Library Orientation for International Students

Menu

Introduction(5min.)

How to use the Library (20min.)

Library tour(30min.)

University of Tsukuba Library, Reference Section / 筑波大学附属図書館レフィ



Welcomex

Gama-Jumper

ocation of Libraries



Tsukuba Campus





Art and Physical Education





Learning

tudy

Intellectual exchange



Relaxation

2

University of Tsukuba



How to use the Library

Today's **KEY** POINTs



Library Tips

1. Library Guides

"KOWAZA-SHUU" - Useful instructions for Library users



Tips for Utilizing Library

Library Tips

Detailed Instructions for Library Users Proposed by Learning Advisers of the University of Tsukuba Library. Frequently asked questions and useful information to make your library life pleasant are presented here. Why not make good use of these useful instructions? *Information on this page is for University of Tsukuba members.

Ö Menu



Note : All the texts are applicable to the Central Library.

If another library or web are mentioned in the notes in parentheses after each subtitle, it applies to the one mentioned.

+ Following approviations are used for the notes

Check it out on the web. http://www.tulips.tsukuba.ac.jp/lib/en/support/tips

Two kinds of PCs

Zengaku(campus-wide) Computer System PC

log in to the PC

ID : **s+ last 7 digits** of your student ID number Password for the Unified Authentication System

全学計算機システムPC
 ログインが必要 ID s+学籍番号下7桁 / 統一認証パスワード

Library PC
 Not need to log in
 Need a USB flash drive for saving data of your own.

図書館PC
 ログイン不要
 データの保存にはUSBメモリ等が必要

2. PC & Printer

Black

ID & Password for using the Library

2. PC & Printer

You need them when you...こんなときに使います





What is "Tulips Search" ?

Tulips Search Advanced →				
Tulips Search	OPAC Search 🛛 Site Search			
Search	QÌ			
Database⊖ Electron	ic Journals⊖ Tsukuba Repository⊖			

"Tulips Search" is the web scale Discovery Service (Summon).

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

図書、雑誌、論文、記事、電子リソースなどを一度に検索できます

Would you like to search books or journals limited in the Univ. of Tsukuba Library's holdings? 筑波大学図書館所蔵の図書や雑誌を検索したい?

Go to the next page

Holding Holdin



Search result (Articles)



Search result (Book)

Refine Japanese culture Paul Varley 絞り込み apanese Culture 4th ed., updated and expanded Honolulu : University of Hawai'i Press, c2000 Search Targets See details at Google Books Holdings and Open Access Journal Article/Magazine Article Library Catalog All Centra Art and Physical Education Medical Bookmark Library on Library and Information Science Holdings : Otsuka Circulation class Status Call number Material ID Collection Note Volume Location Libraries in Ibaraki Pref. D : pbk Central MAP 210.1-V42 10010003994 Reserve 中央 210.1-V42 **Click!** この資料は中央図書館本館3階にあります。 中央図書館3階 Central Library 3F Library materials are arranged in 200 930-990 文学 歷史 the order of the call number. **Floor** map 900-930 資料の場所 書架には分類番号順に並んでいます 文学 -100-200 PC 哲学 歴史 800 エレベータ 言語 700 000 総記 (007は1階) PC 芸術 PC PC 大型雜誌 雜誌:A-F 大型本 地図 (1970-) 地方史資料 PC 参考図書 エレベータ 埋藏文化財 発掘胴査報 国際交流口 lobal Information Corner 14 抄録索引誌(総記・人文) 購入継続誌

3. Library Materials of UT

3M ABC-II

How to borrow

With the Self-Checkout Machine or at Main counter using your student ID card 自動貸出機かメインカウンターで 貸出手続きをできます(学生証が必要)

Borrowing

	貸出冊数 Borrowing	期間 Loan period	延長回数 Renewal
学群学生 Undergraduate students	10 冊 10 vols.	3 週間 3 weeks	3回 3 times
大学院生 Graduate students	20 冊 20 vols.		

★Journals and reference books cannot be borrowed 雑誌や参考図書は貸出できません

3. Library Materials of UT

Overdue Penalty

Loan privileges (borrowing, reservation, renewals, and book delivery are suspended.

返却日に遅れた場合、新たな貸出、更新、予約、 学内取り寄せができなくなります

Penalty period

4/5 と 4/9 が返却期限の図書を 4/11 に返却した場合 In case the due dates of books on loan are Apr.5 & Apr.9, and you returned them at Apr.11.



Library E-mail services



- Notification of <u>2 days before your due date</u>
- Return of the books you reserved
- Notification of overdue
- Arrival of the ILL photocopies/books you requested
- 借りている図書の返却日の2日前にお知らせ
- 予約した図書が返却されたとき
- 借りている図書の返却が遅れたとき
- 他大学から取り寄せた資料/複写物が到着したとき
- Register from "My Library" 登録は「マイライブラリ」から

My Library

- Confirm / Cancel book reservations
- Confirm / Renew your loan periods
- Reserve cubicles & seminar rooms
- Request book purchase
- Register to E-mail service



▲ Library Top page

予約後の状況確認/キャンセル
貸出図書の返却期限の確認/延長
セミナー室・研究個室の予約
学生希望図書申込
メールサービスの登録・変更

4. Web service

Reference desk

• Reference services are available.

- Guidance in use of the library and library material
- Literature searching
- Interlibrary cooperation (photocopy, book loan)
- You can ask librarian from Web site. Library's Website → 「Contact Us」



いろいろな質問や相談をお受けします

- 図書館の利用方法について
- 図書や雑誌の所蔵調査
- 相互利用(他大学からの文献コピー) 図書の取り寄せ)
- 図書館Webサイトから質問できます 図書館Webサイト→「お問い合わせ」

Student Support Desk Weekdays 14:00-19:00

5. Support Desks



Learning Adviser ラーニング・アドバイザー

Volunteer Counter

Weekdays 10:00-16:00

70

Library Volunteer 図書館ボランティア

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6. Events at Library

附属随知

民代

风水大学州家铁里特丽支援学

.....

こ自由にお持 ちください。

前属桐が丘

认家大学附属植党特别支援学校

18-5 S 18

12-2

Library's Galleries

新软展

Reading パトン -教員から筑波大生への message

> eading バトン 学習支援の木棚

RED O

E

PARLING

附

筑波大学附属视觉特别支援学校

6. Events at Library

Library's Workshops

6. Events at Library

Information from the Library





The Library supports your study .



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