

Practice <Answers>

Due to the registration of new books and data maintenance, the number of hits may differ depending on the class day.

PART1

No.1

Result	A	B	C
	1	415	61

You can get different results by separating the search terms or replacing them with other words. In addition to "knack," "technique," and "skill," you can also search for "tips" and "method" to find books on presentation skills.

When you enter a search term in the free word field, you may get hits for books that include your search term in the table of contents. It may seem like an unrelated book, but it may contain information you want to know.

No.2

	1	2
Answer	148	57

PART2

No.1

Answer	③
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When you are looking for materials, check the holdings information first. And confirm that a book is not checked out and in which area of the campus library it is located. Then let's go to the bookshelf and look for the book by using the call number. Please note that the location of the book may differ depending on the call number. For example, in "Ookayama Main Lib. B1F - General Books", books with call numbers 400-699 are located far away from books with other call numbers.

No.2

Answer	4
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Holdings information is grouped by volume number and location. From the holdings information, you can also check how many copies of the book you search for are available, due dates of books on loan, and whether or not the book has been reserved.

PART3

No.1

Situation	1	2	3
Answer	A	C	B

When public libraries in Kanagawa Prefecture have the book, you can order it free of charge using the KL-NET (Kanagawa Library Information Network System). It takes approximately one to two weeks for the book to arrive. For more information, please refer to the following page.

https://www.libra.titech.ac.jp/en/guide/members/interlibrary_loan

No.2

Situation	1	2	3
Answer	OK	No	No






① If it is part of a copyrighted work, you may copy it at the library.

* "Copy" in this context does not mean copy and paste, but copying using a photocopier.

② Do not make copies on behalf of others in the library, regardless of whether there is a charge or not.

③ Do not treat someone else's work as your own writing. You can use someone else's sentence in your own report as long as it is properly cited*. When you cite it in your report, you must clearly distinguish it from your own writing as a "citation" and indicate the source. *Proper citation: the minimum extent necessary to support your ideas.

■Web sites for reference

Tokyo Institute of Technology Library https://www.libra.titech.ac.jp/en 	Library Catalog https://topics.libra.titech.ac.jp/en 
Classification https://topics.libra.titech.ac.jp/en/ndc 	For Campus Members https://www.libra.titech.ac.jp/en/guide/members 
Online Request https://www.libra.titech.ac.jp/en/guide/online 	E-Journals and E-Books list https://sfx.usaco.co.jp/titech/az 