

The University of Tokyo Library System Bulletin

Welcome to the University of Tokyo

University of Tokyo Library System User's Guide 2023

Recommendations for using e-resources and Reference
management tool

Diversity & Inclusion in the University of Tokyo Libraries

2022 Special Exhibition at the University of Tokyo Library

2023.4

Vol.61 No.1



University of Tokyo Library System User's Guide 2023

Welcome to
the University of
Tokyo!



For first-time users

The University of Tokyo Library System is one of the largest library systems in Japan. It includes three Campus Central Libraries: General Library on Hongo Campus; Komaba Library on Komaba Campus; Kashiwa Library on Kashiwa Campus, as well as 27 Departmental Libraries for each faculty.



Library services

What is “Home Library”?

Every current University of Tokyo member has their own “Home Library”, the library of department or faculty to which they belong. At your Home Library, you can enjoy various services, such as receiving items requested from other UTokyo libraries, getting detailed information about using our libraries, and so on. (If your existing research base are far from your Home Library, you are welcome to ask librarians at non-Home Library)

Wi-Fi access

You are welcome to use your own laptop or mobile device in the libraries, and to access the internet by using the UTokyo Wi-Fi network. It requires a UTokyo Wi-Fi account. Check the following website to create your account.



UTokyo WiFi

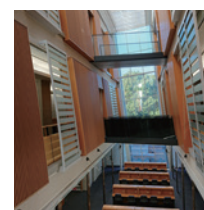
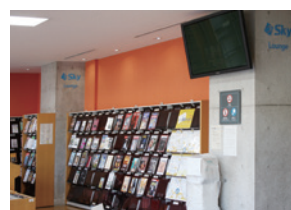
https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/

Each UTokyo library is taking measures to limit spreading COVID-19. We hope that readers will wear a mask and/or use hand sanitizer whilst using each library in accordance with local guidelines.

Campus Central Libraries

Komaba Campus Komaba Library

Located on Komaba Campus — the campus for first- and second-year students in the University of Tokyo, Komaba Library is often considered the first library for freshmen of this University. It offers a range of books, journals, online resources and spaces for study or research, serving also as the Graduate School of Arts and Sciences Library. UTokyo Wi-Fi covers almost of the library, and we also have library PCs (ECCS terminals) available use for readers in “Media Park” which located on the first floor. Readers can enjoy a bright, open reading space in the atrium on the second floor. If you would like a more relaxed reading area, “Sky Lounge” on the first floor provides you with a lounge space. We hope this library will become a favorite place for you.



To find out more about how to use Komaba Library, visit the library website and check the “Basic Library Guide”.

<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

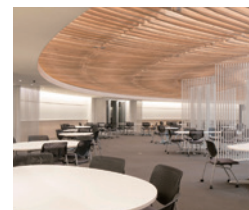


Hongo Campus

General Library

General Library is one of the largest libraries in the University of Tokyo. It approximately houses 1.3 million collections, and offers 1,111 reading desks, 68 library PCs (ECCS terminals); as well as the UTokyo Wi-Fi network. Both “Soundproof Booths”* on the second floor and Library Plaza annex provide you with a space for taking online classes or studying languages those which involve vocalizations. If you need a room for discussion, we also have “Project Box”**2 on the second floor which can be used as a conference room. We hope that the support and facilities we offer will contribute to your studies and research, and enrich your university experience.

* Reservations are required to use the Soundproof Booths and the Project Box via MyOPAC in advance.



For up-to-date information, see the General Library website.

■ General Library website

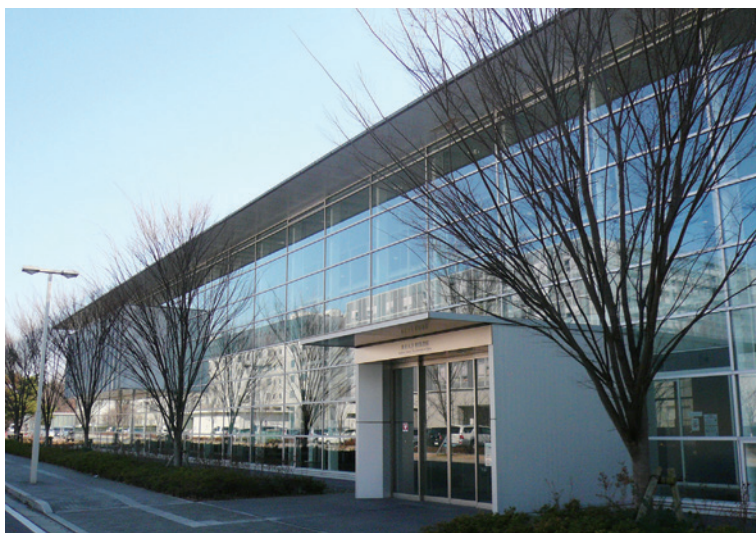
<https://www.lib.u-tokyo.ac.jp/en/library/general>



Kashiwa Campus

Kashiwa Library

Kashiwa Library is the glass-walled building on the left as you enter the main gate of Kashiwa Campus. It has several conference rooms available for readers to book, and a relaxed reading area on the first floor. The open shelves stocked with materials for study or research are located on the second floor, where you can also use the automated closed stacks containing 400,000 back issues of natural science journals. The UTokyo Wi-Fi network and the library PCs (ECCS terminals) are available, and some places allow for group study or for taking online courses which involve vocalization. We have organized events such as “Science Café” and “Mini-Concert” and have offered a quiz-based self-guided tour on how to use the Kashiwa Library every April and October.



For up-to-date information, see the Kashiwa Library website.

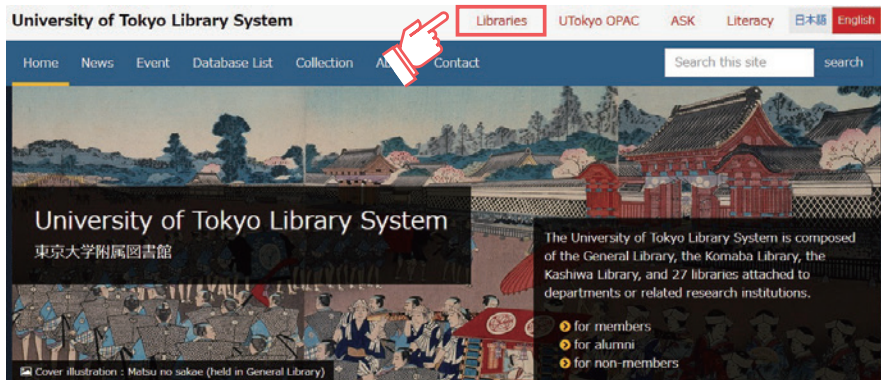
■ Kashiwa Library website

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



Using the UTokyo libraries

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



Each library has different opening hours and closing days. Before visiting a library, be sure to check its website. In addition, each library may change its opening hours in accordance with the policy of the university or the department/graduate school to prevent the spread of COVID-19. We hope that readers check the latest information on each library's website which can be found in that of the University of Tokyo Library System.



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

◆How to use the UTokyo libraries

Students

Register your e-mail address in the UTAS system.

Faculty and Staff

Complete the required procedures in your Home Library.

Your student/staff ID card now can be used as a library card.



◆Borrowing

◎Komaba, General and Kashiwa Libraries (the campus central libraries)

Basically, you can borrow up to 10 items per library, and loans are for 2 weeks at a time. Almost all of materials can be borrowed, but some may not be available for borrowing depending on their condition and readers status. You should check in advance your borrowing rights.

◎Departmental libraries

Departmental libraries may have local borrowing rules which differ from those of campus central libraries. For details, see the guideline on each library's website or ask the librarian.

■Libraries

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



◆Return

Apart from some materials, materials borrowed from any library on campus may be returned to any UTokyo libraries.



If materials are overdue, a loan suspension period may be imposed based on the number of days overdue.
Keep the due dates.

◆Ask and Support

We are happy to help with any question about using the University of Tokyo Library System for your academic study or research. You can send questions and queries via ASK Service, the library reference service via the internet. Answers are usually provided by E-mail.

■ 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!

UTokyo OPAC is the search and discovery tool for the major collections of UTokyo libraries. You can use UTokyo OPAC to search for physical holdings of most UTokyo libraries, and for electronic resources including e-books and e-journals which the university subscribes.



“MyOPAC” for more convenience

Sign in to the UTokyo OPAC with your UTokyo Account to receive the following services.



① Check Loan/Reservation status, Renew items.

On the “Status of Loan/Reservation” page, you can find out if each material in the collection is on loan or reserved, and you can renew the item you borrowed from the UTokyo libraries, unless it is reserved by another reader, is an overdue item, or is an item which had been renewed up to the maximum number of times cannot be renewed.

② Request and reserve items

Books / Journals

Items which are on loan can be reserved via MyOPAC, and materials can be ordered from any UTokyo libraries and delivered to your Home Library or the campus central libraries for free.

Photocopies / PDF

You can also request a physical or electronic scans of book chapters or journal articles. There being fee for this service, you should complete the relevant procedure at your Home Library. (PDF scan/delivery are only available at the selected libraries)

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 Request the library to purchase books

If the library does not have a book you need, you can request your Home Library or the campus central libraries to purchase it via “Book Request” form*.

* Materials might not be purchased due to the library’s policy or the budget constraint.

Be sure to sign out when you are finished using MyOPAC

E-resources and Reference manager

The UTokyo library provides not only physical resources but also electronic materials or tool. The University of Tokyo members can read e-resources (e-journals, e-books, databases, etc.) and get academic licenses of some reference management tools both on and off campus.



What's "e-resource"?

E-journal

An e-journal, or online journal, is a periodical publication which is published in electronic format, usually on the Internet. Electronic journals have several advantages over traditional printed journals. They can be read, for example, as soon as they are published, or in some cases preprints may be read before the physical publication.

e.g. Journals such as Nature, National Geographic, etc.

E-book

An e-book is a book publication in electronic form which can be read on your desktop or other digital devices. Most e-books we provide are academic ones. Unlike traditional printed books, they can contain audio and video data, and are text-searchable.

e.g. Books such as "Molecular biology of the cell," "OECD Economic Surveys," etc.



E-journals and e-books can be searched through the University of Tokyo OPAC or E-journal & E-book Portal (available from the database list).

Database

A database is an organized mass of data from which you can search for the information you need. Databases differ in the information that can be retrieved depending on what they were created for, so you need to choose the one that best suits your purpose.

e.g. Purpose

Name of Database

Search for Japanese articles	➔ CiNii Research
Search for International articles	➔ Web of Science Core Collection
Search Japanese newspaper articles by headline or text, read articles	➔ Asahi Shimbun Cross-Search
Search and compare articles from various dictionaries and encyclopedias	➔ JapanKnowledge Lib
Find and read Japanese legal precedents from the Meiji era to the present	➔ LEX/DB Internet
Find articles in medicine, dentistry, pharmacy, nursing, and related fields published in Japan.	➔ Ichushi-Web
Find articles and patents primarily in chemistry and pharmacology, as well as information on chemical substances and organic chemical reactions.	➔ CAS SciFinder-n
Search all articles and books available at the University of Tokyo	➔ TREE

* These purpose-database pairs listed above being only examples, to plural databases may corresponds a single purpose and vice versa. See the following page for information on how to find the database that best suits your purpose.

If you can't choose, this is the way to go.



⚠ 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 sign-out when you are finished using the e-resources. Making electronic resources available to anyone outside of the University of Tokyo and unauthorized use, such as mass downloading, is prohibited. If unauthorized use is suspected, the use of electronic resources will be suspended throughout the University of Tokyo, which will hinder the learning and research of many people. We hope that readers will show consideration.

■ Electronic Resources Usage Policy

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

This page details specific examples of unauthorized use and precautions for use. Be sure to read this page before using e-resources!



Please use them appropriately!

◎ Search for databases

You can find over 400 databases available at the University of Tokyo on the library's Database List page, where you can search and use all the electronic resources listed on page 5. In addition to database names, database descriptions are also searchable in the "Search Keyword" field, so you may find unexpected databases by entering the keywords which represent your interest.

TREE (UTokyo Resource Explorer)

Off-Campus Open


Access to Database Access to Database (EZproxy)

From on-campus
UTokyo WiFi
ECCS Terminal

From off-campus

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

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




◎ Off-campus reading of e-resources

You can access electronic resources from off-campus places via "EZproxy" service just as you would on-campus. A UTokyo Account is required to sign in to EZproxy.

Some e-resources are on-campus only, or their off-campus access is granted only to a limited member of the University of Tokyo.

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




Using reference management tool

Reference management tools allow you to manage bibliographic information gathered from various sources in one place. You can easily create a bibliography for your papers from the collected information. All members of the University of Tokyo are entitled to an academic license for the tools.

e.g. New RefWorks, Mendeley, EndNote online, etc., are available on the website below.

↓ You can use it from this web page

Reference management tool
<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/ref>



You freshmen will be working on many assignments and writing a lot of reports. Every academic report/paper you will write requires the list of your references at the end of them.

Reference management tools save you time in creating a bibliography for your reports/papers. By importing bibliographic information from electronic resources in advance, you can create a bibliography whenever you need it. We hope you will make use of the tools.

Need a lecture on how to use them? Then we have regular training sessions.

Literacy

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

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



Regular training sessions

We offer training sessions, mostly online, to help you find articles and learn how to use and utilize databases in different fields of expertise. You can see the upcoming schedule on the calendar on the workshop's website and can register at the event page. Please feel free to join us.



Diversity & Inclusion in the University of Tokyo Libraries

UTokyo
Diversity&Inclusion

In June 2022, the University of Tokyo established “The University of Tokyo Statement on Diversity & Inclusion”. This section introduces D&I initiatives at the University of Tokyo Libraries.

For those who have difficulty reading, listening, or walking

◆ Digitization Service

You can convert paper printed materials into PDF or text format files. Eligible material would be the UTokyo libraries or even your own books/journals. The conversion will be provided as necessary for your academic purposes.

This service is offered in cooperation with the Disability Services Office.

Application at your “Home Library” is required.



■ University of Tokyo Library System website

https://www.lib.u-tokyo.ac.jp/en/library/contents/digitizing_service_for_disabilities.html

◆ Inter-library Loan Service for DAISY or braille materials from the National Diet Library

You can also order the data for visually impaired people (DAISY data, Braille materials, etc.) created or collected by the National Diet Library. This service is only available at the General Library or Komaba Library.

■ General Library website (QR①)

<https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/shogaisha-service/ndl-data>

■ Komaba Library website (QR②)

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



QR①



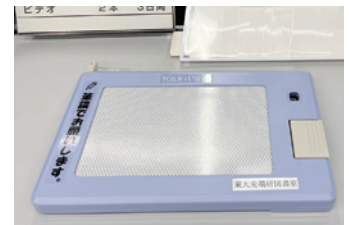
QR②

◆ Magnifying reading machine and Writing board for communication

You can communicate with the librarians in a written as well as a spoken form. Some UTokyo libraries, in addition, have magnifying reading machine for readers visually challenged.



Magnifying reading machine
(Graduate School of Education / Faculty of Education Library)



Writing board for communication
(Research Center for Advanced Science and Technology Library)

◆ Online Library “AccessReading”



AccessReading

“AccessReading” is an online library where audio materials are available. It is jointly operated by the Social Inclusion Systems Division of the Research Center for Advanced Science and Technology, and the Center’s Library to support children and students with reading difficulties. To use AccessReading, prior registration is required.



■ AccessReading
<https://accessreading.org/>

◆ Barrier-free environment

The University of Tokyo Libraries are committed to providing a barrier-free environment. For example, the Meiji Shimbun Zasshi Bunko (Center for Modern Japanese Legal and Political Documents) installed a ramp and “Daré-demo Toilet”, a gender-neutral multi-purpose restroom, during 2021 seismic retrofit, as well as new handrails and steps on the stairs to ensure safe ascent and descent.



A ramp and handrailed stairs lead to the entrance to the basement.
(Graduate Schools for Law and Politics / Faculty of Law Center for Modern Japanese Legal and Political Documents Meiji Shinbun Zasshi Bunko)

For those who with children

University of Tokyo members are welcome to bring their preschool children to the General Library, Komaba Library, and Kashiwa Library. To find out more detailed regulation, visit the respective websites.

■ General Library “Support for users who need special assistance” (QR①)
<https://www.lib.u-tokyo.ac.jp/en/library/general/user-guide/support>

■ Komaba Library “Support for users who need special assistance” (QR②)
<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/support>

■ Kashiwa Library “Support for users who need special assistance” (QR③)
<https://www.lib.u-tokyo.ac.jp/en/library/kashiwa/user-guide/support>



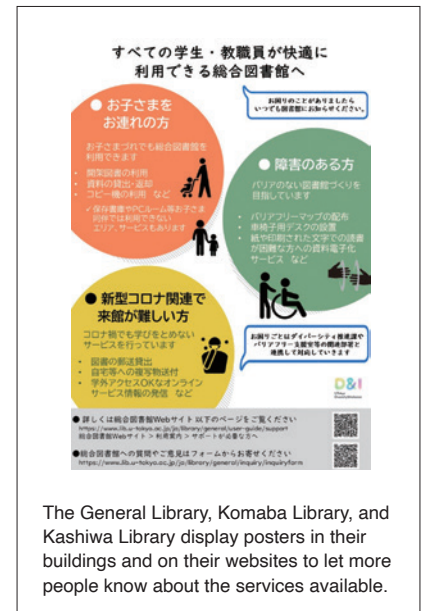
QR①



QR②



QR③



The General Library, Komaba Library, and Kashiwa Library display posters in their buildings and on their websites to let more people know about the services available.

Multilingual Guides

◆ User Guide

Users can read posters, websites, information guides, etc. in the libraries not only in Japanese but also in English.



Example of an English language poster (University Library for Agricultural and Life Sciences)

◆ Training Session

Some workshops are conducted in English, Chinese, and Korean. Textbooks are also available in those languages.

(See also page 6 of this issue for more information about the training sessions)

■ Textbooks for database training sessions

<https://www.lib.u-tokyo.ac.jp/ja/library/literacy/training/text>



◆ Virtual Tour

We offer an online virtual tour of the libraries which is available in Japanese or in English.



◀ KOMABA LIBRARY TOUR

■ Komaba Library (QR①)

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

■ University Library for Agricultural and Life Sciences (QR②)

https://www.lib.a.u-tokyo.ac.jp/lib/navi.html#english_ver



QR①



QR②

Know, realize, and understand with GENKI BOOKS

“GENKI BOOKS” is the reading list in which the books selected in the spirit of “GENKI” (acronym for “Gender Equality: No-nonsense Knowledge and Information”). The materials in it have been displayed in Komaba Library since 2010, and in the Libraries for Engineering and Information Science & Technology since 2016.

◆ Komaba Library

- On the left as you pass the entrance gate, around 1,000 books on gender issues which can be borrowed from the library are displayed.



- The list of GENKI BOOKS in Komaba Library can be seen as the result of advanced search of the U Tokyo OPAC. Click on the “Advanced” button, and specify “Collection” as “GENKI BOOKS”.



■ GENKI BOOKS

<https://library.t.u-tokyo.ac.jp/genki.php>

◆ Libraries for Engineering and Information Science & Technology

- Books on gender equality are displayed in the Engineering Bldg. 2 Library.



- Books from the National Women’s Education Center (NVEC) are also displayed for a limited time.

テエベス百門の断面図 Cross-section of the Hundred Gates of Thebes.

Exhibition of books from the former collection of Ogai Mori, in commemoration of the 100th anniversary of his death.

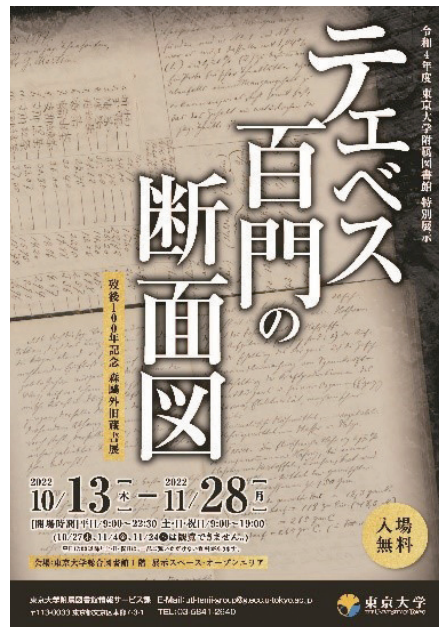
Last year, 2022, marked the 100th anniversary of the death of Ogai Mori in 1922. To commemorate this, we held a special exhibition, 「テエベス百門の断面図」, displaying materials from the Ogai Collection housed in the General Library (Dates: 13 Oct (Thu) ~28 Nov (Mon), Venue: Exhibition space and open area on the first floor of the General Library). This was the first time in eight years that a special exhibition was held in the General Library, partly due to the earthquake retrofitting work.

“Ogai Bunko” is a collection of about 19,000 volumes of Ogai’s old books in a wide range of fields (Japanese, Chinese and Western), donated by his bereaved family after the Great Kanto Earthquake. The exhibition focuses on the newly discovered drafts of Ogai’s works, which have lain dormant among the Western journals in the Ogai Collection for around 120 years since he wrote them, and has five sections: “Ogai the Medical Student”, “Confronting Duties”, “Thirst for Knowledge”, “In Personal Connections” and “Passages to His Works”. The exhibition introduced approximately 100 items, including some that were exhibited for the first time, such as books in Ogai’s collection in which he wrote notes and ones in his handwriting.

Deferring to the poet Kinoshita Mokutaro, who was also a professor at the University’s Faculty of Medicine and called Ogai “Hundred-Gated Thebes”, the exhibition has been named as above. As the title suggests, the exhibition depicted the many facets of Ogai’s knowledge and education, as he was a military doctor, bureaucrat, writer, poet and translator, and attracted about 1,200 visitors from the university and beyond.

On Friday, 28 October, a commemorative lecture was held in both face-to-face and online, featuring Associate Professor Tomoyuki Deguchi of the Graduate School of Arts and Sciences, who directed the exhibition. The event was very well received, with 265 participants from inside and outside the university. In addition to the exhibition at the venue, an electronic exhibition, which can be enjoyed even after the exhibition is over, is now constructed and opened to the public using the Japan Search “Gallery” operated by the National Diet Library.

This exhibition includes several firsts for us: press previews; collaboration with the Mori Ogai Memorial Museum in Bunkyo Ward; and production of goods (soebumi-note) in cooperation with the University Tokyo Communication Center. A related exhibition Thebes as seen by Mokutaro Kinoshita, furthermore, was held, showcasing photographs of Thebes (now Luxor) taken by Masakatsu Nagai, who is an Associate Professor of the Uehiro Research Division (U-PARL) of the Asian Research Library, with his commentary.



■Exhibition Web site (QR①)
<https://www.lib.u-tokyo.ac.jp/html/tenjikai/tenjikai2022/index.html>

■E-Exhibition (QR②)
<https://jpsearch.go.jp/gallery/utokyo-ogai2022>



QR①



QR②

Services status in this magazine are as of March 2023. Depending on the situation, service details might be changed. Please check the website of each library for the latest information.

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University of Tokyo Library System website: <https://www.lib.u-tokyo.ac.jp/en>



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