

## Library Guidance

Information Literacy I

Tokyo Institute of Technology Library
May 15, 2023



$03_{09}$
Materials for Liberal Arts (B1F)
Ookayama Library


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


Study Space (2F) Ookayama Library


Ship-like appearance


Campus Wireless LAN is available throughout the library


Peripatos Collection

## 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.


Plenty of space for personal study and research (2F, 3F) Suzukakedai Library


## Library Guidance

 Information Literacy I

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

## Outline

(1) Search for books
2. Get the book you searched for

3 If books are not on the shelves
(4) Get books that are not in the library
(5) Remote access to library services
(6) Copyright Act of Japan
(7) 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



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- - G tokyo tech library -Google 提 X +
\leftarrow C 仑 G tokyo tech library
```


## 日本語

肉 Tokyo Tech
東京工業大学附属図書館
Tokyo Institute of Technology Library


## 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

## Format -

Book (88)
eBook (69)
Audio Visual (1)

## Publication Year

2020-2023 (4)
2010-2019 (54)
2000-2009 (48)
1990-1999 (19)
1980-1989 (6)
1970-1979 (3)
1950-1959 (3)

## Library <br> Ookayama (65) <br> Suzukakedai (32)

## Location

Ookayama Lib. B1F - General
Books (45)
Suzukakedai Lib. 2nd Floor
General Books (29)
Ookayama Lib. B1F : Compact
Shelving - General Books (7) Ookayama Lib. B2F - Materials for Language Study / Study Abroad (4) Ookayama Lib. B2F - Proceedings
(4)

More.


Searched records by
Free word=report writing;

## Filter •

Select. Check all | Remove all

$\square$
Page of 16
158 results


Writing f

Found 158 items containing "Report" and "Writing".

## 1-3-2 Filtering the search results

| Format - |
| :--- |
| Book (88) |
| eBook (69) |
| Audio Visual (1) |
| Publication Year - |
| 2020-2023 (4) |
| 2010-2019 (54) |
| 2000-2009 (48) |
| 1990-1999 (19) |
| 1980-1989 (6) |
| 1970-1979 (3) |
| 1950-1959 (3) |$\quad$| Library - |
| :--- |
| Ookayama (65) |
| Suzukakedai (32) |
| Location - |
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| General Books (29) |
| Ookayama Lib. B1F ; Compact |
| Shelving - General Books (7) |
| Ookayama Lib. B2F - Materials for |
| Language Study / Study Abroad (4) |
| Ookayama Lib. B2F - Proceedings |
| (4) |
| More .. |

## 1-3-2 Filtering the search results

## Format -

Book (88)
eBook (69)
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Shelving - General Books (7)
Ookayama Lib. B2F - Materials for
Language Study / Study Abroad (4)

## report writing

Clear Form

Search for other sites by same keyword(s)

Searched records by
Free word=report writing

## 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
(2) 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


[back label]


## 2-1-2 Holding Information

| Status | Volume | Location | Call Number | Due Date (Number of Reservation) |  | BookID | Local Note |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Available |  | Ookayama Lib. B1F | 463/Ku |  | Reserve/Order | 120220322 |  |
|  |  | - General Books |  |  |  |  |  |



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.


## 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. $100^{\text {th }}$ 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: <br> about 1 to 2 months <br> Non-Japanese books: <br> may take more than 2 months |
| Notes | The time required depends on the <br> requesting library. | The materials should be used by <br> many students for learning <br> purposes for a long period of time |

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

## Feel free to ask a librarian

To the counterAsk Service



## 5. REMOTE ACCESS TO LIBRARY SERVICES

## 5－1 Books－by－mail service

## Services <br> Search \＆Find <br> Learning \＆Research Support <br> Contact Us

Home Remote Library Services 【To Tokyo Tech Members】 Books－by－mail service

## 【To Tokyo Tech Members】Books－by－mail service

We offer books－by－mail service in order to provide library books for studying and researching at home．

## Outlines

| Period | until further notice |
| :--- | :--- |
| Target | Undergraduates／Graduates Students／Others <br> ＊Available only to those who have a student ID card（IC card）． <br> ＊If you have overdue books or have a loan suspension，you cannot apply． |
| Items | Books will be counted as part of number of the regular loan（maximum： 10 books for undergraduate courses， 15 books <br> for graduate students）． |
| Due date | Undergraduates $: 2$ weeks <br> Graduates $: 4$ weeks <br> ＊The due dates of the items borrowed via＂books－by－mail＂service are also extended during the extended loan period． |

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


HUFFPOST (~2019年3月)
HUFFPOST (~2019年3月)

## 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

## 5-2 Introducing Electronic Resources: E-Books



## 5-2 Introducing Electronic Resources: E-Books



## 5-2 Introducing Electronic Resources: E-Books



## 5-2 Introducing Electronic Resources: E-Books



## 5-2 Introducing Electronic Resources: E-Books



## 5-2 Introducing Electronic Resources: E-Books



## 5－2 Introducing Electronic Resources：E－Books



## Brakke＇s mean curvature flow ：an introduction／Yoshihiro Tonegawa

## Format：eBook

Published：［Berlin］：SpringerLink，［20－－］
Description： 1 online resource（xii， 100 p．）
Series：SpringerBriefs in mathematics＜BB06225285＞
Authors：利根川，吉廣（1966－）＜DA18240478＞
ISBN： 9789811370755 ［9811370753］（：electronic bk）
NCID：TT00018646

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            Findfit菄仼为
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## Full Text

1．SpringerLink Books－AutoHoldings

## 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.


## 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 Ioan.

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 Science ${ }^{T M}$

## 7-3 Tools for finding papers (CiNii Research)



## For your Review

Library website > Learning \& Research Support > Seminars \& Lectures



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

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



## Questionnaire about "Library Guidance" EN(IL1)

This questionnaire is only for students in the group EN(IL1)
You can not modify the answer after clicking the submit button.
*必須

1. How well do you understand how to use the Library Catalog? *

| 1 | 2 | 3 | 4 |
| :--- | :--- | :--- | :--- |
| 0 | $\bigcirc$ | $\bigcirc$ |  |



