

Library Guidance

Information Literacy I



Appearance
Ookayama Library



Library Space (B1F)
Ookayama Library



Materials for Liberal Arts (B1F) Ookayama Library



Materials for Language Study / Study Abroad (B2F) Ookayama Library



Study Space (2F)
Ookayama Library



Study Space (3F) Ookayama Library



Appearance Suzukakedai Llibrary



Peripatos Collection (1F) Suzukakedai Library

6 Seminar Rooms (advance reservations required)

Capacity: 20 people (available from one person)

For online meeting and job hunting etc.



Various types of seats and keeping a enough distance



Library Guidance

Information Literacy I



Through this class, you will be able to get the books you need from the library!

Outline

- Search for books
- Get the book you searched for
- If books are not on the shelves
- Get books that are not in the library
- Remote access to library services
- 6 Copyright Act of Japan
- Journey to academic literatures





1. Search for books

1-1 Features of Tokyo Tech Library Catalog

Coverage

Library materials: books, journals, and more

Search Terms

Keywords: words in title, author, or other information of a material

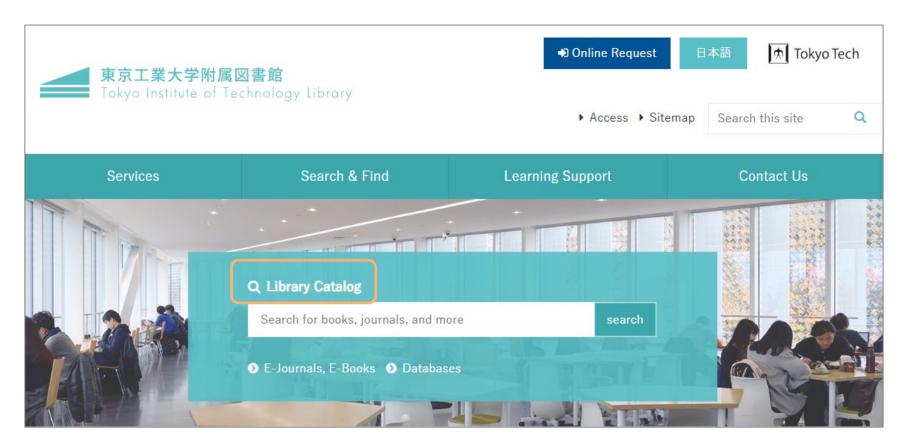
What do you get by using Library Catalog?

- Whether the library holds a material or not
- Where a material is located in the library
- Whether you can check out a material or not
- Reserve a book that other person has checked out
- Order a book from another campus

1-2 Access to Tokyo Tech Library Catalog







1-3 Simple Search

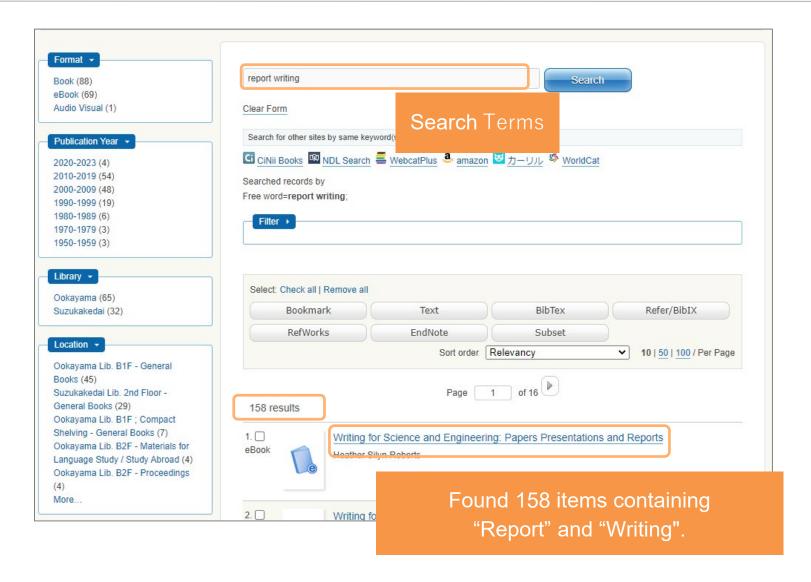


1-3 Simple Search

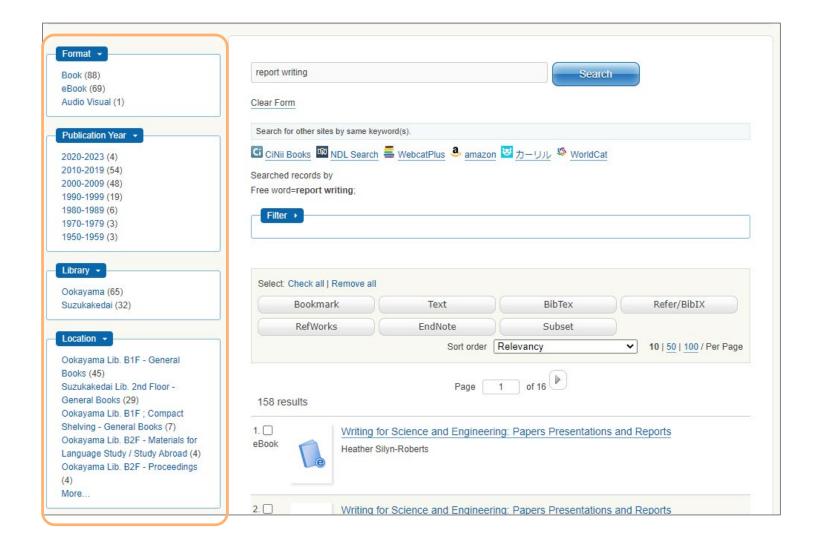
Use the simple search to find

Books written about "How to write a report"

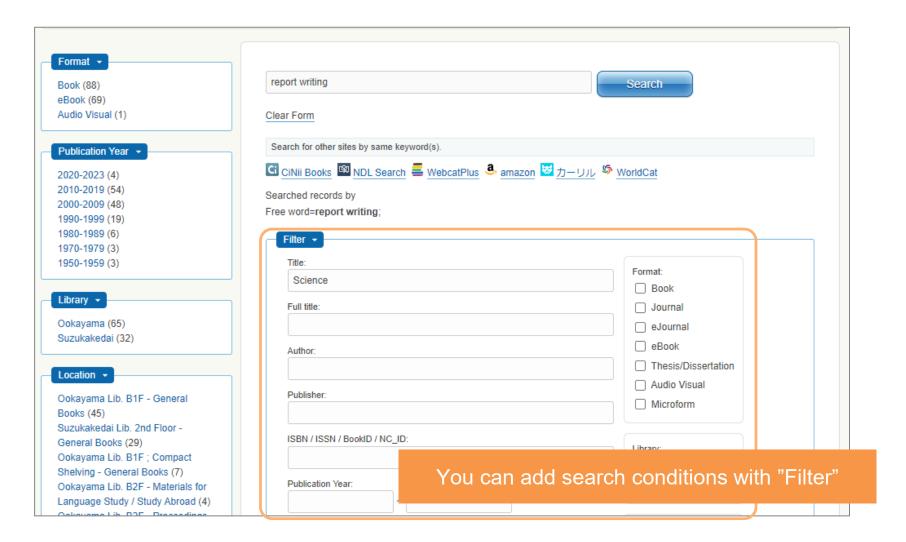
1-3-1 Search-results list



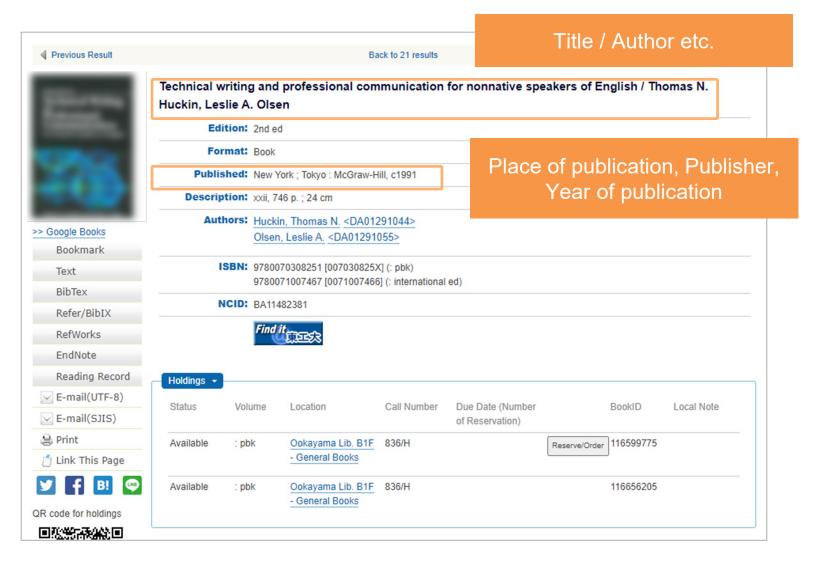
1-3-2 Filtering the search results



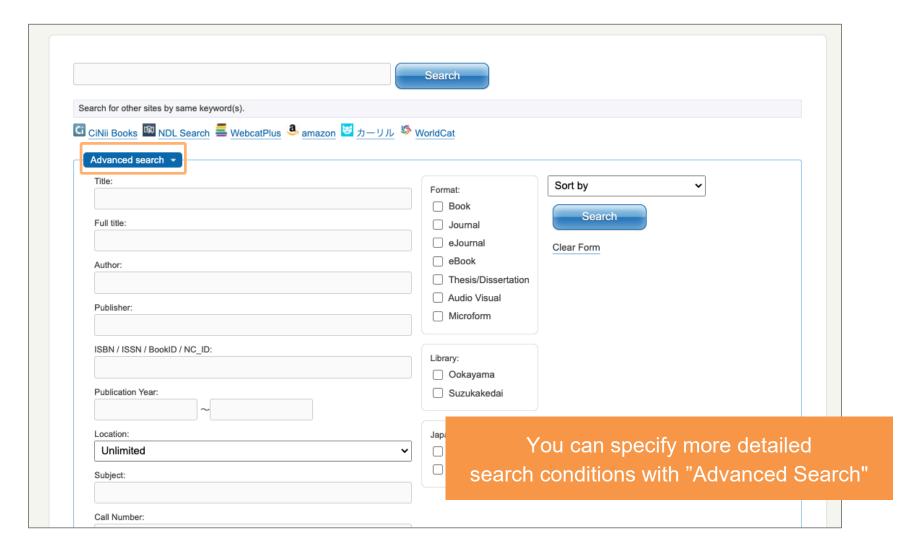
1-3-2 Filtering the search results



1-3-3 Detailed Information of the book



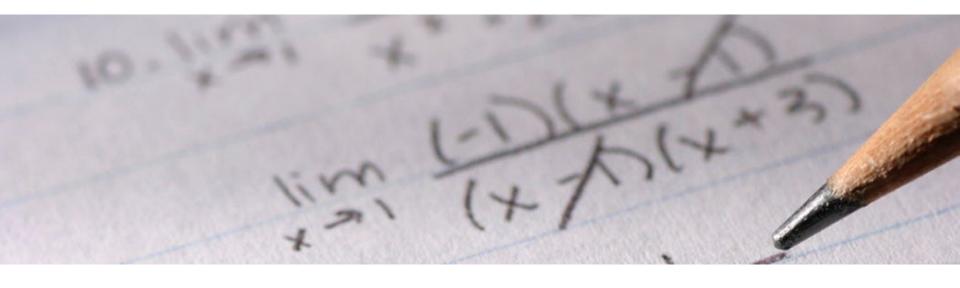
1-4 Advanced Search



1-5 Searching with a smartphone



You can search for books with your smartphone just as you can with your PC



Practice PART1 Time limits:5 minutes

Practice PART1

No.1

To find a book of the knack for a presentation, you search Tokyo Tech Library Catalog with three combinations of words.

Answer the number of search results for each combination.

*Use the "Simple Search".

- A "presentation" and "knack"
- B "presentation" and "technique"
- C "presentation" and "skill"



2. Get the book you searched for

2 Get the book you searched for

1 Check the location of the book

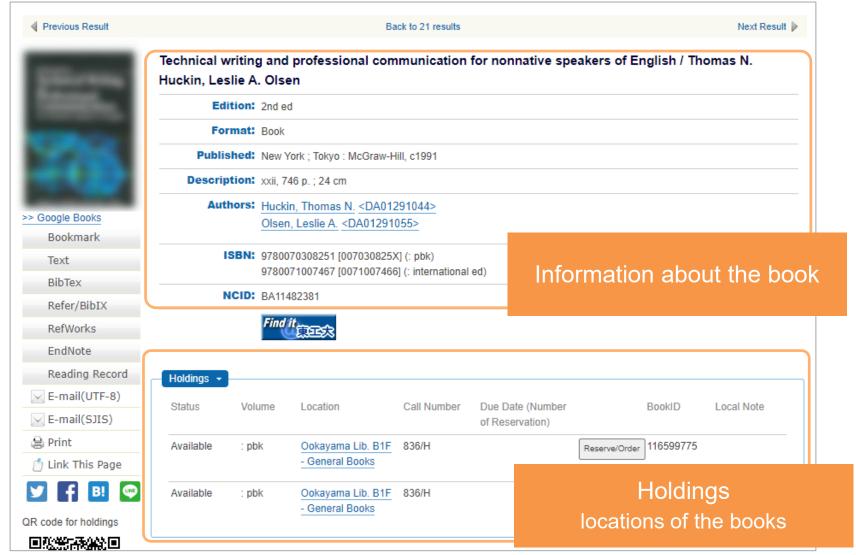
Pick up the book

3 Check out the book

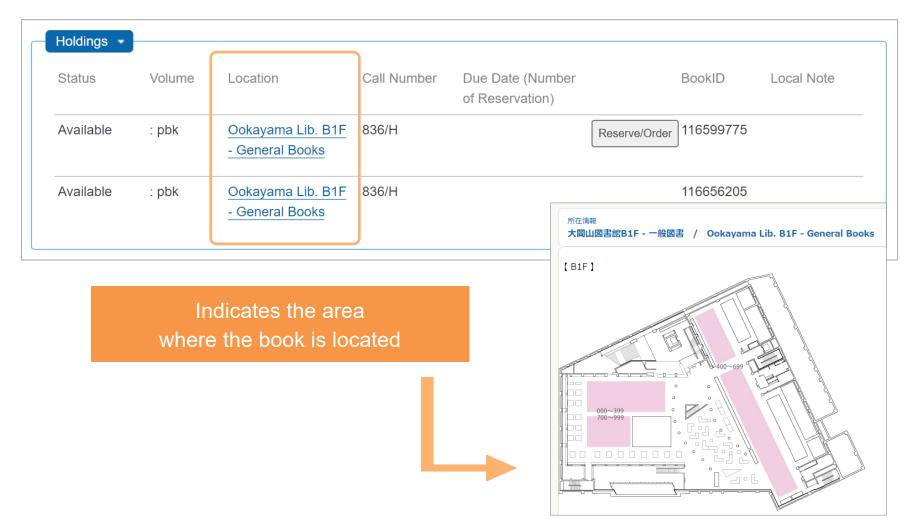


2-1. Check the location of the book

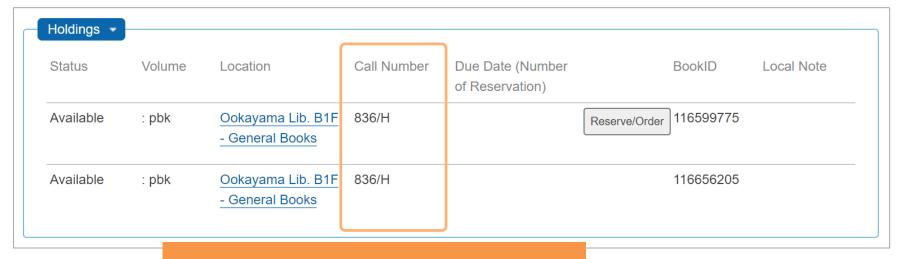
2-1-1 Detailed Information of the book



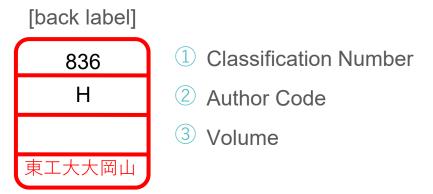
2-1-2 Holding Information



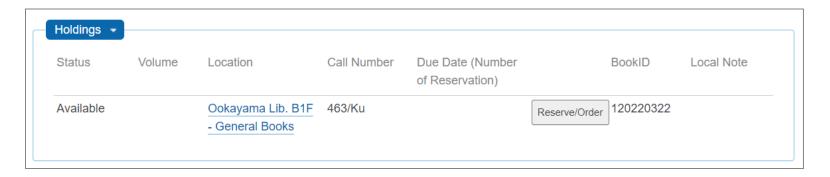
2-1-2 Holding Information

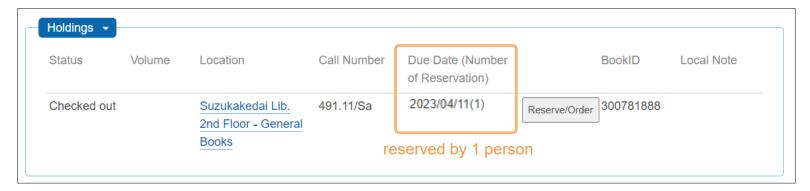


Books are sorted by call number



2-1-2 Holding Information





Available: Status available in the library and can be checked out

Checked out : Status of books checked out by other people

* "Due Date" and "Number of Reservation" are displayed

In library use only : Books that can be used in the library, but cannot be checked out

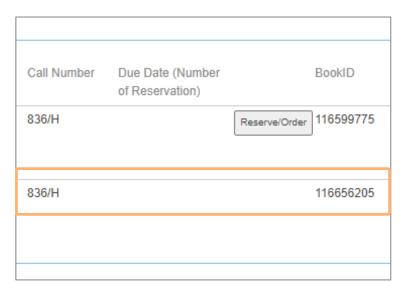


2-2. Pick up the book

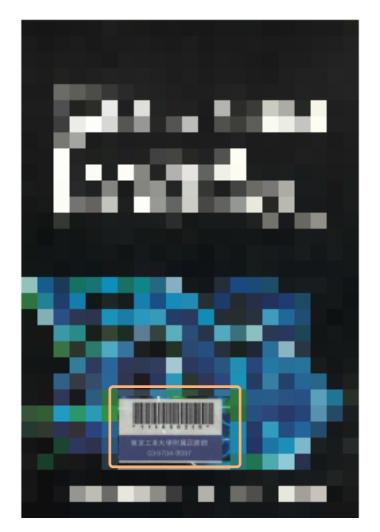
2-2-1 Identify the book you are looking for

Technical writing and professional communication for nonnative speakers of English

Thomas N. Huckin, Leslie A. Olsen









2-3. Check out the book

2-3-1 Check out / Renew books

- When borrowing / renewing a book at the Library:
 - A student ID card is required
 - Please come to the Library counter or use Self-check out machines
 - You can check out up to 10 books for 2 weeks.
 - If the book is not reserved, you can renew it an unlimited number of times
- Online (only renewal):
 - Tokyo Tech Portal > Library Service
 - 3 times per book can be renewed online unless any reservations is made



2-3-2 Return

Return

To the counter or return bin

When the library is closed, please return to book return bins outside the library. Can be returned at either campus.

Book return bins

Ookayama Library 1F



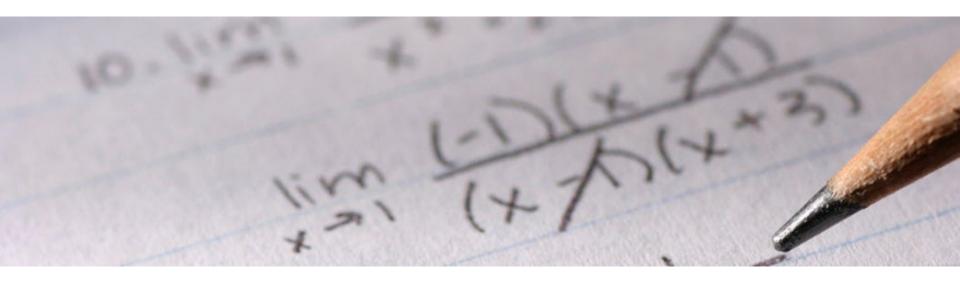
Ookayama Library B1F



available during library hours

Suzukakedai Library





Practice PART2 Time limits:6 minutes

Practice PART2

No.1

You want to read the following book.

What area at Tokyo Tech Library is the book located in?

Einstein, Albert. Relativity: the special & the general theory. 100th anniversary ed., Princeton University Press, 2019

Practice PART2

No.2

You want to use the following book as reference.

It may be held by Tokyo Tech Library.

How many copies of it does the library hold?

Hewitt, Paul G.. Conceptual physics. Pearson Education, 2015.



3. IF BOOKS ARE NOT ON THE SHELVES

3-1 If books are not on the shelf

Even if you identify the location of a book, you may not be able to find it on a bookshelf.

Possibility 1

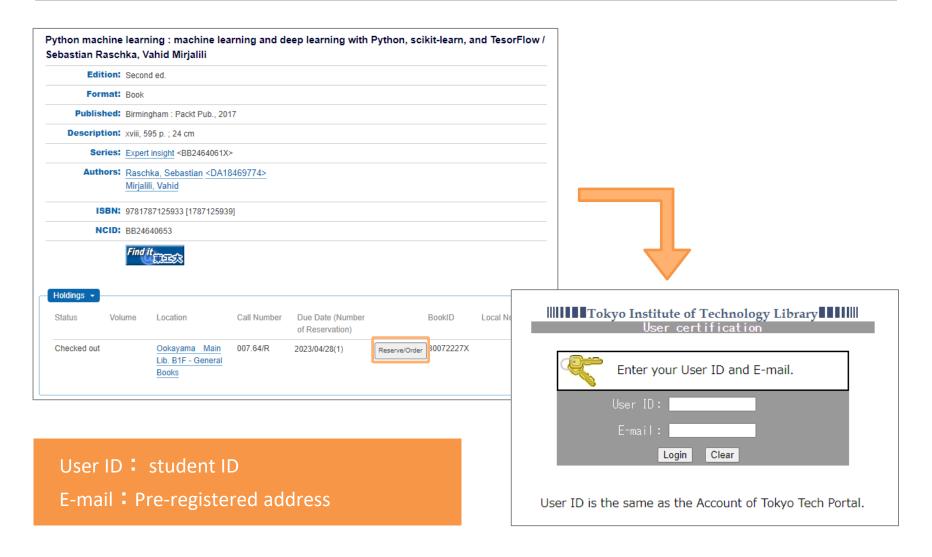
The book is not placed where it should be.

Possibility 2

Someone is in the middle of using it in the library.

Please feel free to ask at the counter

3-2 Reserving and Ordering books from the library catalog





4. GET BOOKS THAT ARE NOT IN THE LIBRARY

4-1 Borrow from public libraries (Calil)



4-2 Interlibrary Loan / Requesting Books

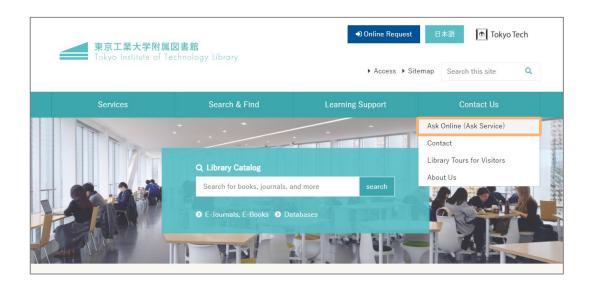
	Inter Library Loan (ILL)	Request
Charge	Borne by the library	No need
Days	About 1 week	Japanese books: about 1 to 2 months Non-Japanese books: may take more than 2 months
Notes	The time required depends on the requesting library.	The materials should be used by many students for learning purposes for a long period of time

4-3 If you still can't find it.

Feel free to ask a librarian

To the counter

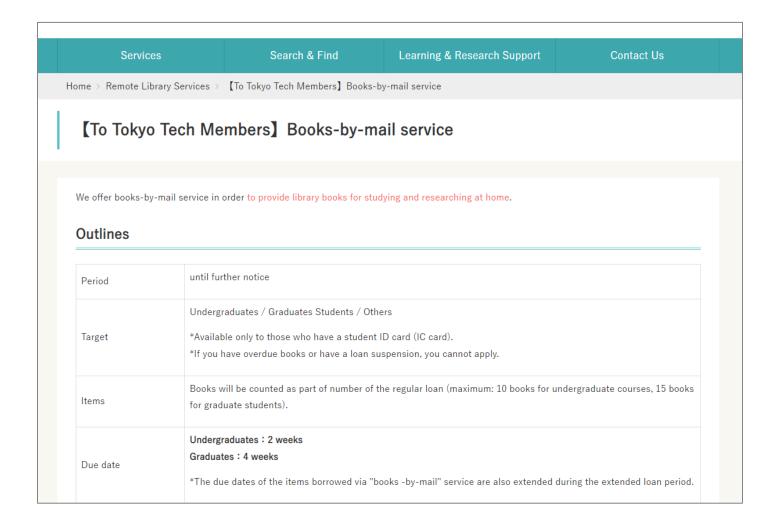
Ask Service



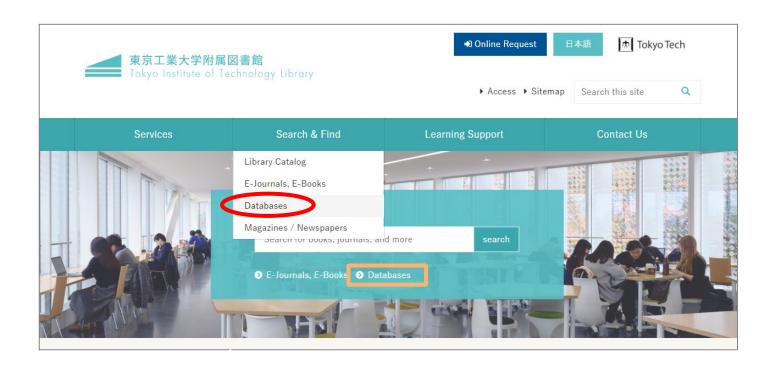


5. REMOTE ACCESS TO LIBRARY SERVICES

5-1 Books-by-mail service



5-2 How to use electronic resources: databases



With SSL-VPN, you can use electronic resources from home.

SSL-VPN: https://portal.titech.ac.jp/new-en/ezguide/sslvpn.html

5-2 Introducing Electronic Resources: Databases

Asahi Shimbun Cross-search

Newspaper Article Search Database Search and browse articles from Asahi Shimbun, AERA, etc.

- Full Text Database of Asahi Shimbun (1985present), AERA
- Image Database of Asahi Shimbun
 Reduced-size Facsimile Edition (1945-1999)
- contemporary dictionary "Chiezo"
- Who's Who Database



5-2 Introducing Electronic Resources: Databases

JapanKnowledge Lib

Search and browse over 70 dictionaries, encyclopedias, series, and magazines

Examples of contents

[Encyclopedia]

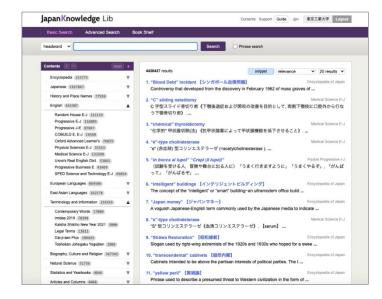
Encyclopedia of Japan, Heibonsha's World Encyclopedia etc.

(Dictionaries)

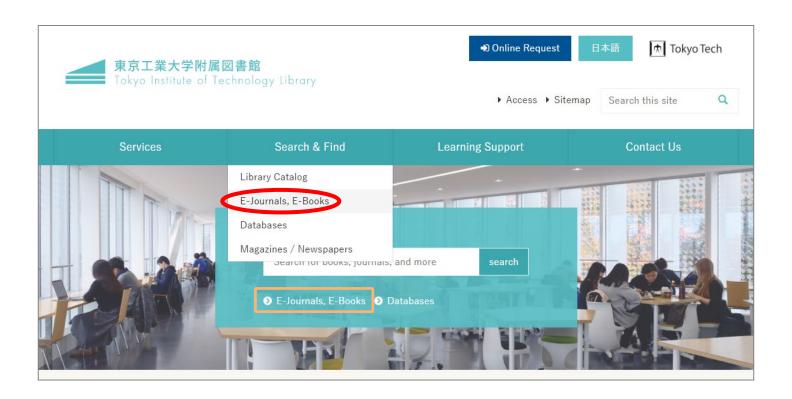
Digital Dai-ji-sen Japanese Dictionary,
Oxford Advanced Learner's Dictionary, Obunsha
Dictionary of Physics etc.

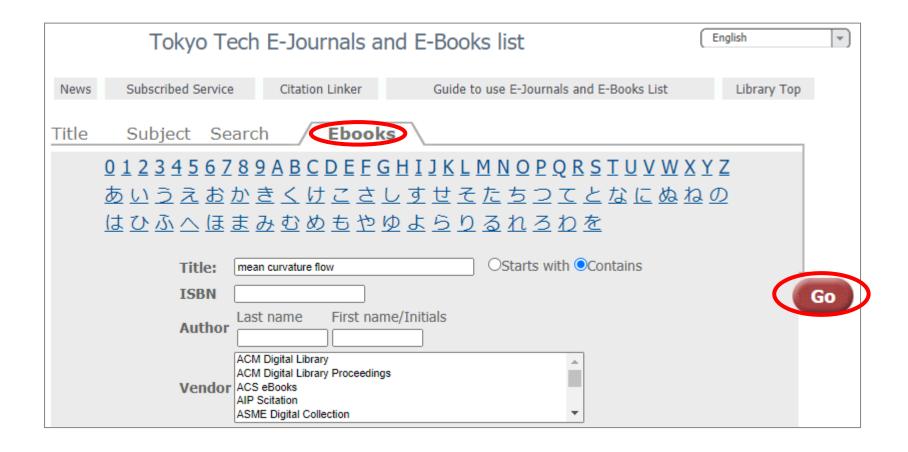
(Others)

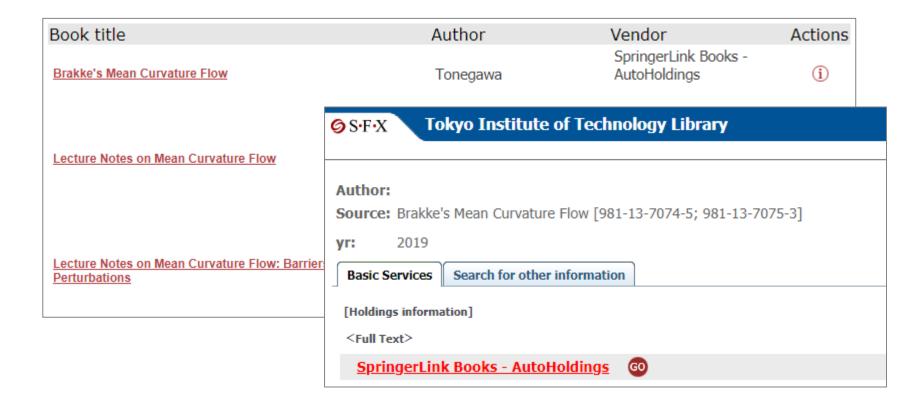
Kaisha Shikiho New Year 2023, Weekly Economist etc.

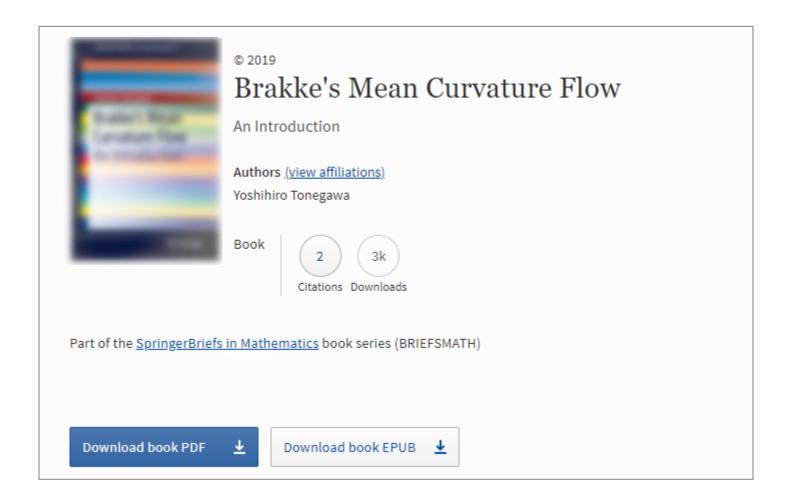


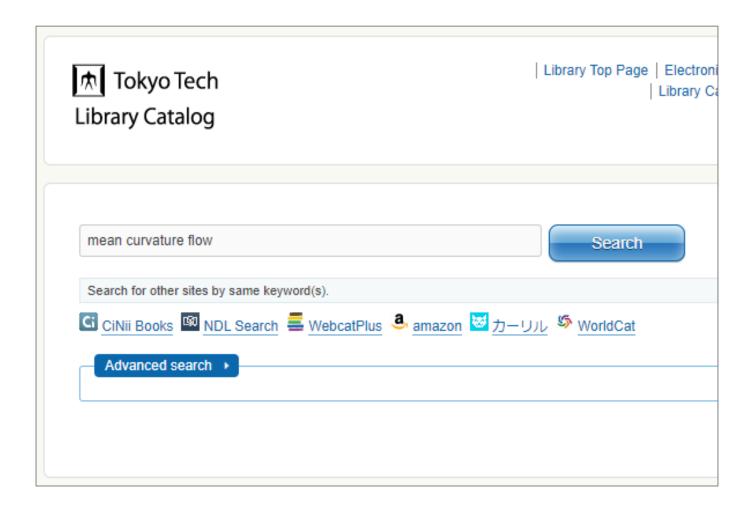
Date of access: 11st, April 2023

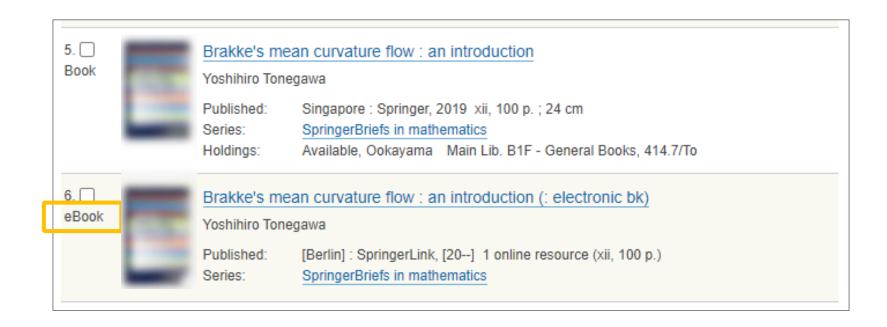


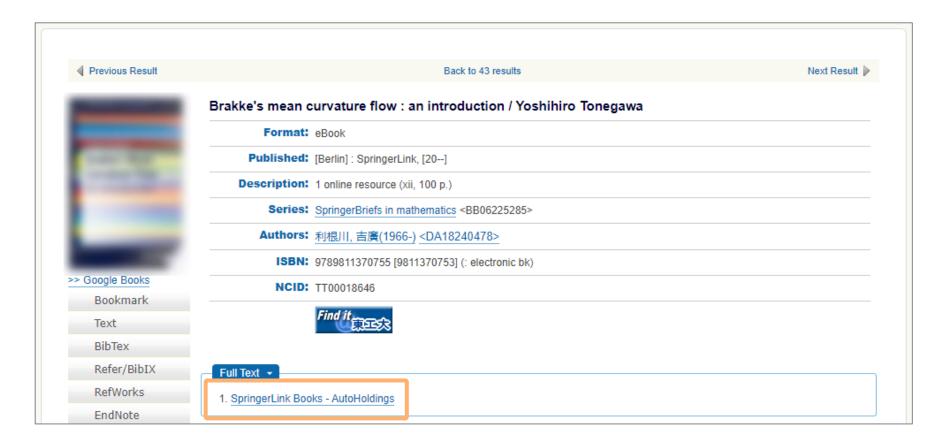












5-3 Attention to use of electronic resources

The following are prohibited when using electronic resources

- Systematic downloading
- Use for any purpose other than academic research and education
- Reproduction and distribution to others

If you do not comply with these terms and conditions, it may result in loss of access to these resources for the entire Tokyo Tech community.

For more details https://www.libra.titech.ac.jp/en/ej notice



6. COPYRIGHT ACT OF JAPAN

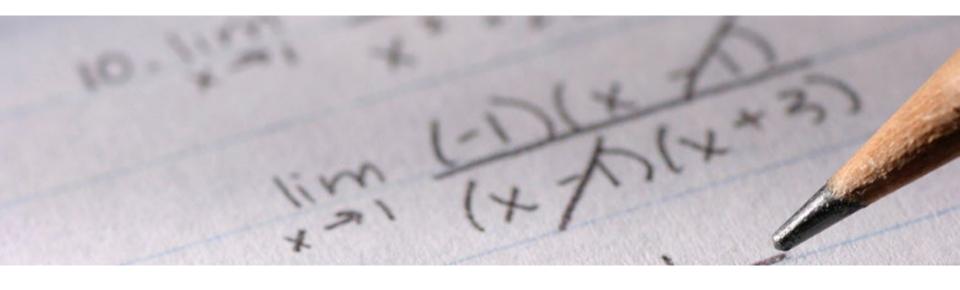
6 Copyright Act of Japan

Books, articles and other works are protected by the Copyright Act of Japan.

Do not copy these works without a proper authorization.

Copyright Act of Japan: Article 31 "Reproduction, etc. in libraries, etc."

Under certain exceptional conditions, you can copy without obtaining permission.



PRACTICE PART3 TIME LIMITS: 6 MINUTES

Practice PART3

No.1

You can't find a book in Tokyo Tech Library. If you are on following situation, answer how you will act.

<Situation>

- 1. You find the book near the public library and you want to use it right now.
- 2. You couldn't find the book near libraries but you want to use it as soon as possible.
- 3. You couldn't find the book near libraries. You don't need to use it right now and think that it is helpful book for other students.

<Action>

A Go to the public library and use it.

B Request the book to Tokyo Tech Library.

C Order the book from other library via Interlibrary loan.

Practice PART3 No.1 Explanation

Situation 1: You find the book near the public library and you want to use it right now.

A Go to the public library and use it.

Situation 2: You couldn't find the book near libraries but you want to use it as soon as possible.

C Order the book from other library via Interlibrary loan.

Situation 3: You couldn't find the book near libraries. You don't need to use it right now and think that it is helpful book for other students.

B Request the book to Tokyo Tech Library.

Practice PART3 No.2

Select OK or No whether the situation is allowed by Copyright Act of Japan or not.

1.

Sato was looking for a book for a report. Then he found the book, "Hidetoshi, Nishimori; Ortiz, Gerardo. Elements of phase transitions and critical phenomena".

He decides to copy some pages of the book using a photocopier in the library and take it home.

Practice PART3 No.2

Select OK or No whether the situation is allowed by Copyright Act of Japan or not.

2.

When Sato was on his way home, he suddenly got contacted by Suzuki, a friend of his, with a question about a report. Sato suggested him to read the book. Then Suzuki said, "Can you photocopy it again for me?" Suzuki promised to take him to lunch in return, so Sato agreed to make one more photocopy of the same part.

Practice PART3 No.2

Select OK or No whether the situation is allowed by Copyright Act of Japan or not.

3.

Sato was worried about conclusion paragraph of the report. He couldn't think of good sentence. One day, he found a book that includes exactly what he wanted to say. "Great!" Sato added the sentences as it is into his report and submitted it in time.



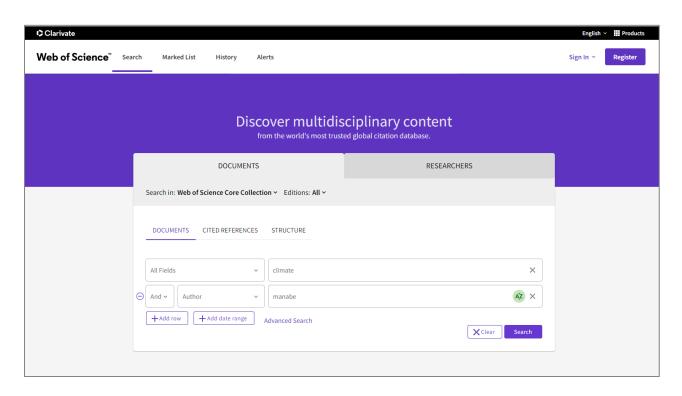
7. JOURNEY TO ACADEMIC LITERATURES

7-1 Latest research results



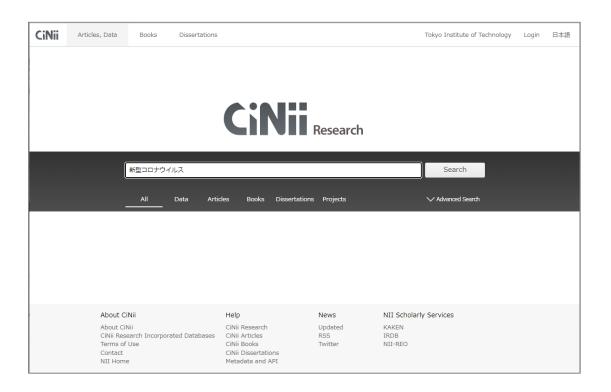
The latest research results will be published as academic papers.

7-2 Tools for finding papers (Web of Science)



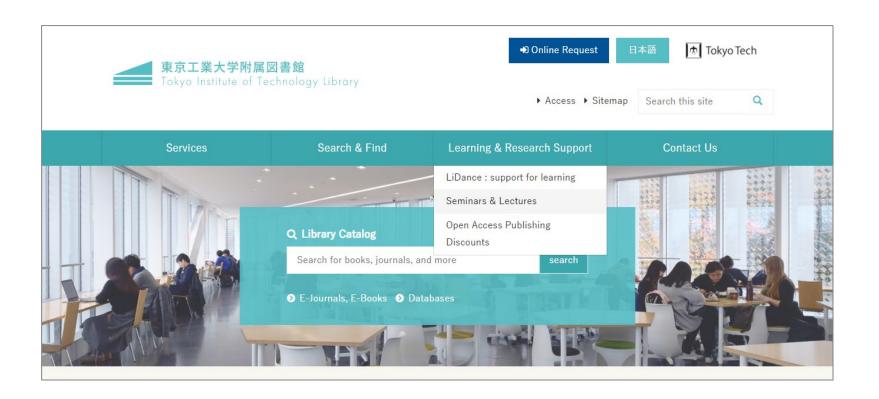
出典: クラリベイトTM Web of ScienceTM

7-3 Tools for finding papers (CiNii Research)



For your Review

Library website > Learning & Research Support > Seminars & Lectures







Prepare for **Studying Abroad**



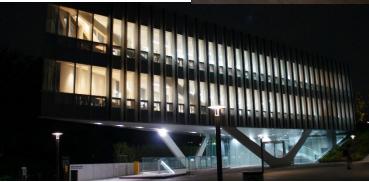




Discuss with Friends



Try Something New



We hope that you will enjoy your studies at Tokyo Tech!!

Please give us your feedback! https://forms.gle/4EAGruGk6MvGV1C29

