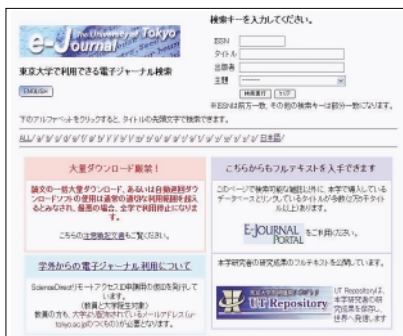
※Notes: Materials not listed on OPAC may still be available in electronic format.

※Full-text access from outside the campus is available for titles marked as “free.”

Database of electronic journals available in the University of Tokyo

http://ejournal.dl.itc.u-tokyo.ac.jp/index_e.html/

On-campus
access



This database is a compilation of e-journals not featured in the E-Journal Portal. Use this to search for an article when you can't find it with E-JOURNAL PORTAL. After performing your search, click on a journal title to access the homepage of its publisher. From there, browse the contents of previous issues or perform a new search for an article.

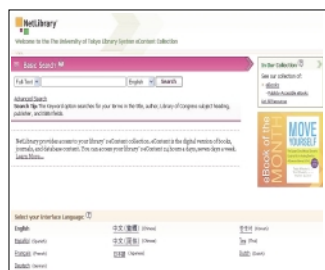
eBook (NetLibrary)

<http://www.netlibrary.com/>

Search e-books by author, title, subject or full-text keywords, and view the contents on your computer screen.

Some materials are available in Japanese.

On-campus
access



Can be used from off-campus when the procedure is completed.

<http://www.lib.u-tokyo.ac.jp/kashiwa/eBook.html>

Please read the note on e-book services posted on the homepage of the Kashiwa Library (Japanese only).



4) SEARCHING FOR JOURNAL ARTICLES

Using UT Article Search

On-campus
access

This service allows users to search for articles in electronic format across e-journals and online databases available at the University of Tokyo. Keywords may include the author name, title of the article and title of the publication.

UT Article Search screen

<http://www.lib.u-tokyo.ac.jp/ext/utas/>

University of Tokyo Article Search
東京大学 学術論文 横断検索
東京大学で利用できる電子ジャーナルやデータベースなどを一度に検索し、学術論文を探すことができます。

Basic Search **Advanced Search** Search tips

Search by subject | Search by database

Search

Database selection field

Select All - Searches all databases shown below.

- ☐ ACM Digital Library
- ☐ American Chemical Society Legacy Archives
- ☐ American Chemical Society Web Editions
- ☐ American Heart Association Journals
- ☐ American Institute of Physics
- ☐ American Mathematical Society
- ☐ American Physical Society
- ☐ Annual Reviews

Enter the keywords and click the Search button.

The Advanced Search tab makes it possible to combine several elements in a single query.

Search results : case 1

University of Tokyo Article Search
東京大学 学術論文 横断検索
東京大学で利用できる電子ジャーナルやデータベースなどを一度に検索し、学術論文を探すことができます。

Refine Search | New Search | Help

Topics Date Journals Authors Sort Results by: Date | Title | Author | Source Filter by: ☐ Full Text

Clustered Results

Results 1-25 of 274 returned for "title contains bioethanol" (2091 total with 55 duplicates)

1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 >

☐ Select all records :: 0 selected records: Email or Export/Save

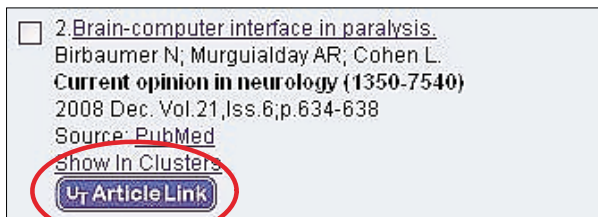
☐ 1. Production, transportation and milling costs of sweet sorghum as a feedstock for centralized bioethanol production in the upper Midwest.
Bioscience Technology (0960-8524)
2009 Feb. Vol.100, Iss.4, p.1595-607
Source: PubMed
Show In Clusters
[Article Link](#)

☐ 2. Production, transportation and milling costs of sweet sorghum as a feedstock for centralized bioethanol production in the upper Midwest.
Bioscience Technology (0960-8524)
2009 Feb. Vol.100, Iss.4, p.1595-607
Source: MEDLINE, MEDLINE Daily, and MEDLINE in Process (1966 to Present)
Show Abstract | Show In Clusters
[Article Link](#)

Click on the article title

Click on the article title. If it is from an e-journal for which the University of Tokyo has a subscription, you will be transferred to the corresponding journal page. (Non-subscribed journals can only be viewed as summaries.)

Search results : case 2



If the e-journal's full text is not displayed but the UT Article Link button is present in case 1, click on this button.

A click on the UT Article Link button leads to the following screen, which displays a list of resources that provide access to the article.

When the UT Article Link button is displayed :

University of Tokyo Article Link
東京大学 学術論文リンク
お探しの論文の全文、または関連のある情報源へご案内します

論文情報 / Search Criteria
Article: Fuel ethanol production from lignocellulose process integration
Author: Zaldivar, J
Journal: Applied microbiology and biotechnology
ISSN: 0175-7508 Date: 2001
Volume: 56 Issue: 1-2

電子ジャーナルへのリンク / Full Text via Online
Coverage Range
03/31/1975 - present

電子ジャーナルへのリンクがない場合はこちらへ / Additional Options
冊子の所蔵を調べる / Search OPAC (Library Catalog)
論文のコピーを入手する / Get a Photocopy

他の情報資源 / Other Resources
Webster Plus
OAlster (世界のリポジトリを検索)
Google Scholar

Search for full-text journals at University of Tokyo:
Title begins with [] Search

東京大学で利用できる電子ジャーナル検索にも、電子ジャーナルが登録されています。あわせてご利用ください。

① Click on the "Article" link to obtain the article via e-journal.
*If the button is not displayed, click on the Journal or Resource links to search for the article.

② If neither of the links from 1. are displayed, click on the E-Journals Available at the University of Tokyo link, and search by the journal name or ISSN number.
*You can make your search easier by copying the 8-digit ISSN number from the article information column.

③ If you can not find the article in 2., click the links to try and locate the article through OAlster and Google Scholar.

④ If you can not find the article in 3., check the journal holdings of the library. Ask for copies held on other campuses or by other academic institutions.

Search results : case 3

In certain cases, the UT Article Link may appear on the search results page of a database. As in case 2, click the link to verify the article's availability in electronic format or to check library holdings for this publication.

If you wish to start by looking for a given publication in electronic format, please search the E-Journal Portal and the Database of Electronic Journals Available in the University of Tokyo (see p.43 for details).

Searching individual databases

Searching a particular database is more complicated than using UT Article Search, but it also offers many advantages, including : finer adjustment of search terms ; easier identification of relevant materials from the mass of available data within a single database ; in certain cases, possibility to register for access outside the University of Tokyo.

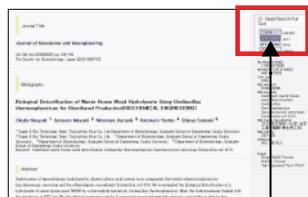
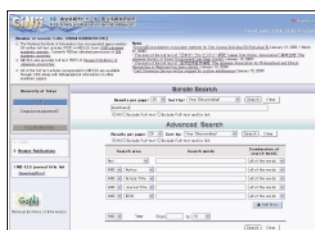
The use of a specific database may be more efficient than UT Article Search when the field of search and type of article are well defined.

The following is a list of useful information about some of the main databases.

Searching for articles in Japanese

CiNii (Pronounced "Signee")

Provided by the National Institute of Informatics. The database covers materials published in Japan by academic societies, research bulletins, etc. and provides full-text access to a number of resources. On-campus access allows users to search, view cited references, and access free articles as well as articles falling under the Institutional fixed-price service. Access from outside the campus gives access to the search function and to free articles. Going through the procedure will allow you to view fixed-rate articles just as you do on-campus.



Available
off-campus

Obtaining a site license ID or an ECCS account will allow you the same access from off-campus!

<http://ci.nii.ac.jp/en>

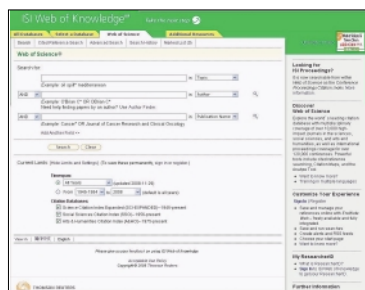
This site will be renewed
in April, 2009.

Once an article has been identified, it can be downloaded directly in PDF format or searched in printed/ electronic format using UT Article Link. (see p.45)

Searching for articles in English

Web of Science

The particularity of this database lies in the incorporation of citation links, i.e. lists of articles cited by or citing a given article. This feature allows users to assess the impact factor of an article on the rest of the scientific community, and to widen their search for relevant materials. Web of Science is provided through the ISI Web of Knowledge platform.



<http://isiknowledge.com/WOS>



**Available
off-campus**

Owners of an ECCS user account (see p.40) can access Web of Science from outside the university.

To view the full article, click on the Full Text button. If it is not displayed, click on the UT Article Link button. For the following procedure, consult p. 45.

5) NOTE ON CONVENTIONAL SEARCH ENGINES

The Internet can give you access to an enormous amount of information, but keep in mind that conventional search engines such as Yahoo! or Google encounter a number of limits :

● Search engines do not cover all the available information

For example, they do not provide access to the contents of databases subject to subscription, such as the ones available through the university network. It is important to become familiar with the types of databases available and the way they function.

● Search engines are not always the fastest or most efficient way to access information

Assessing the credibility or relevance of information gathered through conventional search engines takes time. Specialized databases give you quick access to reliable information, and guarantee a more efficient search process in the long run.

● Search results are not ranked impartially

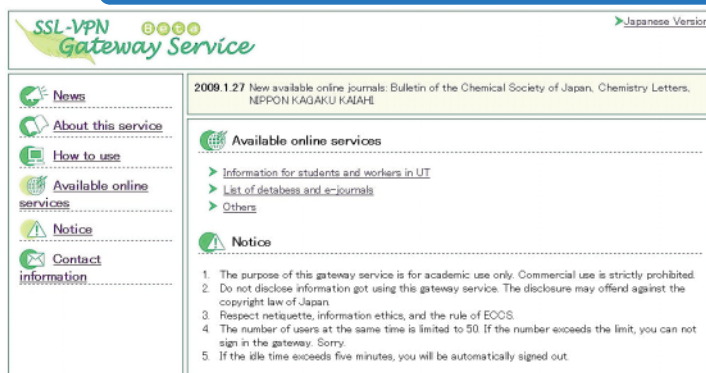
For a number of reasons, search results are not necessarily listed according to their actual degree of importance or relevance. Specialized databases generally do not let commercial factors interfere with the results.

6) ACCESSING DATABASES AND E-JOURNALS FROM OFF-CAMPUS

The Information Technology Center(ITC) started the SSL-VPN Gateway Service, which enables you to use online services of the UT Library, based on authentication using Educational Campuswide Computing System(ECCS) accounts.

You can use the SSL-VPN Gateway Service to access the network securely from off-campus.

http://www.dl.itc.u-tokyo.ac.jp/sslvpn/service_e.htm



How to use

1. Obtain your account

Obtain your own ECCS account. If you do not yet have an ECCS account, please apply to create one at <http://www.ecc.u-tokyo.ac.jp/application.html>.

2. Sign in

Access the SSL-VPN Gateway (<https://sslvpn.ecc.u-tokyo.ac.jp>).

Enter your ECCS account (Username and Password), and click “Sign in”.

After signing in, “SSL-VPN Gateway Service-Available online services” page is displayed.

3. Use online services

You are free to access all listed online services in “Available online services” page.

Please abide by the terms of use.

Not all of the contents featured by publishers can be viewed in PDF format.

Please be aware that non-supported contents are not available for use.

4. Sign out

When finished using online services, sign out of the SSL-VPN Gateway by clicking the “door” icon on the upper right of your web browser.

1) DATABASE TRAINING COURSES

Training courses provide hands-on introductions to the use of online sources of information such as specialized databases, e-journals, etc.

We will present an easy-to-understand explanation while guiding you through the steps on a computer. Advance registration is unnecessary, so feel free to participate. (Free of charge)

We also provide “on-site training courses” designed to the specifications of classes and groups. Please inquire for details.

→For more information, see the training courses homepage

<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/training-e.html>

2) RESEARCH ON THE INTERNET

This pamphlet describes how to effectively search for and retrieve academic information from online sources of information.

It is available in PDF format and can be accessed from any computer with an Internet connection. The PDF version is accessible through GACoS.



<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/net-e.html>

3) LEAFLETS

Database leaflets provide a summary description of our main databases and how to use them. Japanese and English versions are available in each library. An electronic version in PDF format can also be accessed through GACoS.



[http : //www.dl.itc.u-tokyo.ac.jp/gacos/e/literacy-e.html](http://www.dl.itc.u-tokyo.ac.jp/gacos/e/literacy-e.html)

APPENDIX

APPENDIX1 : UT Repository

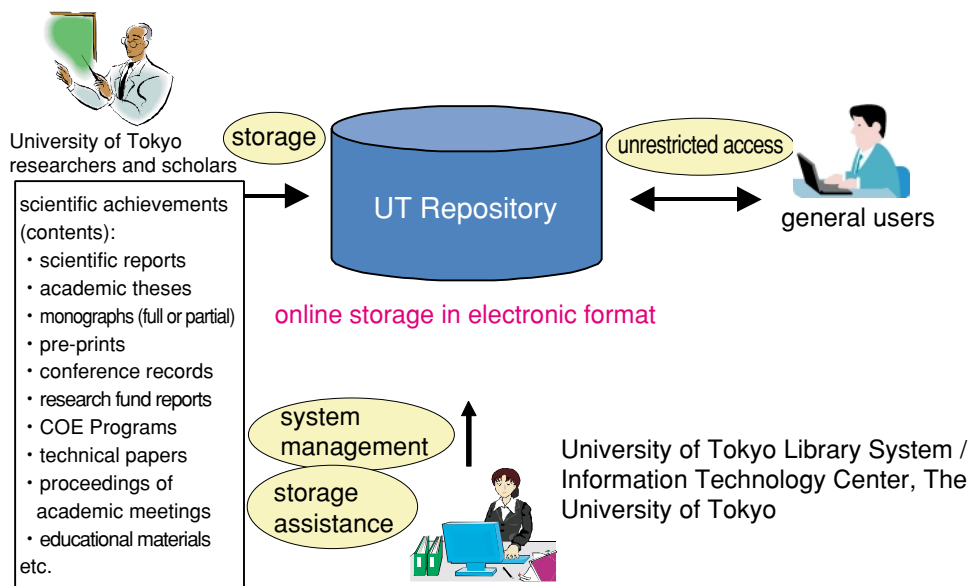
APPENDIX2 : Search Tips

APPENDIX 1 : UT REPOSITORY

The UT Repository is a compilation of research outcomes produced by the University of Tokyo that is made publicly available in electronic format through a server connected to the Internet.

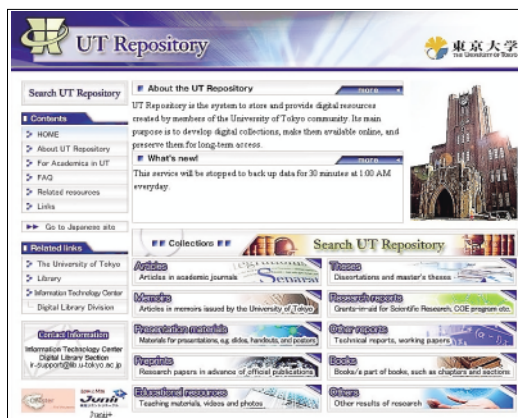
Research outcomes are traditionally published in a number of different ways, including through academic journals, theses, and academic proceedings. The concept of Institutional repositories, however, is now attracting considerable attention as a convenient and swift way to make academic achievements public.

Conceptual diagram of the Institutional Repository



The University of Tokyo library system and the Information Technology Center are collaborating with different faculties and departments to gather a variety of materials and store them in the UT Repository.

More than 1,000 Institutional repositories already exist throughout the world. The accumulation of data in the UT Repository is seen as an important project meant to contribute to the university's community and beyond.



http://repository.dl.itc.u-tokyo.ac.jp/index_e.html

APPENDIX 2 : SEARCH TIPS

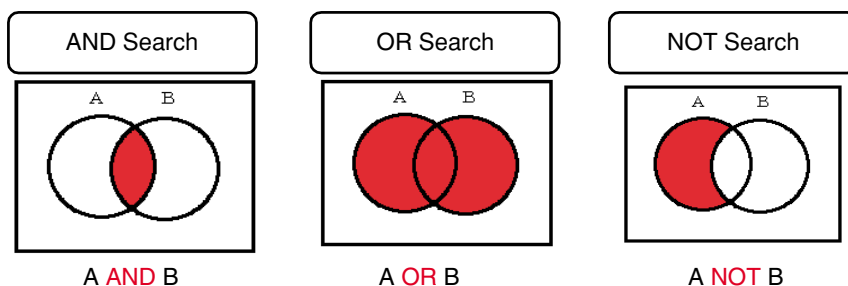
Here are some tips and useful techniques for database searches. We recommend you to check the Help section of each database if you are not already familiar with them, since they may present different rules and characteristics (boolean operators, wildcard symbols, etc.).

YOUR FIRST KEYWORD SEARCH DID NOT YIELD ANY RESULTS

- Reexamine your keywords carefully, and see if you can come up with any alternatives.
- Check your spelling, whether you have omitted any plural form, etc.
- (Japanese compounds) try to break down large compound words into smaller units

USING LOGICAL (OR BOOLEAN) OPERATORS

- AND search : results will include materials matching both keywords A **and** B
- OR search : results will include materials matching **any** of the two keywords
- NOT search : results will **exclude** materials matching a specific keyword



COMBINING SEVERAL LOGICAL OPERATIONS

Be careful about the order in which you enter logical operators. Some databases treat operations from left to right, some assign operators a priority order, while certain databases allow you to use parentheses to mark a specific order.

Example : (A NOT B) AND (C NOT D)

TRUNCATED SEARCHES AND WILDCARDS

Wildcards are symbols that allow you to replace one or more characters in a word. Note that symbols may vary, and that some databases only let you replace characters at the end of a word. Check the database's help section to learn more.

Examples :

- Prefix matching : gene* the search covers gene, genes, generation, etc.
- Suffix matching : *net the search covers internet, cabinet, planet, etc.
- Infix matching : *sea* the search covers sea, seat, disease, undersea

ABBREVIATED JOURNAL TITLES

Searches can be performed with an abbreviated journal title, even if its complete form is not known, by using the prefix matching technique explained hereabove.

Example :

J. Biol. Syst. is the abbreviated form of Journal of Biological Systems. A search can be performed without knowing the full title, by entering :

jo* biol* syst*

(note : wildcard entries cannot function with a single character, hence the jo* entry in this case)

Guide to UT Libraries 2009 - English Edition

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