# Information Literacy I Library Guidance

**Institute of Science Tokyo Library** 



## **Ookayama Library**





図書館へようこそ! Welcome to the library! <a href="https://youtu.be/mJ\_DhldSRjo">https://youtu.be/mJ\_DhldSRjo</a>

## Suzukakedai Library





Welcome to Suzukakedai Library <a href="https://youtu.be/IBiPWnRV6Fc">https://youtu.be/IBiPWnRV6Fc</a>

#### **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



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 Science Tokyo 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?

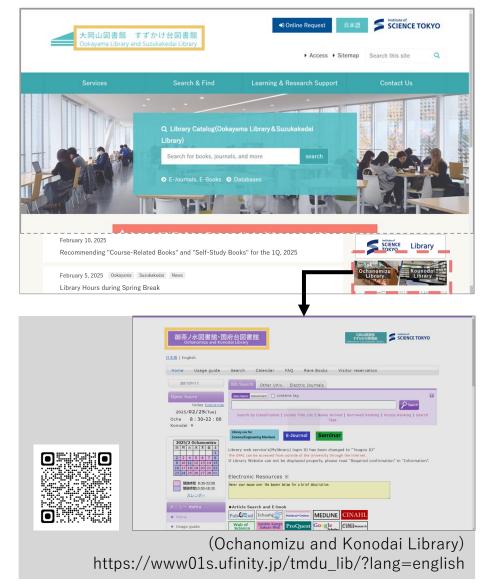
Whether the library holds a material or not

Where a material is located

Whether you can check out a material or not

Reserve a book that other person has checked out

Order a book from another campus



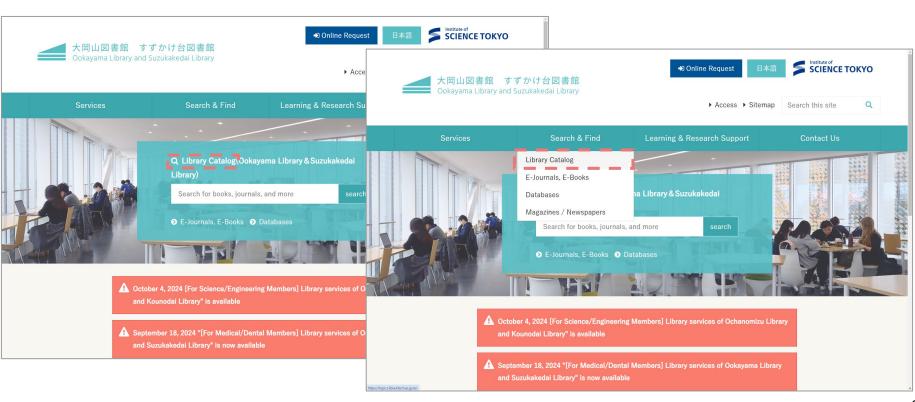


## 1-2. Access to the Science Tokyo Library Catalog

https://www.libra.titech.ac.jp/en

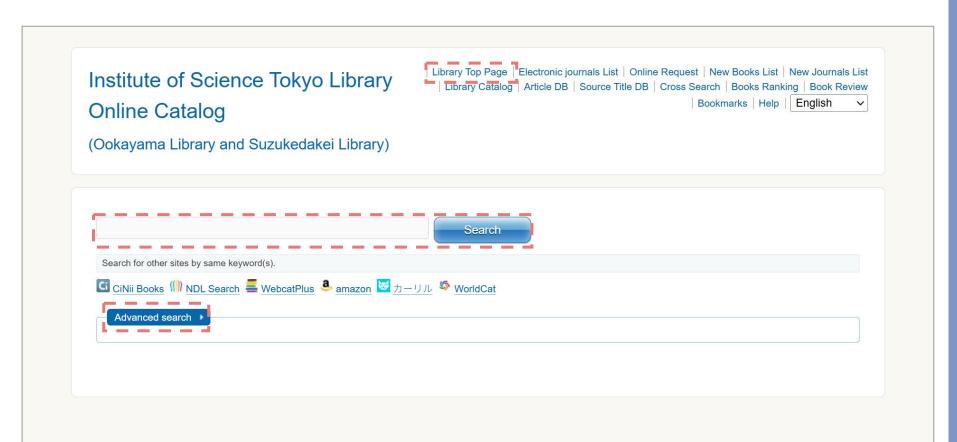






### 1-3. Simple Search





Simple Search Search by title, author, year of publication, subject, table of contents, etc.

### 1-3. Simple Search

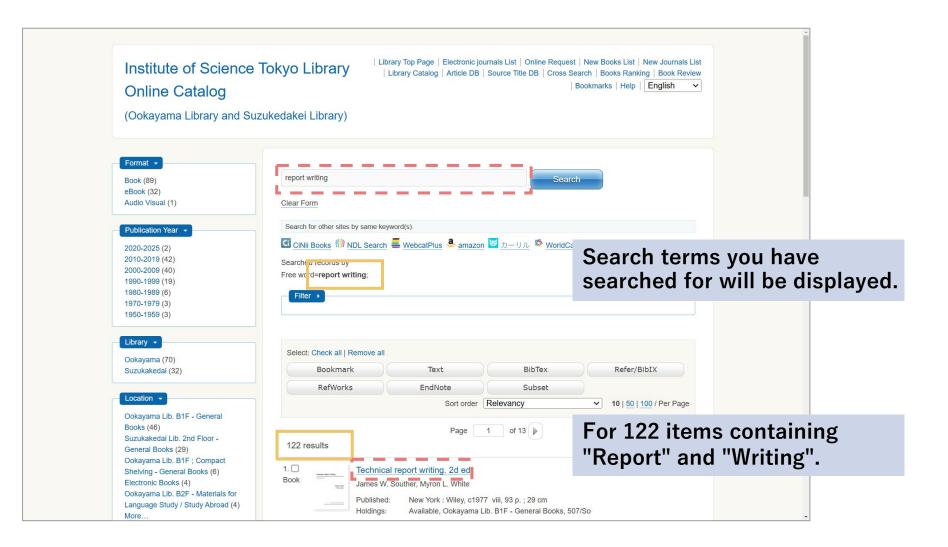


## Books written about "How to write a report"

Use the simple search to find

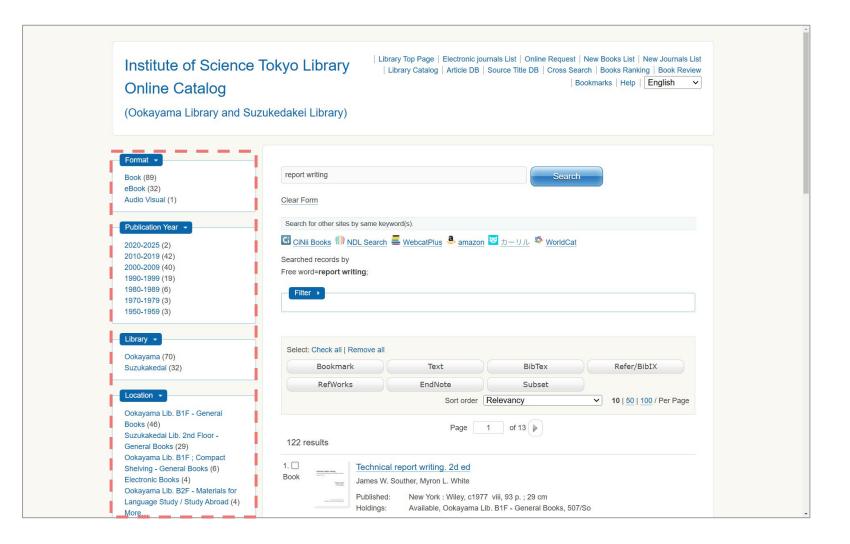
#### 1-3-1. Search-results list





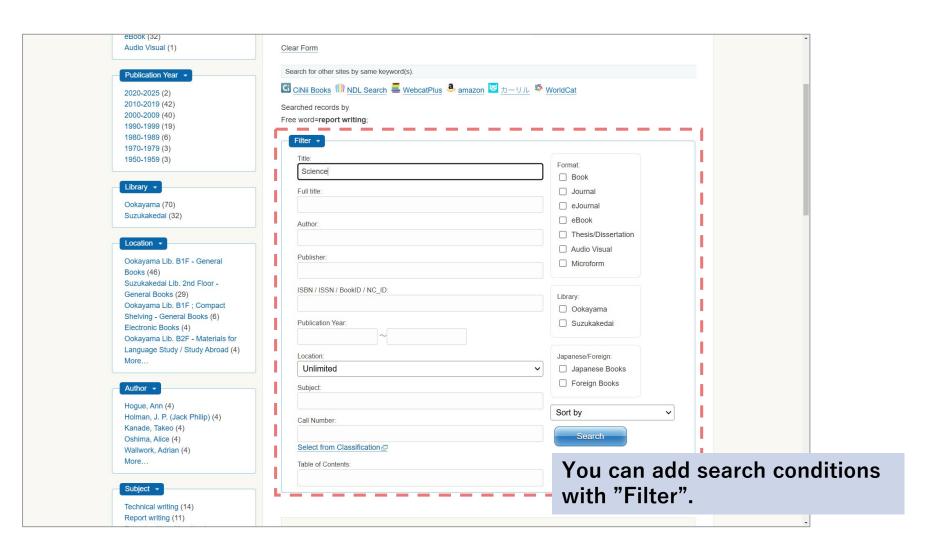






### 1-3-2. Filtering the search results









Next Result Previous Result Back to 20 results Title / Author etc. Writing for science students / Jennifer Boyle and Scott Ramsay Edition: 2nd ed Format: Book Place of publication, Publisher, Published: London: Bloomsbury Academic, 2023 Year of publication Description: xii, 191 p.; 24 cm Series: Bloomsbury study skills <BC15117586> Authors: Boyle, Jennifer (Jennifer Ellen) <DA19079629> Ramsay, Scott < DA1913319X> >> Google Books Bookmark ISBN: 9781350932678 [1350932671] (: pb) Text NCID: BD02495770 **BibTex Full Text** Refer/BibIX @ Science Tokyo RefWorks EndNote Holdings . Reading Record BookID Status Volume Location Call Number Due Date (Number Local Note E-mail(UTF-8) of Reservation) E-mail(SJIS) Ookayama Lib. B1F 407/B Available : pb 300951953 Reserve/Order A Print - General Books Link This Page Bibliography Details > QR code for holdings

#### 1-4. Advanced Search



| Advanced search *             |                                      |            |
|-------------------------------|--------------------------------------|------------|
| Title:                        | Format:                              | Sort by    |
| 5.11                          | Book                                 | Search     |
| Full title:                   | Journal                              |            |
|                               | eJournal                             | Clear Form |
| Author:                       | eBook                                |            |
|                               | ☐ Thesis/Dissertation ☐ Audio Visual |            |
| Publisher:                    | Microform                            |            |
|                               | Microioffff                          |            |
| ISBN / ISSN / BookID / NC_ID: | 17                                   |            |
|                               | Library:                             |            |
| Publication Year:             | Suzukakedai                          |            |
| Location:                     | Japanese/Foreign:                    |            |
| Unlimited                     | ✓ Japanese Books                     |            |
| Subject:                      | ☐ Foreign Books                      |            |
| Call Number:                  |                                      |            |
| Select from Classification    |                                      |            |
| Table of Contents:            |                                      |            |

You can specify more detailed search conditions with "Advanced Search"

### 1-5. Searching with a smartphone





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

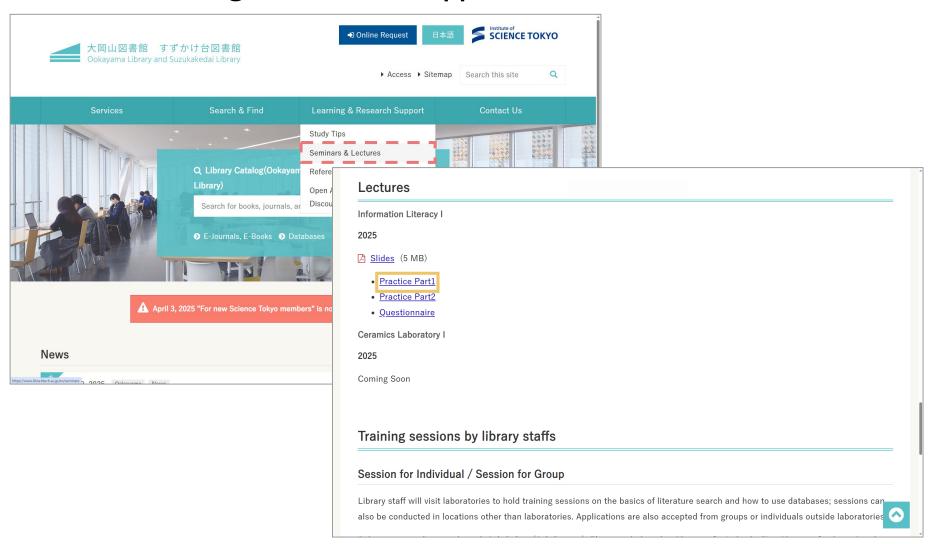


## **Practice PART1**



## How to access Practices, Questionnaire

**Home** > Learning & Research Support [Seminars & Lectures]



#### **Practice PART1**



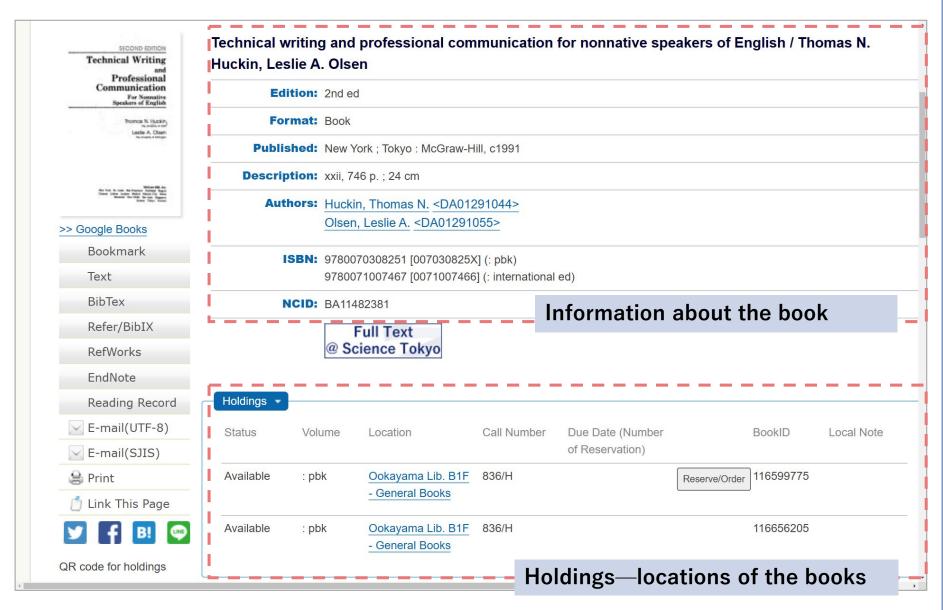
- 1. To find a book of the knack for a presentation, you search\* Library Catalog with three combinations of words. Answer the number of search results for each combination.
  - \* Use the "Simple Search".
  - A) "presentation" and "knack"
  - B) "presentation" and "technique"
  - C) "presentation" and "skill"
- 2. 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

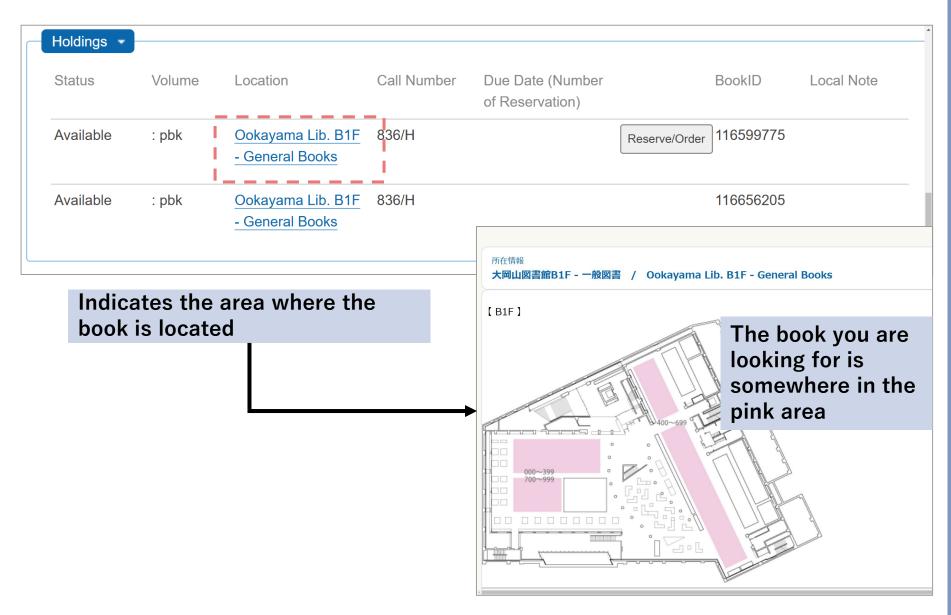
#### 2-1. Detailed Information of the book





## 2-2. Holding Information





## 2-2. Holding Information





#### back label



Classification Number Author Code Volume

### 2-2. Holding Information





#### Available

Status available in the library and can be checked out

#### Checked out

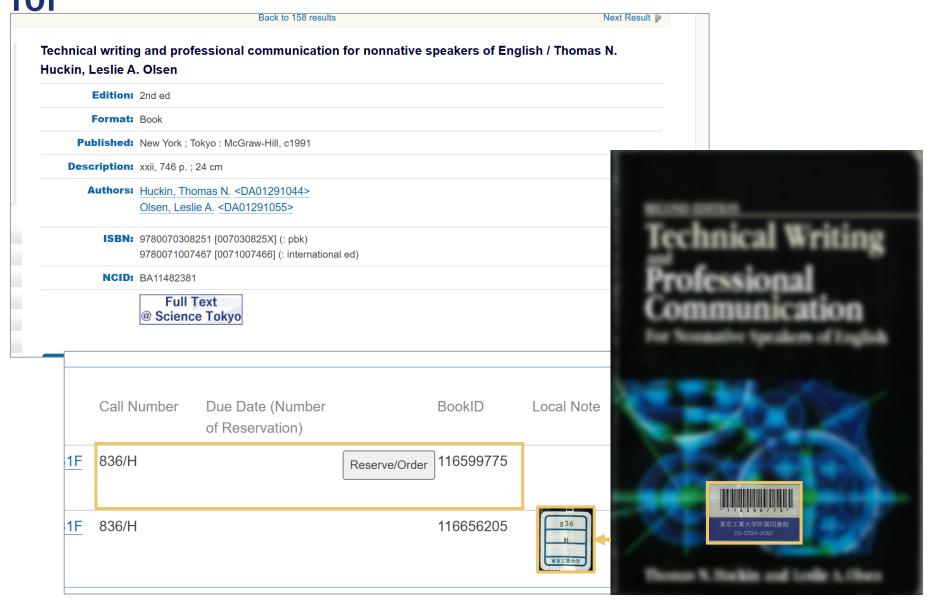
Status of books checked out by other people

#### In library use only

Books that can be used in the library, but cannot be checked out

## 2-3. Identify the book you are looking for





### 2-4. Check out / Renew books



#### In the libraries

- 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):

- Institute of Science Tokyo Science and engineering fields
   Portal for Science and Engineering field > <u>Library Service</u>
- 3 times per book can be renewed online unless any reservations is made.

#### 2-5. Return



Books borrowed in Ookayama library or Suzukakedai library can be returned at either campus.

#### In the libraries

 Please hand them to the staff at the counter, or return them to boxes on the counter.

#### When the library is closed

Please return to book return bins outside the library.



Return bins is available during library hours







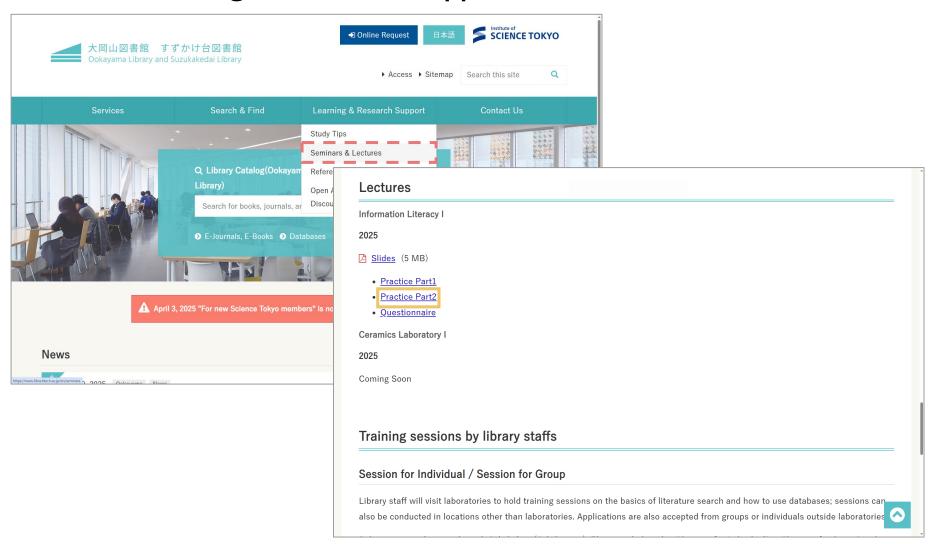


## **Practice PART2**



## How to access Practices, Questionnaire

**Home** > Learning & Research Support [Seminars & Lectures]



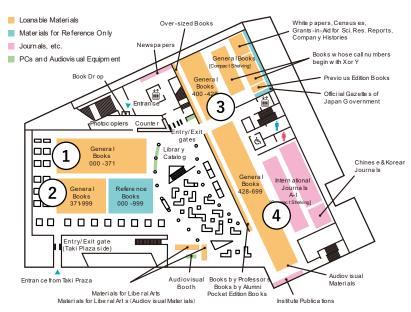
#### **Practice PART2**



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.

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



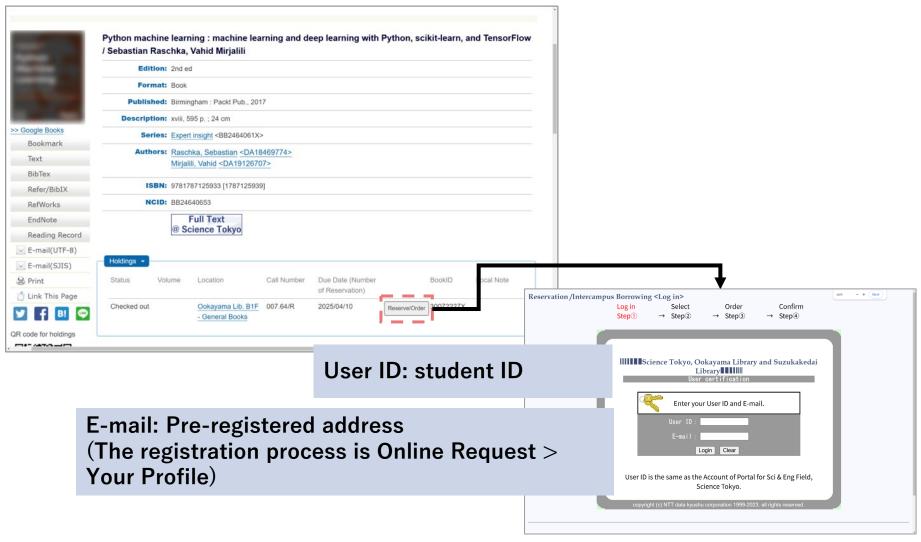
Even if you identify the location of a book, you may not be able to find it on a bookshelf.

- Possibility 1: The book is not placed where it should be.
- Possibility 2: Someone is in the middle of using it in the library.

If you cannot find the book you are looking for, please feel free to ask at the counter.



## 3-2. Reserving and Ordering books from the library catalog

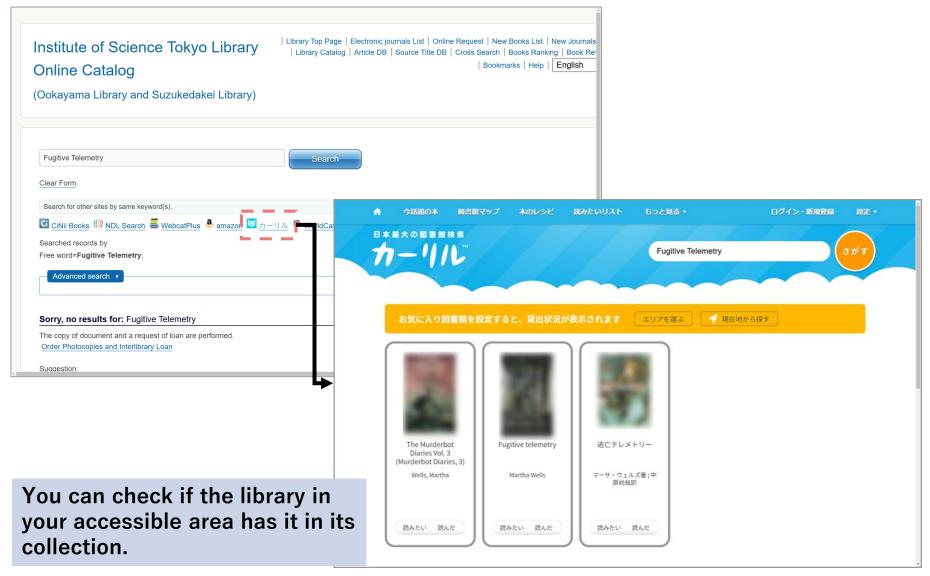




# 4. Get books that are not in the library







## 4-2. Interlibrary Loan / Requesting Books



| Dooks  |   |   |  |
|--|---|---|--|
|  | Interlibrary 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 the requesting library.   | The materials should be used by many students for learning purposes for a long period of time |  |
| オンラインリクエスト<br>Online Request   | Login user: Log out  ◆ Help ◆ Ask Online ◆ FAQ 日本語 Font size small medium large   | ume   |  |
| Home Your Profile Confirm/Change Borrowin  Book Review Reading Record List Subsc | ng Status, Reservation and Renewing of Indexing Articles/Interlibrary Loar Recommending / Requesting Books ribbing Journals Budget Usage Report Reserving facilities (link to Web system for S&F) |   |  |
| Ordering Articles / Interlibrary Loan list Your request history is as follows.   |   |   |  |

Ordering Articles / Interlibrary Loan list

Your request history is as follows.

Click this button to create a new request. >> New request

When the status of request is unprocessed, you can modify list contents by clicking the title.

You createst for Ordering Articles (You can cancel them)

Title

No requests for Ordering Articles (You can cancel them)

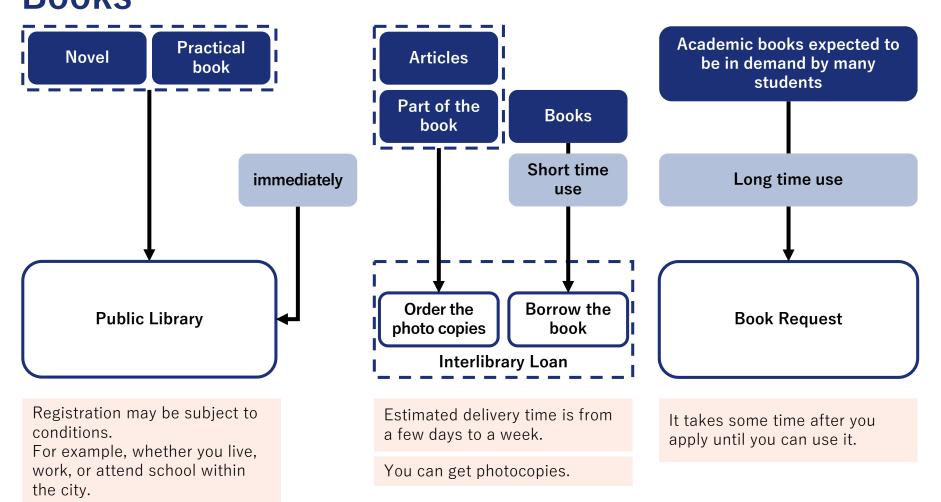
Title Author

Title / Author

Online Request >
[Ordering Articles / Interlibrary Loan list]
[Requesting Books]

# 4-2. Interlibrary Loan / Requesting Books





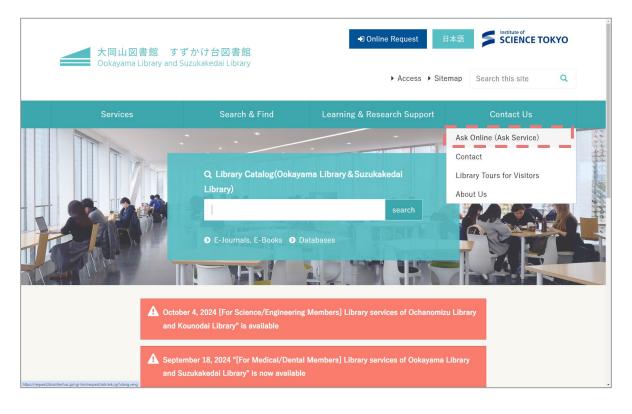
Choose the best way on your purpose and situation

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



Feel free to ask a librarian!

- To the counter
- Via Ask Service

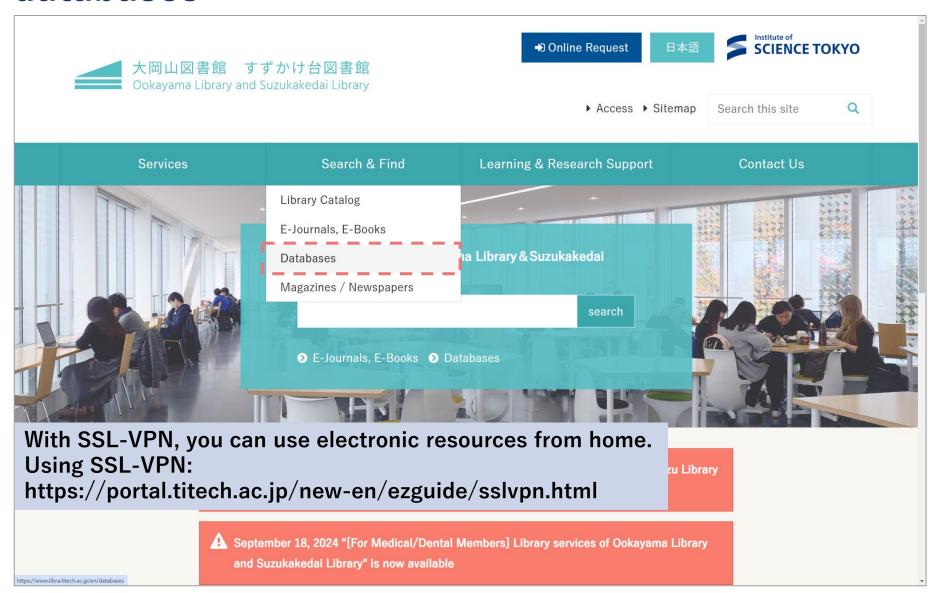




# 5. Remote access to library services

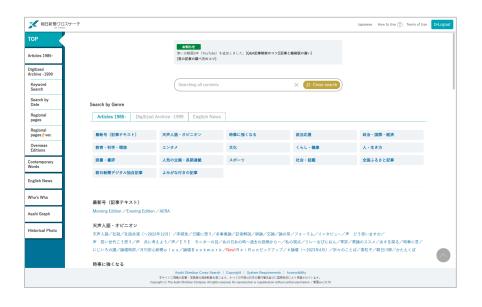


# 5-1. How to use electronic resources: databases





# 5-1. How to use electronic resources: databases



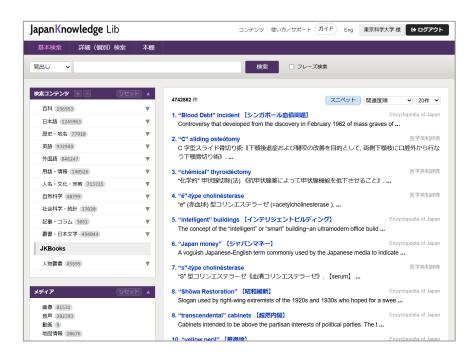
### Asahi Shimbun Cross-search

Search and browse articles from Asahi Shimbun, AERA, etc.

- A 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







### JapanKnowledge Lib

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

Examples of contents [Encyclopedia] Encyclopedia of Japan, Encyclopedia Nipponica etc.

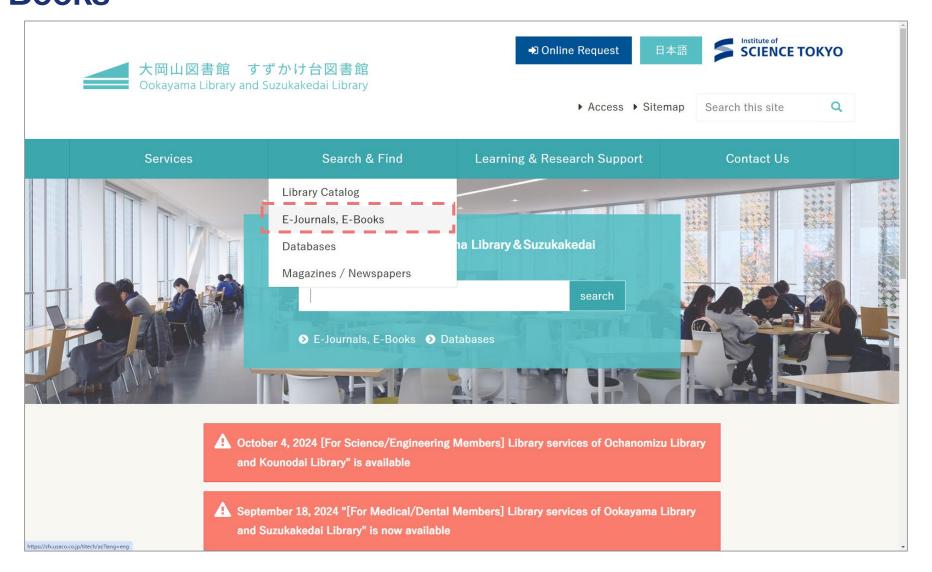
### [Dictionaries]

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

### (Others)

Kaisha Shikiho, Weekly Economist etc.



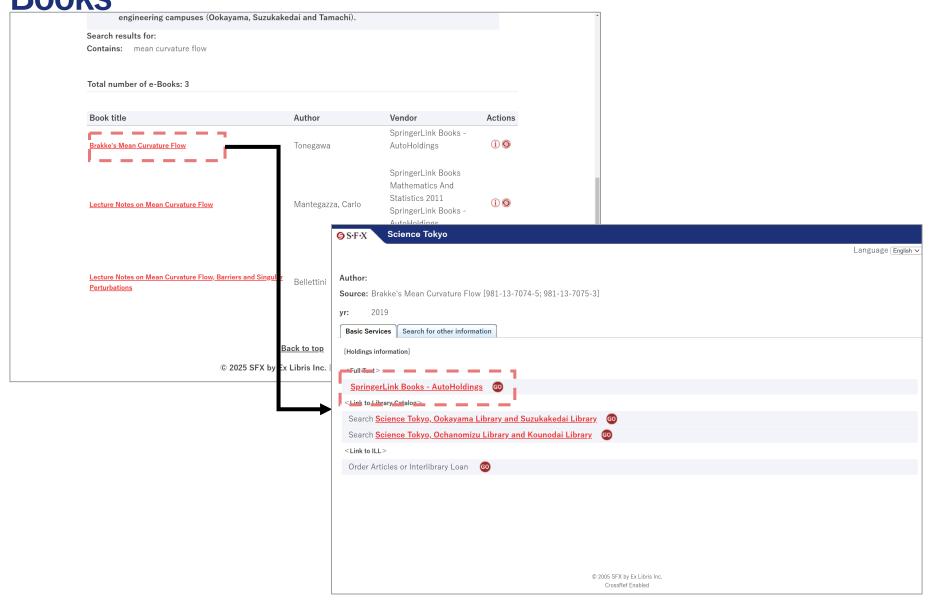




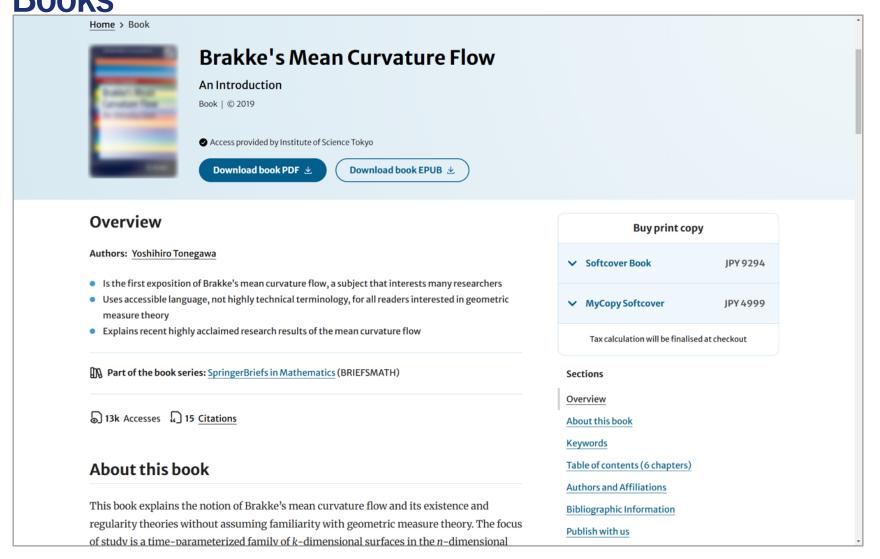


Science Tokyo E-Journals and E-Books list English (Ookayama, Suzukakedai and Tamachi Campuses) Guide to use E-Journals and E-Books List Subscribed Service Citation Linker **Library Top** News Subject Search Title **Ebooks** 0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ あいうえおかきくけこさしすせそたちつてとなにぬねの はひふへほまみむめもやゆよらりるれろわを OStarts with OContains Title: mean curvature flow **ISBN** First name/Initials Last name **Author ACM Digital Library** ACM Digital Library Proceedings Vendor AIP Publishing American Chemical Society ASME Digital Collection You can search ebooks from this list. Some titles are available at all campuses, the others are available only at the science and engineering campuses (Ookayama, Suzukakedai and Tamachi). Search results for: Contains: mean curvature flow Total number of a-Rooks: 3

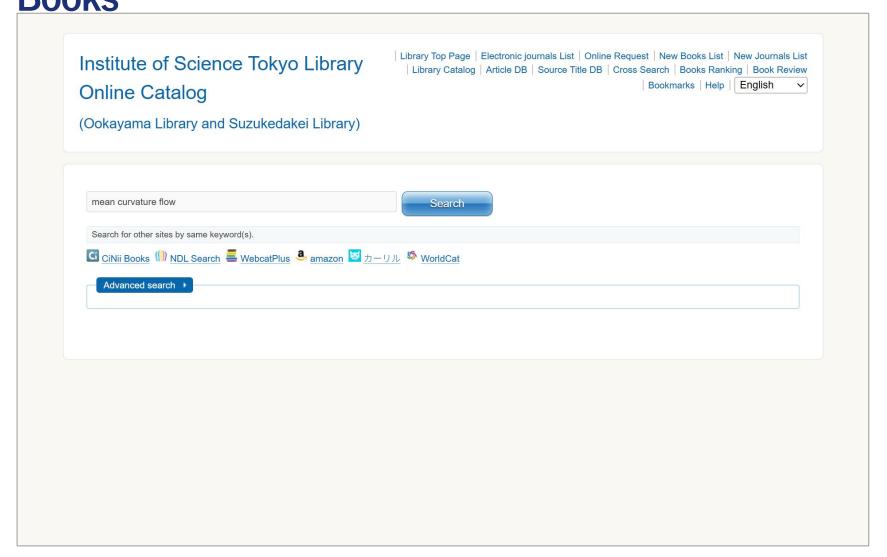






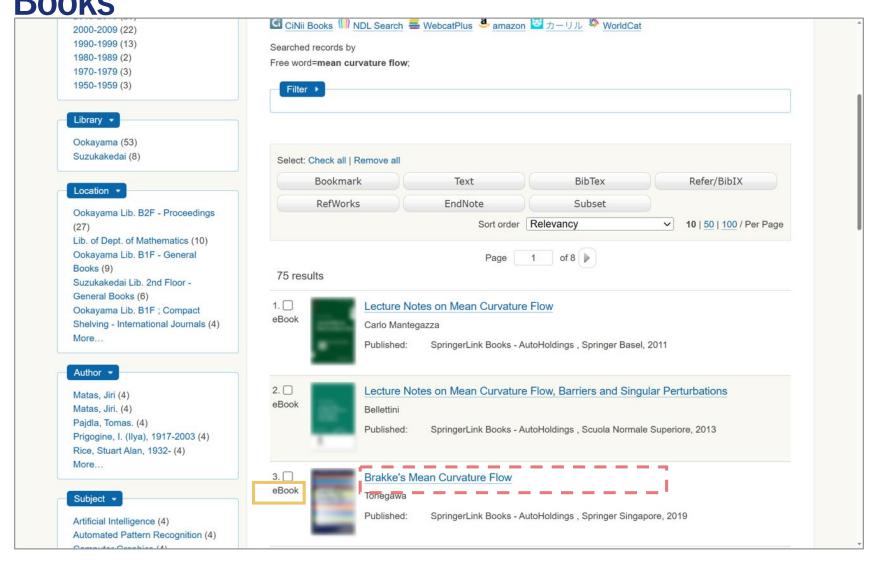






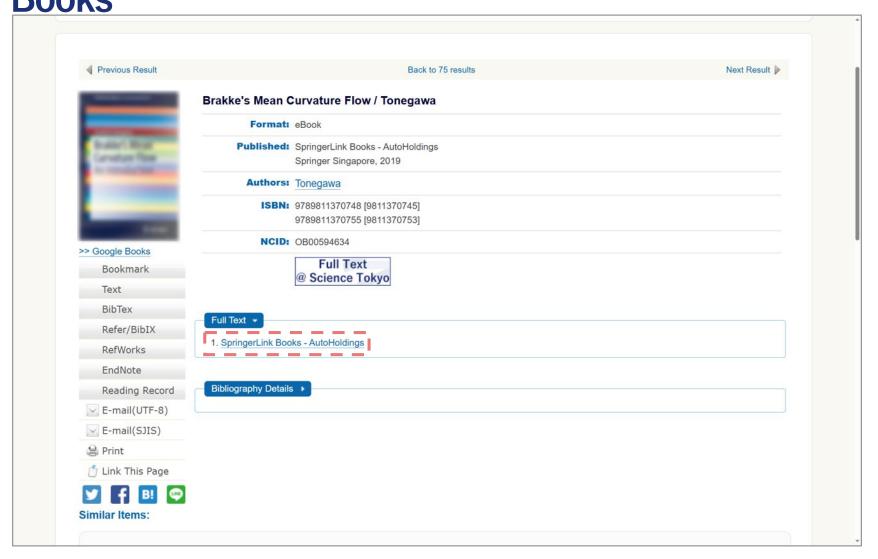












# 5-3. Attention to use of electronic resources



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 Science Tokyo community.

For more details

https://www.libra.titech.ac.jp/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.

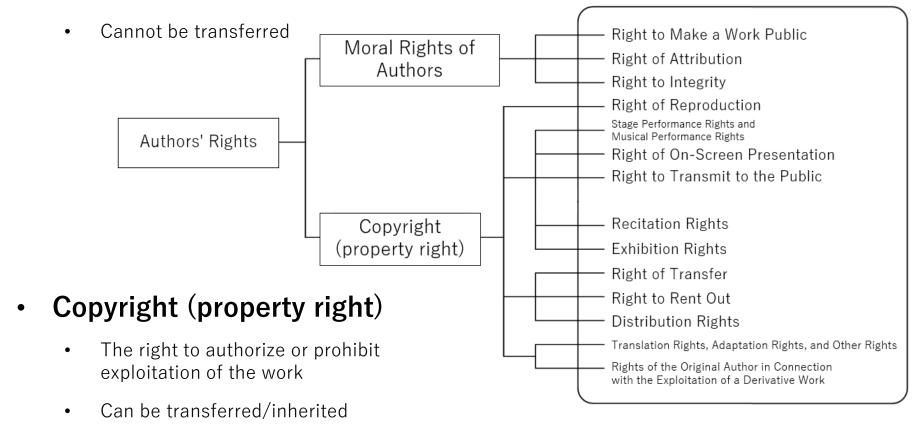
Source: Japanese Law Translation Copyright Act (https://www.japaneselawtranslation.go.jp/ja/laws/view/4207)

## 6-2. About "Copyright Act"



### Moral Rights of Authors

 Rights to protect moral interests of the authors



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



## 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. <u>酒井 浩二「論理性を鍛えるレポートの書き方」ナカニシヤ</u> 出版,2009













1)



2 Use 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 **fair practices** 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



## 2 Use 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, Z.; 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)



## 2 Use under certain usage methods and conditions

Examples of how to write references (Article)

### **ACS Style (American Chemical Society)**

Foster, J. C.; Varlas, S.; Couturaud, B.; Coe, Z.; 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. Chiampi and 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 (<a href="https://pubs.acs.org/doi/full/10.1021/acsguide.40303">https://pubs.acs.org/doi/full/10.1021/acsguide.40303</a>)
IEEE REFERENCE GUIDE (<a href="https://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE\_Reference\_Guide.pdf">https://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE\_Reference\_Guide.pdf</a>)
APA Style Reference Examples (<a href="https://apastyle.apa.org/style-grammar-guidelines/references/examples">https://apastyle.apa.org/style-grammar-guidelines/references/examples</a>)



- 2 Use under certain usage methods and conditions
- 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)



Web of Science

#### MONTHLY WEATHER REVIEW

NOVEMBER 1969

UDC 558.513.15 : 656.013 : 656.1 : 551.511.33

#### CLIMATE AND THE OCEAN CIRCULATION

#### I. THE ATMOSPHERIC CIRCULATION AND THE HYDROLOGY OF THE EARTH'S SURFACE

#### SYUKURO MANABE

Geophysical Fluid Dynamics Laboratory, ESSA, Princeton, N.J.

#### ABSTRACT

The effect of the hydrology of the earth's surface is incorporated into a numerical model of the general circulation of the atmosphere developed at the Geophysical Fluid Oyannies laboratory of the Euroromental Science Services Administration (ESSA). The primitive equation of motion is used for this study. The nine levels of the model are distributed so as to receive the surface boundary layer and stratosphere. The depletion of solar radiation and the transfer of the terrestrial radiation are computed taking into consideration cloud and atmospheric absorbers such as water vapor, carbon dioxide, and ozone. The scheme treating the hydrology of our model involves the present diction of water vapor in the atmosphere and the prediction of soil moisture and snow cover. In order to represent the moisture-holding capacity of soil, the continent is assumed to be covered by boxes, which can store limited amounts of water. The ocean surface is idealized to be a completely wet surface without any heat capacity. The temperature of the carth's surface is determined in such a way that it satisfies the condition of heat balance. To facilitate the analysis and the interpretation of the results, a simple and idealized distribution of the ocean and the continental region is chosen for this study. The numerical integrations are performed for the annual mean distribution of soils risolation.

In general, the qualitative features of hydrologic and thermodynamic regimes at the carth's surface are successfully simulated. Particularly, the horizontal distribution of rainfall is in excellent qualitative agreement with observations. For example, the typical subtropical desert, the break of the subtropical dry belt along the east coast of the continent, and the equatorial rain belt emerged as the result of numerical time integration. Some features of the spatial distributions of heat and water balance components at the earth's surface also agree well with those obtained by Budyky for the sexual astrosphere.

Owing to the lack of seasonal variation of solar insolation and lack of poleward transport of heat by ocean currents in the model, excessive snow cover develops at higher latitudes. Accordingly, the temperature in the polar region is much lower than the annual mean temperature observed in the actual atmosphere.

This investigation constitutes a preliminary study preceding the numerical integration of the general circulation model of joint ocean-atmosphere interaction, in which the transport of heat by ocean currents plays an important role.

#### 1. Introduction 740 5. Angular momentum balance.... 2. Model equations..... A. Surface stress.... A. Equation of motion and thermodynamical equation, B. Poleward transport of angular momentum..... B. Prognostic equation of water vapor..... 6. Hydrologic cycle..... C. Radiative transfer A. Precipitation and evaporation..... D. Boundary conditions at the earth's surface..... B. Runoff.... C. Soil moisture..... D. Snow budget.... G. Finite differences and computational space mesh... E. Moisture transport in the atmosphere..... H. Box diagram of the model structure.....

3. Time integration and the period of analysis.....

F. General circulation and surface hydrology.....

Source: ClarivateTM Web of ScienceTM

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

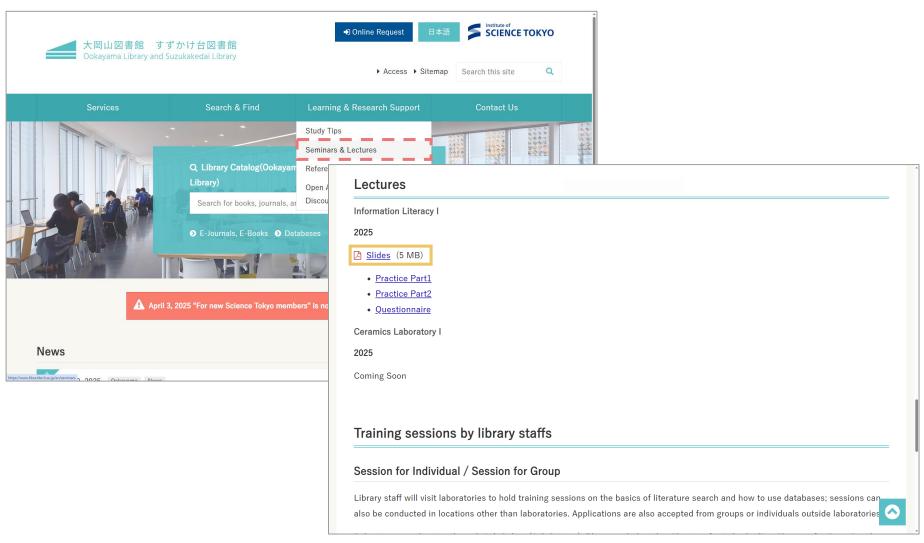




## For your Review



## **Home > Learning & Research Support [Seminars & Lectures]**







Prepare for Studying Abroad





Try Something New

A SALITANTANA



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

Thank you for your attention!