

Library Guidance

Information Literacy I



Welcome to the library! https://youtu.be/mJ_DhldSRjo



Welcome to Suzukakedai Library https://youtu.be/lBiPWnRV6Fc

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
- Copyright Act of Japan
- Journey to academic literatures





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



1. Search for books

1-1 Features of the Tokyo Tech Library Catalog

Coverage

Library materials: books, journals, and more

Search Terms

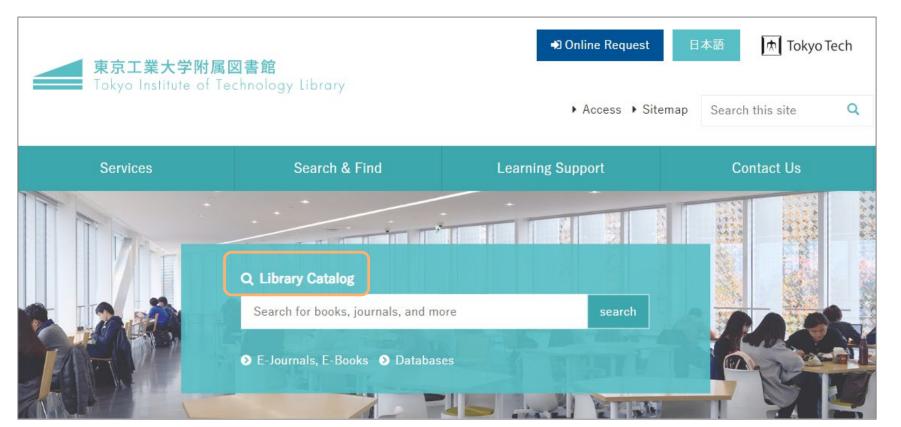
Keywords: words in title, author, or other information of a material

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 the Tokyo Tech Library Catalog





1-3 Simple Search

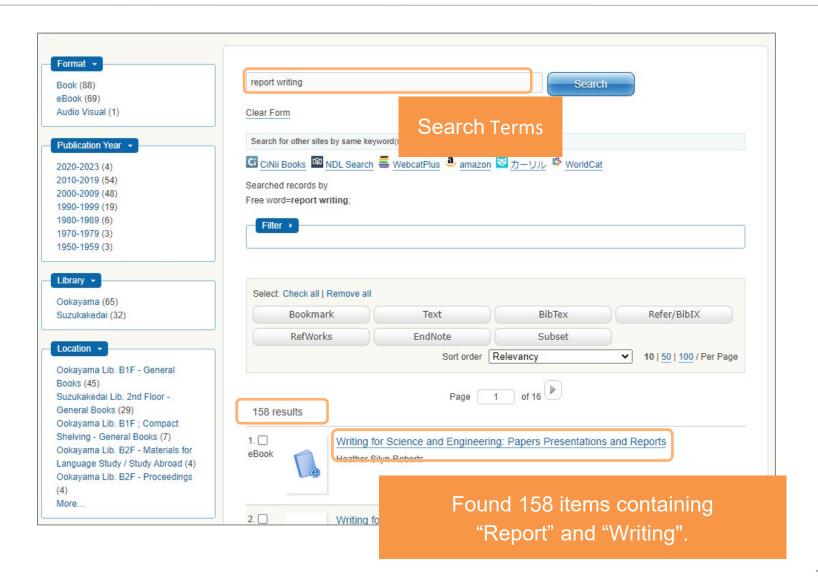


1-3 Simple Search

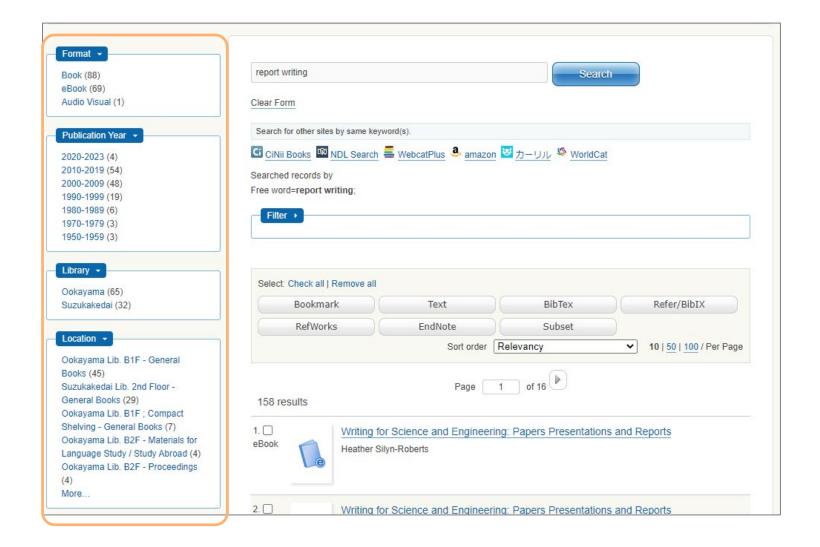
Use the simple search to find

Books written about "How to write a report"

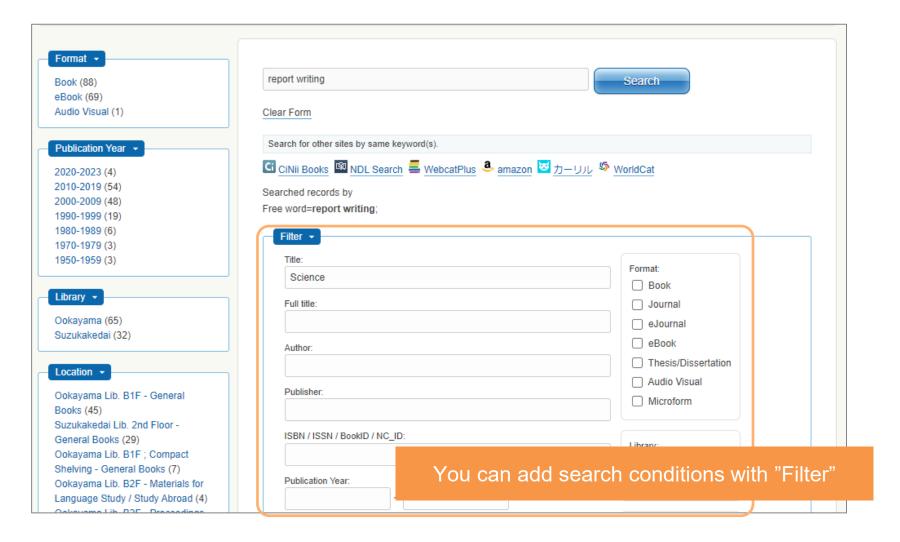
1-3-1 Search-results list



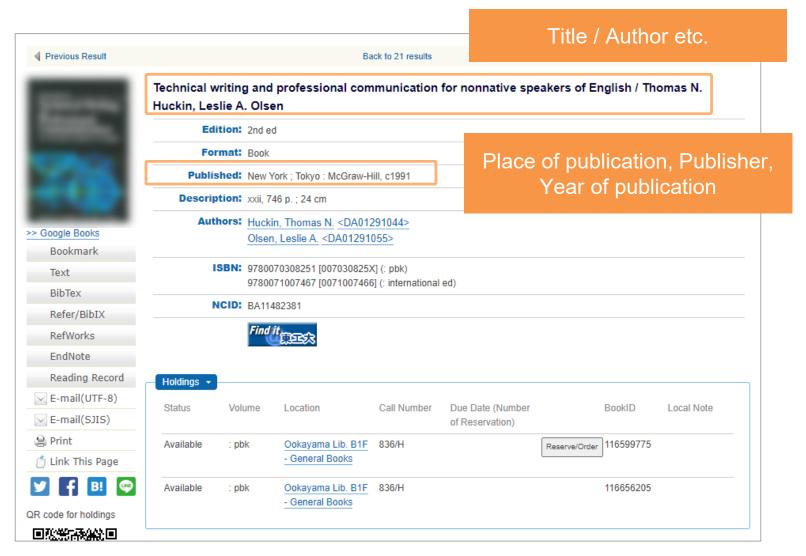
1-3-2 Filtering the search results



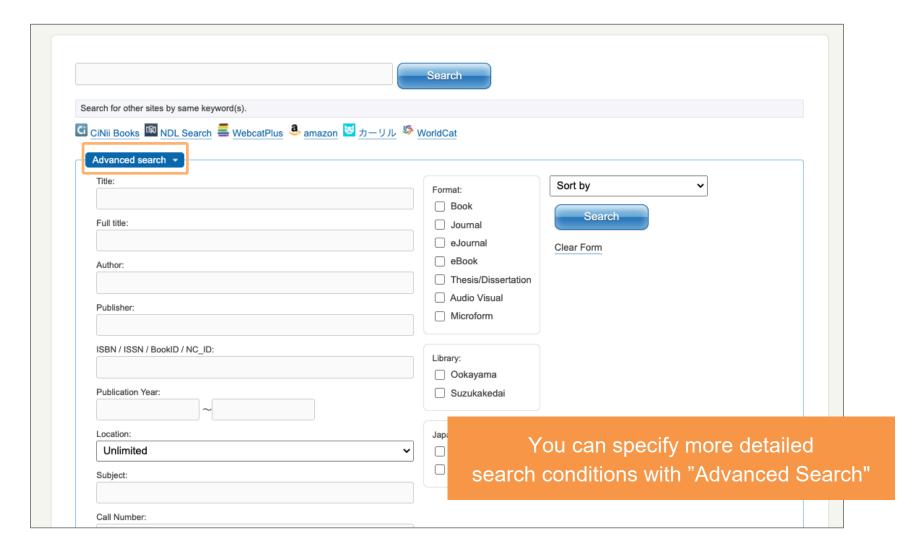
1-3-2 Filtering the search results



1-3-3 Detailed Information of the book



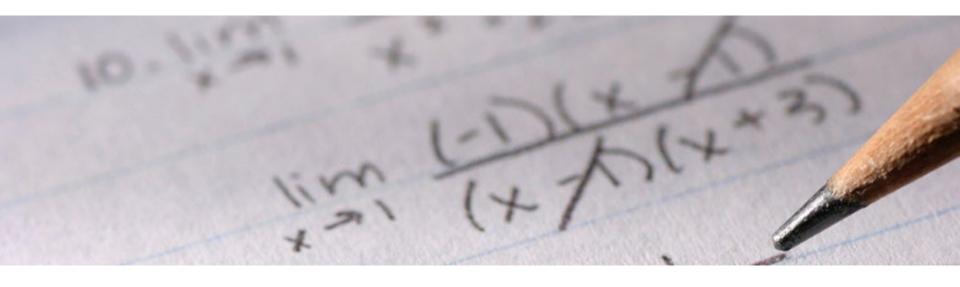
1-4 Advanced Search



1-5 Searching with a smartphone



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



Practice PART1

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"

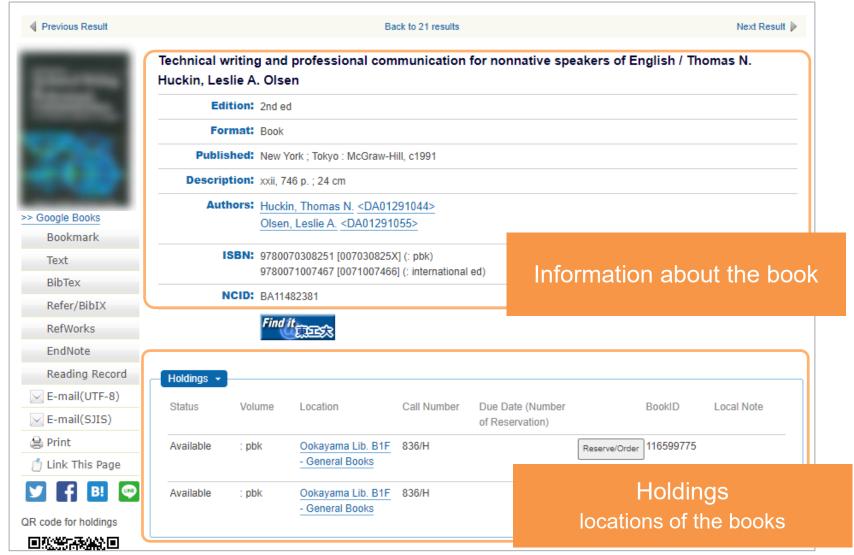
No.2

About the above C, how many search results that you refine by "Ookayama" using the function of filtering in the left-hand column are given?

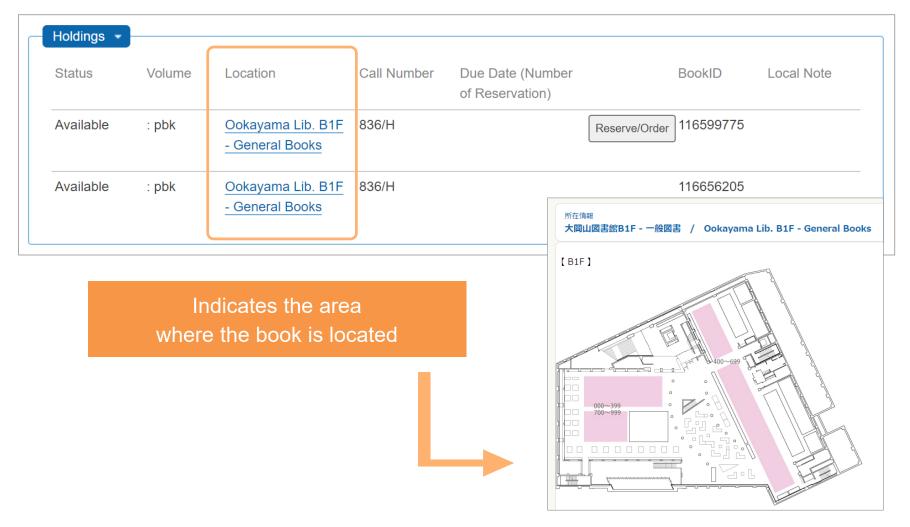


2. Get the book you searched for

2-1 Detailed Information of the book



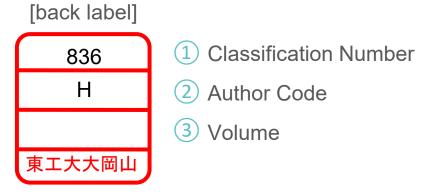
2-2 Holding Information



2-2 Holding Information



Books are sorted by call number



2-2 Holding Information

Status	Volume	Location	Call Number	Due Date (No of Reservation		BookID	Local Note
Available		Ookayama Lib. B1F - General Books	833/D		2024/05/17(1)	120013122	
Checked out		Ookayama Lib. B1F - General Books	833/D	2024/05/17 rese	erved by 1 perso	120013165 on	
In library use)	Ookayama Lib. B1F - Reference Books	833/D			113907517	

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

Checked out: Status of books checked out by other people

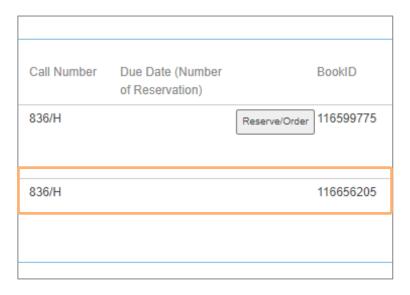
In library use only: Books that can be used in the library, but cannot be checked out

^{* &}quot;Due Date" and "Number of Reservation" are displayed.

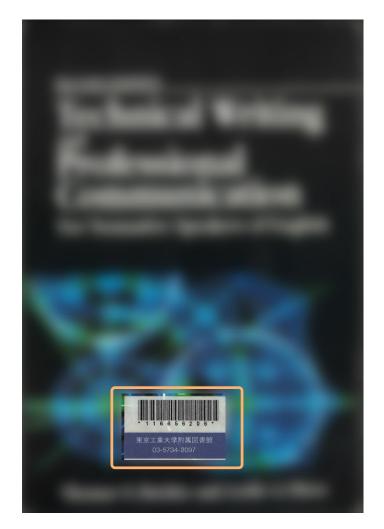
2-3 Identify the book you are looking for

Technical writing and professional communication for nonnative speakers of English

Thomas N. Huckin, Leslie A. Olsen







Library Tour 2021 アイデアを 膨らませたいときの 図書館活用法 - 前編 -





東京工業大学附属図書館

Tokyo Institute of Technology Library

Library tour 2021 アイデアを膨らませたいときの図書館活用法 -前編- | How to use the library todevelop your ideas - Part 1

https://youtu.be/syeJpFE-VpE (Videos uploaded do not have English subtitles and English audio.)

2-4 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

Self-check out machine



2-5 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



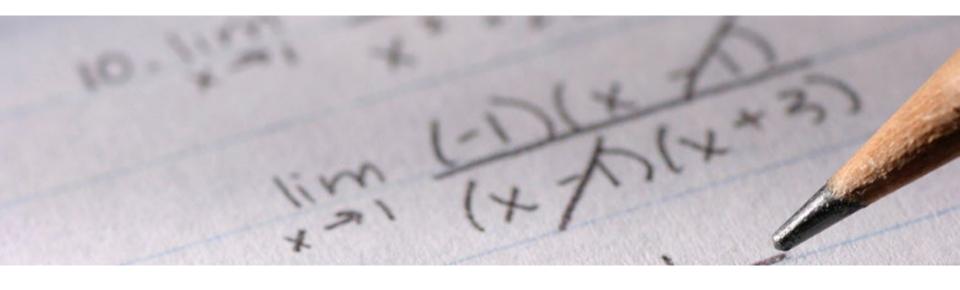
Ookayama Library B1F



available during library hours

Suzukakedai Library





Practice PART2

Practice PART2

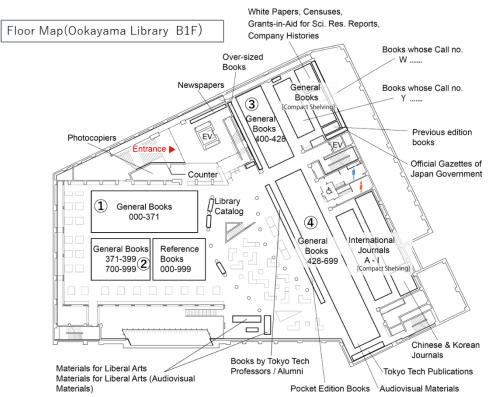
No.1 You want to read the following book.

How many copies of it does the library hold?

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

No.2 Where is the book that BookID:300562388?

Please choose from 1 to 4 on the map below.





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

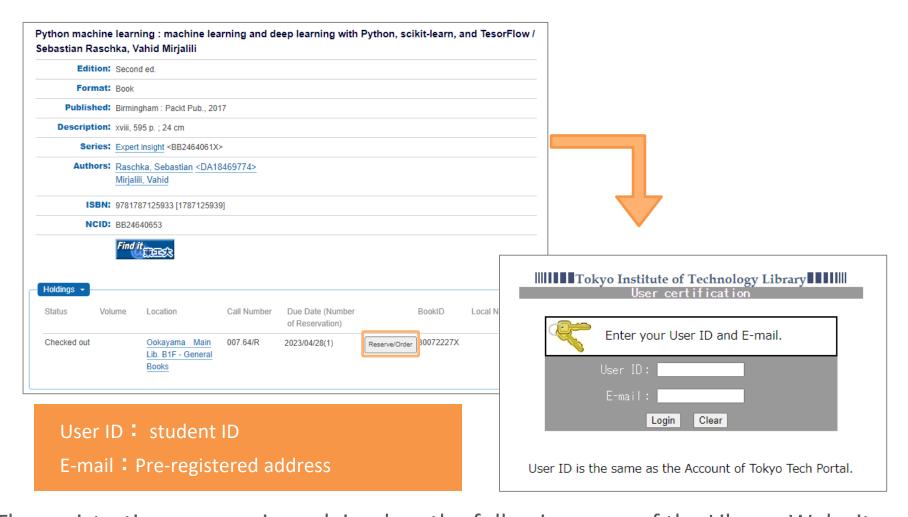
The book is not placed where it should be.

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

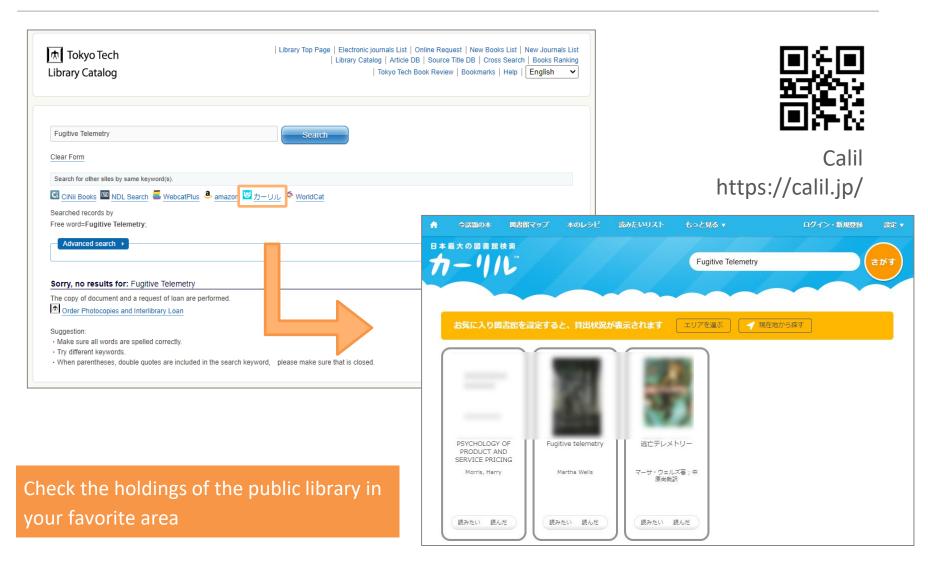


The registration process is explained on the following page of the Library Web site.



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	

4-2 Interlibrary Loan / Requesting Books

Public library

- novel, practical book
- immediately available
- You may need to register to borrow books.
- Registration may be subject to conditions. For example, whether you live, work, or attend school within the city.

Interlibrary Loan

- for articles or part of the book
- →order the photocopies of materials
- for books
- →borrow the book
 - Estimated delivery time is from a few days to a week

Book Request

- Academic books expected to be in demand by many students
- You can use the books for a long time
- It takes some time after you apply until you can use it

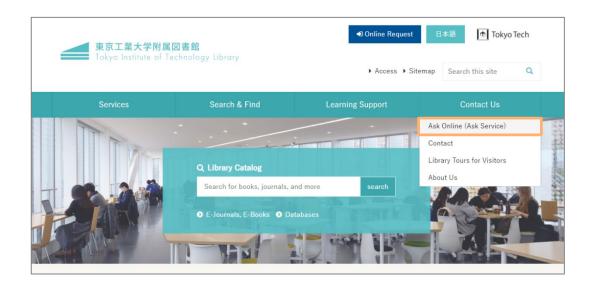
Choose the best way on your purpose and situation

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

Feel free to ask a librarian

To the counter

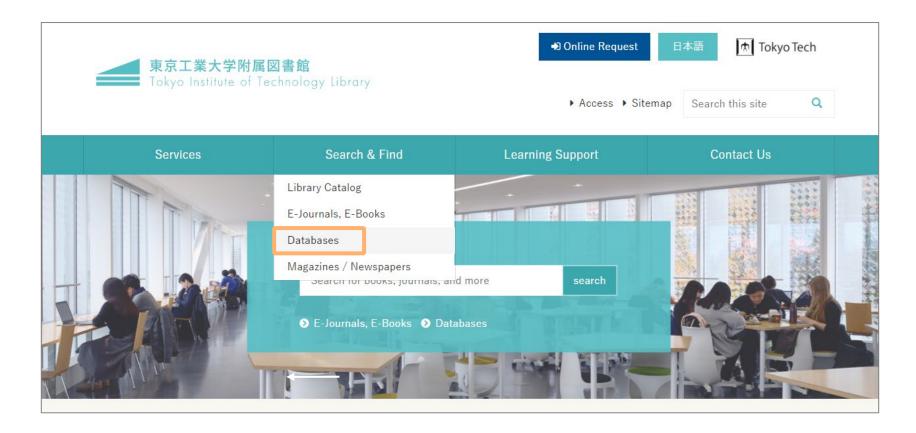
Ask Service





5. REMOTE ACCESS TO LIBRARY SERVICES

5-1 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

5-1 How to use 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



5-1 How to use electronic resources: databases

JapanKnowledge Lib

Search and browse over 80 dictionaries, encyclopedias, series, and magazines

Examples of contents

[Encyclopedia]

Encyclopedia of Japan, Encyclopedia Nipponica etc.

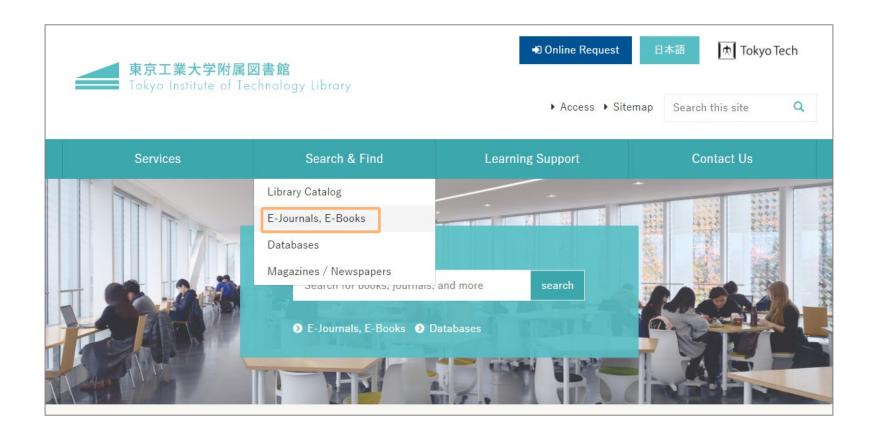
[Dictionaries]

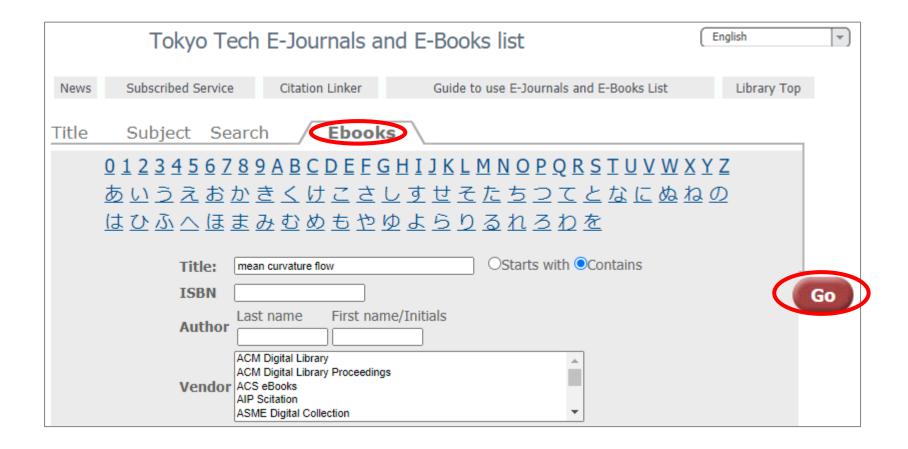
Digital Dai-ji-sen Japanese Dictionary, Oxford Advanced Learner's Dictionary, Obunsha Dictionary of Physics etc.

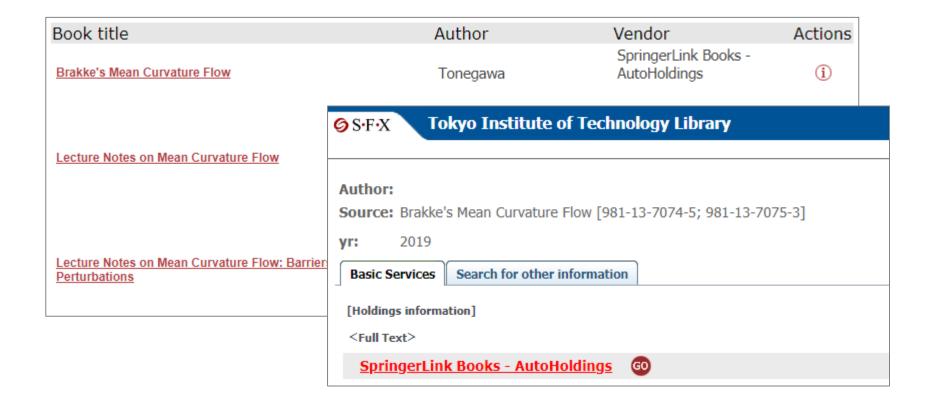
(Others)

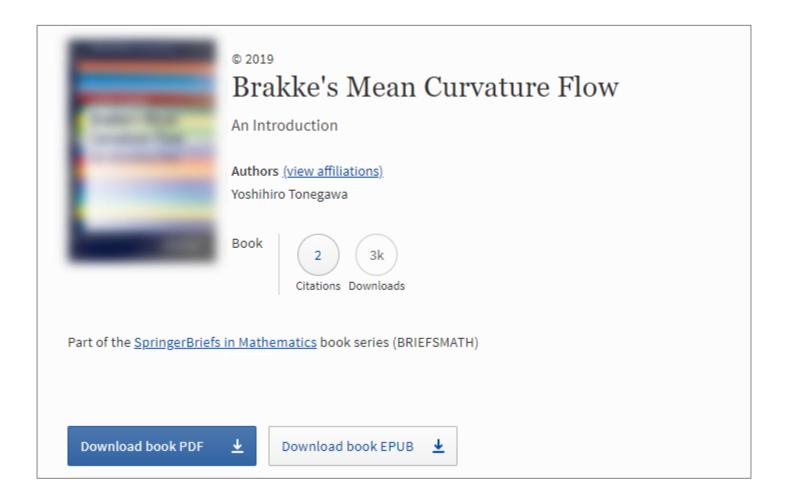
Kaisha Shikiho, Weekly Economist etc.

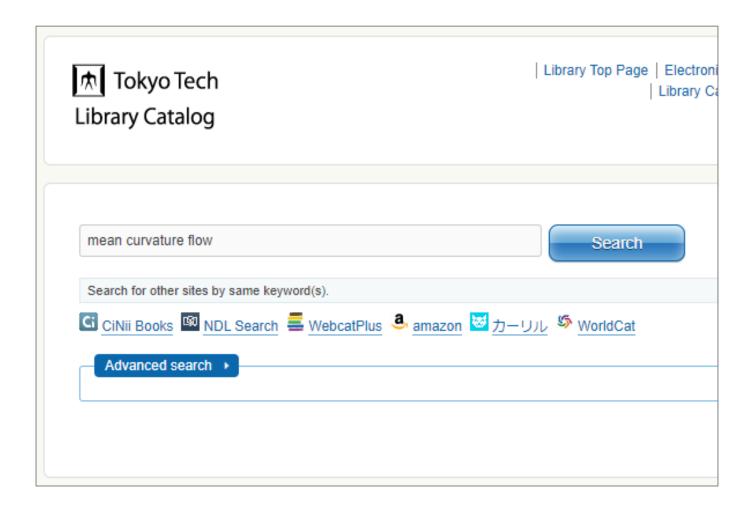


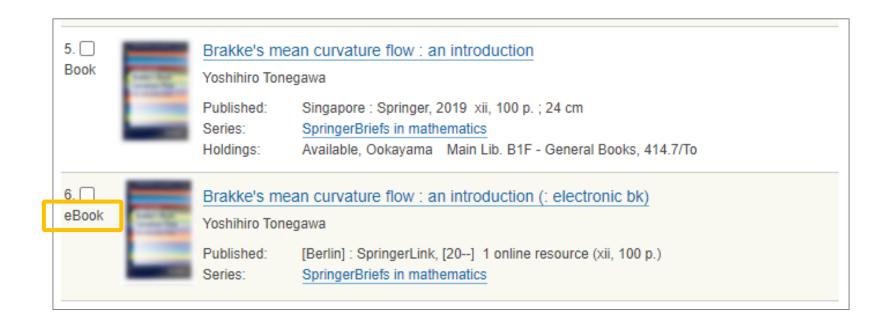


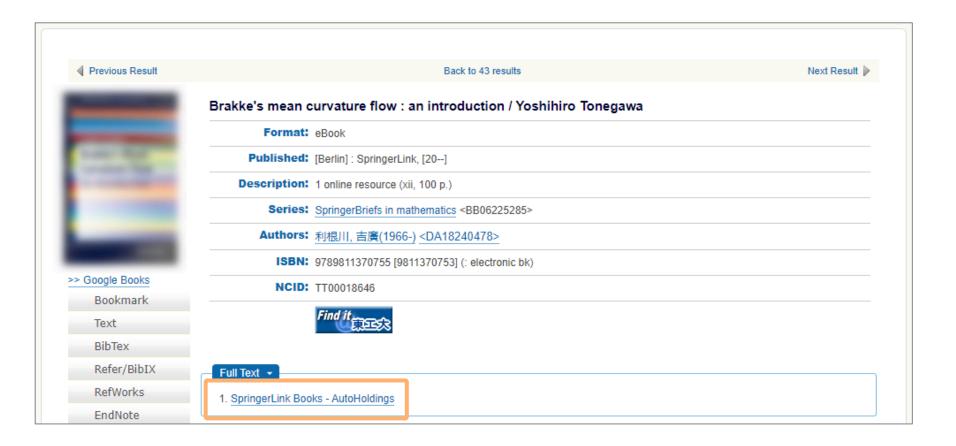












5-3 Attention to use of electronic resources

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

6-1 About "works" in Copyright Act

Works

"works" means a creatively produced expression of thoughts or sentiments that falls within the literary, academic, artistic, or musical domain;

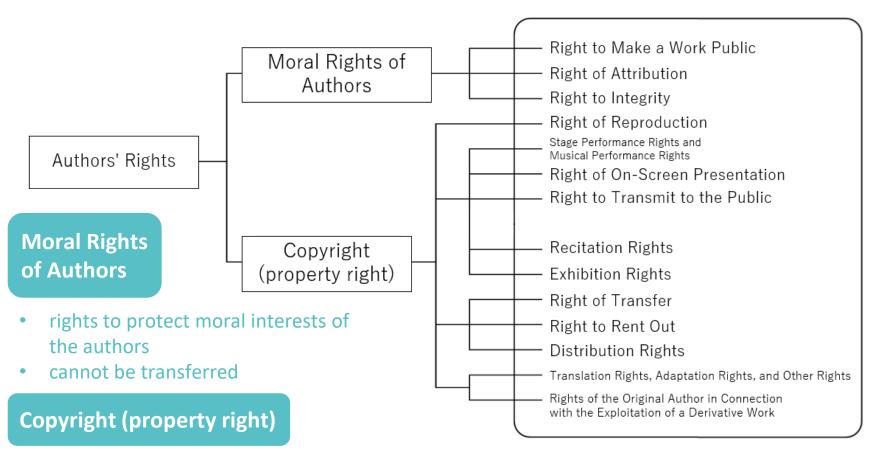
- 1. novels, scenarios, articles, lectures, and other literary works;
- 2. musical works;
- 3. works of choreography and pantomime;
- 4. paintings, woodblock prints, sculptures, and other works of fine art;
- 5. works of architecture;
- 6. maps and other diagrams of an academic nature, such as plans, charts, and models;
- 7. cinematographic works;
- 8. photographic works;
- 9. works of computer programming.

Principle of automatic protection /

The copyright continues to subsist during the author's survival period and the end of the 70-year period following the death of the author.

Source: Japanese Law Translation Copyright Act (https://www.japaneselawtranslation.go.jp/ja/laws/view/4207)

6-2 About "Copyright Act"



- the right to authorize or prohibit exploitation of the work
- can be transferred/inherited

Source: Japanese Law Translation Copyright Act (https://www.japaneselawtranslation.go.jp/ja/laws/view/4207)

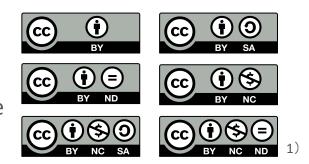
If you want to use copyrighted materials

- 1 Use copyrighted works with clear terms of use or licensed works
- 2 Use under certain usage methods and conditions
- 3 Obtain permission to use

1 Use copyrighted works with clear terms of use or licensed works

Creative Commons License

Creative Commons License is tools that an international nonprofit Creative Commons provided. A copyright holder can express his or her intention regarding the use of a copyrighted work by displaying a CC license.



Ref. Hanmoto.Com

A website where you can check whether or not book images and bibliography can be reused.

ex. 酒井 浩二「論理性を鍛えるレポートの書き方」ナカニシヤ出版,2009

②Use under certain usage methods and conditions

Copyright Act Article 32 (1) (Quotations)

It is permissible to quote and thereby exploit a work that has been made public. In such a case, the work must be quoted consistent with <u>fair practices</u> and within a scope that is justified for the purpose of news reporting, critique, study, or other place in which the work is quoted.

- Certainty that the work of others is not the primary content
- Quotes must be clearly distinguishable
- The quotation must be necessary and within a legitimate scope
- The source of quoted parts must be clearly indicated

②Use under certain usage methods and conditions

The source of quoted parts must be clearly indicated

"References" must be written

[book in print]

Frankel, F. Picturing Science and Engineering; MIT Press, 2018.

[journal article]

Foster, J. C.; Varlas, S.; Couturaud, B.; Coe, J.; O'Reilly, R. K. Getting into Shape: Reflections on a New Generation of Cylindrical Nanostructures' Self-Assembly Using Polymer Building Block. *J. Am. Chem. Soc.* 2019, 141 (7), 2742–2753. DOI: 10.1021/jacs.8b08648

[website]

ACS Publications Home Page. https://pubs.acs.org/ (accessed 2019-02-21).

*How to write references varies depending on the field and academic society

Source: ACS Style Quick Guide (https://pubs.acs.org/doi/full/10.1021/acsguide.40303)

Examples of how to write references (Article)

ACS Style (American Chemical Society)

Foster, J. C.; Varlas, S.; Couturaud, B.; Coe, J.; O'Reilly, R. K. Getting into Shape: Reflections on a New Generation of Cylindrical Nanostructures' Self-Assembly Using Polymer Building Block. *J. Am. Chem. Soc.* **2019**, *141* (7), 2742–2753. DOI: 10.1021/jacs.8b08648

IEEE Style (Institute of Electrical and Electronics Engineers)

M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," *IEEE Trans. Biomed. Eng.*, vol. 58, pp. 2787–2793, Oct. 2011, doi:10.1109/TBME.2011.2158315

APA Style (American Psychological Association)

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. https://doi.org/10.1037/ppm0000185

Source: ACS Style Quick Guide (https://pubs.acs.org/doi/full/10.1021/acsguide.40303)

IEEE REFERENCE GUIDE (https://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE_Reference_Guide.pdf)

APA Style Reference Examples (https://apastyle.apa.org/style-grammar-guidelines/references/examples)

Reproduction in Libraries and Similar Facilities; Related Matters (Article 31(1))

- Must be for non-commercial purposes
- A single copy of a part of a work that has been made public is permitted
 - * a part of a work = less than half of the total
 - **Works published in periodicals that a periodical already published for a considerable period of time may be copied in their entirety.

→ Photographing materials is not allowed inside the library

Exploitation without the Purpose of Enjoying the Thoughts or Sentiments Expressed in a Work (Article 30-4)

If the purpose is not to enjoy the thoughts or feelings expressed in a work for oneself or for others to enjoy it, the work may be used in any manner to the extent deemed necessary. ex)When collecting and duplicating data as training data during the AI development/learning stage

→ At present, there are many concerns and various discussions.
Pay attention to the latest trends.

3 Obtain permission to use

Contact the person/copyright owner directly

- Contact the author's contact information published on researchmap or their institution's website
- Make contact through acquaintances at academic conferences or research labs

Consult with a copyright protection/works management organization

There are organizations and organizations that manage copyrighted works, handle usage procedures on behalf of copyrighted works, and provide consultation services, depending on the type of copyrighted work and purpose of use.

Ref. List of related organizations/institutions https://www.cric.or.jp/db/list/index.html*Japanese (公益社団法人著作権情報センターCRIC, 著作権データベース, 2024年2月2日閲覧)

6-4 Copyright reference book

Copyright reference book

- 佐渡島紗織, 吉野亜矢子「これから研究を書くひとのためのガイドブック」ひつじ書房, 2021
- 上野達弘「教育現場と研究者のための著作権ガイド」有斐閣, 2021
- 茶園成樹, 上野達弘編著「デザイン保護法」勁草書房, 2022



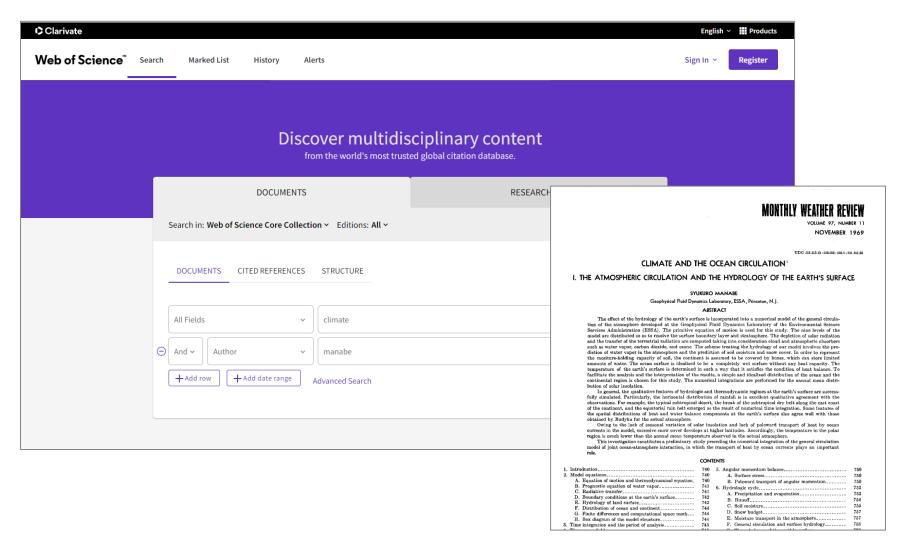
7. JOURNEY TO ACADEMIC LITERATURES

7-1 Latest research results



The latest research results will be published as academic papers.

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

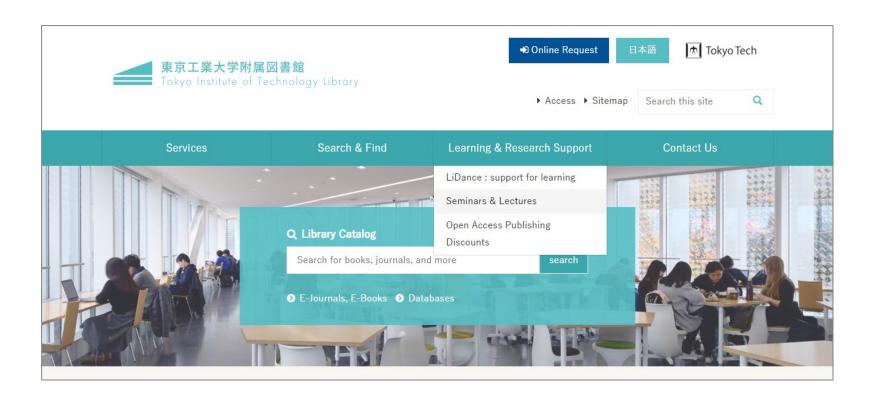


7-3 Tools for finding papers (CiNii Research)



For your Review

Library website > Learning & Research Support > Seminars & Lectures







Prepare for Studying Abroad





Try Something New

A SULPHINA STATE



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

Thank you for your attention!

Please give us your feedback! https://forms.gle/h6ryD66zRHwLHCco9

