

Guide to UT Libraries 2006

University of Tokyo Library System

Information Technology Center,
The University of Tokyo



Foreword

Contemporary society has come to rely on a massive flow of information. What we call “information” is extremely diverse in terms of form and content, and not always reliable. However, it has become vital to the point that our society would probably not be able to survive a 24-hour interruption of that flow.

In the academic world, information plays an essential and central role. The term “academic information” refers both to the body of knowledge upon which scientific study is based, and to the new theories and results produced by researchers and scholars. It is a heritage bound to be transmitted across generations and regional boundaries.

In recent years, the center of gravity of academic information has started to shift from traditional media such as books or academic journals to the virtual realm of the World Wide Web. At the University of Tokyo, libraries are the most convenient place from which to access academic information. Their mission is to support the activities of students, teachers and researchers at the university and beyond.

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

With over 8 million volumes in total, the University of Tokyo collection is the largest scale in Japan. It is justifiably considered a treasure house of knowledge, a precious asset meant to be accessible to as many people as possible.

This guide is meant to serve as a companion to library users at the University of Tokyo. It explains different ways to access academic information, whether physically held by a library or online via the Internet.

We hope it will contribute to success in your academic activities.

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(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.40)

1 SEARCHING FOR A BOOK OR JOURNAL



computer search



searching card
catalogs and
binders



browsing open
shelves (p.10)



asking a librarian
(reference
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searching for a specific book or journal (p.10)

University of Tokyo OPAC (p.10)
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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.23)

loan extension (p.24)

making copies (p.26)

returning materials (p.24)

placing a reservation (p.25)

applying for a new acquisition (p.32)

Using materials from other campuses

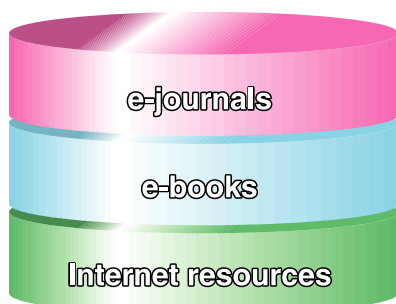
directly go on location

requesting copies of a material (p.26)

inter-campus loan service Note: this service is only available to graduate students and teaching staff. (p.23)

returning materials borrowed from another campus (P.24)

3 ACCESSING ONLINE MATERIALS



GACoS online information portal site (p.42)

Database of Electronic Journals Available in the University of Tokyo (p.46)

E-JOURNAL PORTAL (p.46)

eBook (p.46)

The University of Tokyo Institutional Repository (p.35)

4 ONLINE SERVICES

Web Request Service p.29

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

MyLibrary p.33

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

ASK Service p.37

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

5 USING MATERIALS OUTSIDE THE UNIVERSITY OF TOKYO p.28

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.

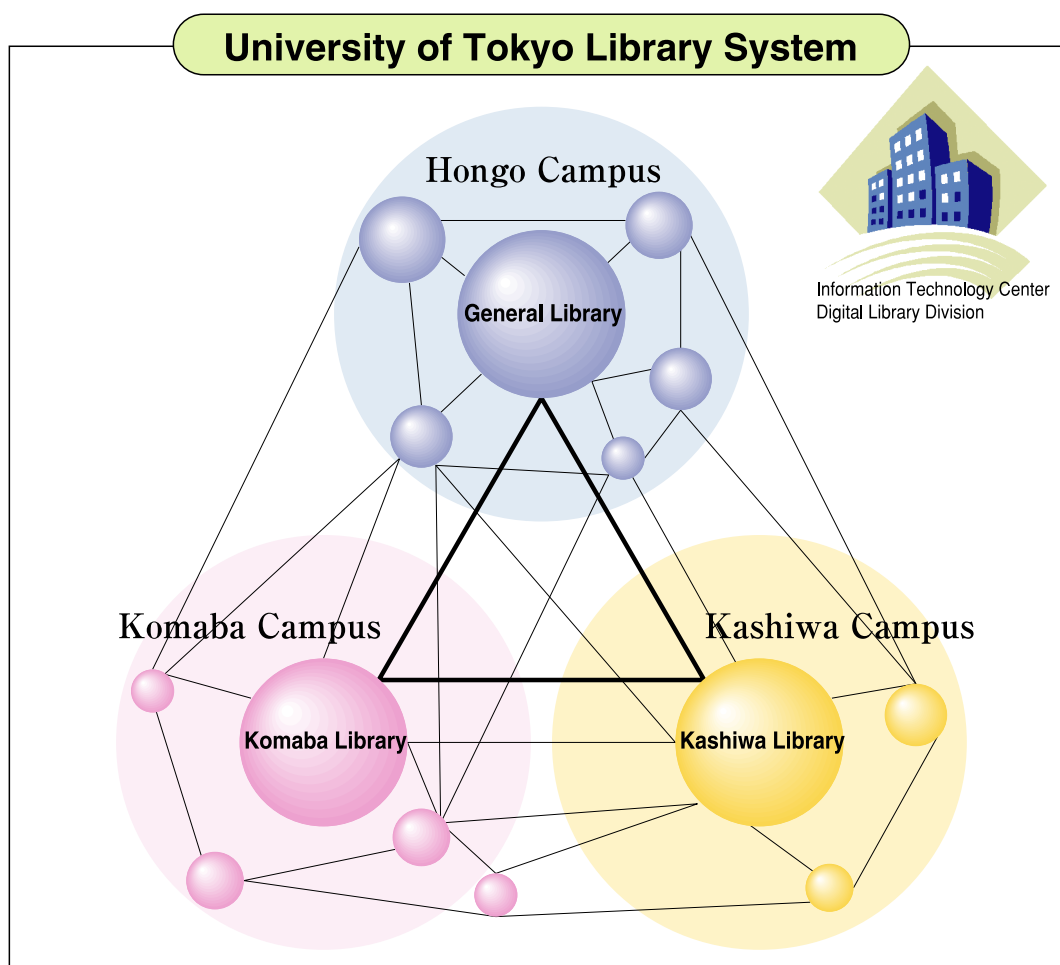
The first part of this guide introduces the University of Tokyo Library System, and explains how to search for and retrieve reference documents.

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 50 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 over 8 million volumes of books — growing at a pace of 290,000 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

The Komaba Library is primarily oriented to serve the needs of undergraduate students at the College of Arts and Sciences, and of graduate students and professors at the Graduate School of Arts and Sciences. Its collection holds approximately 620,000 volumes and 686 journal titles, and it offers a capacity of 1064 seats (188 for laptop computer users). The Mediapark is equipped with 60 computers linked to the university network. Users can also watch CNN and BBC World, or view video and DVD materials in dedicated booths. The library's multimedia environment makes it a great environment for study.

Outside View



Inaugurated in October 2002, the building is characterized by long slanted openings in the external

walls, corridors bathed in natural light, and a spacious lounge. Window seats on the 4th and 5th floors have a view over Shinjuku.

Reading Room



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

●The General Library

The General Library is mainly used by students, teachers and researchers active on the Hongo Campus. It offers a collection of 1.18 million volumes, including several special collections and materials from international organizations. Total capacity: 1144 seats.

Outside View



After being devastated by the 1923 Great Kanto Earthquake, the library was rebuilt with the help of a grant from the Rockefeller Foundation. The facade design, the majestic carpet-covered staircase leading to the third floor, and the furnishings in the reading rooms are symbols of the university's long history.

Reading Room



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

●The Kashiwa Library

Located on the Kashiwa campus, the Kashiwa Library was inaugurated in 2004. It holds approximately 20,000 books, mainly on natural sciences. The Community Salon and Media Hall make the library a stimulating place for exchanges among individuals, and provide an interface with the local community. With a capacity of 500,000 journal binders, the library's automated stacks act as a back issue center for academic journals on natural sciences. The collection currently holds a total of 200,000 binders, covering the issues of 10,000 journals. A system called "e-DDS" allows readers to access any journal within the hour in electronic format.

Outside View



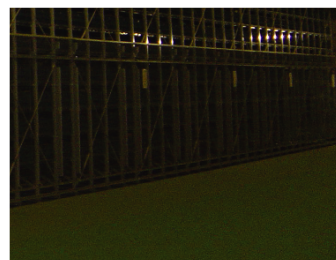
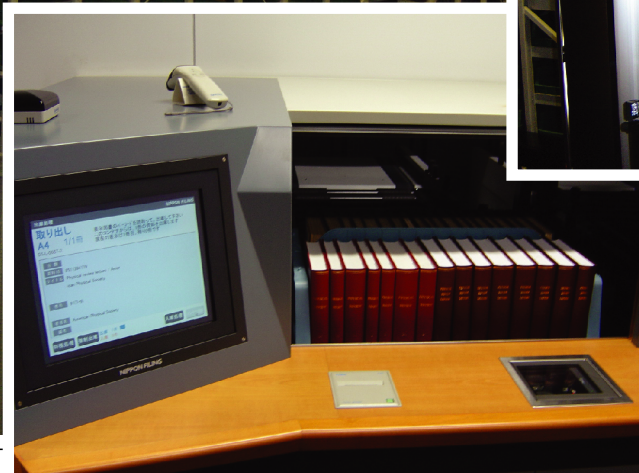
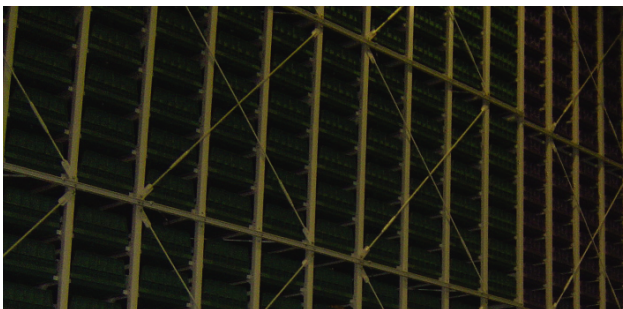
The reading room's large windows offer a view of Kashiwanoha Park.

Reading Room



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

Automated stacks operating system



3) FACULTY AND INSTITUTE LIBRARIES

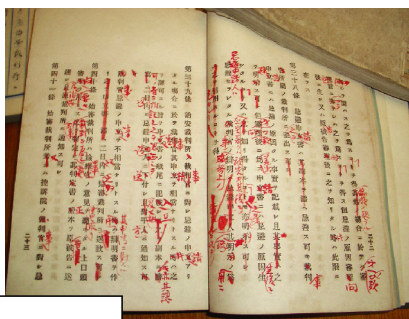
The main role of faculty and institute libraries is to support studies and academic research with the most complete and up-to-date collections of materials. Here are some specific examples.

●Faculty of Law

The library is located on the third floor of the Faculty of Law and Letters buildings number 3 and 4. Centered on the study of law and politics, its collection totals 600,000 volumes, plus an additional 130,000 volumes held by the Center for Foreign Law Materials and the Center for Modern Japanese Legal and Political Documents. The library also holds many precious documents and materials, including the Wagatsuma Collection on Asian law and the Onozuka Collection.

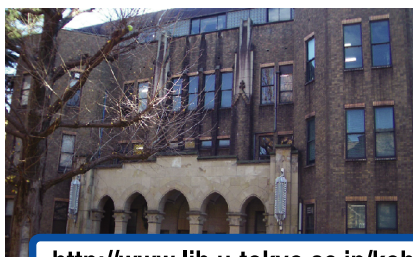
Materials can only be consulted or photocopied on site.

Draft of Japan's First Criminal Code



The document was corrected many times.

Outside View



http://www.lib.u-tokyo.ac.jp/koho/guide/guide/ho_to-e.html

●Pharmaceutical Sciences Library

The 5-story library building is located near the Tatsuoka Gate on the Hongo Campus. Its collection includes materials on pharmaceutical sciences and other important fields such as organic and biochemistry, the world's largest collection of chemical and related scientific information (Chemical Abstracts), and the collection of the Japanese Society for the History of Pharmacy.

Besides serving faculty and graduate school members, researchers and professors, the library is also frequented by many students and professionals from other institutions.

The calm interior of the building is decorated with ceramic reliefs representing medicinal plants. The *Myrica rubra* (or Yamamomo in Japanese) featured on the picture to the right can be seen on the wall of the second floor reading room.

Myrica rubra relief



Outside View



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

●University Library for Agricultural Life Sciences

Since its inauguration in May 1965, the library has strived to offer efficient and convenient services. It is open from 9am to 10:45pm on weekdays, and is also accessible to researchers not affiliated with the University of Tokyo.

Thanks to a 30-year effort to collect a large variety of foreign journals on agricultural life sciences, the library greatly contributes to the advancement of research in the field. It has become a source of academic information not only for the university but also for other institutions across Japan.

Hydrangea Otaksa,
in Siebold's Flora Japonica



Library Entrance



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

●Earthquake Research Institute Library

The library is located on the third floor of the institute's main building, on the northern side of the Yayoi section, Hongo Campus. It holds a large variety of materials on seismology, geophysics, geology, volcanology and related sciences such as mathematics, physics and engineering. Ancient books, prints and namazu-e (earthquake prints) were published on-line on the library's Internet site.

The illustration on the right is a namazu-e representing the Ansei Earthquake of 1855.

Ansei Earthquake Namazu-e



Library Entrance



http://www.eri.u-tokyo.ac.jp/TOSHO/lib_e.html

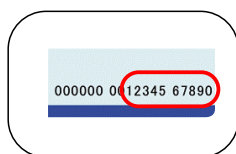
Note: The location and contact information of each library are listed in an appendix at the end of this guide. More details are available on the homepage of each library.

2. USING THE LIBRARIES

1) USER REGISTRATION

① Purpose

The University of Tokyo ID card (for students, researchers and teachers) acts as an electronic pass to the three main libraries, as well as most faculty and institute libraries. The card must be registered for library use, a procedure that can be completed at any of the main libraries or at the user's library of affiliation.



The ten-digit user code is on the lower-right corner of the ID card.

② First registration

Freshmen:

The registration procedure is completed before the emission of your student ID card. No additional formalities are needed.

Junior, Graduate Students & Teaching Personnel:

The Library of your department, or by one of the main libraries. Your student or teacher ID card is necessary to complete the procedure.

③ Card renewal

The validity of your card expires together with your student or teacher ID card.

Do not forget to renew your library registration each time you change of status or receive a new ID card. The renewal procedure can be completed at your department Library, or any of the main libraries.

④ Updating user information

Please inform your library of affiliation or one of the main libraries whenever there is a change in your personal information (address, email, telephone number, etc.).

2) LIBRARY SYSTEM HOMEPAGE

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



① Guide to University Libraries

Information on University of Tokyo libraries (service hours, available services, etc) and links to library homepages.

② Online Catalogs

Links to online catalog databases, including the university's online public-access catalog (OPAC).

③ Digital Information Services

Links to important databases available to library users, including the university's academic information portal site GACoS.

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.33

3) 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. SEARCHING FOR DOCUMENTS

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 Library, 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 50 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. A total of 6.3 million volumes can currently be searched, and work is underway to include earlier materials as well. A special version of OPAC can also be accessed from a mobile phone.

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. Japanese and Western-language books can be searched separately by author name, or by title if a specific author name is not available. Additional catalogs in book format, covering the University of Tokyo and other institutions, are available in the General Library's reference room (ground floor) and the Komaba Library's reference corners (3rd floor and basement).

Searching with OPAC Selecting the right database.

Click on English version to view the menus in English

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

OPAC - Netscape

東京大学 OPAC
The University of Tokyo OPAC

Book Serial Title List

Japanese Version
☒ OPAC
☐ Webcat

The object of reference
☐ Books
☐ Journals

Keyword Search

Sort Display: 20 item per page

Priority ☐ books ☐ Serial

Location:
☒ All
☐ General Library
☐ Komaba Library
☐ Kashiwa Library
☐ Law

Search Clear KeyBoard Advanced Search HELP

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

<Basic Search>

OPAC - Netscape

東京大学 OPAC
The University of Tokyo OPAC

Book Serial Title List

Japanese Version
☒ OPAC
☐ Webcat

The object of reference
☐ Books
☐ Journals

Keyword Search

Sort Display: 20 item per page

Priority ☐ books ☐ Serial

Location:
☒ All
☐ General Library
☐ Komaba Library
☐ Kashiwa Library
☐ Law

Search Clear KeyBoard Advanced Search HELP

Basic search keywords can include data such as title, author name, ISBN or ISSN number.

<Advanced Search>

OPAC - Netscape

東京大学 OPAC
The University of Tokyo OPAC

Book Serial Title List

Japanese Version
☒ OPAC
☐ Webcat

The object of reference
☐ Books
☐ Journals

Any Keyword: AND

Author: AND

Publisher:

Year Published: -

Country:

Language:

Subject:

Data type:

Sort Display: 20 item per page

Priority ☐ books ☐ Serial

Search Clear KeyBoard Basic Search HELP

Advanced search terms can include additional items such as the year of publication, language, etc.

Basic Search example searching from a book title

■ Let's look for a book entitled “Imagined Communities” by Benedict Anderson. ■

→ Directly enter keywords from the book title in the keyword search field, separated by a single space (the space represents the logical operator “AND”).

The screenshot shows the OPAC (Online Public Access Catalog) interface in a Netscape browser window. The page title is '東京大学 OPAC' (The University of Tokyo OPAC). There are tabs for 'Book', 'Serial', and 'Title List'. Under 'Japanese Version', there are checkboxes for 'OPAC' (checked) and 'Webcat'. The 'The object of reference' section has a 'Keyword Search' field containing 'imagined communities'. Below this are 'Sort' and 'Display' options, with 'Display' set to '20 item per page'. There are also 'Priority' options for 'books' and 'Serial'. A 'Location' dropdown menu is open, showing options: 'All', 'General Library', 'Komaba Library', 'Kashima Library', and 'Law'. At the bottom are buttons for 'Search', 'Clear', 'KeyBoard', 'Advanced Search', and 'HELP'.

Keyword Search imagined communities

Note on entering Japanese characters: Entering a space between each word will allow you to search for titles including both terms. A search can also be conducted by using the exact title (or a section of the title) as one compound, without entering any spaces. Make sure you rely on significant keywords in order to minimize the total number of results.

Advanced Search example 1 specifying a library

■ Let's search for books on nationalism, held at the Komaba Library. ■

→ Specify “Komaba Lib.”, and enter nationalism in the “any keyword” field.

The screenshot shows the OPAC interface with an advanced search form. The 'Any (keyword)' field contains 'nationalism'. The 'Author' and 'Publisher' fields are empty. The 'Location' dropdown menu is open, showing options: 'All', 'General Library', 'Komaba Library', 'Kashima Library', and 'Law'. The 'Komaba Library' option is selected. Below the location dropdown, there are fields for 'Year Published', 'Country', 'Language', 'Subject', 'Data type', 'Sort', and 'Display'. The 'Display' field is set to '20 item per page'. At the bottom are buttons for 'Search', 'Clear', 'KeyBoard', 'Basic Search', and 'HELP'.

Advanced Search example 2 specifying the year of publication

■ Let's search for books on nationalism published after the year 2000. ■

→ Enter the desired keyword, and 2000 in the publication year's left field (meaning “2000 or later”). Entering 2000 in the right field would correspond to “2000 or earlier.”

The screenshot shows the OPAC search interface with the following fields and values:

- Any (Keyword):** nationalism
- Author:** (empty)
- Publisher:** (empty)
- Year Published:** 2000 - (empty)
- Country:** (all)
- Language:** ALL
- Subject:** ALL
- Data type:** (empty)
- Sort:** (empty)
- Display:** 20 item per page
- Priority:** books

The search results are displayed in a table with columns for Title, Author, and Year Published. The first result is "Nationalism in Japan" by Kato, Shiro, published in 2001.

Advanced Search example 3 specifying a language

■ Let's look for works by Natsume Soseki published in English. ■

→ Enter natsume and soseki in the author field (capitals not necessary), and scroll down to **English, Modern** in the language menu.

The screenshot shows the OPAC search interface with the following fields and values:

- Any (Keyword):** (empty)
- Author:** natsume soseki
- Publisher:** (empty)
- Year Published:** (empty) - (empty)
- Country:** (all)
- Language:** English
- Subject:** ALL
- Data type:** (empty)
- Sort:** (empty)
- Display:** 20 item per page
- Priority:** books

The search results are displayed in a table with columns for Title, Author, and Year Published. The first result is "The Tale of Genji" by Natsume Soseki, published in 1955.

Journal Search example

■ 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.

Important information

Volumes (All Volumes)	Year	Location		Call No.	Comment
1(1-15)+	2005-2005	Kashiwa Lib Stack	e-DDS		

The “Volumes” column indicates the exact collection numbers of volumes and issues held by each library. A + sign means the library in question currently subscribes to the publication.

Example: 1(1-15) indicates the library holds volume 1, issues 1 to 15.

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

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

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

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

3) RETRIEVING DOCUMENTS

A single-click on any search result brings up a detailed page providing bibliographical information, a list of libraries where the material is available, its call numbers, etc. The following example shows a book available in the General Library stacks, call numbers E710:406S.

Bibliographical information

title / author
series
publisher
year of publication
format

Holding information

holding library
call number
barcode number
condition
comments

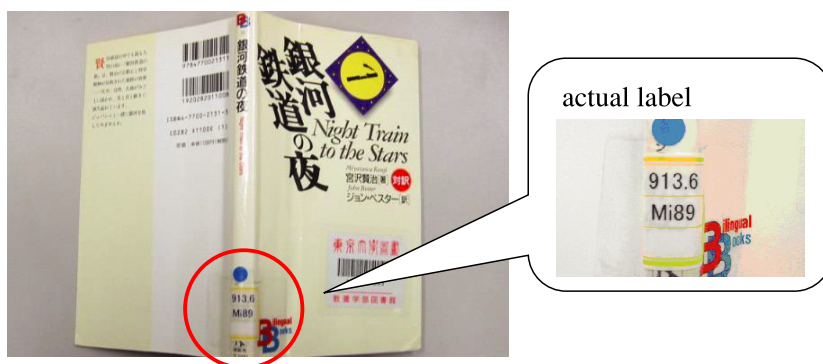
Modern Japanese stories : an anthology / edited by Ivan Morris ; with translations by Edward Seidensticker ... [et al.] ; and woodcuts by Masakazu Kuwata
(Unesco collection of representative works ; Japanese series)
Publisher Rutland, Vt. : Tokyo : O.E. Tuttle
Year 1962
Physical description 512 p. : ill. ; 19-23 cm
Variations in titles OH 現代日本短編集
Note Translated of 現代日本短編集
Authors Morris, Ivan, 1928-1976
Seidensticker, Edward, 1921-
宮田 雅之 1926-1997 <ミヤタ マサユキ>
Subject headings LCSH Short stories, Japanese -- Translations into English
LCSH Short stories, English -- Translations from Japanese
Codes CODE=20180768 NCID=BA00045159
Webcat
Back Top

Volume	Location	Call No.	Barcode No.	Condition	Comments	ISBN	Printed	Restriction
	GenStack	E710:406S	0001558842					

Note: the condition field indicates whether a material is currently available or not. Please be aware that some libraries do not display information in this field.

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).

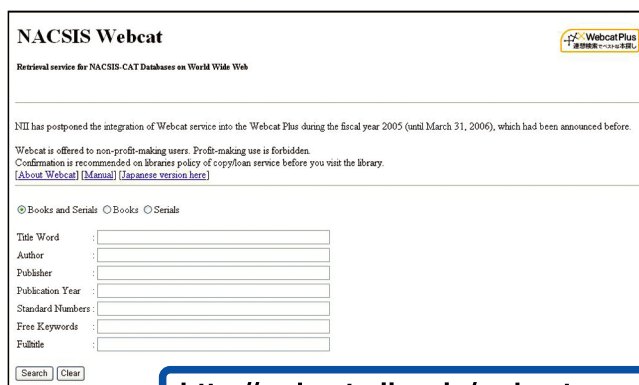


4) SEARCHING OTHER UNIVERSITIES

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.

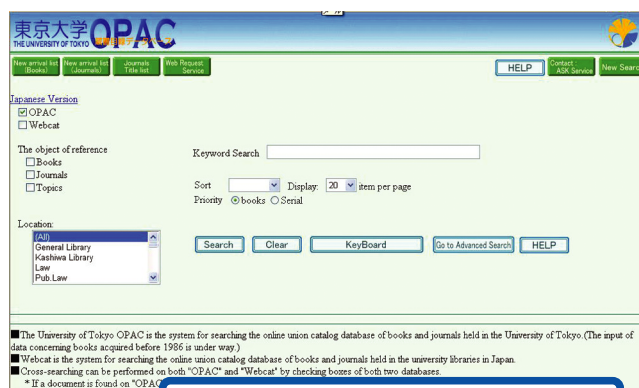
The NACSIS Webcat system allows users to search the catalogs of university libraries throughout Japan. This service is provided by the National Institute of Informatics.

<NACSIS Webcat Search Page>



http://webcat.nii.ac.jp/webcat_eng.html

<NACSIS Webcat is also available through the OPAC interface>



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

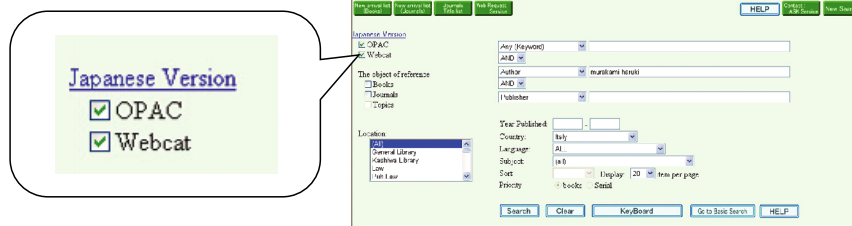
Search example **searching outside the University of Tokyo**

→ **Let's look for books by Murakami Haruki published in Italy.**

① Enter the author name keywords and set the country of publication to Italy.

No matches found. Choose other ones.

② Check the [Webcat] field.



③ The search yielded results outside the University of Tokyo.

Webcat search. Results 1 items.

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

Notes:

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

→ **see p.28 for more details**

Note on the use of abbreviated journal titles

Bibliographic references to Western journal titles often appear in abbreviated form. Those are not accepted by OPAC, so any search using abbreviated journal titles will yield 0 search results.

To use the abbreviated form of a title, enter each keyword directly followed by an asterisk mark (*). Single-letter keywords are not accepted and must be omitted.

Example: int j earth sci (abbreviation of International Journal of Earth Sciences)

Proper entry: int* earth* sci*

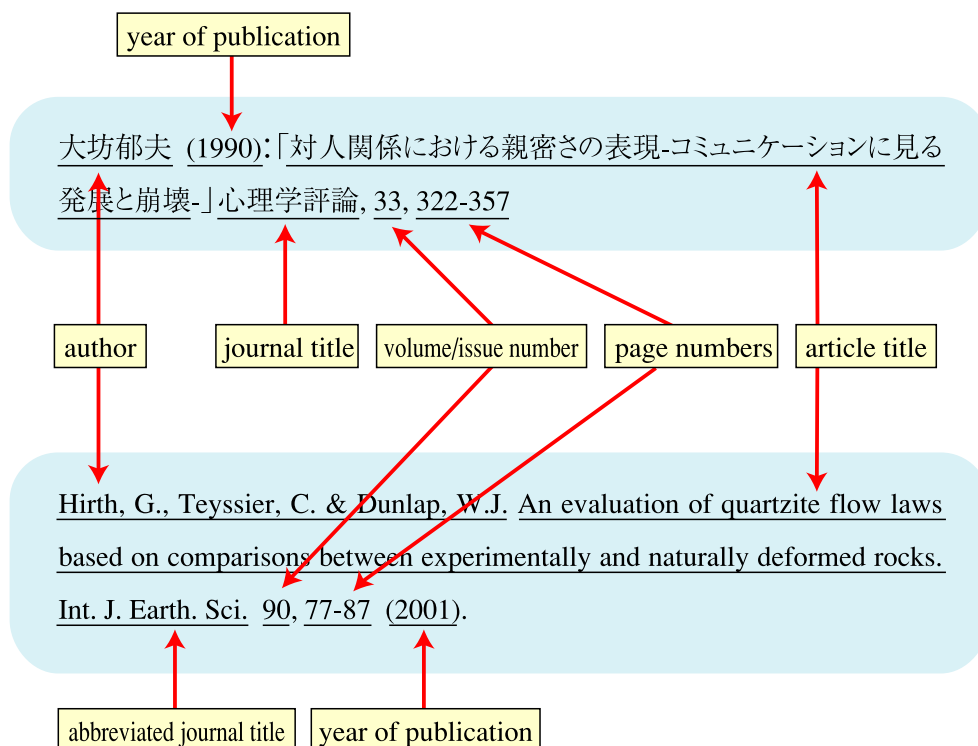
18

6) SEARCHING FOR JOURNAL ARTICLES

A large number of databases are available to search for articles published in academic journals. The method used to locate an article may differ from other materials, because articles are part of the contents of a publication.

●Note 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

Search example **searching for a journal article with FELIX**

About FELIX

The FELIX platform allows searching for journal articles across 3 databases:

- The **Zasshi Kiji Sakuin** focuses on articles published in Japan since 1948
 - **Swetscan** covers articles published in Western-language journals since 1993
 - **PCI** covers mainly humanities and social science journals in Western languages, and includes information on articles published as early as 1770.
- Search keywords may include the author name, article title, and journal title.

Search screen

http://felix.dl.itc.u-tokyo.ac.jp/

FELIX Front End of Library Information eXpansion
Journal Contents
The word "Felix" means good fortune in Latin.

• Front End of Library Information eXpansion (FELIX) is a table of contents information search system for academic journal articles.
• With FELIX it is possible to conduct combined searches of the Zasshi-Kiji-Sakuin database (table of contents information for Japanese-language academic journals: 1948 to present), SwetScan (table of contents information for western language academic journals: 1999 to present), and PCI (table of contents information for Western language humanities and social sciences academic journals: 1770 to 1999).
• You can refer to table of contents information by journal for each journal covered.

[Japanese Version](#) | [Help](#) | [About Databases](#) | [Database Training Course](#) | [Online Tutorial](#)

Database selection field → Please select one or more databases.
☒ Zasshi-Kiji-Sakuin ☐ SwetScan ☐ PCI

Keyword fields: several lines of keyword entries can be combined with logical operators.

Search Articles
 Article title any of these
 Author any of these
 Journal title any of these
 Year of publication -

Refer to table of contents

Search results overview screen

FELIX View Results Screen

You Searched: (teyssier)AND(hirth)
 Search Results: 2

AND any of these

[Return to Search Screen](#)

Sort by

No.	Contents
<input type="checkbox"/> 1	Hirth, Greg; Teyssier, Christian; Dunlap, W James <u>An evaluation of quartzite flow laws based on comparisons between experimentally and naturally deformed rocks</u> International Journal of Earth Sciences. 90(1) 77-[11p] 2001 (ISSN:14373254)
<input type="checkbox"/> 2	Dunlap, W J; Hirth, G; Teyssier, C Thermomechanical evolution of a ductile duplex (Paper 97TC00614) Tectonics. 16(6) 983-[18p] 1997 (ISSN:02787447)

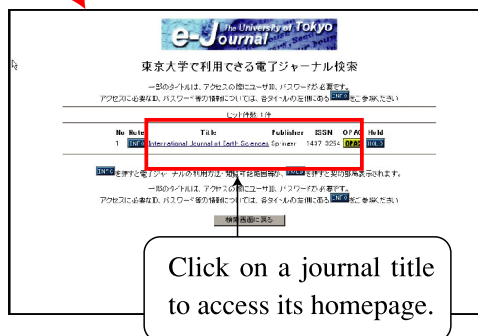
Academic Information Library System
[Library@lib.u-tokyo.ac.jp](#)

Click on an article title to access the detailed results screen.

No.	Contents
<input type="checkbox"/> 1	Hirth, Greg; Teyssier, Christian; Dunlap, W James <u>An evaluation of quartzite flow laws based on comparisons between experimentally and naturally deformed rocks</u> International Journal of Earth Sciences. 90(1) 77-[11p] 2001 (ISSN:14373254)

Two links are available at the bottom of the detailed search results screen. The **OPAC** link automatically looks for the journal title within the University of Tokyo library collection. The **Electronic Journal** link searches for the journal within the titles accessible at the University of Tokyo, and takes you to the journal's homepage if available (electronic journals — or e-journals — are digitized versions of actual publications, which can be accessed in electronic format and read on a computer screen).

Detailed search results screen



To search directly for an electronic journal, use the **Database of Electronic Journals Available in the University of Tokyo**.

→ See p.46 for more details

Many other specialized databases offering more complex search features are available through GACoS, the University of Tokyo's portal to online academic information. Specialized database training courses are also organized at the General Library.

→ More details on GACoS are available on p.42

Database training courses are described on p.51

(see also the “Information on Training Courses” section on the GACoS homepage)

7) COMPOSING A BIBLIOGRAPHICAL REFERENCE

Bibliographical references are essential when writing a report or a thesis. They can be written in a number of different styles, but they essentially convey the same information. Professors usually give instructions on what they expect from bibliographical references, but you can also refer to existing publications to see how the information is displayed. Here are some examples:

Journal articles

Author(s) of article, Title of article. Title of journal (underlined, or in bold type or in italics), Volume number, Part/issue number (if known), Page numbers, Date.
Example:

Rostow, W W, The take-off into self-sustained economic growth. *Economic Journal*, 66(1), 25-48, 1956.

Books

Author(s) or editor(s) of book, Title of book (underlined, or in bold type or in italics), Edition (unless first edition), Place of publication: Publisher, Date.

Example:

Williams, G, *Learning the Law*, 9th ed. London: Stevens, 1973.

Journal articles (Japanese citation)

大坊郁夫,対人関係における親密さの表現-コミュニケーションに見る発展と崩壊-.
心理学評論, 33, 1990,322-357

Books (Japanese citation)

中野収,メディア空間:コミュニケーション革命の構造.東京,勁草書房,2001.4,212p

Citations from an Electronic Journal

Best,Susan.Twisted tales of place, Globe - ejournal [online],
<http://www.arts.monash.edu.au/visarts/globe/ghome.html>, 10 (August) : 1999,
[Accessed 8 February 2000]



Notes on bibliographical references

Exactitude is essential when writing a bibliographical reference, to allow the reader to identify the proper book or journal article easily. The following links offer information on abbreviated forms of journal titles:

- All That JAS : Journal Abbreviation Sources
<http://www.public.iastate.edu/~CYBERSTACKS/JAS.htm>
- EXFOR and CINDA Dictionaries
<http://www.nea.fr/html/dbdata/dictionaries/>

***All references used for an academic paper or article must be properly listed in the bibliography.**

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 each library homepage, as well as on the following link:

各部局図書館(室) 資料閲覧・貸出条件一覧

http://www.lib.u-tokyo.ac.jp/koho/guide/riyo_table.html

Japanese only

① Borrowing 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.

*Inter-campus loan service

Users can apply at their library of affiliation to receive materials held on other campuses. This service is also available online after the relevant registration procedure is completed.

→ See the **Web Request Service** section
on p.32



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



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.

②Returning Materials

Materials are to be returned to the library's service 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 (see image on the right).

*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.



Return Box

(not suitable for fragile documents)

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.31

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.31

⑤ Loan Reservations

The OPAC search results screen displays information on each item's availability. The “Condition” field of items currently on loan appears as “on loan”.

<OPAC Search Results Screen>

The screenshot shows the OPAC search results for the book "Proteins : form and function / edited by Ralph A. Bradshaw and Mary Purton". The book details include Publisher (Cambridge : Elsevier Trends Journals, 1990), Size (viii, 270 p. : ill. (some col.) ; 24 cm), Notes (Includes bibliographies and index), Authors (Bradshaw, Ralph A., 1941-; Purton, Mary), Classification (NDC3-464.2), Language (English [Modern]), Codes (CODE=20160314 NCID=BA11057284), and ISBN (1851665129). A "search Webcat" button is present.

Below the book details is a table with columns: Volume, Location, e-DDS, Call No., Barcode No., Condition, Comments, Printed, Restriction, and ISBN. The table lists three items:

Volume	Location	e-DDS	Call No.	Barcode No.	Condition	Comments	Printed	Restriction	ISBN
	Agr Lib Reserved		613.642 B71	2019065993			1990		Book Contents
	Agr Bioinformation			2019261345					Book Contents
	Pharm Lib.		439.4 P94	5810169770	On loan[2006. 4.14]				Book Contents

A red circle highlights the "On loan[2006. 4.14]" condition in the third row. A callout box points to this entry with the text "Condition on loan".

To make a reservation

- (1) click on “on loan”
- (2) enter your **user code** and **password** (see the Web Request Service section on p.29) and select a notification mode (email or phone)
- (3) click the button
- (4) confirm the bibliographical information on the screen

The author of the reservation is notified as soon as the material becomes available, and must pick up the material at the library counter within one week. Please note that loan services are limited to weekdays in certain libraries.

To extend the period a material is kept on hold by a library or 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.31 for more details

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) COPYING MATERIALS

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, which means their unauthorized reproduction is a violation of the law. The following basic rules apply to photocopies of library materials:

- materials external to the library may not be photocopied
- photocopying an entire document (more precisely, more than half of its total number of pages) or making more than one copy per person is not allowed
- journal and newspaper articles may be photocopied in their entirety, except when they appear in the publication's latest issue
- photocopies must be properly registered on the relevant forms

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. (note: In some cases, copy fees may be covered by your department.)

→ **See p.32 for more details on requesting photocopies online**

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.

Copy orders are usually delivered within 2 service days, ready to be viewed or printed out on any computer connected to the University of Tokyo's computer network (UTNet).

For the time being, this service is accessible through OPAC and is limited to the journal holdings of the Kashiwa Library's automated stacks (200,000 binders covering the issues of some 10,000 publications — figures as of April 2006) and to the General Library journals.

Note: A Web Request Service account is necessary to access this service

→See p.32 for more information

①Registration

(1) After locating the relevant journal with OPAC, click the e-DDS button.

<OPAC search results screen and e-DDS button>

Volumes (All Volumes)	Year	Location		Call No.	Comment
1(1-15)+	2005-2005	Kashiwa Lib.Stack	e-DDS		

(2) Enter your user code and password on the e-DDS request page (available in Japanese only)

(3) After carefully checking the terms and conditions of use, enter the necessary information (paying mode, author, article title, journal title etc.) and click the

申込 (submit) button.

② 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:

<https://ds.dl.itc.u-tokyo.ac.jp/service/edds/www-userCertifi-query?3>

Japanese only

- (3) Copy fees (for individual charges) are to be paid according to your department library's instructions. More information is available on

https://ds.dl.itc.u-tokyo.ac.jp/edds/library_list-e.html

Notes:

- e-DDS documents are only available on computers connected to the university network (UTNet)
- the URL remains valid for a period of two weeks

Copyright Rules:

- 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

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 library's for more specific information.

① On-site consultation

A letter of introduction is usually necessary to access a library outside the University of Tokyo. It may be obtained from your department's library.

(note: Some libraries can be entered with the University of Tokyo ID card. Please contact the library or consult its website for more details.)

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 (in some cases, they may be covered by his/her department).

→ See p.32 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.

5. ONLINE SERVICES

This section introduces a number of useful services available online.

1) WEB REQUEST SERVICE

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

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.

→ See the User Registration section on p.7

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.



The zeros preceding the 10 digits are not included in the code!

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).



The password is chosen by the user

- (1) Click on [パスワード新規登録] 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 **実行** 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 **実行**.
- (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 [貸出・予約状況照会] and entering your user code and password, the following screen is displayed:

The screenshot shows the '貸出・予約状況' (Loan/Reservation Status) page. It includes a header, a message box, a list of loaned items, and a list of reserved items. Numbered annotations (1) through (5) highlight specific areas:

- (1) Points to a red dashed box containing a message about overdue items and a warning not to use them after 2005.12.07.
- (2) Points to the first table header row.
- (3) Points to the '延長' (Extend) button in the first table.
- (4) Points to the second table header row.
- (5) Points to the '延長/取消' (Extend/Cancel) button in the second table.

Table 1: Loaned Items

NO.	資料番号	貸出日	継続回数	期限日	延滞日数	書誌情報	配架場所	請求記号	延長
1	10200016	2005.11.11	0	2005.11.25	6日	家庭でできる商品テスト / 川木紀之・岡部昭二共著	家政学部分室	592//	

Table 2: Reserved Items

NO.	受取カウンター	資料番号	予約日	予約期限日	書誌情報	状態	順番	配架場所	請求記号	延長/取消
1	大学・図書館	50100028	2005.11.11	2005.11.16	新・コンピュータと教育 / 佐伯胖著	貸出中	2	経済学部書庫	375.199/	

The following functions are available:

(1) Penalty status

Check how many days are left until your borrowing privileges are restored.

(2) Loan status

Check the status of materials in your possession, including their title and due date.

(3) 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.

Make sure that a confirmation message appears after you click on the **延長** button.

(4) Reservation status

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

(5) Reservation cancellation

Any reservation on a material may be canceled before it is returned by its previous user. Click on the [取消] button and check that the cancellation has been confirmed. If the status of the material you no longer need is already displayed as [取置中], 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. The procedure also allows you to use the e-DDS service (see p.27 for more details)

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 [図書購入申込] 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 [図書購入申込状況照会] menu. 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

Other functions allow you to choose a new password, and to register or change your contact email address.

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. The page's contents and its background color are among the parameters that can be modified at will. This site can be accessed from any computer with an Internet connection (but not from mobile phones).

①Using MyLibrary

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

→See the Web Request Service section on p.29

②Available functions

(1) 図書館からのお知らせ
Information
MyLibraryとは、インターネットを通じてアクセスできる資料・資源・検索ツールなどをあなただけの書斎や勉強部屋のように整理しておく、Web上の図書館です。

(2) 図書館カレンダー
Library Calendar
大学・図書館のカレンダー
2005年11月 2005年12月
日 月 火 水 木 金 土 日 月 火 水 木 金 土
1 2 3 4 5 1 2 3
6 7 8 9 10 11 12 4 5 6 7 8 9 10
13 14 15 16 17 18 19 11 12 13 14 15 16 17
20 21 22 23 24 25 26 18 19 20 21 22 23 24
27 28 29 30 25 26 27 28 29 30 31

(3) マルチ検索
Quick Search
cno [] Search

(4) ホームページリンク集
Bookmarks
ホームページリンク集が選択されていません。選択するときは、右上の [] ボタンを押してください。
You have not selected any Bookmark to display.
Please click the [] button above to add Bookmark.

(5) 図書館サービス
Library Services
貸出・予約状況照会 (Loan and reservation status)
図書購入申し込み状況照会 (View the list of ordered books)
文庫複写貸借申込み状況照会 (View the list of ordered photocopy/loan)
図書購入申込み (Purchase Request)
文庫複写貸借申込み
パスワード変更
メールアドレス登録・変更・削除

(6) Selective Dissemination of Information
登録/確認 (entry/confirm)
東京大学情報 まだ実行されていません。
not yet

(7) 図書館検索
Hybrid Search
• 横断検索

(1) Library information and calendar

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

(2) Favorite library links

Build a list of links to your favorite libraries across Japan.

(3) Multi-search function

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

(4) 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).

(5) 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.).

→See the Web Request Service section on p.29

(6) SDI service

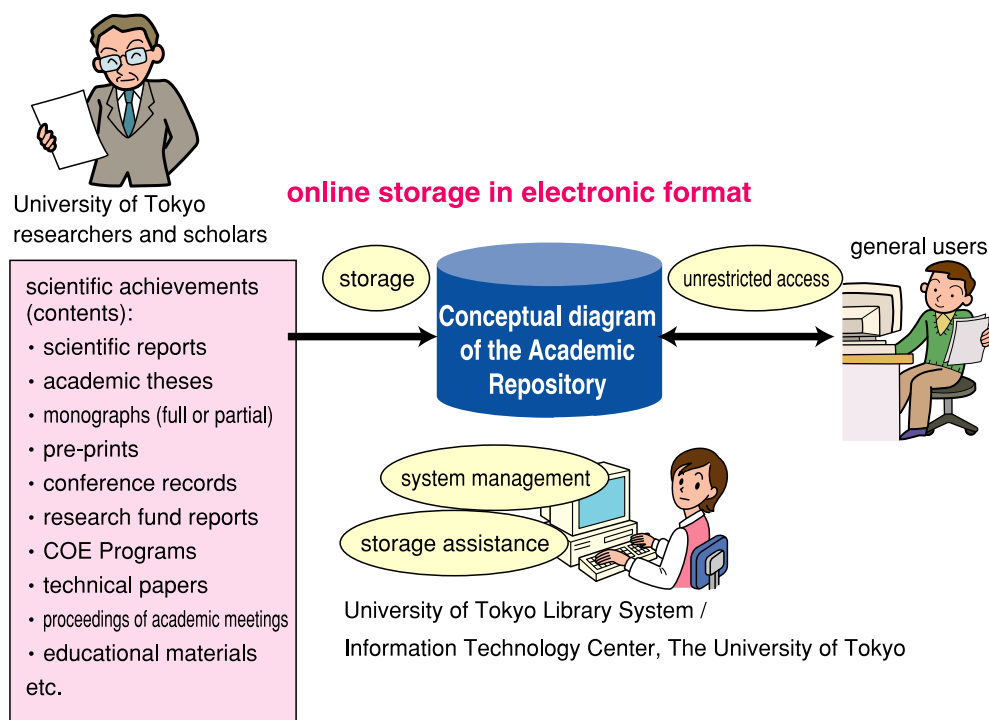
SDI stands for Selective Dissemination of Information. This service allows you to configure different sets of search queries, and to automatically receive email notifications when a new material (book, journal article) matching your criteria becomes available.

(7) 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.

3) THE UNIVERSITY OF TOKYO INSTITUTIONAL REPOSITORY

The University of Tokyo is working on a server system that would provide easy and unrestricted access to the university's academic achievements to anyone in the world. The system, called the University of Tokyo Academic Repository, allows researchers and scholars to store and publish online the results of their scientific work. The materials made available in electronic format include journal articles, academic theses, proceedings of academic meetings, books, pre-prints, conference records, scientific reports, COE Programs, technical papers, etc.



Some 600 academic repositories are active around the world. The University of Tokyo's project is expected to become a major undertaking in terms of its contribution to the work of researchers and scholars, and to society as a whole.

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, second floor
Reference Service Counter
sanko@lib.c.u-tokyo.ac.jp



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



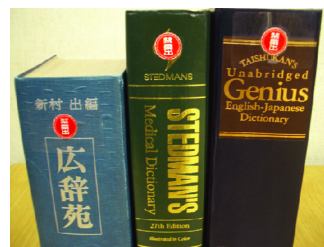
Kashiwa Library, second floor
Service counter
kashiwa@lib.u-tokyo.ac.jp

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

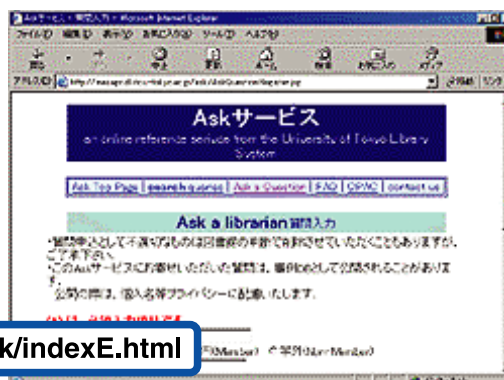
Reference materials are the tools you use to check specific information: dictionaries, encyclopedias, almanacs, maps, etc.

Each library has its own reference corner or room. Please ask a librarian if you have any questions regarding the materials or how to use them.



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. Frequently asked questions and corresponding answers are also posted on a searchable database.



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

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.

① ECCS 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/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

● Komaba Campus

Information Education Building / Komaba Library

● Kashiwa Campus

Kashiwa Library

② ECCS user accounts

A user account is necessary to access the terminals. First-year students receive an account after they attend the first session of a mandatory course on information management during the summer semester. 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 UTMNet 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>

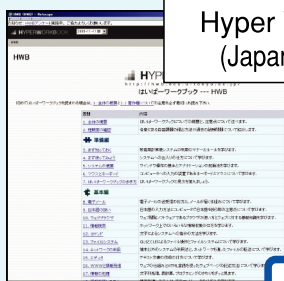
ECCS online user guide (Japanese only)



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/>

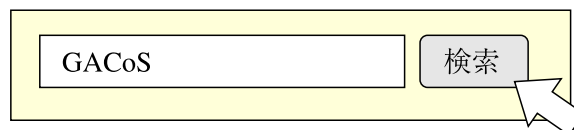
2. GATHERING INFORMATION THROUGH THE INTERNET

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.

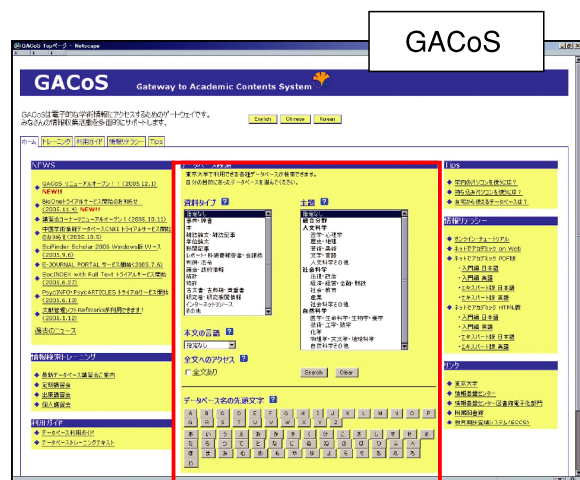
1) GACoS



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.”



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

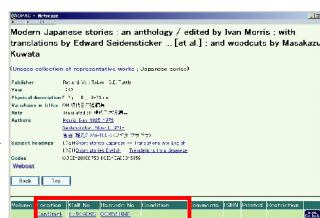
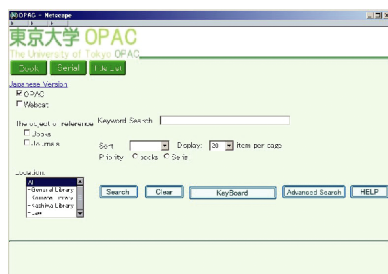
2) SEARCHING ONLINE DATABASES

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.

● Searching for books

University of Tokyo OPAC

This database allows you to quickly identify libraries holding a specific book or journal.



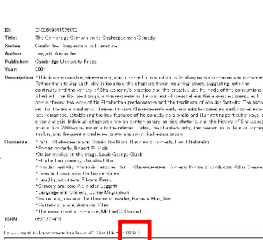
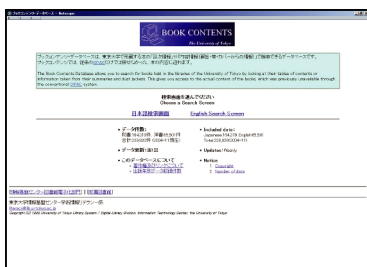
Available
off-campus

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

Once a material is located, write down its call number and the name of the holding library.

Book Contents

Besides conventional bibliographical information, this database incorporates data from the books' description and table of contents. It allows users to identify relevant materials through keywords that do not appear in the book's title.



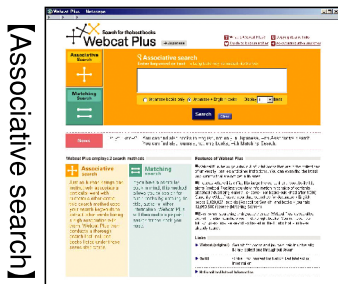
Available
off-campus

<http://contents.lib.u-tokyo.ac.jp/contents/top.html>

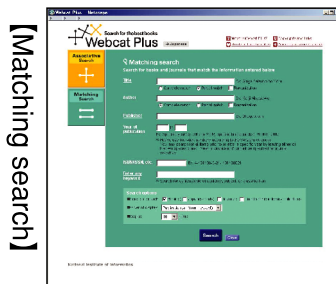
Click the OPAC link to see where the book is held.

Webcat Plus

This database is provided by the National Institute of Informatics. It allows users to search among materials held by university libraries and other institutions across Japan. Two search modes are available:



[Associative search]



[Matching search]

Available
off-campus

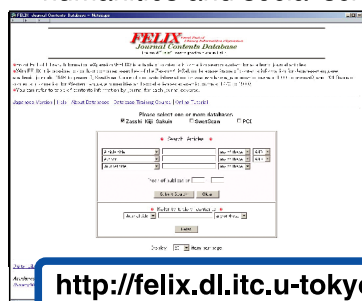
<http://webcatplus.nii.ac.jp/en/>

Once a material has been located, you can apply at your department's library to borrow it or to obtain photocopies. (see p.28)

● Searching for journal articles

FELIX Journal Contents Database

FELIX incorporates three databases covering the latest articles published in leading academic journals, Japanese articles, and an extensive archive of humanities and social science publications.



Item	Contents
ID	s2003071585786289208468352003000004000070672
Author	Koshiba, Masatoshi
Article title	Birth of Neutrino Astrophysics (Nobel Lecture)
Journal title	ChemPhysChem
ISSN	1439-4235
Volume	4(7)
Page	672-681
Year	2003-00-00
Link	OPAC Electronic Journal

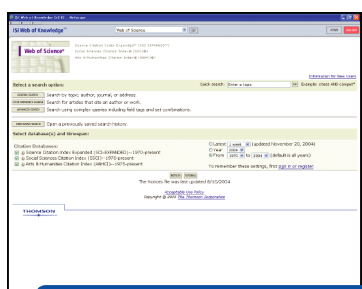
On-campus access

The OPAC and e-journals links lead you to the university catalog or to an electronic version of the article.

A similar resource is **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.

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 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.



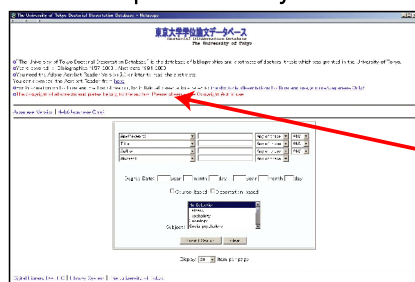
<p>Title: A cyclic dimer of <i>overlappophyllin</i> forms a highly stable inclusion complex with D-50</p> <p>Author(s): Tachibana, Akihito; Zhang, Zhen; Ueda, Shiro; Saito, Shiro; Yamaguchi, Shiro</p> <p>Source: JOURNAL OF THE AMERICAN CHEMICAL SOCIETY 125 (40): 9477-9478 OCT 13 2003</p> <p>Document Type: ARTICLE</p> <p>Language: ENGLISH</p> <p>Cited References: 1; Times Cited: 2</p> <p>Keywords Plus: PHOTOCYCLED; ELEC TROCYCLIZATION; CATIONIC CYCLOIZATION; FULLERENE; INTERSTITIAL; PHOSPHOR; RECOGNITION</p> <p>Addresses: Akihito Tachibana, Dept. Chem. & Biol. Eng., Grad. Sch. Eng., Dept. Chem. & Biol. Eng., Bunkyo-ku, Tokyo, 113-8555 Japan; Shiro Yamaguchi, Grad. Sch. Eng., Dept. Chem. & Biol. Eng., Bunkyo-ku, Tokyo, 113-8555 Japan; Shiro Ueda, Grad. Sch. Frontier Sci., Dept. Integrated Basic, Bunkyo-ku, Tokyo, 113-8555 Japan; Shiro Saito, CTR Chem. Anal., Inagaki Lab. Chiba, 260-0202 Japan</p> <p>Publisher: AMER. CHEMICAL SOC., 1155 SIXTH ST., NW, WASHINGTON, DC 20036 USA</p> <p>Subject Category: INORGANIC, ANALYTICAL CHEMISTRY</p> <p>ISSN: 0002-7071</p>	<p>Output This Record</p> <p>Full Text PDF HTML XML JSON CSV RTF DOC DOCX PPT PPTX XLS XLSX MP3 MP4 MOV AVI FLV H264 H265 HEVC VP9 VP10 VP11 VP12 VP13 VP14 VP15 VP16 VP17 VP18 VP19 VP20 VP21 VP22 VP23 VP24 VP25 VP26 VP27 VP28 VP29 VP30 VP31 VP32 VP33 VP34 VP35 VP36 VP37 VP38 VP39 VP40 VP41 VP42 VP43 VP44 VP45 VP46 VP47 VP48 VP49 VP50 VP51 VP52 VP53 VP54 VP55 VP56 VP57 VP58 VP59 VP60 VP61 VP62 VP63 VP64 VP65 VP66 VP67 VP68 VP69 VP70 VP71 VP72 VP73 VP74 VP75 VP76 VP77 VP78 VP79 VP80 VP81 VP82 VP83 VP84 VP85 VP86 VP87 VP88 VP89 VP90 VP91 VP92 VP93 VP94 VP95 VP96 VP97 VP98 VP99 VP100 VP101 VP102 VP103 VP104 VP105 VP106 VP107 VP108 VP109 VP110 VP111 VP112 VP113 VP114 VP115 VP116 VP117 VP118 VP119 VP120 VP121 VP122 VP123 VP124 VP125 VP126 VP127 VP128 VP129 VP130 VP131 VP132 VP133 VP134 VP135 VP136 VP137 VP138 VP139 VP140 VP141 VP142 VP143 VP144 VP145 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On-campus access

Access a given article in electronic format by clicking the **go** button next to the holdings field.

University of Tokyo Doctoral Dissertations Database

This database covers bibliographical information and abstracts of doctoral theses published by the University of Tokyo.



Available off-campus

To see specific information on access conditions for each library, click the "doctoral dissertations holdings and usage guide" link (in Japanese only).

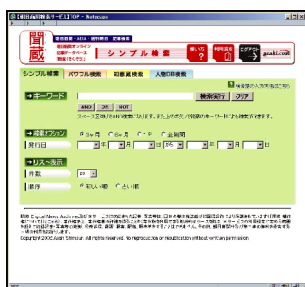
<http://gakui.dl.itc.u-tokyo.ac.jp/>

●Searching for newspaper articles

Asahi Shimbun Digital News Archives “Kikuzou” (Japanese only)

The database covers articles published in the national and regional editions of the Asahi Shimbun, as well as weekly magazines *Aera* and *Shukan Asahi*. The database is accessible through GACoS.

[Simple search]



[Power search]



On-campus access

Click the title of an article to view it in full text.

Another recommended database is the news search feature provided by [LexisNexis Academic](#), which includes large numbers of newspapers and magazines published across the world.

●Reference materials on Japan

JapanKnowledge (Japanese only)

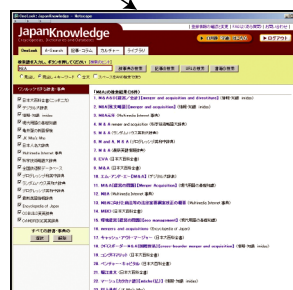
This database provides access to a comprehensive set of data about Japan, including the Encyclopedia Nipponica, language dictionaries (Japanese, English-Japanese, contemporary terms, etc.), historical chronologies and other sources, accessible individually or through an integrated search tool. JapanKnowledge is particularly useful in the initial stages of a search for information.

<http://na.jkn21.com/>

Search results are separated according to their source, and are directly accessible by a single click.



On-campus access

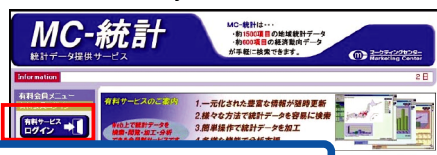


●Statistical data

MC-Tokei (Japanese only)

This database was designed to facilitate access to statistical data published by the Japanese government. It covers some 1,200 statistical items at the regional level and 630 economic indicators, and provides different types of search and analytical tools.

On-campus access



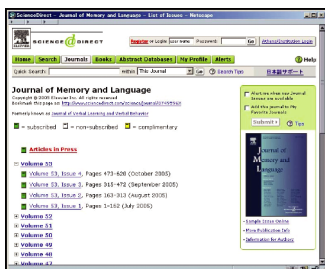
<http://www.mc-stat.com/>

Start your session by clicking the 有料サービス ログイン button on the top-left corner

For more statistical information on Japan, access [the Portal Site of Statistical Data in Japan](#) provided by the Japanese Ministry of Internal Affairs and Communications. The site includes links to other sources of data inside and outside Japan.

3) USING E-JOURNALS AND E-BOOKS

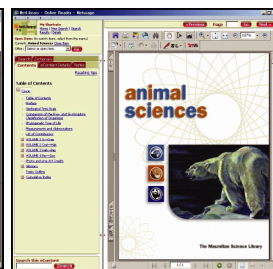
E-journals and E-books are documents in electronic format that can be consulted online. They provide full-text access to the contents of a given article or book, typically through the homepage of the publisher or an online database.



Elsevier website (e-journals)

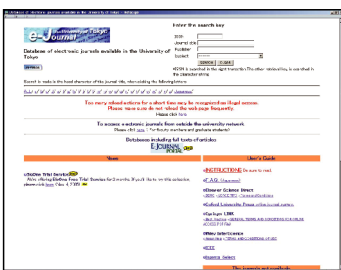


Nikkei BP (e-journals)



eBook - netLibrary (e-books)

Database of electronic journals available in the University of Tokyo



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

This database provides links to journal materials accessible in electronic format at the University of Tokyo. Search a publication by ISSN number, publisher or title keyword and click on the relevant result to access the journal's homepage. The next step is to perform a search on the homepage, or directly access the contents of the relevant volume/issue number.

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

On-campus access

E-JOURNAL PORTAL

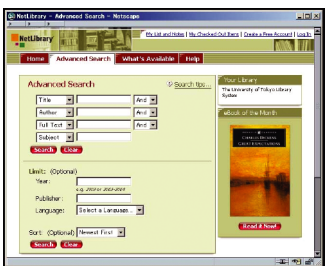


<http://vs2ga4mq9g.search.serialssolutions.com/>

This portal site allows you to search for e-journal titles and identify the database through which they are available. Click on a database name to access its homepage, and search for the desired article.

On-campus access

eBook (netLibrary)



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

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

On-campus access



<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 (in Japanese only).

4) 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.

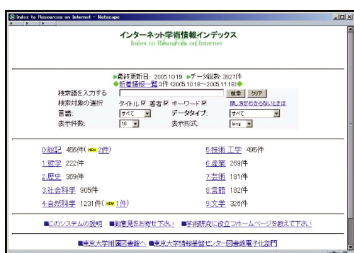
● Search engines are not always the fastest or most efficient way to access information

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.

IRI (Index to Resources on Internet)



On-campus
access

This website provides a carefully selected list of Internet resources that provide academic-level information.

http://resource.lib.u-tokyo.ac.jp/iri/url_search.cgi

3. 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:

Netiquette homepage (Japanese only)

<http://www.cgh.ed.jp/netiquette/>

Manners and rules for users of the Internet (Japanese only)

<http://www.iajapan.org/rule/rule4general/>

4. USER SUPPORT

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. The courses are available in different formats (individual, collective, on-site, etc.), in several languages (regular sessions are held in Japanese or in English), and usually cover a specific type of online information.

→For more information, see the training courses homepage

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

2) RESEARCH ON THE INTERNET (PDF VERSION)

This online 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.

3) RESEARCH ON THE INTERNET ON WEB (FLASH)

This interactive tutorial takes you through the process of searching for and retrieving reference materials from online sources of information. Step-by-step explanations complemented by tips from animated characters make it a fun experience for everyone. Includes practical examples using actual databases.

The tutorial is available in six languages (Japanese — English — Chinese — Korean — French — Spanish) and accessible from any computer connected to the Internet (Flash plug-in required).

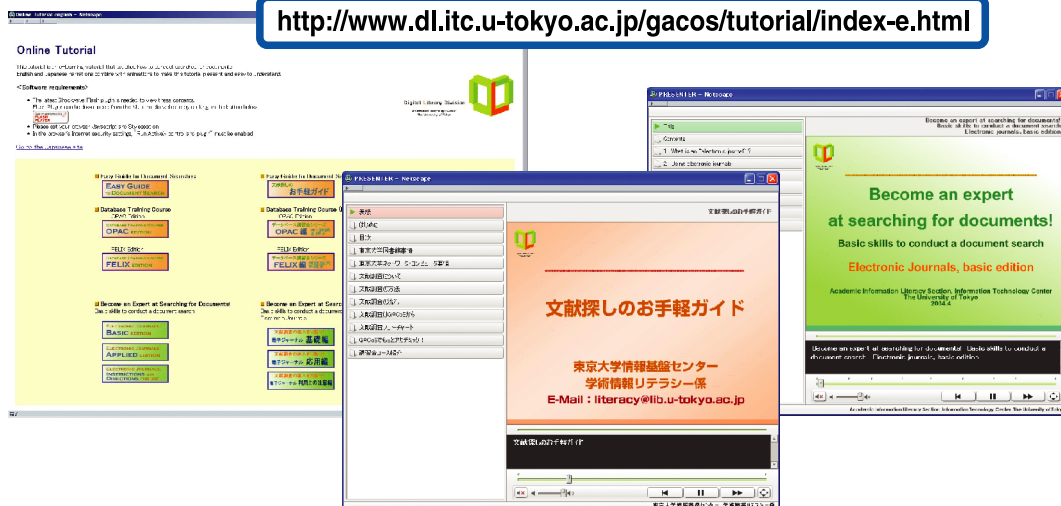


<http://literacy.dl.itc.u-tokyo.ac.jp/wack/>

4) ONLINE TUTORIALS

This e-learning resource covers introductory and in-depth aspects of search processes involving online sources of information such as specialized databases and e-journals. Available in two versions (English or Japanese), it includes Flash animations and an optional voice narration. The tutorials are directly accessible from any computer connected to the Internet at:

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



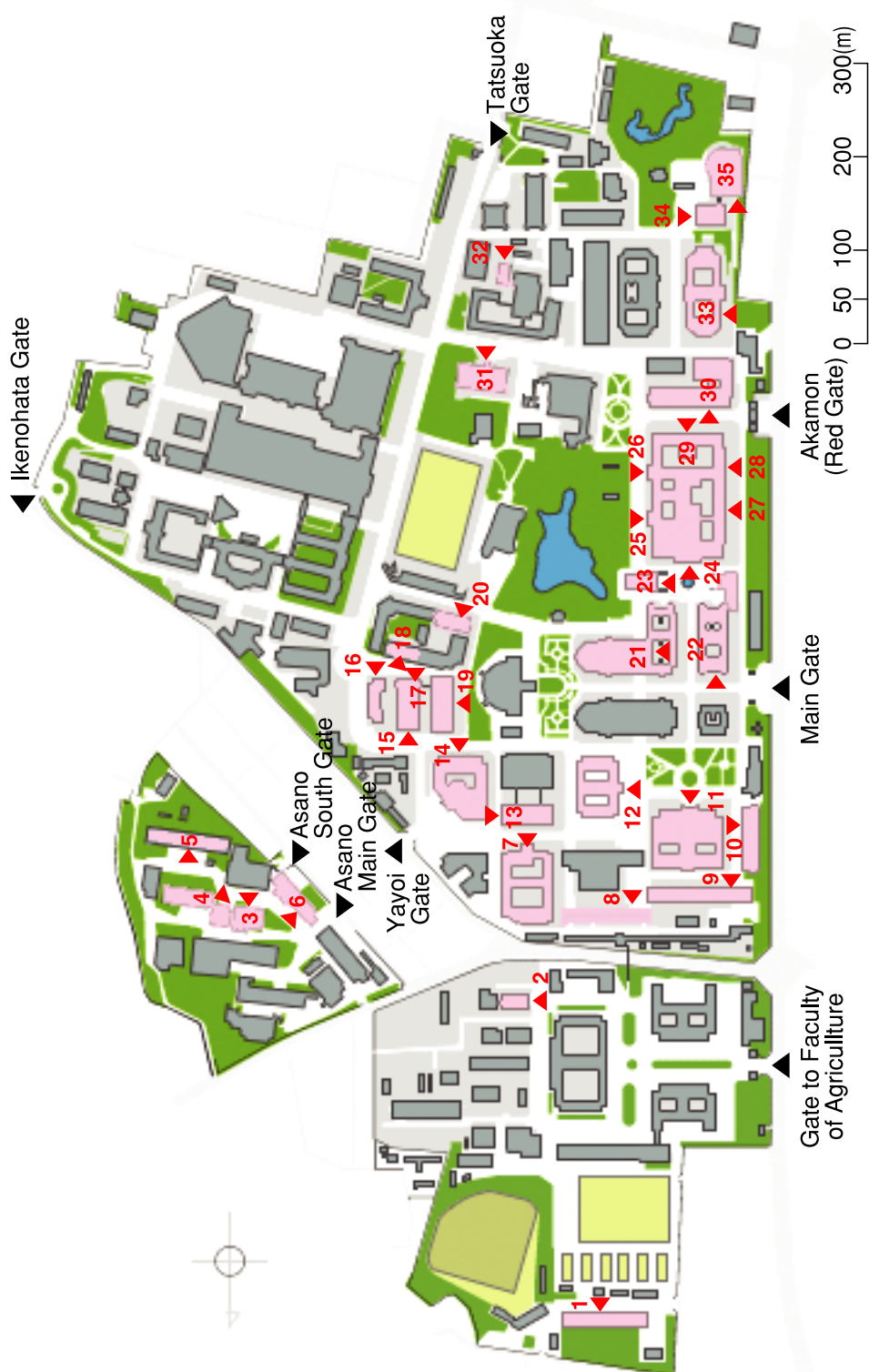
APPENDIXES

Appendix 1: Location of University of Tokyo libraries
and contact information

Appendix 2: Search tips

Appendix 3: Terminology

LOCATION of LIBRARIES in HONGO CAMPUS



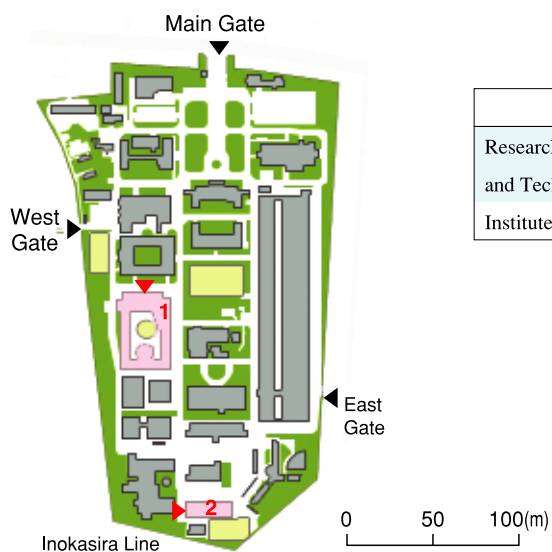
	(Ext.)	(Building No.) -Floor	(Ext.)	(Building No.) -Floor
Earthquake Research Institute	(25669)	1-3		
Faculty of Economics	(25562)	29	Faculty of Pharmaceutical Sciences	(24705)
Faculty of Education	(23912)	30	Faculty of Science	
Faculty of Engineering	(26315/ 26731)		Central Office Library	(24029)
Library		13-5	Dept. Astronomy	(24235)
Dept. Aeronautics and Astronautics	(26613)	8-3	Dept. Biological Sciences	(24453)
Dept. Applied Chemistry, Chemical Engineering Biochemistry	(27403)	9-3		(24495)
Dept. Applied Physics/Dept. Mathematical Engineering and Information Physics	(26945)	12-1	Dept. Biophysics and Biochemistry	(24405)
Dept. Architecture	(26207)	11-3	Dept. Chemistry	(24325)
Dept. Geosystem Engineering	(27087)	7-3	Dept. Earth & Planetary Science	(24312)
Dept. Materials Engineering	(27171)	7-3		(24505)
Dept. Naval Architecture and Ocean Eng.	(26519)	14-3	Dept. Physics	(24151)
Dept. Quantum Eng. and Systems Science	(26958)	4-4	General Library	(22652)
Dept. Urban Engineering	(26257)	10-7	Historiographical Institute	(25962)
Dept. Civil Engineering	(26087)	11-2	Information Technology Center	(22717)
Graduate School of Information Science and Technology, Computer Science	(24277)	18-3	Institute of Oriental Culture	(25893)
Faculty of Law	(23137)	22-3	Institute of Social Science	(24944)
Center for Foreign Law Materials	(23199)	22-1	Interfaculty Initiative in Information Studies, Graduate School of Interdisciplinary Information Studies Library	(25905)
Center for Modern Japanese Legal and Political Documents (Meiji Shinbun Zasshi Bunko)			Multi-media and Socio-information Archive	(25906)
Faculty of Letters, Building No.2 Library	(23171)	28	Medical Library	(23667)
Faculty of Letters, Building No.3 Library	(23720)	21-4	Radioisotope Center	(22883)
	(23718)	23-B1	University Library for Agricultural Life Sciences	(25427)
			University Museum	(22808)

LOCATION of LIBRARIES in KOMABA CAMPUS I



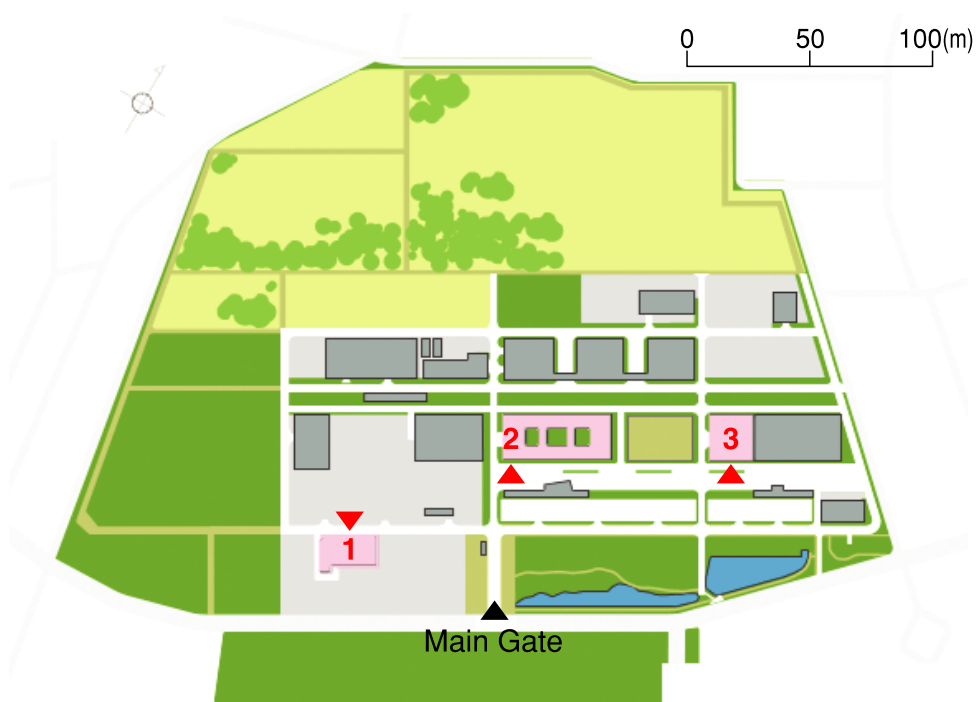
	(Ext.)	(Building No. -Floor)
Science Library	1	(46107)
Library of Center for Pacific and American Studies	2	(46161)
Komaba Library	3	(46101)
Graduate School of Mathematical Science Library	4	(47006)

LOCATION of LIBRARIES in KOMABA CAMPUS II



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

LOCATION of LIBRARIES in KASHIWA CAMPUS



	(Ext.)	(Building No.) -Floor
Kashiwa Library	1	(64224)
Institute for Solid State Physics	2	(3210)
Institute for Cosmic Ray Research	3	(63170)

Other Campus

Institute of Medical Science (Shirogane, Tokyo) (03-5449-5226)

Ocean Research Institute (Nakano, Tokyo) (03-5351-6356)

APPENDIX 2 : SEARCH TIPS

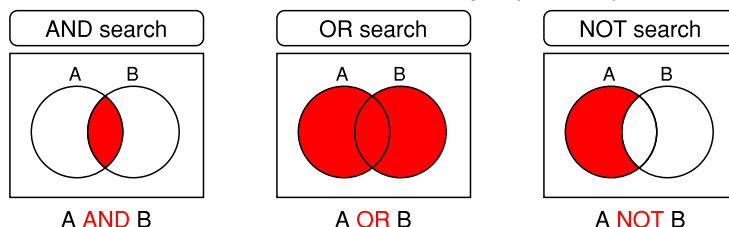
Here are some tips and useful techniques for database searches. We recommend you to check the Help section of each database if you are not already familiar with them, since they may present different rules and characteristics (boolean operators, wildcard symbols, etc.).

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.

Example:

- 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* sys*

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

APPENDIX 3 : TERMINOLOGY AND ACRONYMS

(the blue color code indicates services provided exclusively by the University of Tokyo)

academic information

Refers to the body of knowledge necessary to pursue academic studies and research, and to the results produced by the work of scholars and researchers.

→foreword

ASK

(derived from *Anatano Shitsumon ni Kotaemasu*) Service allowing users to forward questions to the libraries via the Internet, and to consult lists of frequently asked questions and answers.

See the Reference Services section on p.37

bibliographical information

Elements of information used to identify a specific material or document, usually including title, author name, publisher, year of publication, and page numbers (for an article). A material may be difficult to find if the bibliographical information is unknown, but it can still be located by conducting a proper document search.

call number Combination of letters and numbers assigned to library materials, usually displayed on the spine edge of a book. p.15

catalog of holdings

Library catalogs were traditionally listed alphabetically on cards. Nowadays they have for the most part been transferred to computer databases. (see also **OPAC**) p.10

CiNii (pronounced “signee” and derived from “**C**itation **I**nformation by the **N**ational **I**nstitute of **I**nformatics”) Database covering full-text materials published in Japan by academic societies, research bulletins, etc. The database is also accessible through the academic contents portal site GeNii. p.44

database Term originally referring to an organized collection of information records. It is now widely used to refer to a computer database, i.e. a program designed to give access to or analyze large sets of information (abbreviated form: **DB**).

e-DDS (**e**lectronic **D**ocument **D**elivery **S**ervice) Service delivering materials in electronic form over the Internet. Currently limited to the General Library and the Kashiwa Library. p.27

ECCS **E**ducational **C**ampuswide **C**omputing **S**ystem p.40

e-journal (or electronic journal) Electronic version of a journal that can be consulted online. p.46

E-JOURNAL PORTAL

Allows users to search for e-journal titles available at the University of Tokyo and identify the database through which they are available. (see also

Database of Electronic Journals Available in the University of Tokyo) p.46

et al. (from Latin *et alii*, “and others”) Used to abbreviate a list of several authors. p.19

FELIX (**F**ront **E**nd of **L**ibrary **I**nformation **eX**pansion) Integrated search platform for academic journals articles. Includes the Zasshi Kiji Sakuin, SwetScan and PCI databases. p.20

full-text access

This term means the user can access a material (for example, a journal article) in its entirety. Certain databases may provide bibliographical information on materials without including the text itself.

GACoS (**G**ateway to **A**cademic **C**ontents **S**ystem) Portal site providing access to online academic information available at the University of Tokyo. p.42

ibid. (from Latin “*ibidem*”) Used to refer to a previously cited material. p.19

ILL (see **I**nter-**L**ibrary **L**oan)

Impact Factor

Developed by ISI, the impact factor is a measure of the frequency with which the “average article” in a journal has been cited in a particular year or period. The measure can be applied within a specific field. (see **JCR**)

institutional repository

Server system allowing scholars and researchers working in universities and other institutions to store and publish online the results of their work. p.35

Inter-Library Loan

Service allowing users to obtain documents or copies of materials from another library. p.28

IRI (**I**ndex to **R**esources on the **I**nternet) Searchable website providing links to reliable information of academic value available online. p.47

ISBN (**I**nternational **S**tandardized **B**ook **N**umber) Unique number assigned to every printed book, which can be used as a keyword on certain databases. (see also **bibliographical information**)

ISSN (**I**nternational **S**tandardized **S**erial **N**umber) Unique eight-digit number assigned to any serial publication - in this guide, usually referred to as “academic journals.” Can be used as a keyword on certain databases. (see also **bibliographical information**)

- JCR** (**J**ournal **C**itation **R**eports) Database covering citation interconnections between journal articles and providing analysis tools such as the **Impact Factor**. (see **Web of Science**) p.44
- loan extension**
The act of extending the period of a loan. Loan extensions are not possible when a material is overdue, or when it is the subject of a reservation request. p.24
- NDC** (**N**ippon **D**ecimal **C**lassification) Classification system widely used in Japan to divide library materials into categories. (see also **call number**) p.10
- netiquette** (contraction of network and etiquette) Set of basic rules and manners ensuring a fair, safe and pleasant use of the Internet - and networks in general - for all. p.48
- OPAC** (Online Public-Access Catalog) Library catalog accessible from a computer. Most of the materials held by University of Tokyo libraries are listed on OPAC. p.10
- open shelf** Library shelf holding materials that can be directly accessed by users.
- PCI** (Periodical Contents Index) Catalog of articles published in Western academic journals, centered on humanities and social sciences. Covers some 3,500 titles published between 1770 and 1999. (see also **FELIX**) p.20
- return box** Return boxes can be used to return library materials outside opening hours. p.24
- serial publication**
Any type of publication (newspaper, journal, yearbook, etc.) appearing at scheduled times for a continued period of time.
- SwetScan** Catalog of articles published in Western academic journals, covering materials published since 1993. (see also **FELIX**) p.20
- user code** 10-digit number printed on University of Tokyo ID cards, needed to access online services. p.29
- Web of Science**
Database incorporating citation links, i.e. lists of articles cited by or citing a given article (see **JCR**). p.44
- Web Request**
Online service allowing users to make a reservation on a material still on loan, apply for inter-library loans and copies, check their status, etc. p.29
- Webcat plus** Database provided by the National Institute of Informatics, covering the catalogs of university libraries and other institutions across Japan. The “associative search” feature automatically suggests an extended list of keywords. p.18

wildcard Symbol used together with a partial keyword to replace one or more undetermined characters in a search. Wildcard symbols differ according to the database. p.58

Zasshi Kiji Sakuin

A database of periodicals indexes made by the NDL since 1948.
(Index 1948 - 1971 is limited to humanities and social science fields.) The index contains 16,000 titles of domestic journals and most of them are academic journals. One of three academic journal contents databases provided through the **FELIX** platform. p.20

Guide to UT Libraries 2006 - English Edition

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