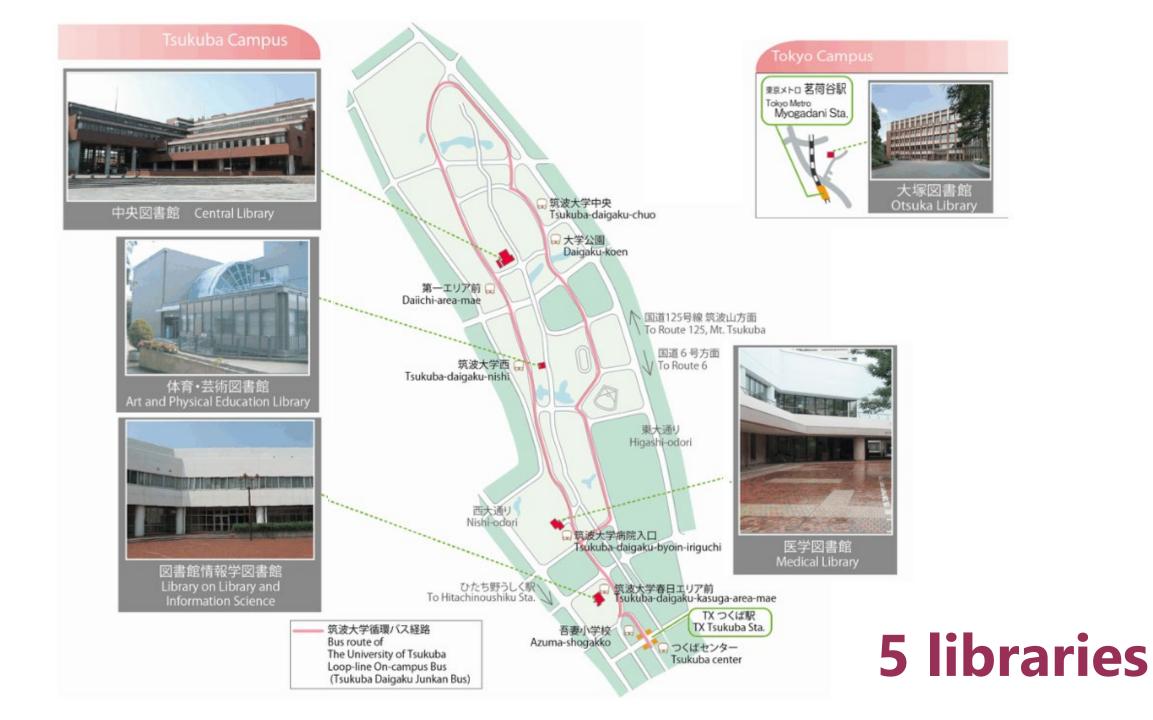
# **Library Orientation**

University of Tsukuba Library

TITT



## Use our library effectively!



1. Use PCs



2. Find Books



3. Read Articles



- 4. Study in the library
- 5. Library Manners

## When you enter the library...

#### Stop before the line Touch your ID card on the gate





## No Cups/Cans





## 1. Use PCs

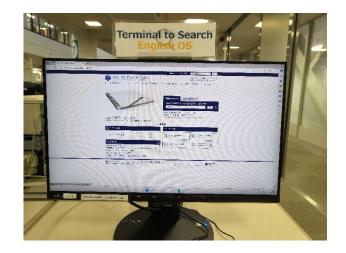
### 1) Zengaku Computer

- ID : s+ last 7 digits of your student ID number
- Password for the Unified Authentication System
- No restrictions on website access
- Many apps, personal storage

#### **②** Library's PC (Terminal to search)

- Not need to log in
- Access is restricted to: Library website, Database, e-journals, some other off-campus sites
- A USB flash drive needed for saving data





## Printing

## Zengaku Printers

- Color and monochrome printers are available
  - From the Zengaku PC: any file format
  - From your own PC/smartphone: PDF of A4 size only
- Student ID card is required (or you should enter ID/PW on the screen)
- The maximum number of sheets that can be printed depends on the affiliation

#### From Library's PCs → **Charged printer**





#### Yearly print quota of Zengaku Computer System

The number of prints will be reset on 31st March. To check how many points you have left, hold your student ID or staff ID card over the card reader on the printer, or log in to the computer.

• Yearly Print Quota

https://www.u.tsukuba.ac.jp/en-print-limit/#limit



## 2. Find Books

#### University of Tsukuba Library's Website





#### Reference Management →

You can manage your references efficiently with RefWorks.

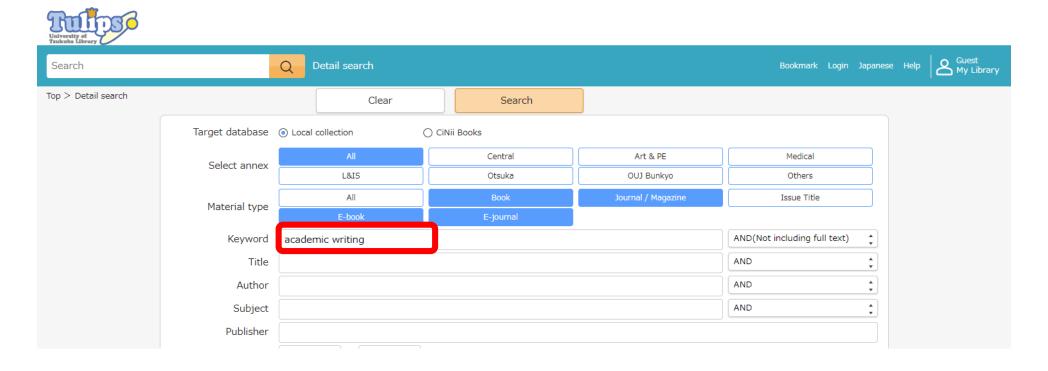


#### (1) Search with Keywords

① Simple search

#### 2 Detail search







Guest A Guest My Library Search Q Detail search Bookmark Login Japanese Help Local collection(185) Top > Search Result List Detail search 1 - 10 of 185 matches Single/Double Sort by Arrival date(from Newe Conditions resetting Material type Selected Items: 0 Select All Clear Bookmark [1] Export Book/Journal / Magazine/Ebook/E-journal Academic legal writing : law review articles, stud Teaching and learning source-based writing : curr Academic Legal Writing Keyword[AND(Not including ent perspectives and future directions, : pbk ent notes, seminar papers, and getting on law re full text)] Author : edited by Rosemary Wette view, 5th ed academic writing Publisher : Routledge 2023 Author : Eugene Volokh/with foreword by Alex Kozinski **ISBN : 9781032252346** Publisher : Foundation Press 2016 Holdings : Central 836.5-W63 General Books ISBN : 9781634598880 Refine your search Book Book Status : Reservable(Due: April 16,2024) Holdings : Otsuka 320.7-V88 General Books Status : On shelf Material Type <u>Clear</u> Book 184 Save Save Reserve Reserve Journal / Magazine 0 E-book 1 0 E-journal 大学生のための日本語アカデミック・ライティング基 アカデミック・フレーズバンク:そのまま使える!構 大学生のための 日本語アルデモッシーライティング 高校開設 アカデミック フレーズパンク 礎講座:レポート・論文のアウトラインから執筆まで 文200・文例1900 Author Clear \*\*\*\* Author: ジョン・モーリー著/高橋さきの訳 Author: 金銀珠,田中里実著 Turabian, Kate L. 10 Publisher: 講談社 2022/10 Publisher: 学術図書出版社 2022/2 6 🗆 Blalock, Zachary -ISBN : 9784065180181 ISBN : 9784780609554 Chin, Peter 6 Book Holdings : Central 836.5-Mo74 Learning support, LIS-1-Featured Books 2 Holdings : Central 816.5-Ki41 Learning support, LIS-1-Featured Books 2 Book Feak, Christine B. 6 836.5-Mo74 General Books 816.5-Ki41 General Books Garner, Joseph 6 Status : On shelf Status : On shelf More 📔 Reserve Save 盲 Reserve Save Subject / Keyword Clear 



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この資料は中央図書館本館3階にあります。



Central Library 3F

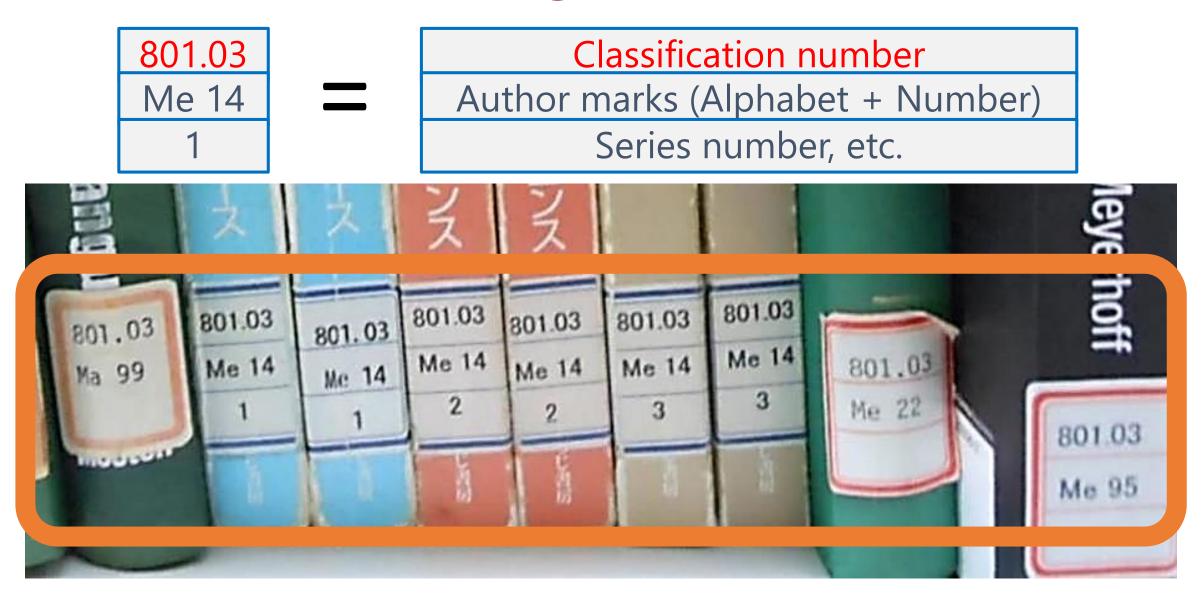




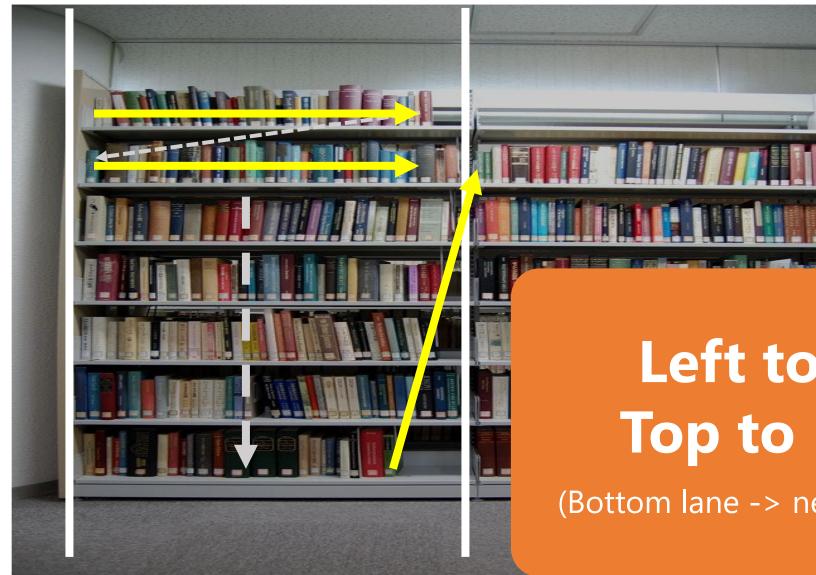
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1 🤤	entral 836.5- W63	.0023007874	General Books	In circulation (April 16,2024)			0			Search for other media No other media materials available
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Publication year Physical description Notes	2024 [xviii], 283 p. : ill. Includes bibliograp Summary:"This vo based writing. A co	hical references ar lume brings togeth	ner significant							

based writing. A comprehensive update to the field, this book presents source-based writing as an essential skill that comes with its own

### Materials are arranged in call number order



### Materials are arranged in call number order



### Left to Right, Top to Bottom

(Bottom lane -> next shelf's top lane)



Tsukuba Lib	rary										
Search				Q Det	ail search						Bookmark Login Japanese Help Suest My Library
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Publica year Physica descrip Notes		ides bibliogra		nd index							

Summary:"This volume brings together significant findings, approaches, and research-based pedagogies on teaching and learning sourcebased writing. A comprehensive update to the field, this book presents source-based writing as an essential skill that comes with its own

## How to borrow

Your student ID card is required!

- Self-checkout machine
- Main counter



	Max items	Loan period
Undergraduate students	10	3 weeks
Graduate students	20	* Renewal up to 3 times unless the material is reserved by another person

\* Journals and reference books cannot be borrowed.

### **Books can be returned to any libraries**



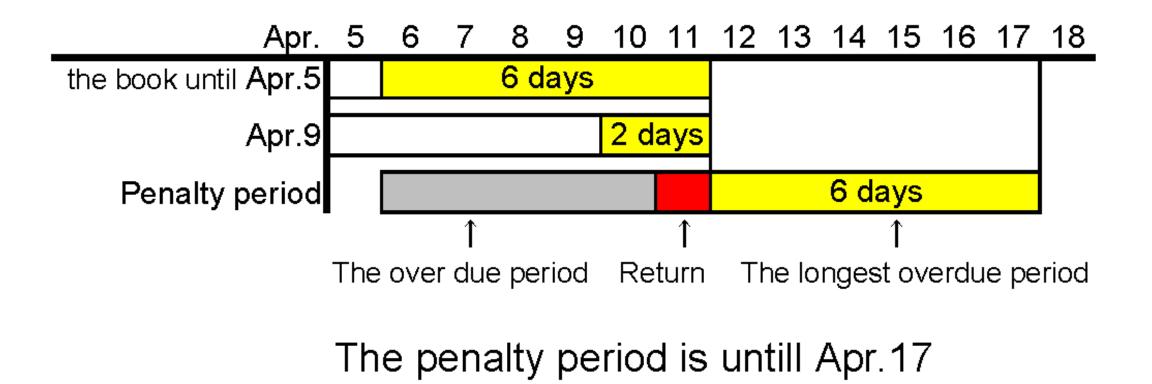


# → Book-Drops



### **Penalties**

If you return the book late, loan privileges (borrowing, reservation, renewals, and book delivery) are suspended.



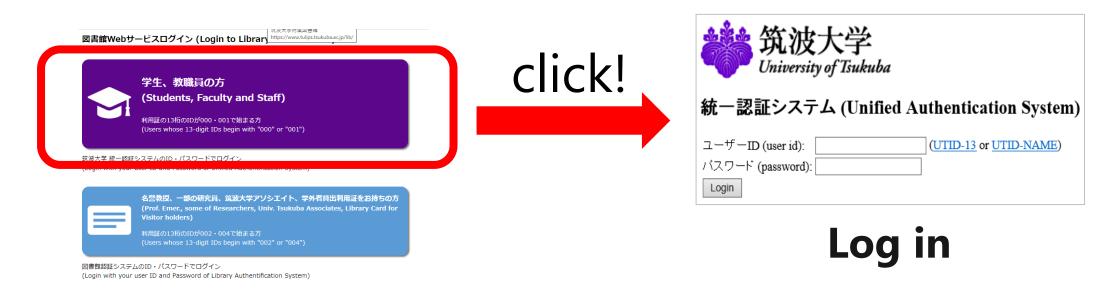


<u>Login</u>			
Login 🔿	My Library	$\ominus$	
	About Login	$( \rightarrow )$	

## Confirm/renew your loan periods

- Confirm/cancel book reservations
- Reserve <u>study cubicles</u> / <u>seminar rooms</u>
- Request book purchase
- Register/change email address to receive notifications (due date reminder etc.)

## ID & Password for library web service



**ID** : 13-digits number on the back of your ID card

#### **Password** : Unified Authentication Password

The initial password on the Password Card distributed when entering the university will be deactivated in a few months.

#### **UPDATE THE PASSWORD!**



Reissue: Reference desk Tsukuba campus: 9 am-5 pm on weekdays

## **Other services requiring ID/PW**

System	ID	Password
<b>Zengaku Computer</b> <b>System</b> PC login Web print service	Unified User Account (UTID-NAME) s****** (s + last 7 digits of the Student ID Number)	Password for the Unified Authentication System
<b>TWINS</b> course registrations, etc.	<ul> <li>any one of the following IDs</li> <li>student ID number (9 digits)</li> <li>s****** (s + last 7 digits of the ID Number)</li> <li>13 digits number on your student ID card</li> </ul>	<ul> <li>IF YOU FORGET YOUR PASSWORD</li> <li>Bring your (student/staff) ID card to the office counters listed below.</li> <li>Academic Computing &amp; Communications Center Office</li> </ul>
<b>manaba</b> e-Learning system	13 digits number on your student ID card	<ul> <li>Office of Information Promotion (Kasuga Satellite Office)</li> <li>The Reference Desk of the Library (Tsukuba</li> </ul>
On-Campus Wi-Fi	13 digits number on your student ID card	campus : 9AM – 5PM on Weekdays)
<b>Microsoft 365</b> E-mail Microsoft Teams, Office Adobe Creative Cloud	@u e-mail address s*****@u.tsukuba.ac.jp (s + last 7 digits of the Student ID Number)	<b>Password for Microsoft 365</b> IF YOU FORGET YOUR PASSWORD You can access https://m365setting.u.tsukuba.ac.jp (accessible only from the campus network) to set this up. The password for Unified Authentication System is required.

### 3. Read Articles



### Searching for scholarly literature

## **Google search**

(≠Google Scholar)

- A lot of articles hit, but...
- Is it academic?
- Is it authentic?

- Databases E-journals
- Academic
- Authentic
- A lot of search functions

## **Search resources in the world**

	Japanese Google 提供 Q
筑波大学附属図書館 Tulios University of Tsukuba Library	Central : Thu. 9:00-20:00 ✓ Access
🕒 Collections 🛛 🕥 Services 🛛 🏠 Support	🖂 Contact Us 🛛 💿 Alumni & Visitors 🛛 🗠 Share



#### Reference Management () You can manage your references efficiently with RefWorks.

**Tulips Search OPAC (Library Catalog)** Easily search library collections & e-resources in the world Q (i) Search OFAC (Detail Search) 🕤 – Database 💬 E-Journals→ E-Books→ Tsukuba Repository 🔿 Digital Collections ↔



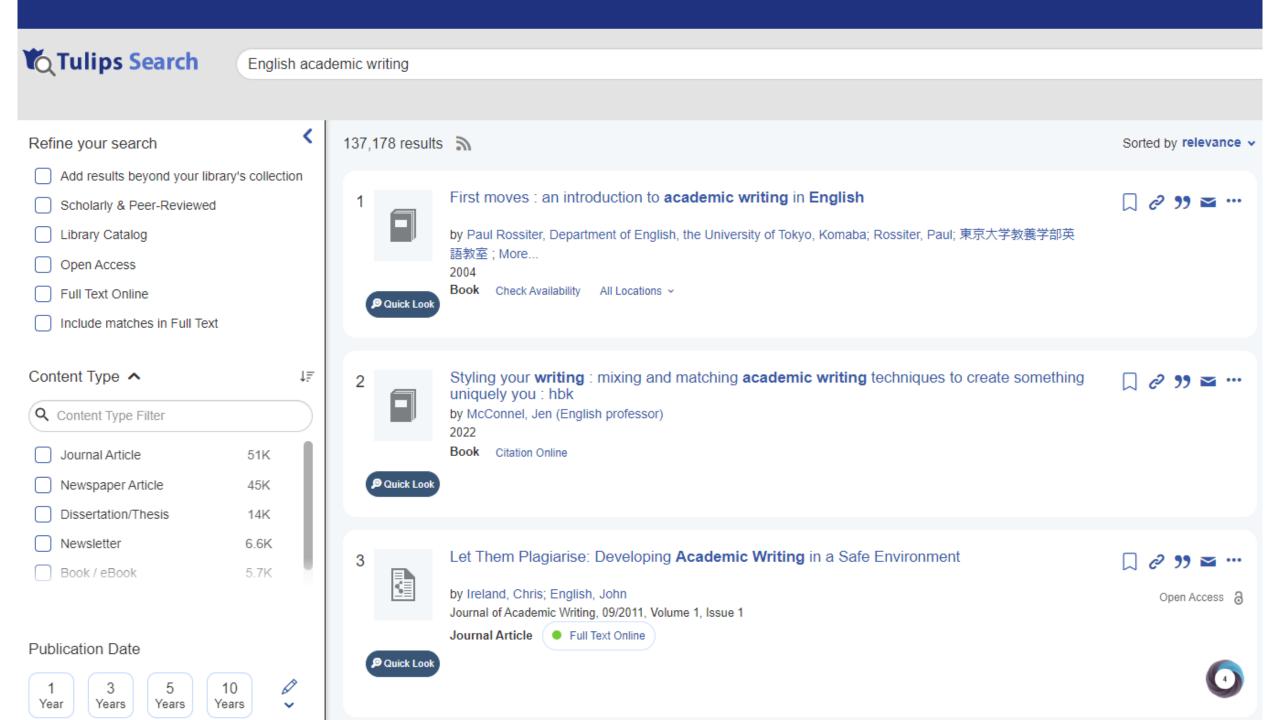


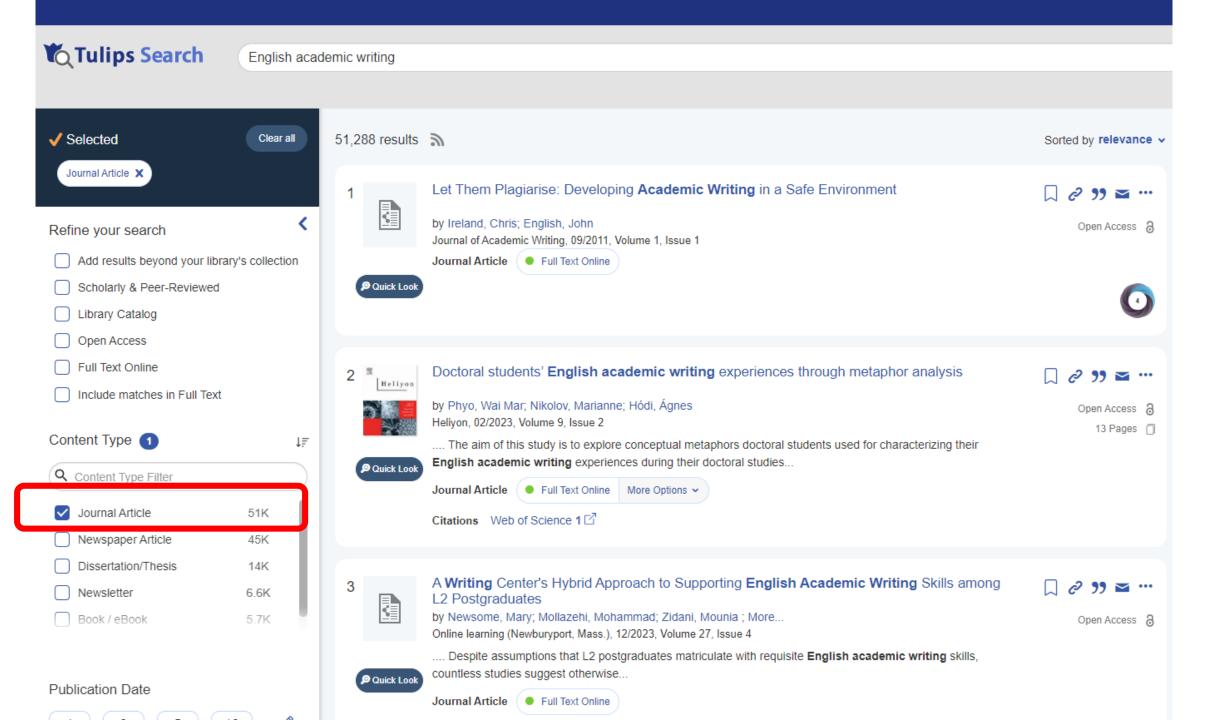
#### Reference Management →

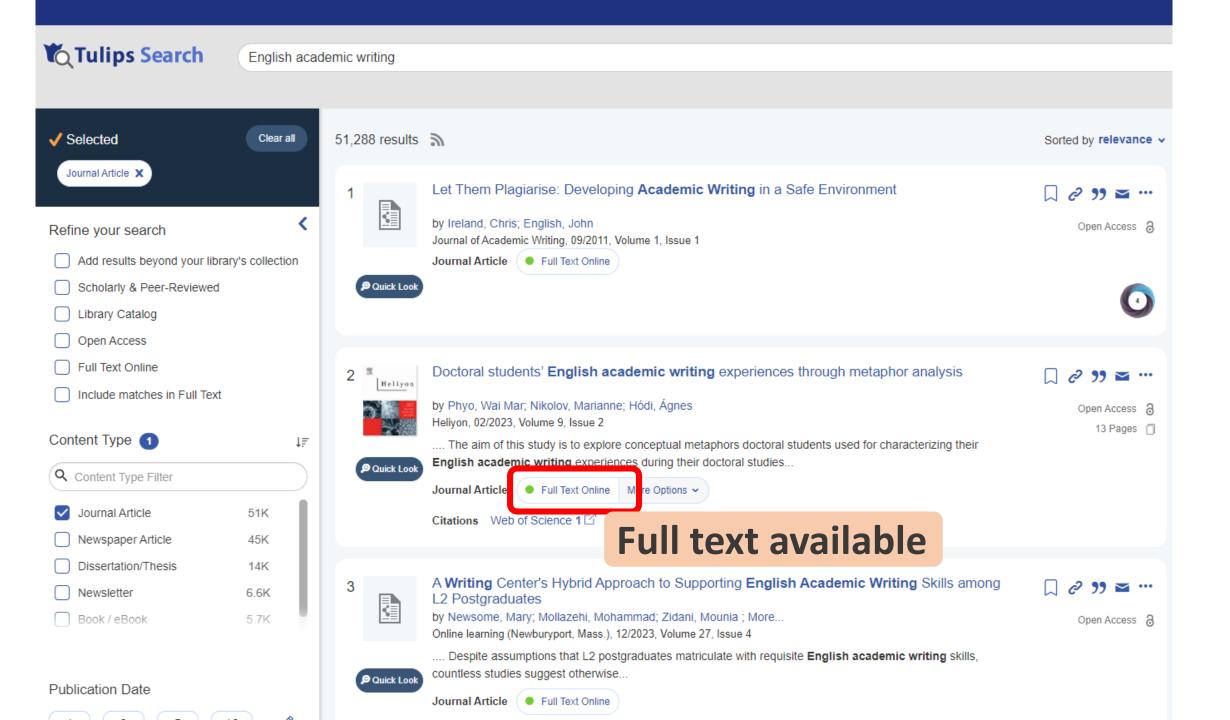
You can manage your references efficiently with RefWorks.

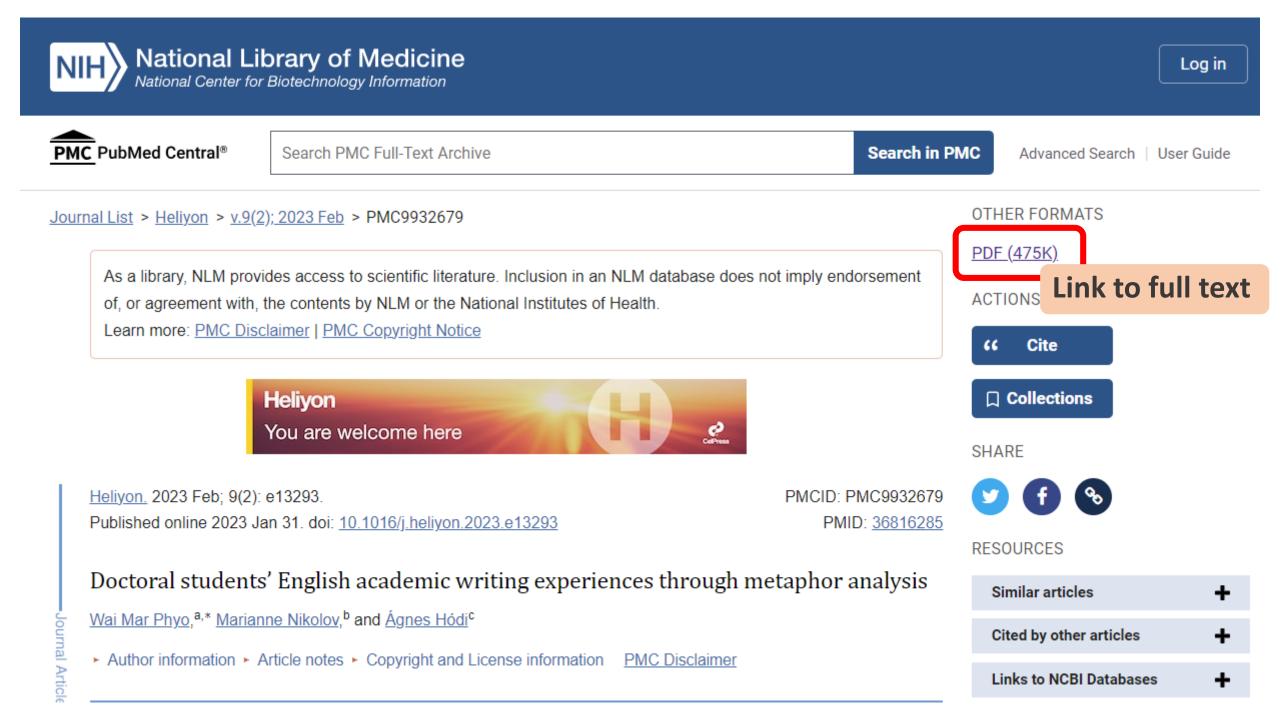


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### If full text is not available, search for printed materials



## **Search for printed materials**

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English	for Academic Purposes: Is there a better		
way to	teach writing?	Edit	Citation
Author: Journal:	Clenton, Jonathan 言語文化研究 = Studies in language and culture	Email	Export
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to get			



English for Academic Purposes: Is there a better way to teach writing?

by Jonathan Clenton 言語文化研究 = Studies in language and culture, 2004, Issue 30 Journal Article Citation Online

Top > Search Result List > Details (Local collection)

Journal / Magazine

Save



Search

言語文化研究 ゲンゴ ブンカ ケンキュウ 大阪大学言語文化部 [編] 豊中:大阪大学言語文化部,1975.7-

📕 Rea Check the volumes and issues http://ir.library.osaka-u.ac.jp/web/9

#### Journal holdings

Access to

No.	Location	Call number	Years possessed	Volumes/issues possessed	Continuing acceptance	Note	Others
1	<u>Central</u>	X-1-才170	1975-2016	1-10,13-22,24- 42			<u>e-DDS</u>

Q

#### The Representation Theory of Otaku Culture(1)Comic Landscape

Author:早野慎吾Journal:日本語文化の研究 = Studies in the Japanese language cultureISSN:2433-2623Date:03/2018

Volume: 1 Page: 10



**Tulips Linker** 

Sorry, this item is not available online. Please use options below to get it:

#### Search library holdings

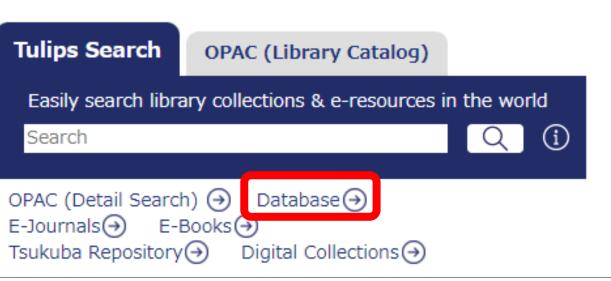
Still need help? -

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

Set it from another library (ILL) Copy request (University expense) Copy request (Private expense) Apply for document delivery service from other libraries

## **Other databases**





<u>日本語</u>

#### Database list (Sort by category)

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

#### <u>Systematic (High-volume) downloads</u> 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



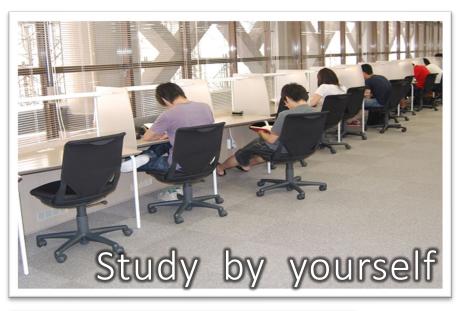
General (Japanese)	Remote Access	Details	Material Type	Available on	Language	Full Text	Number of Access
<u>CiNii Research</u>	R	i	Journal Articles,Dissertations,Union Catalog,Research Data,etc.	Free	eng,jpn	Partially	
CiNii Dissertations	R	i	Dissertations	Free	eng,jpn	Partially	

### If the material is not available at Univ of Tsukuba...

- Search local library's collection
  - Tsukuba Public Library
- Apply for purchase (books)
- Get it from other libraries
  - Request inter-library loan / article photocopy delivery from other libraries
    - Fee for photocopy and transportation required
  - Visit the library directly
    - Many academic libraries require a letter of introduction

### Feel free to ask us for help.

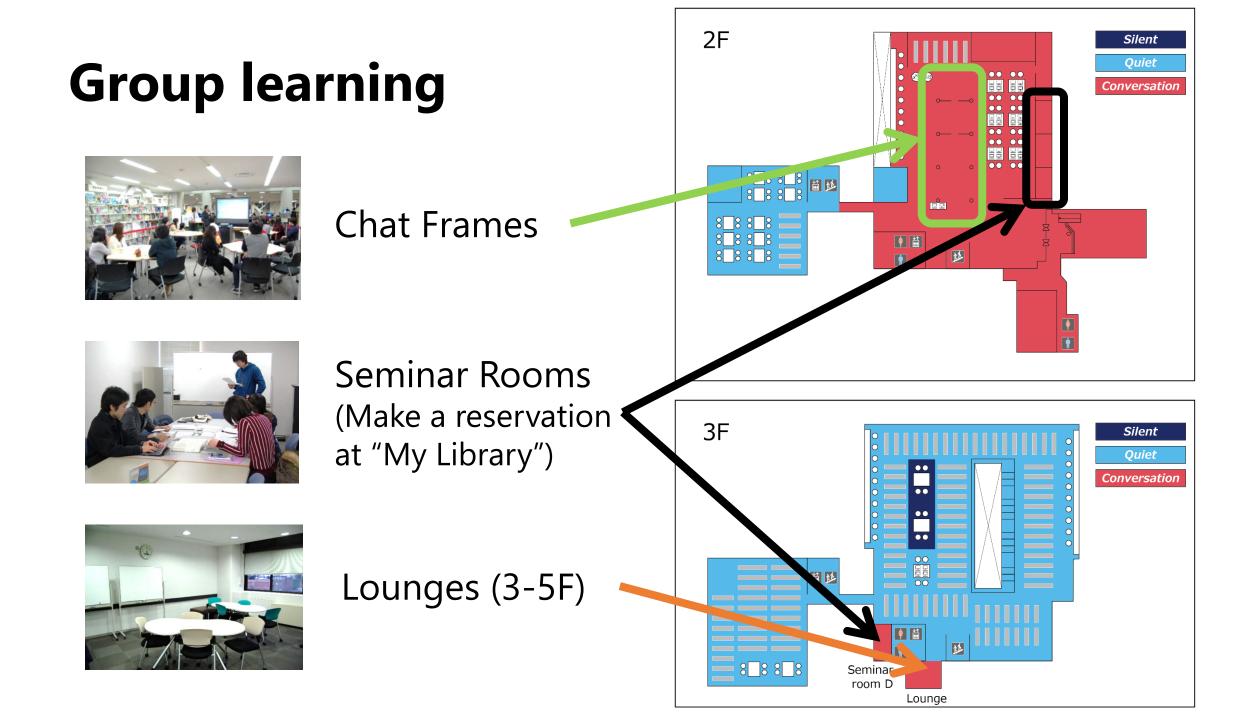
## 4. Study in the library



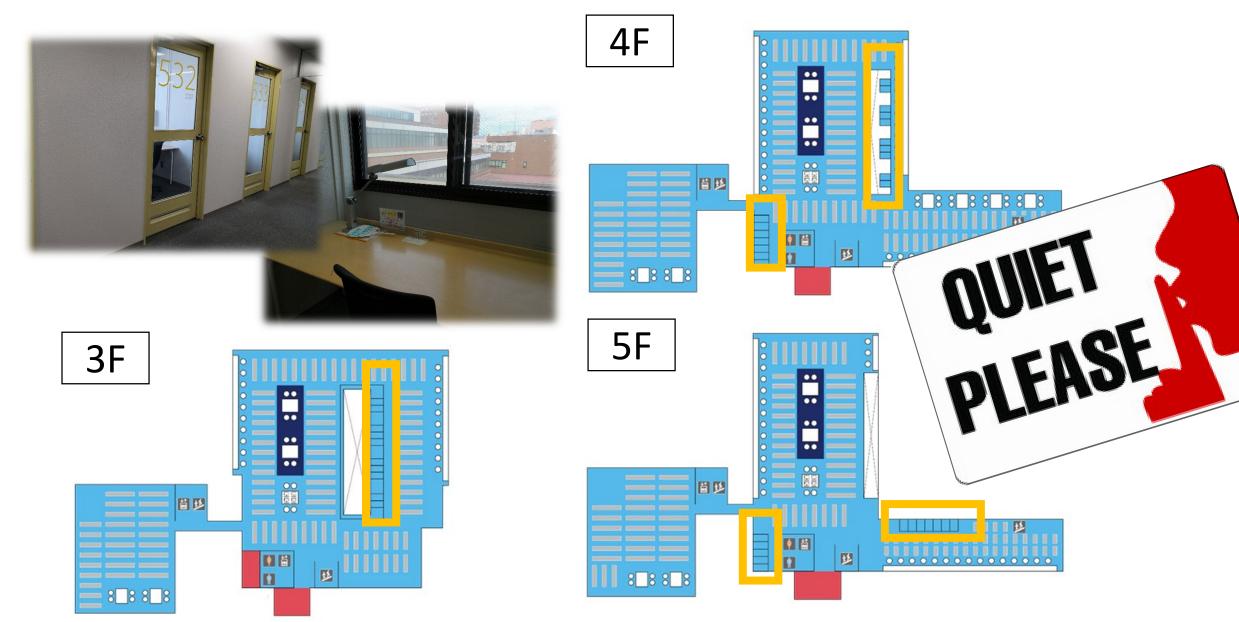








### **Study Cubicles** (Graduate Students and Teachers)



# **5. Library Manners**Drink



Allowed: Drinks in spill-proof containers e.g. plastic bottles, water bottles

Prohibited: Drink boxes, paper or plastic cups with or without lids

#### ■ Food Only in Refresh zone (2F) and Lounges (3-5F)



Allowed: One-handed food such as sandwiches, Candies and gums.



Prohibited: Smelly food, oily food, watery food, food which needs tableware, unwrapped food. e.g. Lunch box, noodles, salad, pizza, soup

## **Sound Policy**

#### Silent Study Area

Some of the reading desks on the 3rd, 4th, and 5th floor

#### Be quiet.



No devices which makes noises. (e.g. Laptops, Keyboards, Calculators)

#### Quiet Study Area

- > 1st, 3rd, 4th and 5th floor
- Study space on the 2nd floor of the annex



#### Be quiet.





Electric devices can be used.

#### Conversation Area

- > The 2nd floor of the main building
- Seminar rooms and Lounges



Conversation is welcome.



## Only library materials can be photocopied.

Fill in the "Photocopy Application Form" before photocopying.



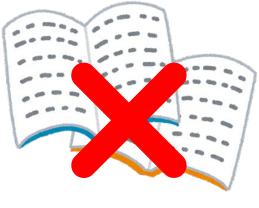




Student ID card

Passport Residence permit





Application form

Class note

Go to Student Support Center (1A) / Maruzen store (3B) / Convenience stores

# Ask us!











## For more info

- Posters in the libraries
- Library website
- Library SNS





X (Twitter)

Facebook

## **Library Tour**

- Please bring your varuables with you.
- Please do not take photos.
- Library staff will take photos to record our activities. We will use photos without showing your face when we use them for publicity purposes.