

# Guide to UT Libraries 2008

University of Tokyo Library System

Information Technology Center,  
The University of Tokyo



## Foreword

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

The University of Tokyo Library System is structured around two components: three central libraries located on the Hongo, Komaba and Kashiwa campuses provide the core of reference materials for students, while some 40 smaller and more specialized units at the faculty level combine with them to form one comprehensive system.

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

Libraries have been and remain the best place to conveniently access academic information. With 8.5 million volumes - the largest library collection in Japan - the University of Tokyo can be considered a real treasure trove of knowledge.

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

The University of Tokyo Library System

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

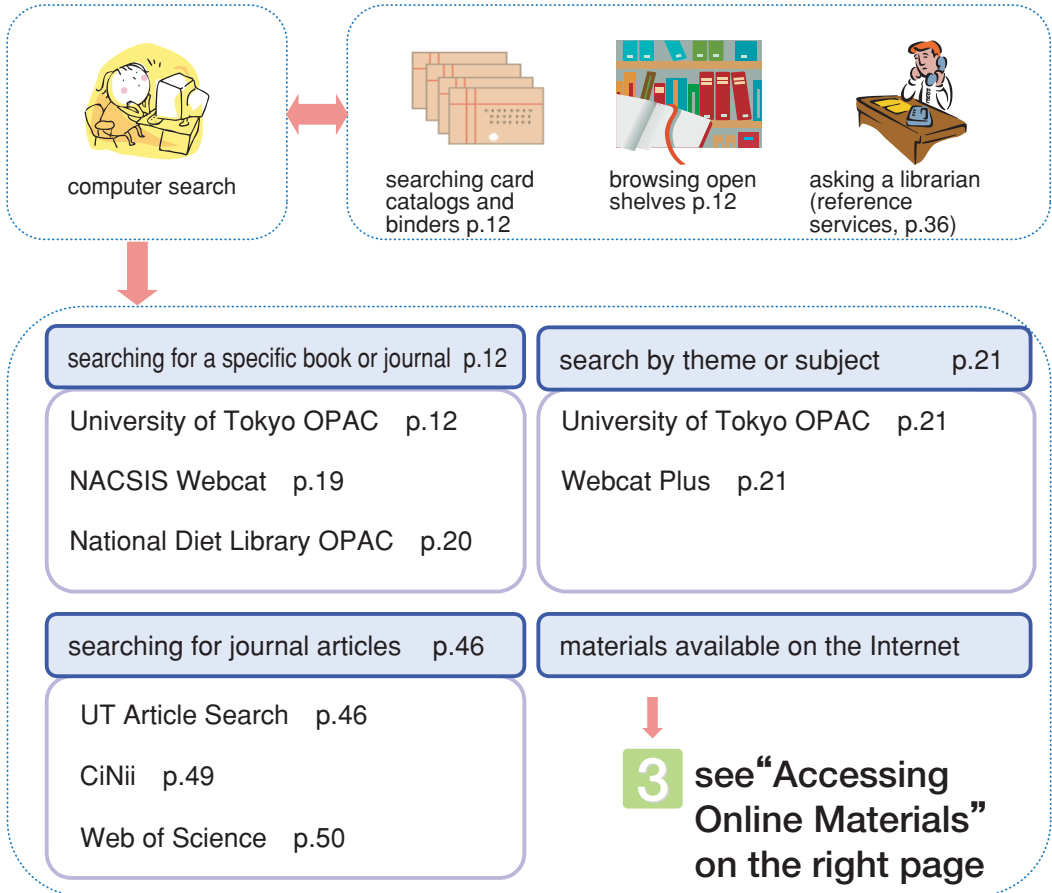
# ~QUICK REFERENCE GUIDE~

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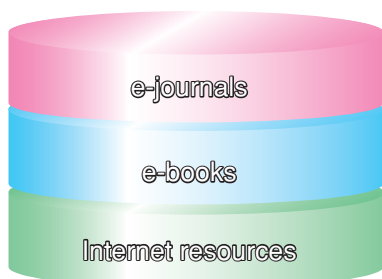
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Applications are handled by your department library.

# PART 1

## ACCESSING BOOKS AND JOURNALS FROM THE LIBRARY

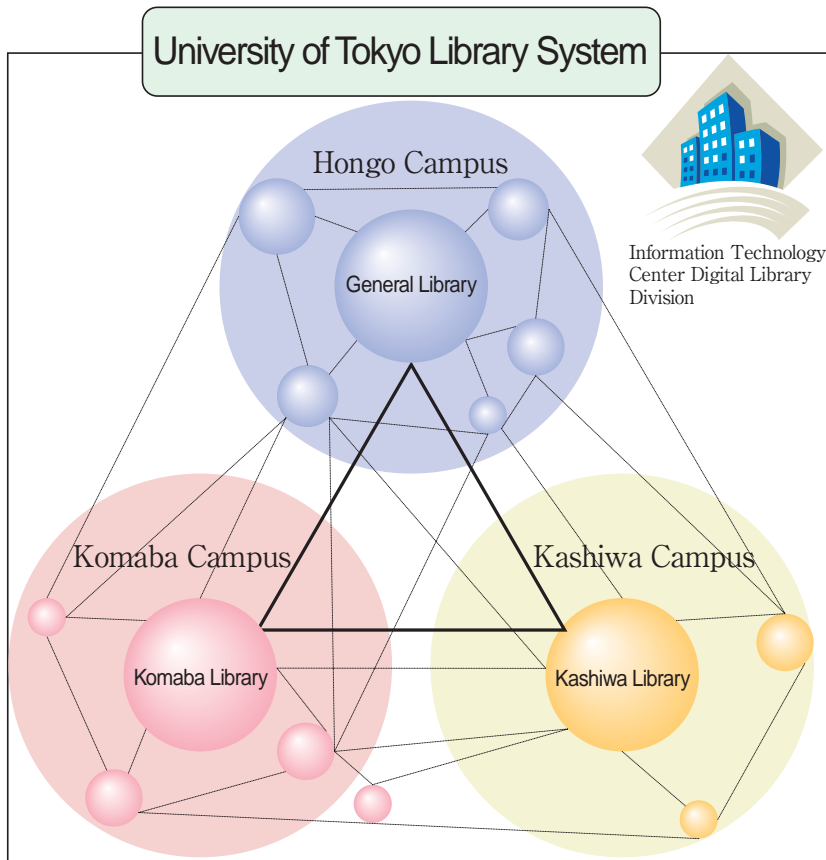
Whether you are looking for materials to write a report, wonder about the availability of your favorite author's latest novel, or need to review existing articles on a specific subject, the library is probably the best place to start your search. A broad range of materials, from centuries-old documents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

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

Despite their spread over a wide geographical area, the university libraries form one large unit and provide a great variety of integrated services. The Library System's collection totals 8.5 million volumes of books - growing at a pace of 20,000 volumes per year - and about 140,000 journal titles.



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



## 2 ) MAIN LIBRARIES

### ●The Komaba Library

As the main library on the Komaba campus, 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 560,000 volumes and 1926 journal titles, and it offers a capacity of 1,064 seats. The Mediapark is equipped with 53 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 place to 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 3rd and 4th 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 1.2 million volumes, including several special collections and materials from international organizations. Total capacity : 1,144 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 30,000 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 one million 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 250,000 binders, covering the issues of 14,000 journals. A system called "e-DDS" allows readers to access any journal 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 purpose of faculty, department and research institute libraries is to provide affiliated students and researchers with specialized collections of documents to support their advanced research activities. This section presents some of the nearly 40 libraries that form the University of Tokyo Library System.

#### ●The Library of Economics

The Library of Economics is located on the 3rd floor of the Akamon General Research Building, the first building on the right after entering the Akamon Gate on the Hongo campus. Its collection, which covers some 730,000 titles acquired over nearly 90 years, makes it one of Japan's leading libraries in this field. Materials include the Adam Smith Collection of Western books donated by Prof. Inazo Nitobe, works on the history of companies and corporations, statistical data and other documents systematically compiled and preserved. The library is also known for its collection of historical coins and notes, whose quality is considered second only to the collection of the Bank of Japan.

Adam Smith Collection



Reading room



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

#### ●Medical Library

The University of Tokyo's Medical Library was set up in 1961 as a model for Japanese modern medicine. It is located between the University Hospital and the Faculty of Medicine. The library underwent construction work in 2007 to reinforce its resistance to earthquakes, and will reopen in spring 2008. Its collection holds some 270,000 volumes and 5,600 journal titles, completed by an online journal and databases on medicine and nursing available throughout the university. It also includes precious materials on the history of medicine, such as the Kure, Miyake and Waldeyer collections, graduation albums of the Meiji and Taisho eras, as well as ancient books and scrolls.

Anatomical chart in color (1968)



Representation of a dissection session

External view of the library (before reinforcement works)



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



### ●Faculty of Education Library

The Graduate School of Education and Faculty of Education Library, taking over the holdings of the former Department of Education in the Faculty of Letters, holds materials mainly on education, psychology, and related fields. Its holdings also include Fujikawa Collection, which covers textbooks and educational materials from the later Edo and Meiji eras and is open to the public as the Digital Rare Book Collection.

The main counter is located on the 4th floor of the Faculty of Education Building, with the stacks on the 4th floor and the basement. Another counter is located in the Faculty of Medicine Building1, which holds a stacks section dedicated to pre-war journals in Japanese and Western languages, textbooks and other materials.

<http://ikuto.p.u-tokyo.ac.jp/>

Introduction to Primary Education, by Toshimichi Matsui (Fujikawa Collection)



Reading room



### ●Graduate School of Mathematical Sciences Library

The Graduate School of Mathematical Sciences Library is located in the southeastern portion of the Komaba I Campus, on the ground floor of the Graduate School of Mathematical Science Building.

Enlargement works carried out in March 2006 led to an expansion of the library from 1,200 sq. m. to 1,500 sq. m. The current collection includes 130,000 volumes and close to 1,500 journal titles. The library is also used by a large number of mathematicians from Japan and abroad, illustrating the richness of its collection.

Reading area and shelves of latest journals (ground floor)



View over Yanaihara Park (2<sup>nd</sup> floor)



The library's interior is rather vast, with an alternation of shelves and consultation spaces. The view over Yanaihara Park makes it a perfect place to concentrate on study.

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

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

## 4) Documents in Electronic Format

Some of the rare documents held by University of Tokyo libraries are available in electronic format for online consultation. Here are a few examples :

### ●Historical Coins and Notes Database (trial version)

**Database homepage**

The Library of Economics is constructing an electronic database featuring its collection of historical coins (12,000 items) and notes (25,000 items). Some 16,000 items have already been included in the database and can be viewed in color. This project is unique for East Asian currencies, particularly for local paper notes issued during the Edo period, with a world-class level both in terms of quality and scope.

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

### ●Digital Exhibition

Every year, the University of Tokyo Library System organizes a special exhibition to present some of its collections' rare documents to students and the general public.

**Inheriting the works received from the world**

the 130th anniversary of the university and 80th anniversary of the General Library

The Digital Exhibition provides online presentations of the catalogs and sample images of each special exhibition since 1994. The latest edition, held in 2007, celebrated the 130th anniversary of the university and 80th anniversary of the General Library with an exhibition entitled "Inheriting the works received from the world."

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

### ●Medical Library, Historical Materials Database

The Medical Library has published part of its precious materials online. Scrolls are not publicly available in digital format, but the database includes full-page digital versions of four titles: Kaitai Shinsho, Jutei Kaitai Shinsho, Kokon Ian and Zoho Kaisei Yakuken.

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

### Jutei Kaitai Shinsho, translated by Genpaku Sugita



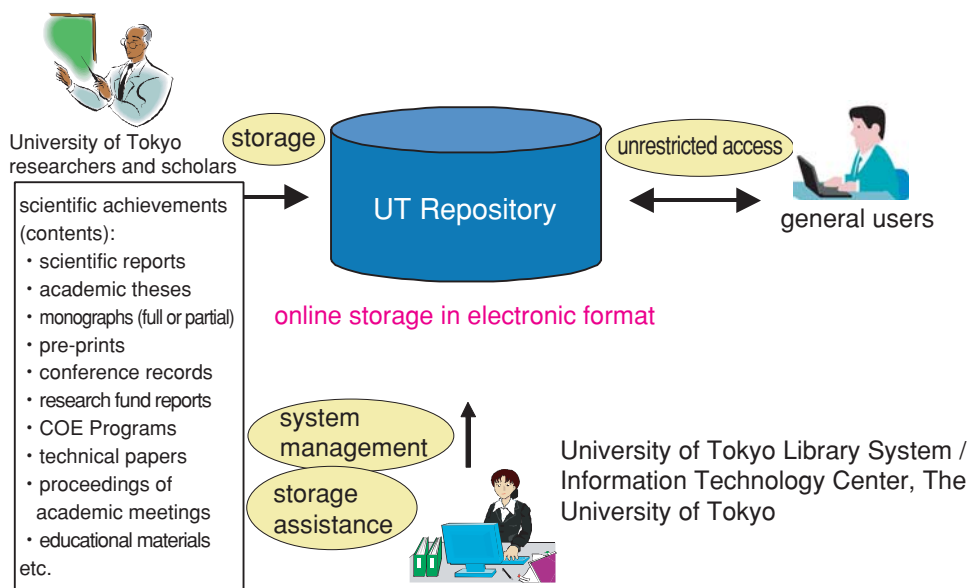
Ootsuki Shigekata Jutei (1843)

## 5) UT Repository

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

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

### Conceptual diagram of the Institutional Repository



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

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



[http://repository.dl.itc.u-tokyo.ac.jp/index\\_e.html](http://repository.dl.itc.u-tokyo.ac.jp/index_e.html)

## 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.



User code is the last 10-digit number. The user code is the last 10-digit number. A password registration makes it possible to use library online services such as the Web Request Service and MyLibrary.

→ See the Web Request Service section on p. 30

### 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.

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

The screenshot shows the University of Tokyo Library System homepage. It features a blue header with the university's name in English and Japanese, a search bar, and a navigation menu on the left. Three red boxes highlight specific areas: (1) the navigation menu, (2) the OPAC search window, and (3) the online services list.

### (1) Menu

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

### (2) Quick Searches

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

### (3) Online Services

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

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

→The MyLibrary function allows you to view information from your favorite libraries. (see details on p.34)



### 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 40 libraries belonging to the university, its interface allows users to search for books and journals held by other academic institutions in Japan.

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

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

Works that do not appear in OPAC (i.e. acquired before 1986) can be searched using the Union Card Catalog, located in the General Library's ground-floor reference room. 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 (2nd 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/>

The screenshot shows the OPAC homepage with the 'Language Version' menu highlighted. The 'OPAC' option is selected, while 'Webcat' is unselected. The page includes a search bar, 'Sort' and 'Display' options, and a 'Location' dropdown menu.

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

### < Basic Search >

The screenshot shows the 'Basic Search' page. A red box highlights the 'Keyword Search' input field. Below it are 'Sort' and 'Display' options, and a 'Priority' section with radio buttons for 'books' and 'Serial'. A red arrow points from the 'books' radio button to the text box below.

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

### < Advanced Search >

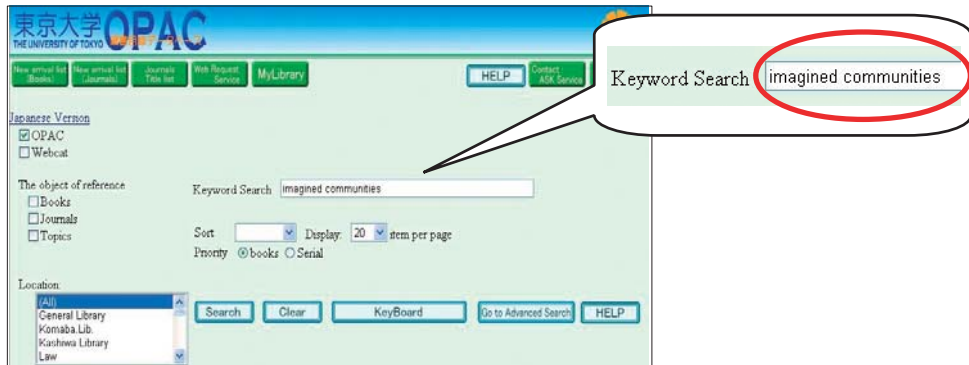
The screenshot shows the 'Advanced Search' page. A red box highlights the search criteria section, which includes fields for 'Any (keyword)', 'AND', 'Author', 'AND', 'Publisher', 'Year Published', 'Country', 'Language', 'Subject', and 'Title'. A red arrow points from the 'books' radio button to the text box below.

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 general search field, separated by a single space (the space represents the logical operator “AND”).



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 enough keywords in order to minimize the total number of results.

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

### Prefix Search

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

Example: int\* earth\* sci\*

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

See Appendix 2: Search Tips (p.62)

## 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 search interface with the following search criteria:

- Any (Keyword): nationalism
- Author: (empty)
- Publisher: (empty)
- Location: Komaba Lib. (selected from a dropdown menu)
- Year Published: (empty)
- Country: ALL
- Language: ALL
- Subject: (all)
- Place: (empty)
- Sort: (empty)
- Priority: books (selected)

Buttons at the bottom include Search, Clear, KeyBoard, Go to 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 search criteria:

- Any (Keyword): nationalism
- Author: (empty)
- Publisher: (empty)
- Year Published: 2000 - (empty)
- Country: ALL
- Language: ALL
- Subject: (all)
- Place: (empty)
- Sort: (empty)
- Priority: books (selected)

Buttons at the bottom include Search, Clear, KeyBoard, Go to Basic Search, and HELP.

### 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 details:

- Author:** natsume soseki (circled in red)
- Language:** English [Modern] (circled in red)
- Country:** ALL (circled in red)
- Object of reference:** Journals (checked)
- Keyword:** natsume soseki
- Location:** General Library (selected)
- Sort:** (empty)
- Display:** 20 item per page
- Priority:** books (selected)

### Journal search example

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

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

The screenshot shows the OPAC search interface with the following details:

- Object of reference:** Journals (checked and circled in red)
- Keyword Search:** harvard law review (circled in red)
- Location:** General Library (selected)
- Sort:** (empty)
- Display:** 20 item per page
- Priority:** Serial (selected)

## Important information

Volumes (All Volumes)	Year	Location	Call No.	Comment
1-118,119(1-2,4-8)+	1887-2006	<a href="#">Law Periodicals</a>		

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

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

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

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

→ See p.46 Searching Online Databases

■ 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.

Keyword Search

**No matches found. Choose other ones.**

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

Keyword Search



### 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 number E710 : 406S.

**Bibliographical information**

title / author  
series  
publisher  
year of publication  
format

**Holding information**

holding library  
call number  
barcode number  
condition  
comments

Clicking in the Location field displays information about the holding library.

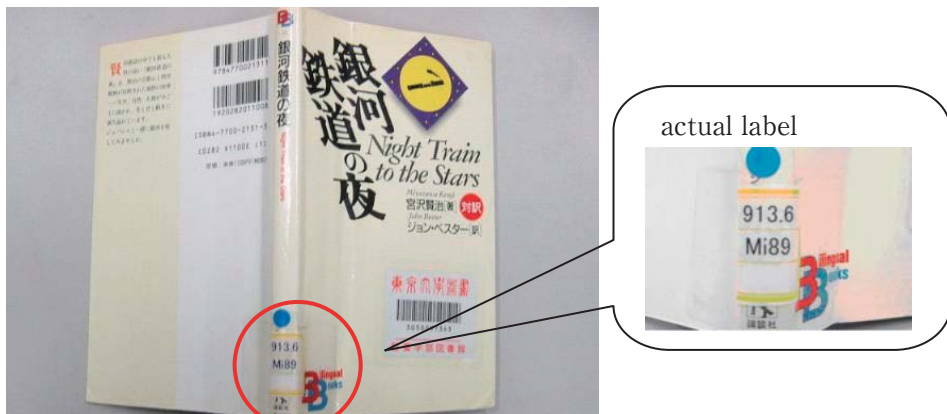
When a material is already out on loan, click here to place a reservation (see p.32 for more information)

Clicking the BookContents icon displays information about the material's table of contents and abstract, if available.

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>

**NACSIS Webcat**  
Retrieval service for NACSIS-CAT Databases on World Wide Web  
We report results of the questionnaires for Webcat and Webcat Plus services . (in Japanese only)  
NII has postponed the integration of Webcat service into the Webcat Plus during the fiscal year 2005 (until March 31, 2006), which had been announced before.  
Webcat is offered to non-profit-making users. Profit-making use is forbidden.  
Confirmation is recommended on libraries policy of copy/loan service before you visit the library.  
[About Webcat] [Manual] [Japanese version here]  
 Books and Serials  Books  Serials  
Title Word :   
Author :   
Publisher :   
Publication Year :   
Standard Numbers :   
Free Keywords :   
Fulltitle :   
Search  
[http://webcat.nii.ac.jp/webcat\\_eng.html](http://webcat.nii.ac.jp/webcat_eng.html)

<NACSIS Webcat is also available through the OPAC interface>

東京大学 OPAC THE UNIVERSITY OF TOKYO  
New arrival list (Books) Journals Title list Web Request Service MyLibrary HELP Contact Ask Service New Search  
Japanese Version  
 OPAC  
 Webcat  
The object of reference  
 Books  
 Journals  
 Topics  
Keyword Search   
Sort  Display: 20 item per page  
Priority  books  Serial  
Location:  
(All) General Library Komaba Lib. Kashiwa Library Law  
Search Clear Keyboard Go to Advanced Search HELP  
<https://opac.dl.itc.u-tokyo.ac.jp/>

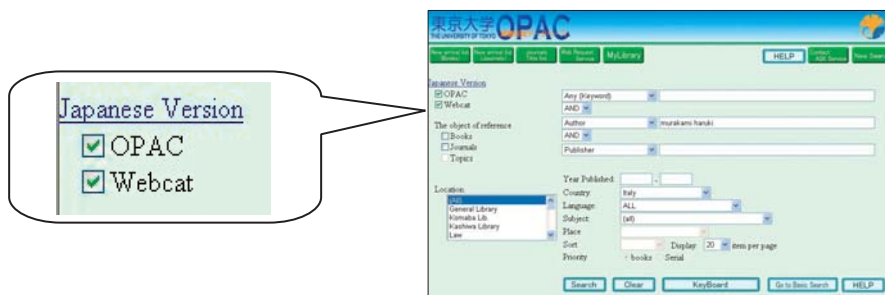
## Search example searching outside the University of Tokyo

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 13 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.29 for more details

## Searching with the National Diet Library OPAC

Some materials that cannot be located using the University of Tokyo OPAC or NACSIS Webcat may still be found through the online catalog of the National Diet Library. In principle, each book printed in Japan is deposited in the library's collection, so a complementary search on this database is particularly recommended for Japanese books.

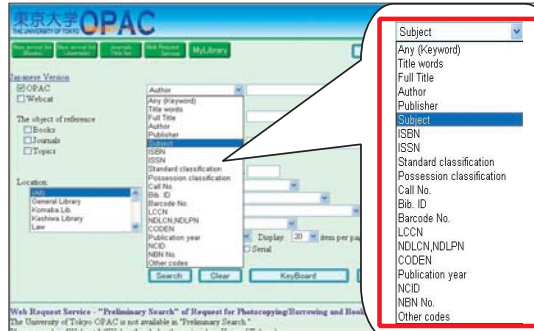
[http://opac.ndl.go.jp/index\\_e.html](http://opac.ndl.go.jp/index_e.html)

## 5 ) SEARCHING FOR BOOKS ON A GIVEN THEME OR IN A SPECIFIC FIELD

A number of options are available to search for books on a specific subject.

### ●OPAC : Subject Heading Search and contents/abstract search

OPAC allows users to perform queries on specific subjects by defining the keyword category as “subject”. Names can also be searched under this category. Defining the category as “Any Keyword” will include table of contents and abstracts information in the search.



<https://opac.dl.itc.u-tokyo.ac.jp/opac/expart-query-e?>

### ●Webcat Plus : Associative Search

This search feature, provided by the National Institute of Informatics, allows users to broaden their search by automatically adding potentially relevant keywords.

The search results screen offers a list of associated terms, which can be included in the query.

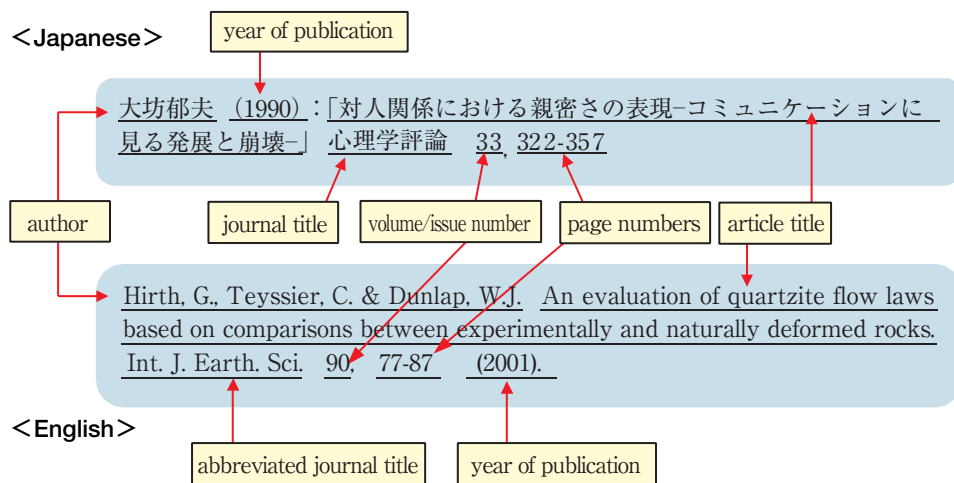


## 6) SEARCHING FOR JOURNAL ARTICLES

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

Bibliographical and academic information can also be searched using the Internet, including online dictionaries, newspaper articles and encyclopedias.

→ See p.45 : Gathering Information through the Internet

## ● 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.abbreviations.com/jas.asp>

- **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 :

#### User's Guide of Libraries

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

#### 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.33

Automatic lending machine



Please put your card here.

**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 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 or materials held on other libraries

## 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.32

## 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.32

## 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>

Condition  
On loan

Volume	Location	e-DDS	Call No.	Barcode No.	Condition	Comment	Linked	Restriction	ISBN
Gen	Openshelf		570 B812	0010329985					
Gen	Openshelf		570 B812a	00103462	On loan[2008. 4. 4]				
Med.		Q22.202.on		4410014502					
Agr. Vet. Surgery			491.6 B71	5018865161				1987	

### To make a reservation

- (1)click on "on loan"
- (2)enter your **user code**, **password** (see the Web Request Service section on p.30) and name, 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 hold by the library counter 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.33 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 laws, which means their unauthorized reproduction is a violation of the law. Photocopies are restricted by the following basic rules :

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

### ② Special Documents

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

### ③ Obtaining Photocopies from other Campuses

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

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

→See p.33 for more details on requesting photocopies online

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

→See p.29 OBTAINING DOCUMENTS FROM EXTERNAL INSTITUTIONS

### 3 ) THE e-DDS SERVICE

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

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

For the time being, this service is accessible through OPAC and is limited to the journal holdings of the Kashiwa Library, the Komaba Library and the General Library.

**Note :** You must complete a registration procedure in order to use this service.  
 Registration formalities are handled by the library of your department.  
 Conditions covering user costs differ according to each library. For more information, please see the Guide to Libraries Supporting the e-DDS :  
[https://opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/edds/libraries\\_list\\_e.html](https://opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/edds/libraries_list_e.html)

#### 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
9-96,97(1-3)+	1926-2006	CASLib_jour	e-DDS		

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

(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 **Send** (submit) button.

The screenshot shows a web browser window with the following content:

- Page title: e-DDS (Electronic Document Delivery System)
- Navigation links: # Password Registration / # Password Change
- Registration link: # E-Mail address registration screen
- Main heading: This e-DDS service is a service where the process from requesting copies of a document to viewing it occurs on the Web.
- Availability note: Available for university members only. (Application for use is necessary in advance.)
- Conditions:
  - Documents can only be viewed over the university network.
  - If you have forgotten your password or cannot log in, click here.
- Confirmation requirements: Please confirm the following before make request.
  - Check your registered email address. (Go to the "E-Mail address registration screen" page.)
  - Online search is available by e-Search.
  - Please verify the volume location. (OPAC, HPL)
- Reference: For more details, consult the User's Guide.
- Form fields: Please input your user code (10 digit) and the password.
  - USER CODE:
  - Password:
- Buttons: , ,

#### ②Viewing/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://edds.dl.itc.u-tokyo.ac.jp/service/edds/www-userCertifi-query-e?3>

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

<Guide to Libraries Supporting the e-DDS>

[https://opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/edds/libraries\\_list\\_e.html](https://opac.dl.itc.u-tokyo.ac.jp/service-html/webreq/edds/libraries_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's library 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.33 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.



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

#### 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.9

#### 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.



Example :  
student ID card

User code is the last 10-digit number.

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



### Note on the Web Request password

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

## ② Loan status / Loan extension / Canceling a reservation

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

Loan and reservation status

(1) Your library card's validity date is 2010. 6.30 .

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

**Checked out materials**

- ★ Please return the book(s) you checked out until "Limit day".
- ★ Please click the button of "Extension" when extending a loan.
- The material lending it out now is displayed.

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

(3) (4)

**Record on Hold**

- ★ Person who reserved lent book  
It is possible to lend and it might take time to do it by the becoming it time though it asks it to return it on the limit day.
- On reserved\*\*\*It arrives at the receipt counter.
- On loan\*\*\*Other users are still borrowing.
- Order\*\*\*The order of waiting of the reservation is meant.

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

NO.	Counter	Book ID	Reservation date	Reservation limit date	Title	Status	Order	Place	Call mark	Extension/Cancel
1	Gen.Lib.	0012636973	2008.04.18	2008.04.18	Dissemination / Jacques Derrida ; translate d, with an introduction and additional notes, by Barbara Johnson	On loan	1	Gen.Openshelf	194.D438	Cancel

(5) (6)

The following functions are available :

### (1) Validity

The date of expiry of your access rights is written on your library card.

### (2) Penalty status

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

### (3) Loan status

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

### (4) Loan extension

Extend the loan period for a material in your possession. Please note that you cannot extend the period of a loan if the material is overdue, if a reservation is pending, or if you have already reached the maximum number of extensions for that material.

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

### (5) Reservation status

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

### (6) Reservation cancellation

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

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

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

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

### ④ Requesting an acquisition / Acquisition order status

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

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

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

### ⑤ Other functions

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).

### ① Using MyLibrary


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

→ See the Web Request Service section on p.30



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

### ② Available functions

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

(1) Library information and calendar

(2) Library Services

(3) Selective Dissemination of Information (Japanese Interface)

#### (1) Library information and calendar

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

#### (2) Web Request Service access

Directly access the Web Request Service, which allows you to perform several types of requests online (checking your status concerning borrowed and reserved materials; requesting a loan extension; canceling a reservation; requesting copies



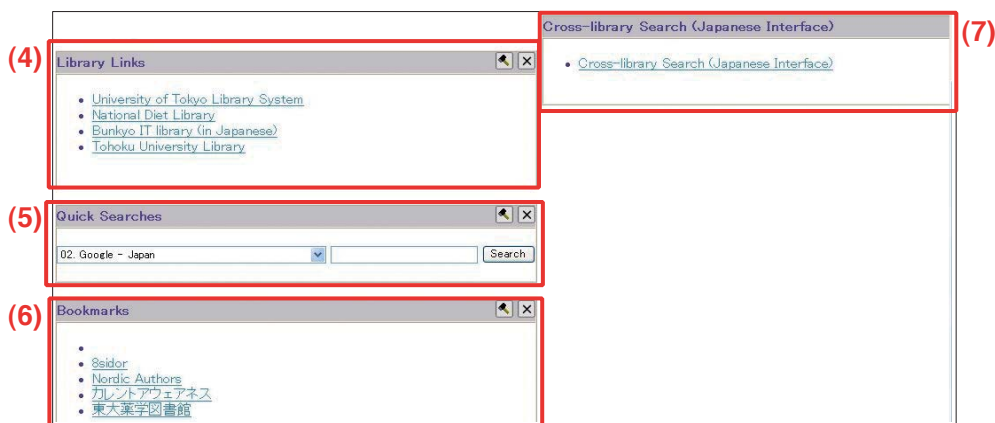
of a material held on another campus; recommending the acquisition of a material, etc.). Questions regarding searches for reference materials can be forwarded through the “Reference investigation request by ASK” field.

→See the Web Request Service section on p.30

→See Ask Service on p.37

### (3) SDI service

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



### (4) Favorite library links

Build a list of links to your favorite libraries.

### (5) Quick searches function

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

### (6) 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).

### (7) Cross-library search feature

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

## 6. REFERENCE SERVICES : ASK A LIBRARIAN

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

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

### 1 ) LIBRARY INFORMATION COUNTERS

This is where librarians can directly answer your questions.



Komaba Library, ground floor  
Reference Service Counter  
[cill@lib.c.u-tokyo.ac.jp](mailto:cill@lib.c.u-tokyo.ac.jp)



General Library, ground floor  
General Information Desk  
[sanko@lib.u-tokyo.ac.jp](mailto:sanko@lib.u-tokyo.ac.jp)



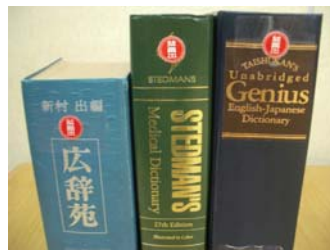
Kashiwa Library, second floor  
Service counter  
[kashiwar@lib.u-tokyo.ac.jp](mailto:kashiwar@lib.u-tokyo.ac.jp)

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

### 2 ) REFERENCE MATERIALS

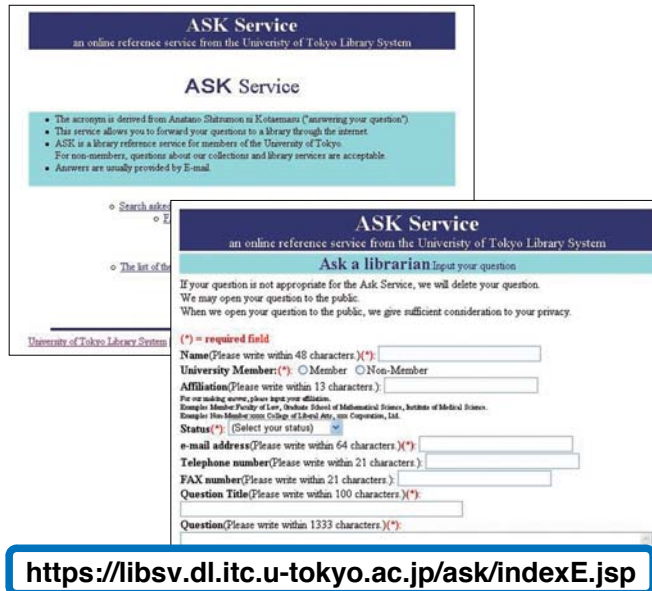
Reference materials are the tools you use to check specific information : dictionaries, encyclopedias, almanacs, maps, etc.

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

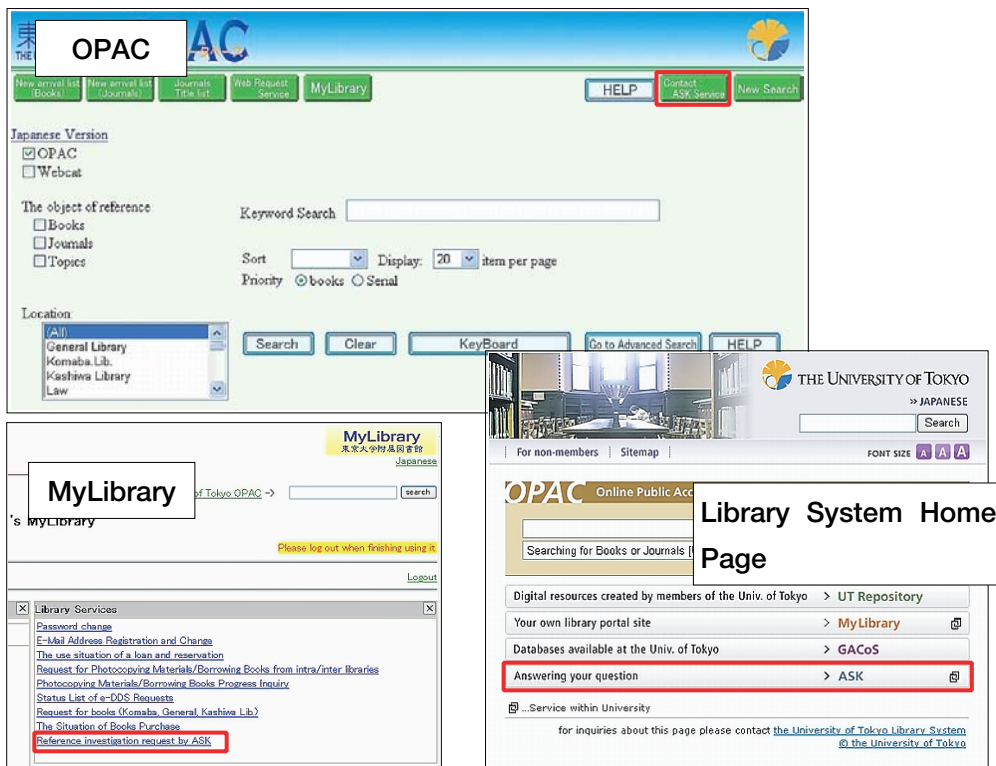


### 3 ) ASK SERVICE

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.



A link to the ASK Service is available on the following services:



## 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/current/> (Japanese only)

#### ● Hongo Campus

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

#### ● Komaba Campus      Information Education Building / Komaba Library

#### ● Kashiwa Campus      Kashiwa Library

### ② ECCS user accounts

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

ECCS accounts must be renewed every year.

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

ECCS homepage  
(Japanese only)



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

## 2) BRINGING YOUR OWN COMPUTER

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

### ①Wired connections

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

### ②Wireless connections

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

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

Wireless services on-line registration page (Japanese only)



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

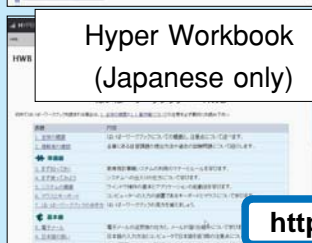
ECCS online user guide (Japanese only)



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

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

Hyper Workbook (Japanese only)



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

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

## 2. NETIQUETTE

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

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

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

### 1 ) ABOUT COPYRIGHT

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



#### Examples of copyright violation

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





## 2 ) INFORMATION ETHICS

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

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

## 3 ) NOTES ON THE USE OF E-JOURNALS

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

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



### Examples of other unauthorized acts

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

## 4 ) SECURITY ISSUES

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

### ① Usernames and passwords

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

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



### ② Protection against computer viruses

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

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

The following pages provide further information on Internet manners :

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

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

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

[http://www.soumu.go.jp/joho\\_tsusin/security/](http://www.soumu.go.jp/joho_tsusin/security/)

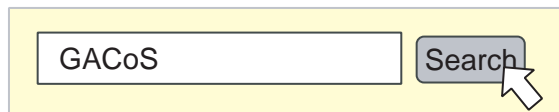
### 3. Gathering Information Through the Internet

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

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

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

#### 1 ) GACoS



GACoS (“**G**ateway to **A**cademic **C**ontents **S**ystem”) 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/e/index-e.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 and journals

#### University of Tokyo OPAC

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



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



Available  
off-campus

Once a material is located, write down its call number and the name of the holding library. (see p.12)

#### 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]



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

Available  
off-campus

Once a material has been located, you can apply at your department's library to borrow it or to obtain photocopies. (see p.29)

### ● Searching for journal articles

#### Using UT Article Search

On-campus  
access

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

## UT Article Search screen

University of Tokyo Article Search <http://www.lib.u-tokyo.ac.jp/ext/utas/>

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

GACoS Library Home Page

Basic Search **Advanced Search** Search tips

Search by subject | Search by database

Title Search

Database selection field

- Select All - Searches all databases shown below.
- ACM Digital Library
- American Chemical Society Legacy Archives
- American Chemical Society Web Editions
- American Heart Association Journals
- American Institute of Physics
- American Mathematical Society
- American Physical Society
- Annual Reviews

Enter the keywords and click the Search button.  
The Advanced Search tab makes it possible to combine several elements in a single query.

## Search results : case 1

University of Tokyo Article Search

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

GACoS Library Home Page

Refine Search | New Search | Help

Topics Date Journals Authors

Sort Results by: Date | Title | Author | Source

Filter by:  Full Text

No clustered results are available. Please select another tab above or refine your search.

Results 1-1 of 1 returned for "title contains Morphological and characteristics and emplacement and mechanism and seamounts and Central and Indian and Ocean and Basin" (2 total with 1 duplicates)

1 [Next Results for All Resources >](#)

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

1. Morphological characteristics and emplacement mechanism of the seamounts in the Central Indian Ocean Basin  
Das Pranab, Iyer Sridhar D. and Kodagali Vijay N.  
**Tectonophysics**  
1 October 2007. Vol.443,Iss.1-2,p.1  
Source: ScienceDirect Journals

[Duplicate Records](#)

[UT Article Link](#)

Click this button if it appears in the search results.

1 [Next Results for All Resources >](#)

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

A click on the publication title leads to the e-journal's homepage.

→see also p.48 : case 2

## UT Article Link screen

**論文情報 / Search Criteria** [修正して再検索](#)

**Article:** Morphological characteristics and emplacement mechanism of the seamounts in the Central Indian Ocean Basin  
**Author:** Pranab, Das  
**Journal:** Tectonophysics  
**ISSN:** 0040-1951 **Date:** 01/10/2007  
**Volume:** 443 **Issue:** 1-2 **Page:** 1

**電子ジャーナルへのリンク/ Full Text via Online**

Coverage Range  
01/08/1964 - present

Links to content Resource  
[Article](#) [Journal](#) [ScienceDirect Journals](#)  
[Article](#)

**電子ジャーナルへのリンクがない場合はこちらへ / Additional Options for finding the article**

冊子の所蔵を調べる / Search OPAC (Library Catalog) [By ISSN / ISBN](#) [By Journal / Book Title](#)  
 論文のコピーを入手する / Get a Photocopy [文献複写を申込み Interlibrary Loan Request](#)

**他の情報資源 / Other Resources**

Webcat Plus [By ISSN / ISBN](#) [By Journal / Book Title](#)  
 OAlster (世界のリポジトリを検索) [By Article Title](#) [By Journal Title](#)  
 Google Scholar [By Article Title](#)

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

[東京大学で利用できる電子ジャーナル検索](#)にも、電子ジャーナルをあわせてご利用ください。

お問い合わせ先: ASKサービス <https://ds.>  
 ※ASKサービスでは電子ジャーナル以外も検索できます。

The Article link appears whenever an article is available in electronic format. In certain cases, full text access is also available through the Journal link.

If the article is unavailable in electronic format, it is possible to search OPAC and Webcat to identify libraries that hold this particular publication.

A click here leads to the Web Request Service login screen, from where users can order a copy or request an inter-library loan (see p.33 for details).

### Search results : case 2

If the UT Article Link is not displayed, click on the article title. If the University of Tokyo has subscribed to this e-journal, you will be taken to its homepage. If not, only an abstract will be available.

[1.The use of nucleolar morphological characteristics of birch seedlings for the assessment of environmental pollution](#)  
 S. S. Karpova; V. N. Kalaev; V. G. Artyukhov; V. A. Trofimova; L. G. Ostashkova; A. D. Savko.  
**Biology Bulletin**  
 January, 2006. Vol.33,Iss.1;  
 Source: [SpringerLink](#)  
[Show Abstract](#) | [Show In Clusters](#)

### Search results : case 3

In certain cases, the UT Article Link may appear on the search results page of a database. As in case 1, click the link to verify the article's availability in electronic format or to check library holdings for this publication.

If you wish to start by looking for a given publication in electronic format, please search the E-Journal Portal and the Database of Electronic Journals Available in the University of Tokyo (see p.52 for details).

### Searching individual databases

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

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

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

#### 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. Access from outside the campus gives access to the search function and to free articles. On-campus access allows users to search, view cited references, and access free articles as well as articles falling under the Institutional fixed-price service.



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



Available  
off-campus

Off-campus restrictions become the same as on-campus if the user obtains a site license individual ID.

Once an article has been identified, it can be downloaded directly in PDF format or searched in printed/electronic format using UT Article Link. (see p.47)



## Other recommended services

### J-STAGE (<http://www.jstage.jst.go.jp/browse/>)

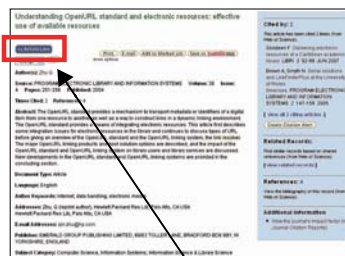
Provided by the Japan Science and Technology Agency, this service offers access to electronic journals published by Japanese academic societies. On-campus access to J-STAGE e-journals titles that are already available at the University of Tokyo must be done through the Database of Electronic Journals Available in the University of Tokyo (see p.52). Some publications require an ID and password for full-text access. ID and password information are listed in the Info section of the Database of Electronic Journals Available in the University of Tokyo.

### Journal@rchive (<http://www.journalarchive.jst.go.jp/browse/>)

Also provided by the Japan Science and Technology Agency, this site is an archive of J-STAGE. The initiative aims at scanning back issues of Japanese academic journals down to their first issue, and publishing them online.

### Web of Science

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



**On-campus access**

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

<http://isiknowledge.com/WOS>

Once an article has been identified, it can be searched in printed or electronic format using UT Article Link (p.47).

### University of Tokyo Doctorial 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 "doctorial dissertations holdings and usage guide" link (Japanese only).

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

● Searching for newspaper articles

**Asahi Shimbun Digital News Archives "Kikuzou II Visual" (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*.

【Newspaper article search】



【Chiezo search】



On-campus access

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

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

Other recommended services

**LexisNexis Academic** (<http://www.lexisnexis.com/us/lnacademic>)

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.



On-campus access



Owners of an ECCS user account (see p.40) can access JapanKnowledge from outside the university.  
<http://na.jkn21.com/>

● 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

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

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

Other recommended services

**Portal Site of Statistical Data in Japan** (<http://portal.stat.go.jp/Pubstat/topE.html>)

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

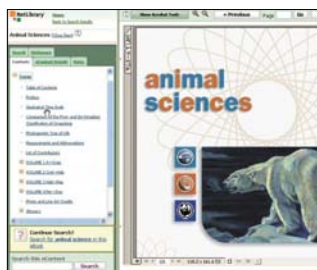
E-journals and e-books are documents in electronic format that can be consulted online. They provide full-text access to the contents of a given article or book, typically through the homepage of the publisher or an online database.



Elsevier website  
(e-journals)



Nikkei BP  
(e-journals)



eBook - netLibrary  
(e-books)

#### E-JOURNAL PORTAL

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



On-campus access

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

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

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

#### Database of electronic journals available in the University of Tokyo

[http://ejournal.dl.itc.u-tokyo.ac.jp/index\\_e.html](http://ejournal.dl.itc.u-tokyo.ac.jp/index_e.html)



On-campus access

This database is a compilation of e-journals not featured in the E-Journal Portal. After performing your search, click on a journal title to access the homepage of its publisher. From there, browse the contents of previous issues or perform a new search for an article.

## eBook (netLibrary)



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

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

Some materials are available in Japanese.

On-campus access



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

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

Japanese books are also available in electronic format!

### Aozora Collection (<http://www.aozora.gr.jp/>)

This service, operated by volunteers, provides access to the electronic version of Japanese books whose copyrights have expired, including works by novelist Akutagawa Ryunosuke.

### Digital Library from the Meiji Era (<http://kindai.ndl.go.jp/index.html>)

Provided by the National Diet Library, this database contains digital image records of books printed during the Meiji and Taisho periods. The collection includes books whose copyrights have expired, as well as materials whose rights were acquired by the NDL.

## 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 the Internet) (Japanese only)



Available off-campus

[http://resource.lib.u-tokyo.ac.jp/iri/url\\_search.cgi](http://resource.lib.u-tokyo.ac.jp/iri/url_search.cgi)

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

## 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 (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.

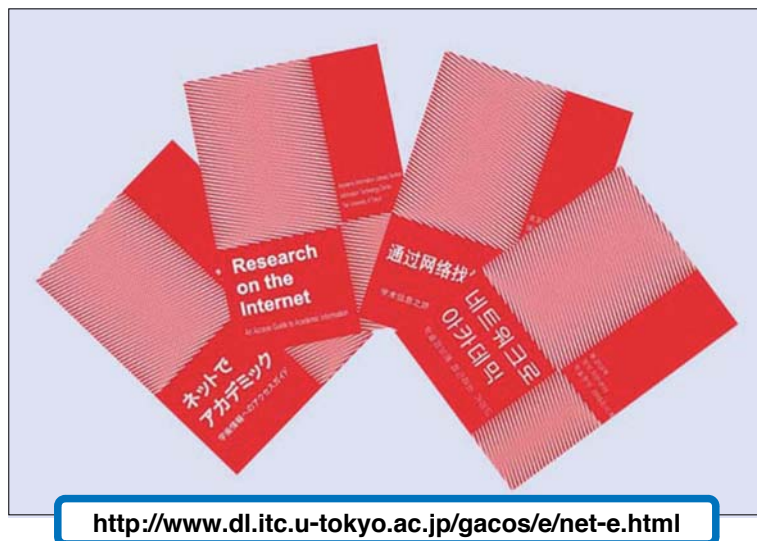
→For more information, see the training courses homepage

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

### 2) RESEARCH ON THE INTERNET

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

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





### 3 ) Database Leaflets

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



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

### 4 ) 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/>

### 5 ) 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>

# APPENDIX

**APPENDIX1** : Location of University of Tokyo libraries  
and contact information

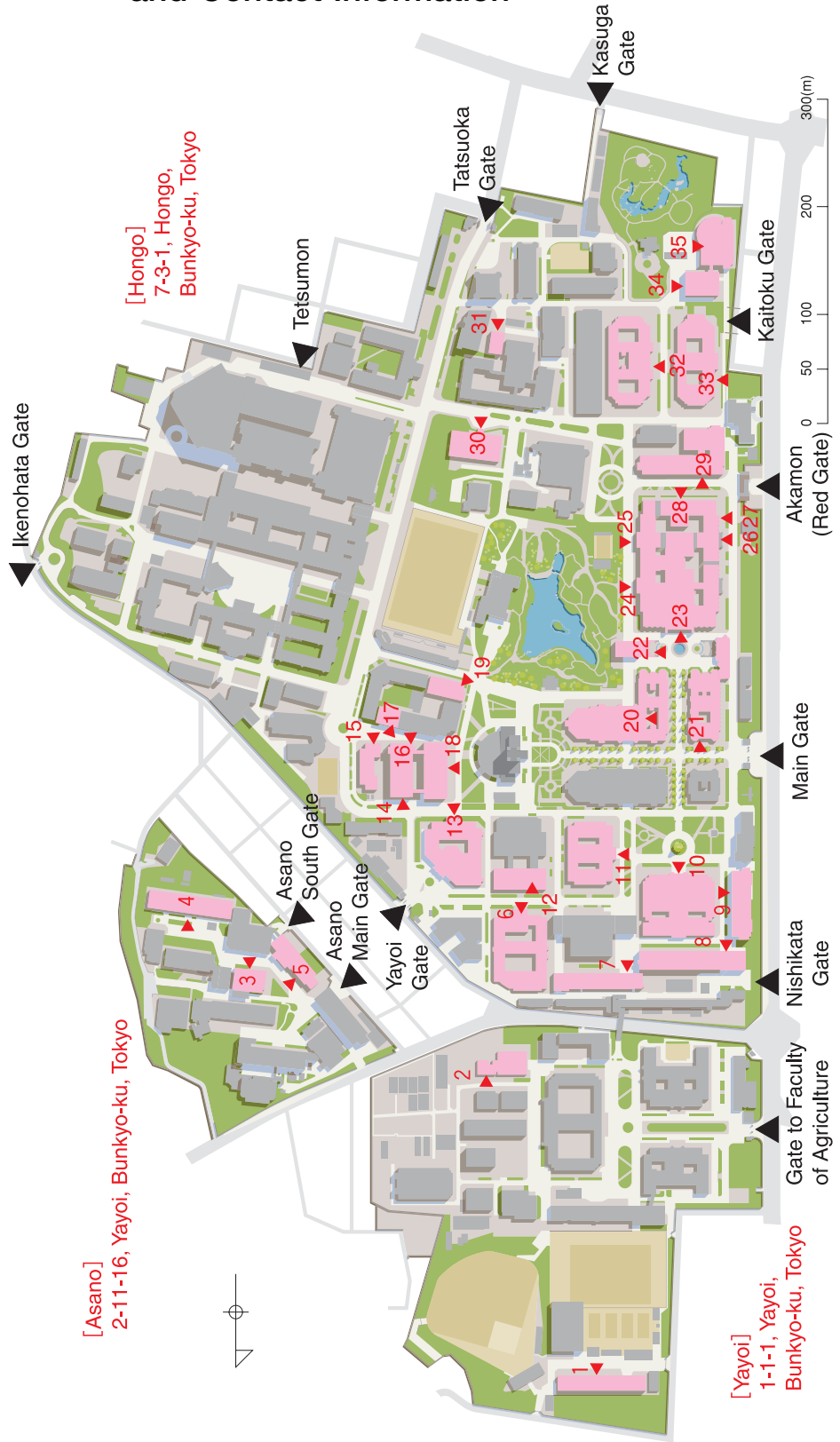
**APPENDIX2** : Search Tips

**APPENDIX3** : Terminology and Acronyms



# LOCATION OF LIBRARIES in HONGO CAMPUS

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



	(Ext.)	(Location No.) (-Floor)	(Ext.)	(Location No.) (-Floor)
Earthquake Research Institute Library	(25669)	1 - 3	(26519)	13 - 3
General Library	(22652)	23	(27087)	6 - 3
Graduate School / Faculty of Education Library	(23912)	28-4	(27171)	6 - 3
Education Library (Med. Bldg. 1 Stack)	(28435)	32-B 1	(27403)	8 - 3
Graduate School of Humanities and Sociology / Faculty of Letters	(23720)	20-4	(26945, 26946)	11 - 1
Building No.2 Library	(23718)	22-B 1	(26613)	7 - 3
Building No.3 Library			(26257)	9 - 7
Graduate School of Law and Politics	(23137)	21 - 3	(24277)	17 - 3
Faculty of Law Library	(23172, 23137)	21 - 1		
Foreign Law Materials Room	(23171)	27-B 1	(24029)	15 - 1
Center for Modern Japanese Legal & Political Documents (Meiji Shinbun Zasshi Bunko)			(24253)	18 - 11
*Historiographical Institute Library	(25962)	26 - 3	(2453, 2446)	33 - 2
Information Technology Center Library	(82717)	5 - 1	(24405)	4 - 4
*Institute of Oriental Culture Library	(25893)	34 - 2	(24312, 24506)	14 - 5
*Institute of Social Science Library	(24944)	25 - 3	(24325)	19 - 4
Interfaculty Initiative in Information Studies, Graduate School of Inter-disciplinary Information Studies Library	(25905)	24 - 5	(24151)	16 - 3
Multi-media & Socio-information Archive	(25906)	24 - 1	(25562)	29 - 3
Libraries for Engineering and Information Science & Technology			(23667)	30
Eng.1A Lib. (Civil Eng.)	(26087)	10 - 2	(24705)	31
Eng.1B Lib. (Architecture)	(26207)	10 - 3	(22883)	3
Eng.2 Lib. (Mechanical Eng., Precision Eng., Electrical Eng., Nuclear Eng. and Management, Bioengineering, Nuclear Professional School, Systems Innovation, Engineering Innovation)	(26315, 26731)	12 - 5	(25427)	2
			(22808)	35 - 2
Libraries marked "*" are closed during the reconstruction of the buildings.				

# LOCATION of LIBRARIES in KOMABA CAMPUS I

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

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



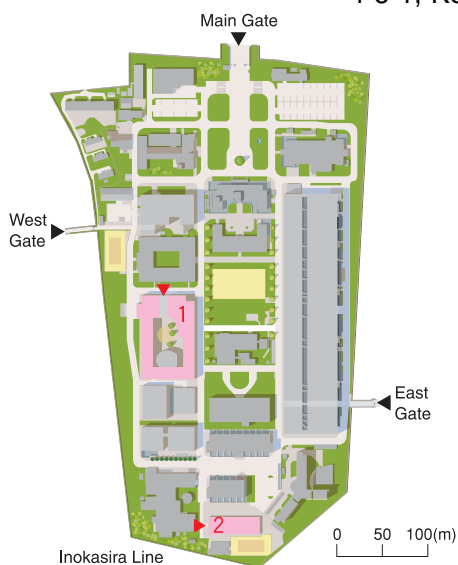
	(Location No. -Floor)	(Ext. )
Komaba Library	3	(46101)
Science Library	1 - 2	(46107)
Library of Center for Pacific and American Studies	2 -1, 2	(46161)
Graduate School of Mathematical Science Library	4 - 1	(47006)*

※TEL 03-5465-7006

# LOCATION of LIBRARIES in KOMABA CAMPUS II

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

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

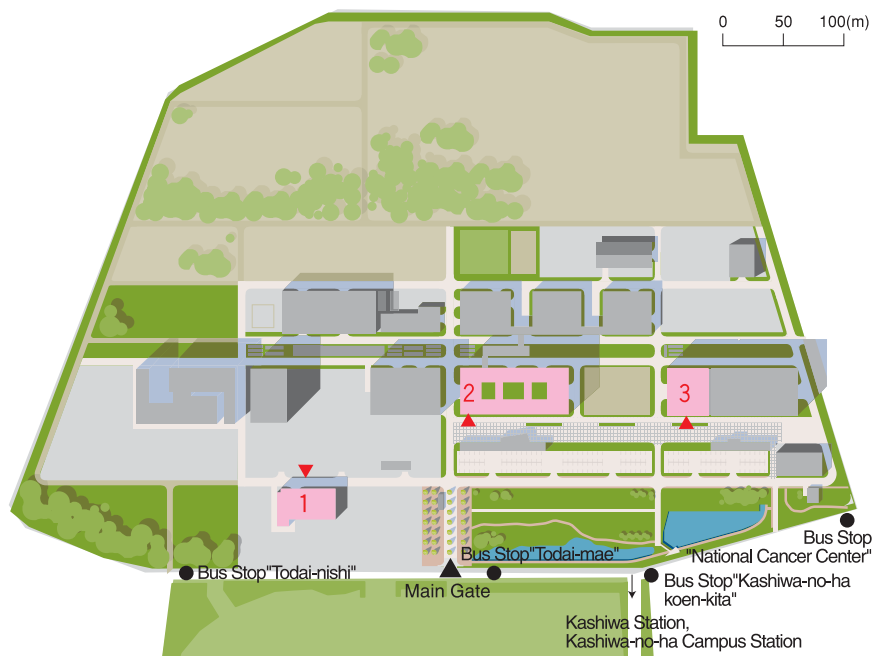


	(Location No. -Floor)	(Ext. )
Research Center for Advanced Science and Technology Library	1 - 2	(55387)
Institute of Industrial Science Library	2	(56021)

# LOCATION of LIBRARIES in KASHIWA CAMPUS

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

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



	(Location No. -Floor)	(Ext. )
Kashiwa Library	1 - 2	(64220)
Institute for Solid State Physics Library	2 - 6	(63210)
Institute for Cosmic Ray Research Library	3 - 6	(63170)

## Other Campuses

Institute of Medical Science Library

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

Ocean Research Institute Library

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

## APPENDIX 2 : SEARCH TIPS

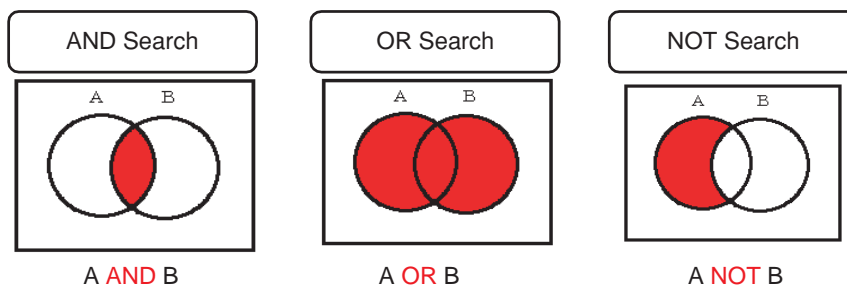
Here are some tips and useful techniques for database searches. We recommend you to check the Help section of each database if you are not already familiar with them, since they may present different rules and characteristics (boolean operators, wildcard symbols, etc.).

### YOUR FIRST KEYWORD SEARCH DID NOT YIELD ANY RESULTS

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

### USING LOGICAL (OR BOOLEAN) OPERATORS

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



### COMBINING SEVERAL LOGICAL OPERATIONS

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

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

### TRUNCATED SEARCHES AND WILDCARDS

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

Examples :

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

### ABBREVIATED JOURNAL TITLES

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

Example :

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

jo\* biol\* 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.

**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.

**p.18**

**call number** Combination of letters and numbers assigned to library materials, usually displayed on the spine edge of a book. **p.18**

### catalog of holdings

Library catalogs were traditionally listed alphabetically on cards. Nowadays they have for the most part been transferred to computer databases, and many of them can be accessed and searched on the Internet. (see also **OPAC**)

**p.12**

**CiNii** (pronounced “signee” and derived from “Citation Information by the National Institute of Informatics”) Database covering full-text materials published in Japan by academic societies, research bulletins, etc. The “Zasshi Kiji Sakuin” (Japanese Periodicals Index) established by the National Diet Library can also be accessed through this database. (note : Data covers materials since 1948. Please consult printed catalogs for earlier materials.) **p.49**

### closed stacks

Areas where materials cannot be accessed directly by library users (their retrieval is handled by library staff, a procedure referred to as “closed stack system”).

**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**). **p.46**

**ECCS** Educational Campuswide Computing System **p.40**

**e-DDS** (electronic Document Delivery Service) Service delivering materials in electronic format through the university network. Currently limited to the journals held at the Komaba Library, the General Library, and the Kashiwa Library. **p.28**

- e-journal** (or electronic journal) Electronic version of a journal that can be consulted online. **p.52**
- 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.52**
- et al.** (from Latin *et alii*, “and others”) Used to abbreviate a list of several authors. **p.22**
- 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** (Gateway to Academic Contents System) Portal site providing access to online academic information available at the University of Tokyo. **p.45**
- ibid.** (from Latin ‘ibidem’) Used to refer to a previously cited material. **p.22**
- ILL** (see **Inter-Library Loan**)
- Impact Factor**  
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. (see also **UT Repository**) **p.8**
- Inter-Library Loan**  
Service allowing users to obtain documents or copies of materials from another library.
- IRI** (Index to Resources on the Internet) Searchable website providing links to reliable information of academic value available online. **p.53**
- ISBN** (International Standard Book Number) Unique number assigned to every printed book, which can be used as a keyword on certain databases. (see also **bibliographical information**)
- ISSN** (International Standard Serial Number) 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** (Journal Citation Reports) Database covering citation interconnections between journal articles and providing analysis tools such as the **Impact Factor**. (see **Web of Science**) **p.50**
- 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.25**
- MyLibrary** Service allowing users to customize the layout of their own portal site, in order to conveniently access favorite online services, materials, search tools, etc. **p.34**
- NACSIS Webcat**  
Database provided by the National Institute of Informatics, covering the catalogs of university libraries and other institutions across Japan. (see also **Webcat Plus**) **p.19**
- NDC** (Nippon Decimal Classification) Classification system widely used in Japan to divide library materials into categories. (see also **call number**) **p.12**
- 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.42**
- 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.12**
- open shelf**  
Library shelf holding materials that can be directly accessed by users.
- return box**  
Return boxes can be used to return library materials outside opening hours. **p.25**
- serial publication**  
Any type of publication (newspaper, journal, yearbook, etc.) appearing at scheduled times for a continued period of time.
- user code** 10-digit number printed on University of Tokyo ID cards, needed to access online services. **p.9, p.30**
- UT Article Link**  
Service that provides a collection of links to access the full text of articles identified through UT Article Search and other databases. (see also **UT Article Search**) **p.47**
- UT Article Search**  
Integrated search platform that allows users to search through a single query for articles available in e-journals and online databases accessible at the University of Tokyo. Search keywords include article title, author name and other fields. (see also **UT Article Link**) **p.46**

### UT Repository

(The University of Tokyo Institutional Repository)  
(see also **institutional repository**)

p.8

### Web of Science

Database incorporating citation links, i.e. lists of articles cited by or citing a given article (see **JCR**).

p.50

### Web Request

Online service allowing users to make a reservation on a material still on loan, extend the period of a loan, apply for inter-library loans and copies, check their status, etc.

p.30

### 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. (see also **NACSIS Webcat**)

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**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.

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# Guide to UT Libraries 2008 - English Edition

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