

The University of Tokyo Library System Bulletin

Welcome to the University of Tokyo

University of Tokyo Library System User's Guide 2022

Recommendations for the use of e-resources!!

UTokyo Academic Archives Portal

Column "General Library by the Numbers"

2022.4
Vol.60 No.1

[Cover Photograph] University of Tokyo Komaba Library



University of Tokyo Library System User's Guide 2022



For first-time users

University of Tokyo has three **campus central libraries**: General Library on the Hongo Campus, Komaba Library on the Komaba Campus, and Kashiwa Library on the Kashiwa Campus. In addition, there are 27 **departmental libraries** for each faculty, graduation school and research institute. The University of Tokyo Library System is a collection of 30 libraries that provide services together.

Each UTokyo library is taking measures to prevent spreading the COVID-19. We ask users to cooperate in infection control measures such as wearing masks and disinfecting their hands. When using the library, please follow the rules set by each library to prevent spreading infectious diseases.

? What is the "Home Library" (=Departmental Library)

The "Home Library" (in Japanese term) that provides various services, such as receiving materials ordered from other libraries. Your "Home Library" means your department or faculty library.

? What is the UTokyo WiFi

UTokyo WiFi is available to students, faculty and staff of the University of Tokyo on campus. First, you need to get a UTokyo WiFi account. Please check the following website.



UTokyo WiFi

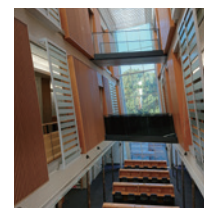
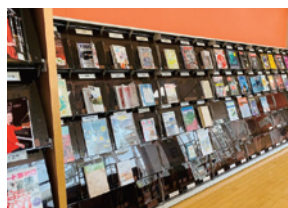
<https://www.u-tokyo.ac.jp/adm/dics/ja/wifi.html>

Introduction to Campus Central Libraries

Komaba Campus Komaba Library

* Also serves as the Graduate School of Arts and Sciences Library

Komaba Library is the first library undergraduate students use when they enter the university. It offers a wide range of books and learning environments. UTokyo WiFi is available in the library. Educational Campus-wide Computing System terminals (ECCS terminals) are available in the Media Park on the 1F. There is a lounge on the 1F with a collection of magazines for casual reading away from your studies. Reading desks are located on the 2F with an open atrium. Please find your favorite place according to your purpose.



To use the Komaba Library more conveniently, please take a look at the "Basic Library Guide" on the Komaba Library website!

<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/guide>

Basic Library Guide



Komato-chan, a character of the Komaba Library



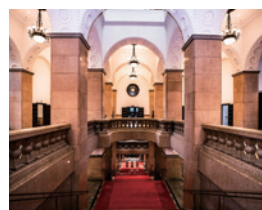
Hongo Campus

General Library

General Library is one of the largest libraries in the University of Tokyo with approximately 1.3 million volumes and 1,111 reading desks. UTokyo WiFi as well as ECCS terminals (68 seats in total) are available. In the Sound Proof Booths (private rooms) on the 2F of the main bldg., and the Library Plaza (Annex), users can take remote classes with vocalization and learning languages. There is also a space for group discussions in the General Library. Please use them well for your study or research, and university life on campus!

*1 In order to prevent infectious diseases, the number of reading desks has been reduced to approximately 700 and the number of ECCS terminals has been reduced to 34 as a measure against infection.

*2 A reservation is required to use the Sound Proof Booth via MyOPAC in advance.



Please check the General Library website for the latest information on available services.

■ General Library website

<https://www.lib.u-tokyo.ac.jp/en/library/general>



Kashiwa Campus

Kashiwa Library

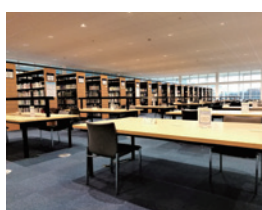
From the main gate of the Kashiwa Campus, the glass-walled building on your left is Kashiwa Library.

There are conference facilities such as seminar rooms and halls, ECCS terminals room on the 1F, and there are the library facilities with materials for learning and research on the 2F.

UTokyo WiFi is available in the library.

Please use it as a place for learning or to take a break from coursework and research.

Kashiwa Library is open for Science Café events and special exhibits. In April and October, we hold a self-tour to learn how to use the Kashiwa Library in a quiz format.



Please check the Kashiwa Library website for the latest information on available services.

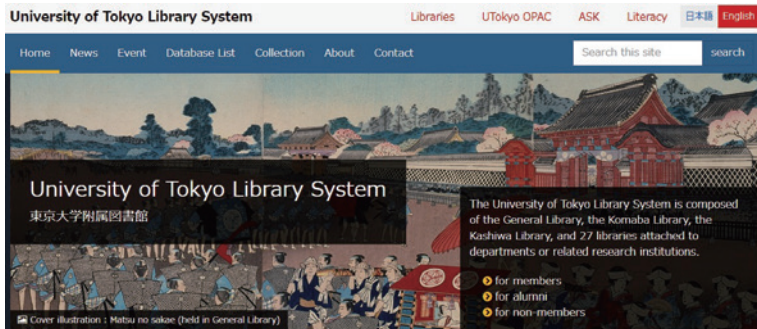
■ Kashiwa Library website

<https://www.lib.u-tokyo.ac.jp/en/library/kashiwa>



Let's use the libraries

◆Opening hours and closed days - Check the website for the latest information.



In order to prevent spreading the COVID-19, the opening hours of each library have been changed in accordance with the UTokyo Activity Restriction Index and the policies of each faculty and graduate school. Before going to the library, be sure to check the website.

The University of Tokyo Library System website contains links to the library websites.

■ Library closures and service changes due to countermeasures against COVID-19
<https://www.lib.u-tokyo.ac.jp/en/library/contents/news/20200228>



◆When using the library - your student or staff ID is required.



Students

Your student ID card will serve as your user ID. It is required to enter the library and check out materials.

* In order to use the library, you need to register your e-mail address on the UTAS system.

Faculty and Staff

Your staff ID card will serve as your user ID. It is required to enter the library and check out materials.

* You cannot use the card as a library card without the registration process. Please consult with your "Home Library."

◆Rules for check out materials

◎Komaba, General and Kashiwa Libraries

Basically, you can check out up to 10 books in each library for two weeks. Conditions may vary depending on the type of materials and your status, so please check the website for details.

◎Other libraries

Other libraries have different rules of check out. Please refer to the website for details.

■Libraries

<https://www.lib.u-tokyo.ac.jp/en/library/contents/guide>



* There are some materials that cannot be checked out. In such cases, please use them in the library.

◆Rules for return materials

- Books from libraries in the Hongo and Komaba campuses can be returned to any campuses or any UTokyo libraries.
- Books from libraries in Kashiwa campus can only be returned to the holding library within the Kashiwa campus, however, they can be returned to any libraries in the Hongo and Komaba campuses.

* If there is a special instruction at check out, please return to the indicated library.



If you have an overdue item, you may be suspended from check out. Keep due dates.

◆If you have any questions - ask them via ASK Service.

ASK Service is a question and answer service for use libraries, searching books, documents, and information. Answers will be returned via email.

■University of Tokyo Library System ASK Service

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



Searching for materials - Let's use UTokyo OPAC!

Materials held by the UTokyo libraries can be searched using UTokyo OPAC.

Search for the books or journals you want to read via OPAC and visit the library that holds them.

"MyOPAC" for more convenience.

You can use various services by logging in with your UTokyo Account.



① Check Loan/Reservation status - even extend loan periods!



You can view the status and extend the loan period on the "Status of Loan/Reservation" page.

* You cannot extend the loan period if the material is reserved by another users, if you have an overdue item, or if you have exceeded the maximum number of extensions.

② Reservation and internal delivery

Books

You can reserve a book that is currently on loan by another user. You can also request books to be delivered from another campus to your "Home Library." This services are free of charge.

Photocopies PDF

You can also request photocopies or PDF copies* of a part of a book or journal.

* To view the PDF files, please access within the campus network. It cannot be accessed from off-campus. PDF copies can be ordered from participating libraries within the University of Tokyo.

Hongo Campus

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	V-Shelf	Copy	PDF	Reserve
Gen.Openshelf 3F (at the Hall)		448.9:I74	0014865372				[UTokyo Faculty Works]				
Eng.1A Civil.Lib.		OC:i02	1012010755				教員推薦図書 コーナー				
Eng.1B Archi.Lib.		138-0:I.4	1011998521								

③ Make a purchase request



If the library does not have a book you need for your research, you can request your "Home Library" or campus central library to purchase. Please use the "Book Requests" form.

* Each library has its own policy on purchasing. Materials may not be purchased due to policy or budget constraints.

Always log out when you're done using MyOPAC!

Recommendations for the use of e-resources!!

“It's hard to get to the library because of the COVID-19.”

“I want to be able to find materials easily from home.”

In such cases, there is a way to use materials on a smartphone or PC. The University of Tokyo has many electronic resources (databases, e-books, e-journals, etc.) available for use. Take advantage of resources in your learning and research activities!



How to find e-books and e-journals

– Let's use UTokyo OPAC or E-journal & E-book Portal

"UTokyo OPAC" allows you to search not only books and journals, but also e-books and e-journals. If it is labeled as an "E-Book" or "E-Journal," you can read the full text on your smartphone or PC. "E-journal & E-book Portal" is a tool that allows you to search only for e-books and e-journals at the University of Tokyo.

■UTokyo OPAC

<https://www.lib.u-tokyo.ac.jp/en/library/contents/database/3>



■E-journal & E-book Portal

<https://www.lib.u-tokyo.ac.jp/en/library/contents/database/1>



How to find papers – Let's use TREE

"TREE" allows you to search for academic papers by title. If a search result is marked "Full Text Online," you can read the full text by clicking on the title. It is a useful tool when you want to obtain full text of materials in a lecture's reference list.

■TREE

<https://www.lib.u-tokyo.ac.jp/en/library/contents/database/2>



How to find newspaper articles – Let's use various newspaper article databases

In a newspaper article database, you can search by headlines and texts and read articles. Some databases allow you to see the layout of the actual newspaper. There are databases of not only Japanese newspapers but also foreign newspapers.

Asahi Shimbun
Cross-Search

YOMIDAS REKISHIKAN
(Yomiuri Shimbun)

Maisaku
(Mainichi Shimbun)

Nikkei Telecom 21
(Nihon Keizai Shimbun)

Nexis Uni

pressreader

Let's use online dictionaries and encyclopedias

Dictionaries and encyclopedias are recommended when you want to check the meaning of terms. Since the source is clear, you can use it as a reliable source for your paper. "JapanKnowledge Lib" is a cross-search database of various encyclopedias and dictionaries in Japan. Synonyms for the searched keywords will also be displayed, allowing you to check the meaning with a single click.

■JapanKnowledge Lib

<https://www.lib.u-tokyo.ac.jp/en/library/contents/database/4>



■Oxford English Dictionary (2nd ed.)

<https://www.lib.u-tokyo.ac.jp/en/library/contents/database/194>



How to find specialized academic information – Let's use databases

Database List

You can search for more than 400 databases that are available at the University of Tokyo. All databases introduced on p. 5 can be searched and used from here. In the "Keywords" section, database names and descriptions are also searchable, so if you search by the content or research theme you want to examine, you may find unexpected databases.

To use it

Click on the "Access to Database" button under the database name.

Web of Science Core Collection

Off-Campus

Access to Database

Access to Database (EZproxy)

From on-campus

From off-campus

UTokyo Account is required to use this service.

Database List

<https://www.lib.u-tokyo.ac.jp/en/library/contents/database>



How to use the e-resources from off-campus

By logging in to the "EZproxy" service, you can use the e-resources from off-campus just as if you were on-campus. UTokyo account is required to log in to the EZproxy. Some e-resources are restricted to use only from on-campus.

Using EZproxy

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/offcampus/ezproxy>



Notes on the use of the e-resources

Some e-resources have a limit on the number of people who can use them at the same time. Be sure to log out when you are finished using the e-resources. It is strictly forbidden to allow anyone other than members of the University of Tokyo to use the e-resources, or to use them for illegal purposes such as downloading large amounts. If unauthorized use is suspected, the use of the e-resources will be suspended throughout the University of Tokyo, interfering with the learning and research of many people.

Electronic Resources Usage Policy

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/caution>

This page provides detailed explanations of specific examples of constitutes fraud and cautions for use. Please read the page before using the e-resources.



Please use them appropriately!

Literacy

Literacy

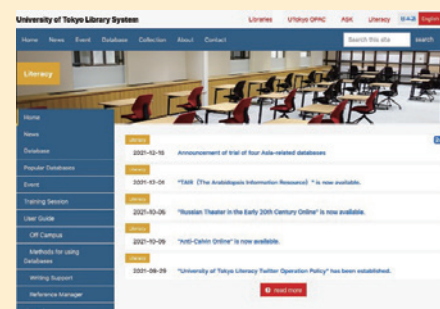
<https://www.lib.u-tokyo.ac.jp/en/library/literacy>



"Literacy" on the University of Tokyo Library System website is a site where you can find, use, and learn about academic information available at the University of Tokyo. All of the e-resources and websites introduced in this bulletin can be accessed through "Literacy." In addition, information on upcoming training sessions and information on how to write reports and papers is also available.

Training sessions are underway!

We hold training sessions where you can learn how to search for papers, how to use databases in different fields of specialization, and tips on how to utilize them. Please feel free to join the sessions.



Digital Collection Cross Search Service "UTokyo Academic Archives Portal"

"UTokyo Academic Archives Portal" is a service that allows users to search across the digitized collections of various departments within the University of Tokyo. You can easily view valuable materials from your smartphone or PC.

Examples of collections



"Yuyo Shokubutsu Zusetsu Vol. 3"
(In the collection of the University Library for Agricultural and Life Sciences)



"Image Database of Annotated Books in the Mori Ōgai Collection"
(In the collection of General Library)



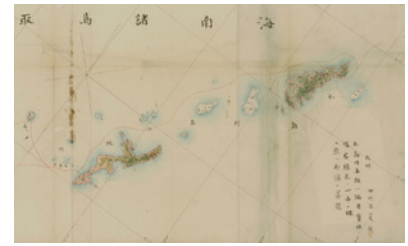
"Newspaper Clippings (Gaikotsu Collection)"
(新聞切抜き)
(In the collection of Graduate Schools for Law and Politics / Faculty of Law, Center for Modern Japanese Legal and Political Documents (Meiji Shinbun Zasshi Bunko))



"Jirui"
(Graduate School of Humanities and Sociology / Faculty of Letters)



"Hakubutsu no Tomo"
(In the collection of Kashiwa Library)

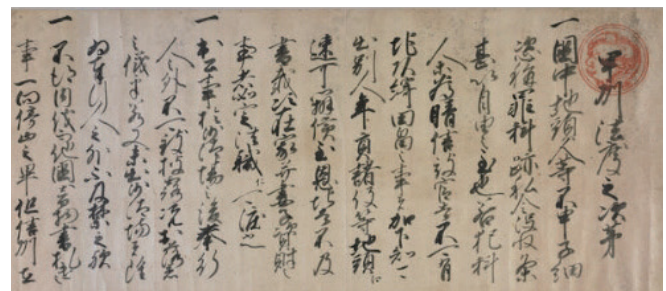


"Tashiro Yasusada Documents"
(In the collection of Science Library)

Collection of Legal History Section, Faculty of Law Library

Graduate Schools for Law and Politics / Faculty of Law Library is a specialized library for research in law and political science. The library holds approximately 800,000 books and 6,000 journals. This archive contains a valuable collection of materials on the legal history of the Middle Ages, early modern times, and the modern era.

"Kōshū Hatto no Shidai" enacted by Takeda Shingen, "Tōyama-ke Kiroku Zanketsu," a book containing the diaries and records of the three generations of the Tōyama family, including Tōyama Kagemoto, who is said to be the model for "Tōyama no Kin-san." We're planning to release other materials as well, so if you're interested in law or history, please take a look!



"Kōshū Hatto no Shidai"
(In the collection of Legal History Section, Faculty of Law Library)

Collection of Legal History Section, Faculty of Law Library
<https://iifl.dl.itc.u-tokyo.ac.jp/repo/s/law/page/home>

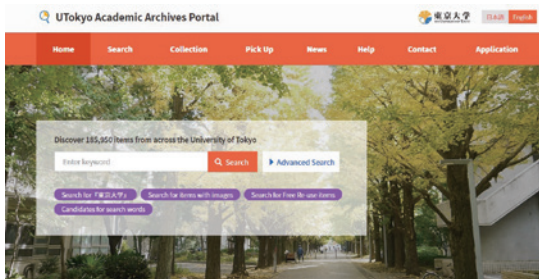


Graduate Schools for Law and Politics / Faculty of Law Library
<https://www.lib.j.u-tokyo.ac.jp/english.html>



* Please check the website for the latest opening status.

Let's use UTokyo Academic Archives Portal!



You can also narrow down your search by collection name, year of relevance, or media (images, etc.) usage criteria. The images can also be used as materials for historical research and image recognition research. Why don't you find your research theme in the Archives Portal?

■ Top page of UTokyo Academic Archives Portal
<https://da.dl.itc.u-tokyo.ac.jp/portal/en>



Here are some examples of how digital archives can be used!



The image on the left was created by freely usable digital archive materials from the University of Tokyo. Please use it as posters, a virtual background for web conferences, etc.

■ The page of Virtual background for web conference using digital archive of the University of Tokyo
<https://da.dl.itc.u-tokyo.ac.jp/portal/en/node/421382>



Image modified from "Hyakkiyakoju." (In the collection of General Library)

Please check the "Use of Digital Contents" of each document when using images, etc., as the terms of use vary depending on the document. Also please check the QR code on the right.

From the University of Tokyo Library System website "Use of Digital Contents"
<https://www.lib.u-tokyo.ac.jp/ja/library/contents/archives-top/reuse#english>



In addition to the Archives Portal, there are many more!

Collections

Valuable Materials ~Database for special collections owned by ERI Library~

Earthquake Research Institute (ERI) Library is a specialized library for research on earthquakes and volcanoes. The library holds approximately 60,000 books, 2,500 titles of journals, maps, and other valuable materials. Valuable materials on the theme of disasters, such as Namazu-e and other Kawaraban, are available on the database for special collections owned by ERI Library.

Do you know the image below? This is a Namazu-e called "Shin Yoshiwara Ōnamazu Yurai" (しんよし原大なまづゆらひ) which can be viewed in the database for special collections owned by ERI Library.

(Top Page > 代表的な資料(Representative Materials)).

Please use the QR code below to access it!

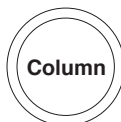


■ Database for special collections owned by ERI Library (Database is only available in Japanese)
<https://www.eri.u-tokyo.ac.jp/tokubetsu/>



■ Earthquake Research Institute Library
<https://www.eri.u-tokyo.ac.jp/tosho/index-e.html>
 * Please check the website for the latest opening status.





General Library by the Numbers

This column shows how much senior students are using the General Library by looking at actual usage. You can also read about the influence of the COVID-19.

Usage of the General Library

Number of entries and checked out

Survey location: Main bldg. of the General Library Survey target: Undergraduate students
Survey period: April to October 2021

Faculty	Number of entries per students (Total number of entries in parentheses)	Number of materials checked out per students (Total number of entries in parentheses)
Humanities and Social Sciences	17.9 (49,134) times	6.7 (18,421) items
Natural Sciences	13.6 (56,216) times	3.2 (13,347) items
College of Arts and Sciences	0.2 (1,475) times	1.6 (11,403) items

* The humanities and science faculties are categorized as follows. (Alphabetical order)
Humanities: Faculty of Economics, Education, Letters, Law
Science: Faculty of Agriculture, Engineering, Medicine, Pharmaceutical Sciences, School of Science
* The number of students enrolled in each faculty was based on the number of students as of May 2021, as posted on the following website.
https://www.u-tokyo.ac.jp/ja/students/edu-data/e08_02_01.html
* The number of materials checked out indicates the number of materials checked out from the General Library. (Including the number of materials being transferred from the General Library and checked out at other libraries.)

Looking at the number of times students enter General Library; it appears that the library is used frequently by both humanities and science students. Students from the College of Arts and Sciences (Komaba) who belong to another campus are also visiting General Library. On the other hand, the number of books checked out is particularly high for students belonging to the humanities faculties. General Library holds materials in a wide range of fields and has many reading desks, so it is used for learning, research, or taking remote classes.

Influence of the COVID-19

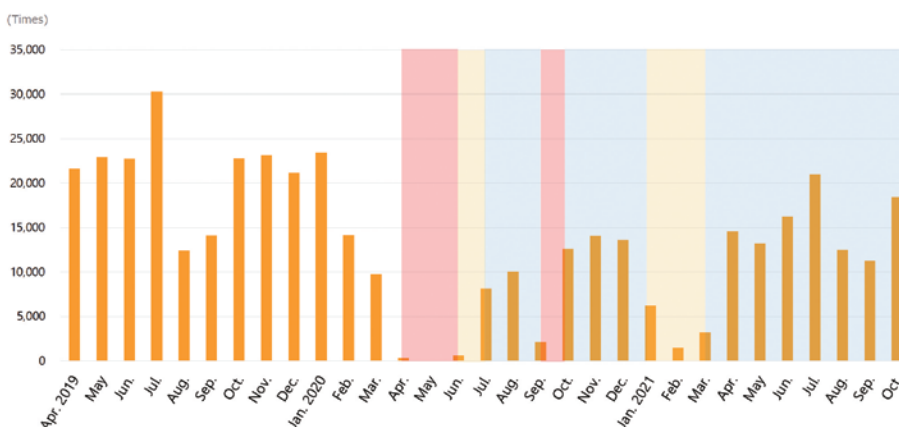
Changes in the number of entries to the General Library (Main bldg.)

Survey target: Undergraduate students
Survey Period: April, 2019-October, 10

■ Closed (Background color: Red)
4.7- 6.14, 9.8- 9.30.2020

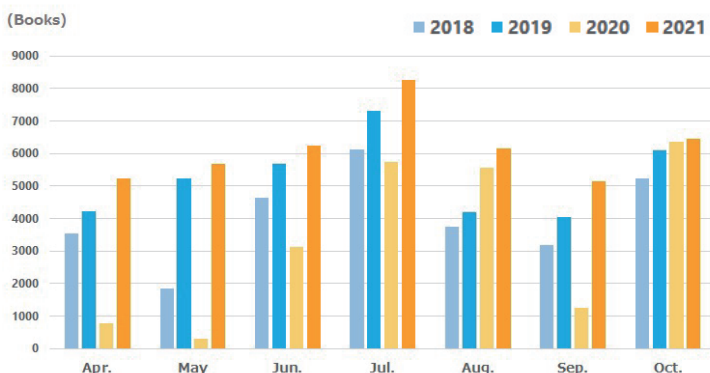
■ Reading desks are not available, Reduced opening hours (Background color: Yellow)
6.15- 7.13.2020, 1.18- 3.21.2021

■ Restricted use of reading desks, Reduced opening hours (Background color: Blue)
7.14- 9.7, 10.1.2020, 1.17.2021, 3. 22.2021



Changes in the number of materials checked out

Survey target: Undergraduate students
Survey Period: 2018-2021(April to October of each year)



In AY2020, the number of entries and the number of books checked out decreased significantly due to the closure of the library and shortened opening hours caused by the COVID-19. As we enter AY 2021, usage is on a recovery trend. In particular, the number of books checked out has revived the upward trend of the past few years.

Services status in this magazine are as of April 2022. Depending on the situation, service details might be changed. Please check the website of each library for the latest information.

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