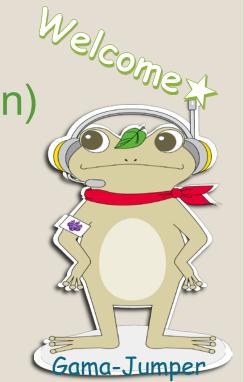
# Library Orientation for International Students

### Menu

How to use the Library (30 min)

Library tour(30 min)



### **Location of Libraries**

Tsukuba 4



# **Entering the Library**



# Student ID = Library Card





### Two kinds of PCs



### **Library PCs**



- · Not need to log in
- Need a USB flash drive for saving data of your own.
- Print up to 500/year for free

### Zengaku(campus-wide) Computer system PCs



log in to the PC
 ID: s+ last 7 digits of your
 student ID number
 PWD:the Unified Authentication
 System

# ID & Password for using the Library



#### You need them when you ...







**Print-out** 



Access website outside Univ. of Tsukuba

ID: UTID-13, 13-digits number on the back of your student ID card

PWD: same one as Zengaku computer system

Reissue at Reference desk Weekday 9:00-17:00

# Library Web site



# What is "Tulips Search"



You can search books or journals limited in the Univ. of Tsukuba Library's holdings.

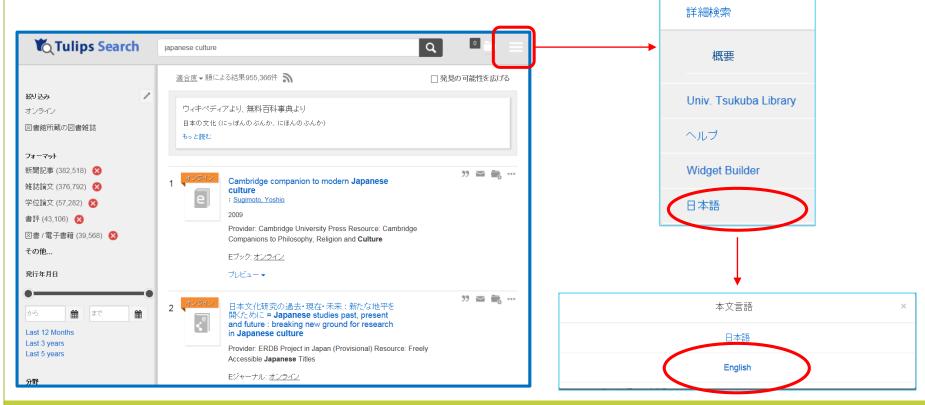
"Tulips Search" is the web scale Discovery Service.

You can search various kinds of materials, books/
journals/academic papers/articles/e-resources, all together.

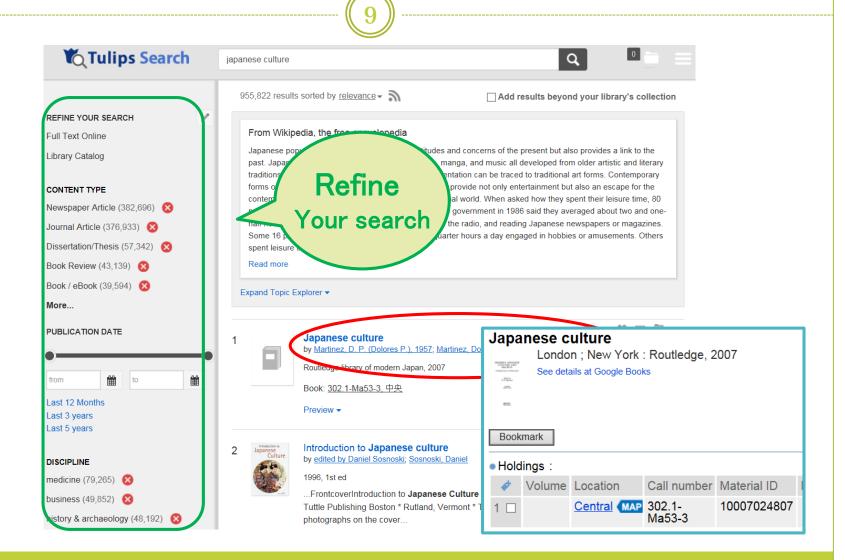
# How to find library materials



Search engine for books, journals, articles etc...



# How to find library materials



# Search result (Book)



#### Japanese culture

London; New York: Routledge, 2007

See details at Google Books

ents.

Bookmark

#### Holdings:



Library materials are arranged in the order of the call number





# Reservation and Delivery



#### Introduction to Japanese culture



edited by Daniel Sosnoski 1st ed

Rutland, Vt.; Tokyo: Charles E. Tuttle, 1996

See details at Google Books

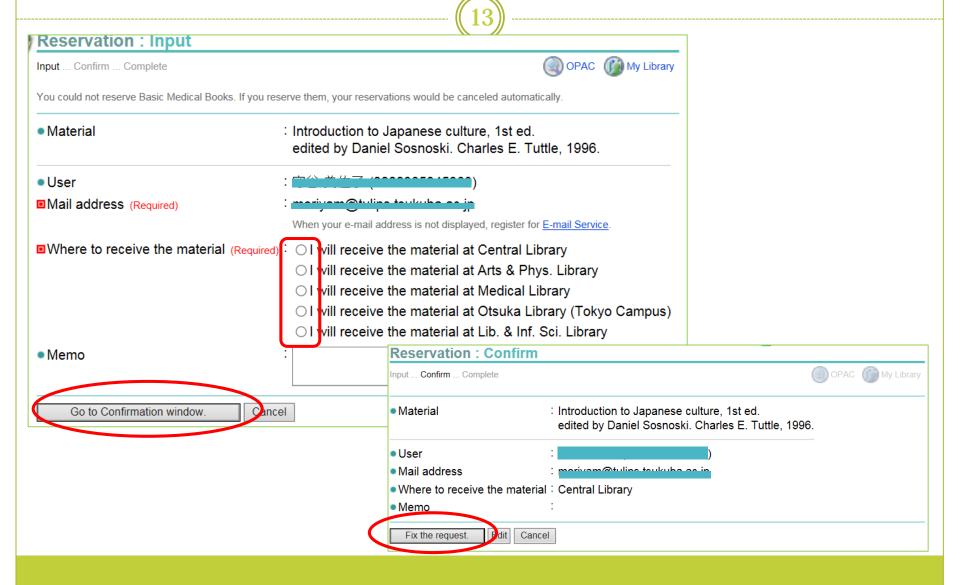


#### Bookmark



Otsuka = Tokyo campus Central, Arts & Phys., Medical, Lib. & Inf. Sci. = Tsukuba campus

# Reservation and Delivery



### How to borrow

14

With the Self-Checkout Machine or at Main counter using your student ID card



	Borrowing	Loan period	Renewal		
Undergraduate students	10 vols.	3 weeks	3 times		
Graduate students	20 vols.	O WCCNS	o times		



★Journals and reference books cannot be borrowed

# Returning and Overdue Penalty



The borrowed books can be returned to

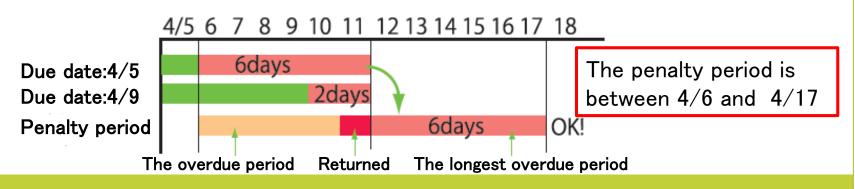
### any of the University of Tsukuba Libraries

### Overdue penalty

new borrowing, reservation, renewal and book delivery are suspended

### Penalty period

In case the due dates of books on loan are Apr. 5 & Apr. 9, and you returned them at Apr. 11.



### E-mail services



### All users receiving

- Notifications when the books you reserved become available
- Reminders when you are delayed returning

### Choice receiving / not receiving

- Notification of 2 days before your return date
- Notification of arrival of copies or books from other libraries
- Notification of added new information in Library web pages and so on

### Register from "My Library"



Library Top Page

### E-mail services





- Please input your user ID (13 digits) and passwords
- Please reload this page and try again, when it displ

Passwords:

Registration / Change Settings

Clear



登録(変更)希望のメールアドレスを入力してください mortuam@tuline to kulba ac jp

Enter your E-mail address which you want to register of shonge 何も入力せず空欄にするとメールサービス登録を解除することができます。 If you make the column empty, you can delete your registration of E-mail service.

#### 登録希望のサービスを選択してください。

Please select topics you wish to subscribe to from the list below.

- ☑ 貸出図書の返却期限の2日前にメールで通知する
  Natification of 2 days before your due date. (詳しい説明)
- ② 他図書館等から文献複写物・図書が到着したら通知する
   Not fication of arrival of copies or books from other libraries
- 図書館Webページの「お知らせ」に項目が追加されたら通知する Not fication of new information added to the Library web pages
- マ中央図書館からのお知らせを受け取る
   Information from the Central Library (詳しい説明)
- □ 体芸図書館からのお知らせを受け取る
   Information from the Art and Physical Education Library
- □ 医学図書館からのお知らせを受け取る
   Info mation from the Medical Library (詳しい説明)
- 図情図書館からのお知らせを受け取る
   Information from the Library on Library and Information Science
- ・ □ 大塚図書館からのお知らせを受け取る Information from the Otsuka Library (<u>詳しい説明</u>)
- 図書館からアンケートのメールが届いてもよい
   A ree to receive questionnaires from the Library (詳しい説明)
  - □ 携帯電話用の簡潔なメッセージの受け取りを希望する
    - refer to receive simple messages for a mobile phone (<u>詳しい説明</u>)

「予約図書の到着通知」と「延滞図書の返却督促」メールは、この設定にかかわら、 "Notification of arrival of books you reserved" and "Reminder notice of your over

登録/変更する場合は、バスワードを入力して**【登録・変更】**を押してください。設定 Please enter your password and click the "Registration Change Settings" button 「バスワードが間違っています」と表示された場合は、恐れ入りますが、マイライブラ If you receive a message that says "Password is incorrect", please do settings ag

【登録·変更】 Registration·Change Settings [クリア]

### Check books on loan and renewals











#### Announcement

There is no announcement.



#### New arrivals

No conditions have been entered.



Conditions of new arrivals

#### Confirm / Cancel book reservations



#### Materials under request

You are requesting 2 material(s); 2 material(s) are reserved.

>>> View details

#### Confirm / Renew your loan periods



#### Materials on loan

You are borrowing 3 material(s).

>>> View details



#### Message

- Reserve cubicles and seminar rooms at libraries
- E-mail Service
- Registration of Interlibrary loan online application (for private expense)
- Confirmation count for library printers
- RefWorks

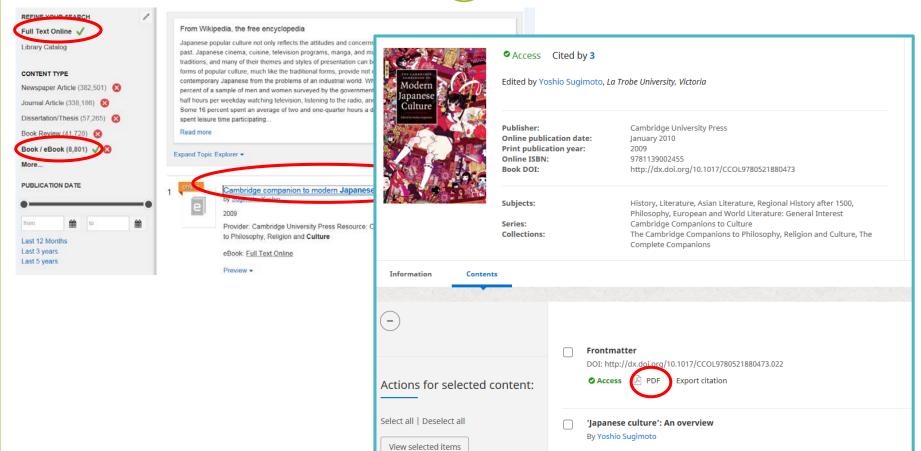


# Making room reservations



# Search result (eBook)

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Save to my bookmarks

DOI: http://dx.doi.org/10.1017/CCOL9780521880473.001

Access PDF Export citation

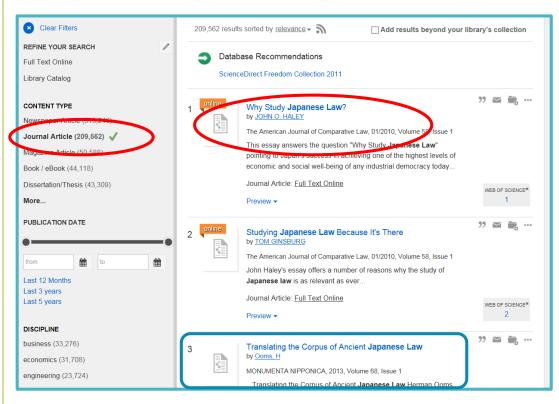
### How to find journal articles

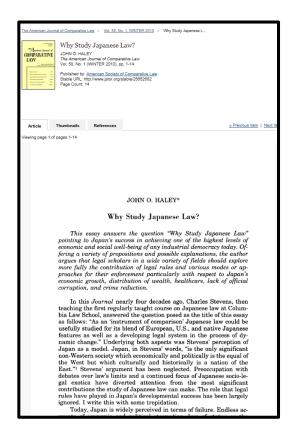


#### Tulips Search Advanced →

Easily search library collections & e-resources in the world

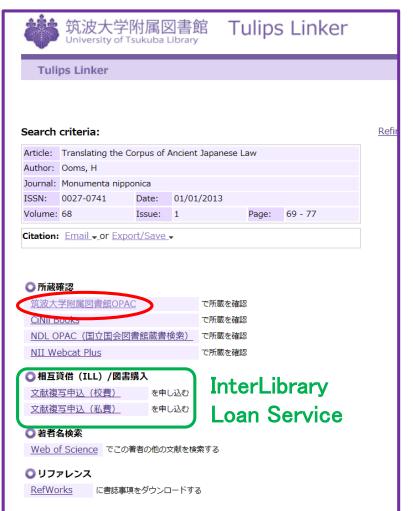






# **Tulips Linker**





#### Monumenta Nipponica

Monumenta Nipponica Tokyo: Sophia University

Bookmark

Journal holdings:



Call number Years possessed Volumes/issues possessed Conti 1-30, 31(1, 4), 32, 35(1-4), 36(1-4), 38-42, 43(1-4), 44-62, 63(1-2), 64(1-2)





### **Databases**







データベース Databases

日本語

#### Database list (Sort by category)

Systematic (High-volume) downloads of full text documents are prohibited.

General (Japanese) | General (Foreign language) | Mathematics | Physics | Chemistry | Geography & Geology | Biology & Medicine | Science & Technology | Domestic Science | Law | Economics | Statistics | Sociology | Education & Psychology | Agricultural Science | Library and Information Science | History | Art & Design | Sport Science | Linguistics & Literature | Other Libraries Web Catalogs Web Catalogs | Newspapers | Full-texts of Books | Publishing & Bookshop | Encyclopedias & Dictionaries | Directories | Dissertations | Trial Database

: Number of access : Information : possible RemoteAccess



https://www.tulips.tsukuba.ac.jp/lib/en/coll ection/tulips-warp

General (Japanese)	Material type	Available on	Language	Full text	Contract	22	-	K
CiNii	Journal Articles		jpn	0	Subscribed		i	R
o/lib/en/coll	Articles	Campus Only	jpn		Subscribed	3		_
	KAKEN Data		jpn		Free			
	Journal Articles		jpn		Free		i	
Japanese Magazine and Periodicals from the Meiji to the Present	Journal Articles	Campus Only	jpn		Subscribed	5		
Shinsho Map	Books		jpn		Free			
CiNii Dissertations	Dissertations		jpn,eng	0	Subscribed		i	R
Tsukuba Repository	Articles, Doctorial Dissertations		jpn, eng		Free			
General (Foreign language)	Material type	Available on	Language	Full text	Contract	<u></u>	тог	PA
Cambridge Journals Online	Journal Articles	Campus Only	eng	0	Subscribed			R]
Directory of Open Access Journal	Journal Articles		ona	$\cap$	Eroo			

## Support desks



- - Reference Desk Weekdays 9:00-17:00

- Guidance in use of the library and library materials
- Literature searching
- ILL services(photocopy, book loan)

You can ask librarian from Web site

Library's Website → 「Contact Us」



Student Support Desk Weekdays 14:00-19:00





Volunteer Counter Weekdays 10:00-16:00

# **Library Workshops**



