

# THE BASIC GUIDE OF TOHOKU UNIVERSITY LIBRARY



2017 Tohoku University Main Library

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# **I Tohoku University Library**



## 1. Introduction

## **Tohoku University Library**

Number of collections : 4 million

## History

June 1907
 June 1911
 May 1949
 Nov 1973
 1987
 June 2007
 June 2011
 Oct 2014

- : Establishment of Tohoku Imperial University
- : Library was set up (current archive library, Katahira)
- : Re-establishment of Tohoku University (new system)
- : Main Library was moved to Kawauchi
- : Information system was installed in the library
  - : Tohoku University 100<sup>th</sup> anniversary
  - : Tohoku University Library 100th anniversary
  - : Full renovation of Main Library

## **Tohoku University Libraries**

### Main Library (Kawauchi campus)



Engineering Library (Aobayama Campus)



Medical Library (Seiryo Campus)



Agricultural Library (Aobayama Campus)



Kita-Aobayama Library (Aobayama Campus)



Other Libraries (Katahira Campus etc.)



## 2. About Main Library



# **2-1. Basic Information**

- Books for undergraduate students
- Books and materials on liberal arts and humanities
- Number of holdings: about 2.8 million (4 million in total in Tohoku University library)



#### Main Library consists of 2 buildings:

## **Building 1**

# Mainly BOOKS – For Study – For Research

# **Building 2**

1F~3F Mainly

# Journals

4F Old and Rare Collection

## **Opening hours**

- Weekdays

   Building 1
   8:00 ~ 22:00
   Building 2
   8:45 ~ 17:00
- Weekends / Holidays Building 1 10:00 ~ 22:00 Building 2 Closed

\* The opening hours are different for each library

## How to enter the library

## You need to use your student or other identification card.





#### Student card (Undergraduate/ Graduate Students)



Employee ID card (Faculty and academic staff)



年月日 1976年 5月18日 村 日 2012年 6月 1日

检查市青草区升享二丁目1番

Lifetime membership card

of the alumni association

## **Reception counter**



# 2-2. What you can do in the Library



## Search for and read books



Online Public Access Catalog (OPAC)

**Reading and perusing** 

# **Copy and borrow books**



## Photocopying

3 copy machines in building 1 and 2 in building 2



## **Borrowing books**

A student card/library card is needed for use

## Item limits and loan periods

	Student reading room	Stack room	Bound journals
Undergraduates	10	25	5
	3 weeks	6 weeks	1 week
Graduate Students	10	50	5
	3 weeks	6 weeks	1 week

It's possible to reserve books and extend loan period through "My Library".
 Loan conditions are different for each library.

## **Computers and wireless LAN**



Internet access available (75) Printer (With printing charge)



To connect to Wi-Fi, sub ID is required. Ask at the reference desk for details.

wireless LAN

## Laptop self-checkout & return machine



# Study in group

### **Flexible Working Area**

Study Box

## **Group Study Room**



You can arrange desks and chairs here freely.

Study box for group learning, comfortable environment for discussion. To use a group study room, you will need to make a reservation through "My Library".

# **Consulting and Interlibrary loan**

I want to borrow a book from other libraries

I don't know how to search for books

I want to use the Wi-Fi

> Ask at International Student Concierge

## 2-3. Floor Guide



## Entrance



#### **Exhibition Corner**

Coffee Shop\*

Multi-purpose Room\*\*

\*Do not bring coffee and foods inside the reading rooms.  $\rightarrow$  p.32 manners \*\*You can use the room for events, meetings etc. by prior application to the Main Counter.





Books for student use Reference Corner (Dictionaries) Student-selected books Yukari Collection (books written by members and the alumni of Tohoku University)

## Student Reading Room

2F

**1F** 

Paperbacks and Large books



## **Global Learning Room**

Talking is allowed

Readers, Information about studying abroad, Language learning materials, Book corner for international students

## **Global Reference Room**



## **Stack Room**

Over 1.3 million books

Tohoku University faculties, graduate students, and undergraduate students who have attended "Stack Room Guidance" are allowed to access the stack room freely. 

COL.

KRUJUNENK

**1F Reading seats** 



2,3F Reading seats

## Building 2

## 1-3F Bound journals



## Please use good manners in the library

Cell Phone/PHS Etiquette: Turn your ringer OFF or set to "vibrate".
When you use your cell phone, use a mobile phone booth.

●If you have a wet umbrella with you, put it in the umbrella stand at the entrance before you enter the library.

•Don't leave any of your belongings unattended even for a while. Use the locker inside the library if necessary. Lockers are for day use only.

•Eating is not allowed inside the library except the coffee shop and the lounge. Drinks in spill-proof containers (e.g. bottles or tumblers) can be brought inside the library. Smoking is not allowed inside and around the library.

● You are not allowed to take your bag into the stack room. Use the lockers beside the entrance gate.

# **Information Retrieval**



# 1. Search on the OPAC What is OPAC?

A system that you can use to search for all kinds of materials

- books
- journals/magazines
- audio-visual materials

# 1-1. Search for books

## Tohoku University OPAC

https://opac.library.tohoku.ac.jp/opac/opac\_search/?lang=1

東北大学附属図書館OPAC TOHOKU UNIVERSITY LIBRARY OPAC	Welcome Guest My Library Log In ? Help   Keyboard   Japanese
Univ HP     Library HP     eBook     eJournal     Database & Tool Index     TOUR     Rare Co       Inside the Univ DataBase     CiNii Books     CiNii Articles     JAIRO       Simple Search     Advanced       Search Conditions	Enter details of the item here (e.g. title, author, ISBN etc)
AND V AND V Sort: Relevance Display. 20 Document Type Campus	Any (Keyword)   Any (Keyword)  Author  Publisher  Search Option
<ul> <li>Books</li> <li>Japanese books</li> <li>Foreign books</li> <li>Journals</li> <li>Japanese journals</li> <li>Foreign journals</li> <li>Foreign journals</li> <li>Topic</li> <li>E-Book</li> <li>(any)</li> <li>Kawauchi Campus</li> <li>AobayamaKita Campus</li> <li>AobayamaHigashi Car</li> <li>Mamiya Campus</li> <li>Katahira Campus</li> <li>Katahira Campus</li> </ul>	Year Published:   Country:   (all)   Language:   (all)   Subject:   (all)   Media type:   Location:   (any)   T

## 1-1. Search for books

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## 1-2. Search for journals



#### <Journals> Journal of regional science / Regional Science Research Institute



#### Location of journals at Tohoku University Main Library

 Location of journal articles <u>Building 2</u>

1<sup>st</sup> floor : Japanese\* journals A-I 2<sup>nd</sup> floor : Japanese journals J-Z•foreign journals A

3<sup>rd</sup> floor: foreign journals A-Z

- Books are placed in alphabetical order of the journal title
  - \* Incl. Korean and Chinese

#### 2. How to Use Databases



#### Access databases



# 2-1. CiNii Articles

- Covers 17 million articles published by Japanese institutes
- 4 million articles available online
- Reference, citation information

### **CiNii Articles**

#### http://ci.nii.ac.jp/

CiNii	Articles	Books	Dissertations	Tohoku University Subscription	Sign Up	Login	Japanese
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#### List of search results



#### Search item details



## 2-2. Science Direct

- One of the largest database for ejournals and e-books
- Covers over 2,500 e-journals and 35,000 e-books in science, technology, medical science and social science published by Elsevier
- On-campus access only

### 2-2. Science Direct

#### http://www.sciencedirect.com/



### 2-2. Science Direct

#### Search result example

wundt psychology	Author name Journal or book title Volume Issue Page Advanced search	
	Search results: 1,562 results found. See image results Save search alert	RSS
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Year 2016 (25) 2015 (77) 2014 (38) 2013 (36)	<ul> <li>Wundt, Wilhelm Maximilian (1832–1920) International Encyclopedia of the Social &amp; Behavioral Sciences (Second Edition), 2015, Pages 792-795 Lothar Sprung</li> <li>Abstract DDF (85 K)</li> </ul>	
2012 (43) View more >>	Wundt contested: The first crisis declaration in psychology Original Research Article Studies in History and Philosophy of Science Part C: Studies in History and Philosophy of Biological and Biomedical Sciences, Volum 43, Issue 2, June 2012, Pages 434-444	ne
Advances in Psychology (126)	Annette Mülberger ▶ Abstract   ⊠ PDF (251 K)	
<ul> <li>The Lancet (52)</li> <li>New Ideas in Psychology (52)</li> <li>International Encyclopedia of the Social &amp; Beha (48)</li> <li>View more &gt;&gt;</li> </ul>	<ul> <li>Wundt, Wilhelm (1832–1920)</li> <li>Encyclopedia of Language &amp; Linguistics (Second Edition), 2006, Pages 688-689</li> <li>Full text is available online</li> </ul>	
Topic psychology (155) social (78) behavior (69)	Encyclopedia of Social Measurement, 2005, Pages 981-986 David J. Murray First page PDF	
Ianguage (69) new york (64)	2 - Wilhelm Wundt: Psychology as the Propaedeutic Science Points of View in the Modern History of Psychology, 1985, Pages 19-50	

# 2-3. Web of Science

- Provided by Clarivate Analytics
- Covers all fields of study
- 12,000 influential journals since 1900
- Citation information
- Author information
- Full texts available for journals subscribed by University
- On-campus access only

### 2-3. Web of Science

#### https://webofknowledge.com/



#### Search result example



## 2-4. Scopus

- Natural science, social science, humanities
- Wide range: one of the largest databases of bibliography and citation information
- More than 22,000 journals since 1800s
- Citations available from 1970 onwards
- On-campus access only

### 2-4. Scopus

#### https://www.scopus.com/

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#### Search result example

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#### Find a full text



To access e-journals, e-books and databases from outside the University

# GakuNin

<ul> <li>■雑誌名(アルファベット順)リスト - BROWSE e-journals by title →HELP A / B / C / D / E / F / G / H / I / J / K / L / M / N / O / P / Q / R / S / T / U / V / W / X / Y / Z / 0-9 / Other</li> <li>あ / い / う / え / お / か / き / &lt; / け / こ / さ / し / す / せ / そ / た / ち / つ / て / と / な / に / ぬ / ね / の / は / ひ / ふ / へ / ほ / ま / み / む / め / も / や / ゆ / よ / ら / り / る / れ / ろ / カ</li> <li>■雑誌タイトル/ISSNから検索 - Find e-journals by title or ISSN →HELP</li> <li>Title contains all words ○ Search</li> <li>●分野別リスト - BROWSE e-journals by subject →HEL</li> <li>- Please select a subject category ◇ Search</li> <li>- 提供サイトー覧</li> <li>= 学外からのアクセスについて (学家/VPN)</li> </ul>	図書・雑誌	電子ブック	電子ジャーナル	データベース	TOUR	貴重図書					
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利用上の注意

#### | 学外からのアクセスについて Remote access

出版社等との契約上、利用対象は、東北大学の構成員(教員・職員・大学院生・学生等)に限られます。 Remote-access service is limited to the members of Tohoku University (faculty, staff and students) due to contract with publishers.

学認(教職員・学生)

VPN(教職員)

学認(教職員・学生) GakuNin (faculty, staff and students)

東北大IDをお持ちの本学構成員は、下表の電子ジャーナル、データベース、電子ブック等を、「学認」※により学外からもご利用いただけます。 利用する場合は、各サイトの「学認認証」、「Institutional login」等(サイトにより表現が異なります)から、機関(東北大学、Tohoku University)を

選択し、東北大ID、パスワードでログインしてくださ なお、学認による認証の際は、出版社等に対し、所属

Members of Tohoku University who have a Tohok the system that allows access to academic e-reso website (expression may differ depending on wet Please refer to the PDFs below for details. Please You can see the index of databases which allow remote access and how to connect

and e-books through GakuNin, click "Institutional login" on a Tohokudai ID and password. Tublisher when using GakuNin.

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No	名称	設明	使い方
1	CiNii Articles	日本の学協会や大学が発行する学術雑誌・研究紀要などを収録。一部の論文は本文利用可	PDF
2	CUP Journals	Cambridge University Press刊行電子ジャーナル	PDF



# III Other Services



### 1. Using Internet in the Library\*

•Using a library PC:

Open a browser→Enter your Tohokudai ID

#### What is Tohokudai ID?

You are assigned your Tohokudai-ID (which means "Tohoku University ID") at the time of your admission to Tohoku University. Your Tohokudai ID is notified with a sealed letter. E.g. ab12345678 (random 2 alphabets and 8 numbers)

#### Using your own device:

#### Connect to Wi-Fi $\rightarrow$ Enter your Sub ID

What is Sub ID?

You can configure your Sub ID by yourself. The Sub ID is independent of the Student ID and the Tohokudai ID. Your Sub ID is empty if you do not set up your Sub ID yet. You need to create your Sub ID by yourself to use Wi-Fi.

\*Main library and branch libraries. Some other libraries may have different rules.

#### How to create your Sub ID

#### You need to create your Sub ID to connect to Wi-Fi (eduroam).



 Log in with your Tohokudai ID to this page: https://www.srp.tohoku.ac.jp/webmtn/LoginServlet
 Set up your ID from "Regist SubID".

#### 2. Tohoku University Library Website



1)Online Catalog search

②Databases, E-books, E-journals, etc.

③Information about all libraries
 of Tohoku University
 ④My Library

## 2-1. My Library

MyLibrary is the system to use library online services such as checking your loan status, renewing your loans and ordering copies. Log in with Tohokudai ID to use My Library.

東北大学附属図書館 OPAC TOHOKU UNIVERSITY LIBRARY OPAC	
東北大HP 図書館HP 電子ブック 電子ジャーナル データベース TOUR 負重図書 学都仙台OPAC 購読新聞リスト	
	status
*東北大学附属図書館OPACでは、本学が所蔵する図書、雑誌、電子ブックを検索できます。 ただし、古典語、特殊文庫(個人文庫等) 盗料、研究室所蔵資料等については、入力作業中のため検索できないものがあります。 OPACで見つからない資料については、 <u>レファレンスサービス</u> であ尋ねください。	
*MyLibraryでは「寛出予約」、「資料取客(キャンパス間資料搬送サービス)」、検索結果のデータを流用した「被写・借用申込」、検索結果の「メール送信」の各機能が利用できま *OPACやMyLibraryについてよくある質問を <u>Q&amp;A</u> にまとめています。	Order books in other
学内 国内大学蔵書 国内論文 機関リポジアリ 国立国会図書館 電子ジャーナル 海外蔵書	
· 部易稅索 / <u>詳細段索</u>	campuses of Tonoku
税索         グリア	
0 お知らせ 	more RSS
2015.12.21 図書館システムを更新しました。MyLibraryへは、右上のログインボタンか、ページ下部のフッターのリンクからログインしてください。	Order interlibrary loan
表示列数: 3列表示 🖌 並び順を保存 初期設定を進用	
図書館からのお知らせ 図書館カレンダー ブックマーク	
大学上位ネットワーク切替に伴う図書館サービスへの影響について[3/21] ・ 2016年03月 ・ 東北大学研究者経	Book a study room
東北大学の上位ネットワーク切替作業に伴い、図書館サービスに下 記の影響が発生します。 日月火水木金土 国書総目録所厳者	
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Books in other campuses
 →Request in OPAC

- Books in other universities
- Copy of articles or books in other campus or universities

→Interlibrary Ioan / Photocopy request

### Request in OPAC

	< <sub>Books</sub> > <b>Report writi</b>	ng / by C	Carl G. Ga	aum, Harold	F. Grav	es and Lyr	ie S.S.	Hoffman		
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	Authors	G G H	Gaum, Carl G Graves, Harold Ioffman, Lyne	<u>F</u> S. S						
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#### Interlibrary loan / Photocopy request



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#### Interlibrary Ioan / Photocopy request

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Method of the Request Selection of a Contact.	© Copy ⊃ Loan	
©E-mail ⊖TEL	desk@library.tohoku.ac.jp	72
# 2-3. Facility Reservations

Library Service		User Servic	e										
- New Books List     - Re     - New Audio Visual Materials List     - Re     - Exhibition Books     - Re	v Books List       - Readers(Lv.1)       - Check Status of Loan/Reservation       - Purchase Re         v Audio Visual Materials List       - Readers(Lv.2)       - InterLibraryLoan/Photocopy Request       - Check Status         ibition Books       - Readers(Lv.3)       - Check Status of Loan/Photocopy       - Change E-m			urchase Req heck Status o hange E-mai	uest (for Students) of Purchase Request (for Stu I Address	- Cha udents) - Onl Fac	<ul> <li>Change contact library for photocopy/loan</li> <li>Online Reference Service</li> <li>Facility Reservations [Kawauchi Campus, Seiryo Campus and Aobayama Campus]</li> </ul>						
- Best Readers - Re	eaders(Lv.4) eaders(Lv.5)												
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## 3. International Student Concierge



### If you have any questions, ask International Students Concierge



### 3-1. Ask a librarian

Our English and various language-speaking staff can answer your questions concerning the Tohoku University Library or the services we provide.



http://www.library.tohoku.ac.jp/en/mainlibrary/librarian.html

## 3-2. Facebook / Twitter



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