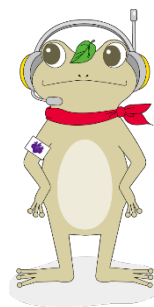
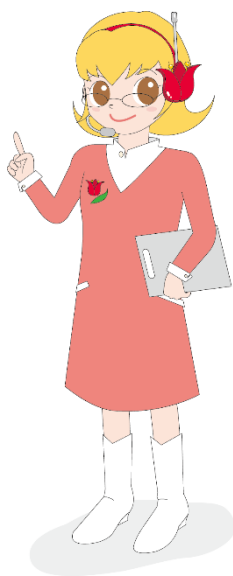


Library Guide

for International Staff,
Researchers, and Students



University of Tsukuba Library

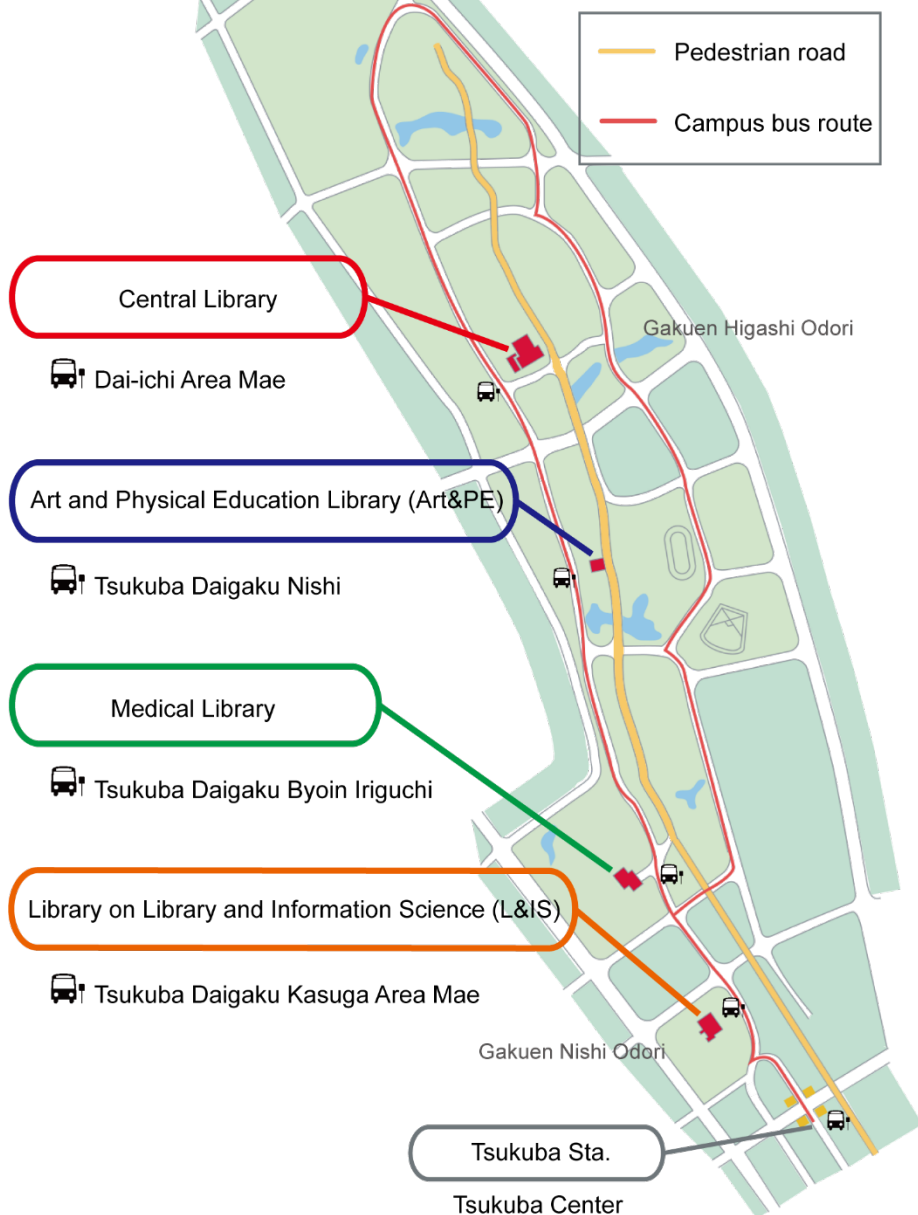
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Maps of Libraries

Tsukuba Campus



Tokyo Campus



Library Hours

Tsukuba Campus		Regular	Break
<u>Central</u>	Mon.-Fri.	8:30-24:00	9:00-20:00
	Sat., Sun., Holidays	9:00-20:00	9:00-18:00
<u>Art & PE</u> <u>L&IS</u>	Mon.-Fri.	8:30-22:00	9:00-17:00
	Sat., Sun., Holidays	10:00-18:00	Closed
<u>Medical</u>	Mon.-Fri.	8:30-22:00	9:00-20:00 *
	Sat., Sun., Holidays	9:00-22:00	

* Library hours in Feb. & Sep. are the same as the regular hours. (Medical library)

Tokyo Campus	Mon.	Tue.-Fri.	Sat.	Sun.	Holidays
<u>Otsuka</u>	10:30-18:30	10:00-21:10	10:00-19:50	10:00-18:00	Closed

See library website for temporary closings and changes in hours.



Enter



Your student ID opens the entrance gates.

You can use any of the 5 libraries regardless of your departmental affiliation. You need your student ID card to enter the library via the gates, check out books, and use other library services.



Search (Library Website)

The screenshot shows the University of Tsukuba Library website. At the top, there is a logo for the University of Tsukuba Library and the 'Tulips' logo. Below the logo, there is a dark blue navigation bar with various links: Central : Wed. 8:30-22:00 (22:00), Calendar, Access, Collections, Services, Support, Contact Us, Alumni & Visitors, and Share. Below the navigation bar, there is a section titled 'Tulips Search' with the subtitle 'Easily search library collections & e-resources in the world'. Below this section, there is a search bar with the word 'Search' and a magnifying glass icon. Below the search bar, there are several links: OPAC(Library Catalog), Database, E-Journals, E-Books, and Tsukuba Repository. Each link is highlighted with a red box and a label indicating a page number: OPAC(Library Catalog) is labeled 'Page 8', Database is labeled 'Page 9', E-Journals is labeled 'Page 10', E-Books is labeled 'Page 11', and Tsukuba Repository is labeled 'Page 12'. The 'Tulips Search' section is labeled 'Page 5'.

筑波大学附属図書館 Tulips University of Tsukuba Library

Central : Wed. 8:30-22:00 (22:00) Calendar Access

Collections Services Support Contact Us Alumni & Visitors Share

Page 5

Tulips Search

Easily search library collections & e-resources in the world

Search Page 8 Page 9

OPAC(Library Catalog) Database E-Journals E-Books Tsukuba Repository

Page 10 Page 11 Page 12



Tulips Search

Tulips Search is a discovery service offered by University of Tsukuba Library. You can quickly and easily search for a variety of materials in the world by simply entering keywords into a single search box.




It is possible to make one search to find materials in a variety of formats, including printed books and journals, e-books and e-journals, as well as information of individual academic papers.


*TULIPS: Tsukuba University Library Information Public Service

The screenshot shows the Tulips Search interface. At the top, there is a blue header with the University of Tsukuba Library logo and the text 'Tulips Search'. A search bar contains the text 'japanese culture history'. Below the search bar, there are tabs for 'Holdings and Open Access', 'Journal Article/Magazine Article', and 'Library Catalog'. The 'Holdings and Open Access' tab is selected. Below the tabs, it says 'Found 2306 items.' A result is shown for 'Introduction to Japanese history : before the Meiji Restoration' by Inoue Mitsusada. The result is displayed in a table-like format with columns for 'Page 6' and 'Page 7'. The 'Page 6' column has a red box labeled 'Central' and a red box labeled 'Tulips Linker'. The 'Page 7' column has a red box labeled 'Page 7'.

The tabs switch results by holding and open access, journal or magazine article, library holdings, etc. Please filter your search results if necessary.

Buttons of library's name link to the library's OPAC: online catalog of books and journals held by the library.





Introduction to Japanese history : before the Meiji Restoration

by Inoue Mitsusada
Tokyo : Kokusai Bunka Shinkōkai, 1962



Book

Volume No.

On shelf

Click the library's name to open the book's location.

No.	Location	Call number	Material ID	Material format	Status	
1	Central	210.1-157	10015019938	General Books		



Details

Publication year 1962

Physical ix, 124 p., [27] p. of plates : ill. ; 24 cm

“Tulips Linker” buttons link to external sources, including Inter-Library Loan (ILL) sources.

Tulips Linker

You are looking for

Introduction to Japanese history

Sorry, this item is not available online. Please use options below.

CiNii Books: A service that enables searching of information on books and journals that are held in university libraries in Japan.

Still need help? ▲

Search Sites

- OPAC (Library Catalog)
- CiNii Books
- NDL Search
- NII Webcat Plus

Get it from another library (ILL)

- Copy request (University expense)
- Copy request (Private expense) (Paid Service)
- Loan request (University expense)
- Loan request (Private expense) (Paid Service)
- eDDS (University expense only)

NDL: National Diet Library

NII Webcat Plus: A free information service provided by NII (the National Institute of Informatics). It integrates various sources of information about books and provides them in a form organized by the axes of books, works, and people.

Page 21



OPAC (Library Catalog)

OPAC is best for searching just library holdings. Library books are organized by call numbers that are written on the spines of books and journals.

Search	Detail search
Target database	<div>Local collection <input checked="" type="radio"/></div> <div>Cinii Books <input type="radio"/></div>
Select annex	<div>All</div> <div>Central</div> <div>Arts & Phys.</div> <div>Medical</div> <div>Lib. & Inf. Sci.</div> <div>Otsuka</div> <div>OIJ Bunkyo</div> <div>Others</div>
Material type	<div>All</div> <div>Book</div> <div>Journal / Magazine</div> <div>Issue Title</div> <div>E-book</div>
Keyword	<div></div> <div>AND(Not including full text) ></div>
Title	<div></div> <div>AND ></div>



Databases

University faculty and students can use the external databases listed here, for example, ProQuest, Science Direct, Web of Science and others. Basically, these databases can only be accessed via the campus network.

The [R] icon indicates databases and journals that can be accessed off campus, via a university proxy server.

[Library TOP](#) | [EJ/DB Remote Access \(Tulips Warp\)](#)

筑波大学附属図書館
 University of Tsukuba Library

電子リソースリスト
 Electronic Resources List

電子ジャーナル
E-Journals

データベース
Databases

データベース Databases

[日本語](#)

Database list (Sort by category)

[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 & 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](#)

Systematic (High-volume) downloads of full text documents are prohibited.
 With illegal use, the publishers may suspend the whole services available for the University of Tsukuba.

※ [How to view the database list](#)


i : Information **R** : Remote Access

General (Japanese)	Material Type	Available on	Language	Full Text	Number of Access	TOP▲
CINii Articles	Journal Articles	Free	jpn	Partially		i R
CINii Dissertations	Dissertations	Free	eng,jpn	Partially		i R
Grant-in-Aid Scientific Research (KAKEN)	KAKEN Data	Free	jpn	Unavailable		
Shinsho Map	Books	Free	jpn	Unavailable		
NDL ONLINE	Catalog	Free	jpn	Partially		
Tsukuba Repository	Articles, Doctorial Dissertations	Free	eng,jpn	Partially		
Web OYA-bunko	Articles	Campus	jpn	Unavailable	2	i R
Zassaku Plus ※concurrent use number: current5 +2 (through March 31,2021)	Journal Articles	Campus	jpn	Unavailable	5+2(limited time)	



Electronic Journals

You have access to many E-journals, and can search by title or identifier (ISSN) as desired.

 筑波大学附属図書館 電子リソースリスト Electronic Resources List
University of Tsukuba Library

電子ジャーナル
E-Journals

データベース
Databases

電子ジャーナルリスト E-Journals List


Electronic Resources News & Maintenance Notices
Usage Note
• The publishers and distributors of the e-resources require compliance with the terms and conditions of use.
Generally users must not:

- **Systematically download material** -> More Information
- Use resources for any purpose other than private study, teaching and / or research
- make multiple print or electronic copies, or provide them to anyone

• Use of prefetching function of web browser and full-text download function of citation tools may be prohibited.

• The electronic resources are accessible from any computer connected to the campus network.
-Many of the online resources are also available when away from campus, using remote access service.
-On the "List of Databases&Publishers" below or Databases list, the resources with **R** are available.

※Remote access service may not be available when the VPN is connected.
Please disconnect the VPN connection before using remote access service.

 **Search by Journal Title or ISSN:**

Title contains all words ▾

Search

If you already have a citation and want full text, try **Citation Linker**



Electronic Books

The library provides access to tens of thousands of E-books in a variety of subject areas. You can access them wherever and whenever you need them.

For example, under “Maruzen eBook Library”, you can read Japanese books for academic institutions (reference books, enlightenment and culture texts, specialized field books) such as “**Marugoto: Japanese Language and Culture**”, “**Japanese Graded Readers (NIHONGO YOMUYOMU BUNKO)**”, and so on.

E-Books

Tulips Discovery

To perform a combined search, use Tulips Discovery. After performing a search using keywords, you can narrow the search to include only the e-books available for use by selecting “**Full Text Online**” and “**Book / eBook.**”(To use this service from off-campus, log in with your ID and password.)

Newly Arrived E-Books List

- Newly Arrived E-Books List (November 2020) Excel (15KB)
- Newly Arrived E-Books List (October 2020) Excel (34KB)
- Newly Arrived E-Books List (September 2020) Excel (14KB)

E-Books List by Subject



University of Tsukuba Repository

This institutional repository is a permanent and searchable accumulation of academic papers, doctoral theses, research papers, teaching materials and so forth that are produced from the University's research and education.

These are disseminated on the internet for free access by anyone. Researchers at the University of Tsukuba can deposit their academic and educational content in the repository.

Making Your Doctoral Dissertation Available Online


Making your doctoral dissertation available online is a duty stated in the Rules of Degrees (FY 2013 Ordinance of MEXT item (v), April 1, 2013). All degree recipients must make their doctoral dissertations available on the internet, unless they have inevitable reasons.


At University of Tsukuba, doctoral dissertation are made public on University of Tsukuba Repository (Tulips-R), an online database for academic contents.


Please be very careful so that you will not violate the rights of yourself as the author and other co-authors by publishing your doctoral dissertation on the internet.





My Library


 Login


[Login](#) 


[My Library](#) 


[About Login](#) 


 **Materials on loan**


[Local library](#)  Page 14

 **Materials under request**

[Reserved materials](#)  Page 14

 **Message**


[Reserve cubicles and seminar rooms at libraries](#)  Page 15


[E-mail Service](#)  Page 16


[Registration of Interlibrary loan online application \(for private expense\)](#)

[Request for the Letter of Introduction](#)

[Confirmation count for library printers](#)

[RefWorks](#)  Page 16

 **New request**

[Book purchase request for students](#)  Page 16

Your UTID-13 (13-digit number on your ID card) and password gives you access to “My Library,” a personalized web page that lets you do various tasks without going to the library. If you forget the password, come to a library counter and reissue.




Local library (Materials on Loan)

You can check the status of books you have borrowed and renew them.

Materials on loan

Local library:all(1) ▾

1 item(s) 1-1



Book

Academic writing skills for international students

Volume : : pbk
Author : Siew Hean Read
Publisher : Red Globe Press, Macmillan International Higher Education
Publication year : 2019
Material ID : 10019012798
Due date : January 13, 2021
Extend count : 0
Call number : 836.5-R21

Please return this material by January 13, 2021.

Renew




Reserved materials (Materials under Request)

You can check the status of books you have reserved and cancel reservations.

Materials under request

Reserved materials:all(1) ▾

1 item(s) 1-1 Hide switching



Book

Academic writing : a handbook for international students

Volume : : hbk
Author : Stephen Bailey
Publisher : Routledge
Publication year : 2018
Reservation Number :
Order of waiting : 1
Receiving by : Central Library

Please wait until this material is returned.

Cancel



Reserve Cubicles and Seminar rooms

Seminar rooms can be reserved for group discussions and practicing talks using a projector. Graduate students and faculty can reserve study cubicles at the Central, Arts and Physical Education, and Medical libraries.

Rooms must be reserved in advance. Availability, reservations and cancellations can be made on the facility reservation page.

Facility reservation system	
Facility reservation top / Japanese User name: <input type="text"/>	
Facility reservation top	
Vacant facility search	My reservation status No reservation today or later
Reservation reference	
Search from list/schedule (today.)	



Central



Medical

There are spaces for shared learning that you can use without reservations. There are also many seats for reading and studying in silence. Which is your favorite?



E-mail service

HIGHLY RECOMMENDED! Register your email address to receive notices of due dates, reservations, interlibrary loan requests and library notices.

All registered users receive...

- Notice when reserved books become available
- Notice when borrowing books are overdue

Optional

- Due date alert 2 days before due date
- Notice when requested copies or books arrive from other libraries ...More



RefWorks

RefWorks is a web-based tool for managing reference documents. This is software for loading search results from document databases to create and manage a database of personal reference documents. Since it is a web-based system, you can access and manage your own document information from any location and any computer.



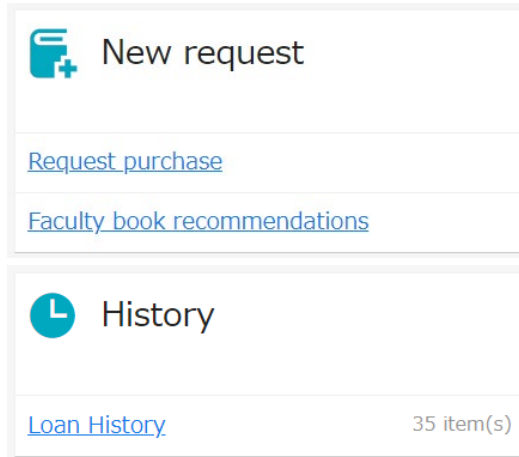
Book purchase request for students

(Displayed on **student's** "My Library" screen)

Books which are not owned by this library and for support studies and research of students of this university can be requested. To accommodate requests from as many students as possible, one person can request only one book each month.

Application to purchase books from students





Request purchase

(Displayed on **faculty member's** "My Library" screen)

Please apply to the library when you order books using your research budget.

Purchasing Books with University Expense Account



Faculty book recommendations

(Displayed on **faculty member's** "My Library" screen)

We will accept recommendations of books for students (including graduate students) that can contribute to their studies and broaden their education.

Faculty Book Recommendations



Loan history

The number of the materials you have borrowed is shown in the history section in My Library. Clicking the history links shows the history of the materials borrowed from the library and the details of the corresponding materials.

In the list of the lending history, the number of history items, the material list and their details are shown.



Rules

- Refrain from behaviors that cause disturbance to other users.
- Protect your own valuables; do not leave wallets, mobile phones and PCs unattended, even for a short time. Please carry your valuables or use lockers for your safety.
- For the preservation of the library material and environment, smoking, eating and drinking are not permitted in the library.

[**Central Library**] Eating and drinking are allowed only in the designated areas.

- For the environment, please keep quiet in the library.
[**Central Library**] Conversation is allowed only in the designated areas.

“LibraryTips” are created by graduate student (Learning Advisors) at the central library.

This page provides FAQs and other useful information for smoothing your library life.



Printing



Available Materials



Using "My Library"



Facilities &
Equipment



Help Desk



Book Lending

Check out books at the self-checkout machines. If the machine doesn't work, please come to the counter.



Magazines and reference books are not available for check-out, so please use them in the library.



Lending limits and terms

	Max items	Loan period
Undergraduate students	10	3 weeks
Graduate students	20	
Faculty members	30	



Returns and penalties

Return books to any of the University of Tsukuba library branches.

☀ During **opening** hours:
Return them to **counters**

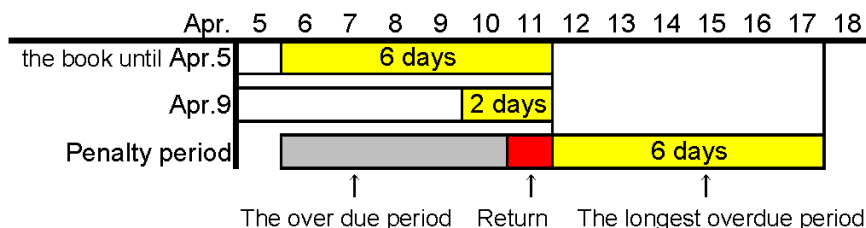


🌙 During **closing** hours:
return them to **book-drops**



Failure to return any book by its due date will result in suspension of borrowing, renewal and reservation privileges. The penalty period is the longest overdue period, starting from the day after all overdue materials have been returned.

Example: On April 11, borrower returns books that were due on April 5 and 9. The longest overdue period is 6 days. The borrower's privileges will be suspended for 6 days, April 12-17.



The penalty period is untill Apr.17



Renewals

Books can be renewed up to **3 times** for 3 additional weeks from the date of the renewal on your “My Library” page with 3 exceptions:

1. The book is already overdue.
2. Someone else has reserved the book.
3. You are under penalty.



Reservations and deliveries

You can reserve books currently out on loan and request that books at other University of Tsukuba library branches, including the Otsuka branch, be delivered to your branch. You can have up to 5 pending requests.

Search for the book on the website and make a reservation on the “Search Result in Detail” page.



Interlibrary loan service

Books and copies of articles not in the University of Tsukuba library can be obtained from other libraries through the Interlibrary Loan Service.

Costs of round-trip postage for books and photocopies and postage for articles are born by the requester. The cost depends on the book or photocopy. Turnaround is usually a week but can be as quick as a few days.



Join and Enjoy

In addition to workshops focusing on databases and seminars for writing reports and dissertations, the library holds workshops on origami, yoga, and a variety of topics. All are welcome.

Announcements are posted on the library website, in posters, and in official SNS messages.

To learn more, please sign up for the email service on your “My Library” page.



Yoga workshop



Your events

You can hold events and exhibits to show outcomes and creations from your research or club. Projectors, screens and exhibit panels are available for use.



Event spaces

Chat frames (Central Library) can be reserved for classes, seminars, workshops, or similar events as soon as you have determined your date, time, place and needed equipment. Please make reservations early.

For reservation of event spaces in libraries other than Central (ex. "Eureka!" in A&PE), please contact the counter of the library.



Exhibition spaces

Presentation area (Central Library): This area is for supporting students' intellectual activity and communication. Please make exhibit requests well in advance. For the application for an exhibition in libraries other than Central (ex. "Eureka!" in A&PE), please contact the counter of the library.



University Press

The University of Tsukuba Press offer comprehensive academic publishing services, including the publication of academic books, textbooks, manuals, and other educational literature. We accept publication proposals (written in Japanese or English) from faculty members.



Have Questions or Need Help?

Central

- **Main Counter:** Feel free to ask anything. We are your main gateway.
- **Reference Desk:** We can help you search for materials and articles, databases. Make interlibrary loan requests here. We are academic research central.
- **Student Support Desk:** Student how-to central. Graduate Students can help you with writing reports or theses, how to do research for them, and what classes to take.
- **Volunteer Counter:** Volunteers help with locating materials including helping students with disabilities. We can guide you around the library in English or Japanese.

Art&PE

Medical

L&IS

Otsuka

Counters: We can help you search for materials and articles, databases. Make interlibrary loan requests here. We are academic research central.

L&IS

Tutor Desk: Student how-to central. Help with writing reports or theses, how to do research for them, and what classes to take.



Personal Computers and Devices

There are Library PCs and Zengaku (campus-wide) computer system PCs in the libraries.

Your own devices (laptops, smartphones, etc.) can be connected to On-Campus Wi-Fi Network. Find information about Zengaku PCs and On-Campus Wi-Fi at ACCC (Academic Computing and Communications Center) website.



ACCC (Academic Computing & Communications Center)



Library PCs



Library PCs are open to anyone for searching books, databases, electronic journals and so on. You need your ID and passwords to browse external website. (ID & password: see p.13) You will need a USB drive if you need to save data.



University users with ID and password can print up to 500 A4 pages per year. Fee-based printers for printing in color and other page sizes can also be accessed.



Zengaku PCs

These are for practice and report writing and require an ID and password issued from ACCC. Your ID is 's' plus the last 7 digits of your student ID number; your password is the same as on the Unified Authentication System.





Photocopying Library Materials

Only library materials may be photocopied in the library, and only within the bounds of the Copyright Act. Before making copies, complete a “Photocopy Application Form” and deposit it in boxes provided next to the copiers. You cannot copy personal notes, or other non-Library materials, such as passports, student and resident cards.



Using the Photocopy Machine



Compliance with the copyright act

(Article 31 of the Copyright Act)

- Copies may be made only for personal research and study. Do not make copies for others.
- Only single copies are allowed. Do not give copies to others whether with or without consideration.
- Entire articles may be copied from printed journals only after the next issue has come out or 3 months have passed since publication.
- You may not copy an entire book.
- Works published in collections of essays, addresses, or scientific and other contributions may not be copied in their entirety.



Emergency



In case of earthquake



1. Stay away from bookshelves, windows, and anything that could fall.
2. Take cover under a sturdy table and hold on until shaking stops.
3. If there is no table available, get in a crouch and cover your head with your arms.
4. Stay inside until the shaking stops and it is safe to go outside. Do not exit a building while it is shaking.
5. Do not use the elevators.
6. Follow instructions of the library staff when evacuating.



In case of fire



1. Get away from the fire.
2. Alert library staff.
3. Stay low to the floor and calmly move to the exit.
4. Place a handkerchief or towel over your mouth if possible.
5. Follow instructions of the library staff when evacuating.

Reference: Earthquakes and Emergencies
“What to do When an Earthquake Occurs?”





Official SNS accounts



Facebook

University of Tsukuba Library
@tsukubauniv.lib

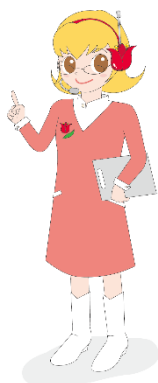


Twitter

University of Tsukuba Library
@tsukubauniv_lib



Official mascots



Tulip-san

Here from a distant planet, Tulip-san receives your questions via a tulip-shaped headset and provides easily understood explanations about how to use the library.

Like a helpful older sister, Tulip-san is known to frown at Gama-Jumper and unreasonable people.

Gama-jumper

Gama-Jumper came in from training on Mt. Tsukuba to become a student. He is still challenged by writing reports, but believes that using the library effectively is key to overcoming this.

Naturally curious, he sometimes jumps to conclusions and keeps Tulip-san on her toes.





Library Floor Plans

Central Library



Art and Physical Education Library



Medical Library



The Library on Library and
Information Science



Otsuka Library



Library Guide for International Staff, Researchers, and Students

Issued
February 2021

Edit
Diversity Support Section,
Division of Academic Support,
Department of Academic Information

1-1-1 Tennodai, Tsukuba, Ibaraki,
305-8577 JAPAN