Library Guide

for International Staff, Researchers, and Students



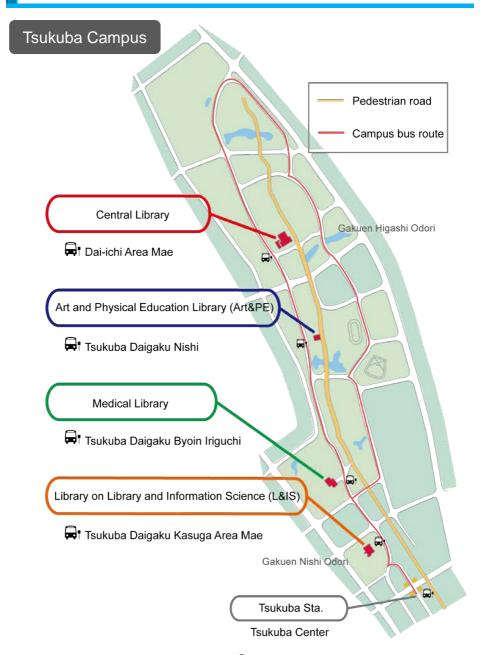
University of Tsukuba Library



Contents

Locations of Libraries · · · · · · · · 2
Library Hours 3
Enter·····4
Search (Library Website) · · · · · · · 4
My Library · · · · · 12
Rules and Manners · · · · · · 17
Borrowing Books·····18
Join and Enjoy·····20
Have Questions or Need Help? ····22
Personal Computers and Devices····23
Photocopying Library Materials · · · · · 24
Emergency·····25
Official SNS Accounts · · · · · · · · 26
Library Floor Maps27

Locations of Libraries







Library Hours

Tsukuba Campus		Regular	Recess	
	MonFri.	8:30-22:00	9:00-20:00	
<u>Central</u>	Sat., Sun., Holidays	9:00-20:00	9:00-18:00	
Art & PE L&IS	MonFri.	8:30-22:00	9:00-17:00	
	Sat., Sun., Holidays	10:00-18:00	Closed	
<u>Medical</u>	MonFri.	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.	TueFri.	Sat.	Sun.	Holidays
<u>Otsuka</u>	10:30- 18:30	10:00- 21:10	10:00- 19:50	10:00- 18:00	Closed

See our website for temporary closings and changes in hours.

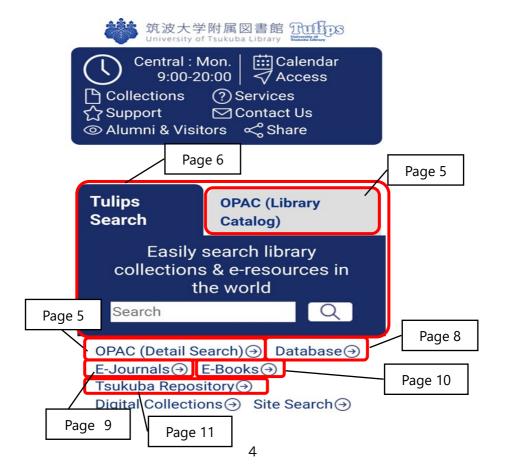
Enter

Your student ID card opens the entrance



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)



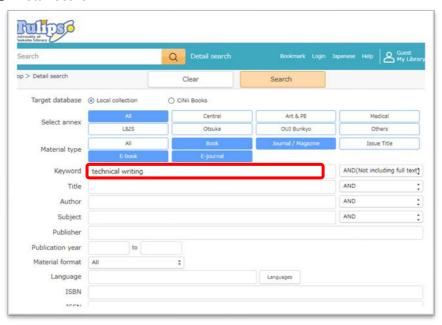
OPAC (Library Catalog)

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.

① Simple search



2 Detail search



3 Details (Local collection)



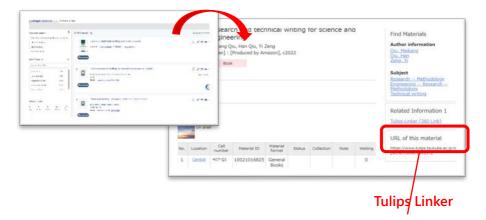
Tulips Search

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.

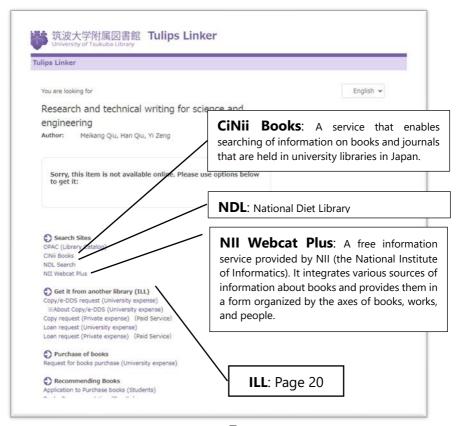
It is possible to make one search to find materials in a variety of formats, including printed books and journals, e-books and e-journals, as well as information of individual academic papers.

*TULIPS: Tsukuba University Library Information Public Service





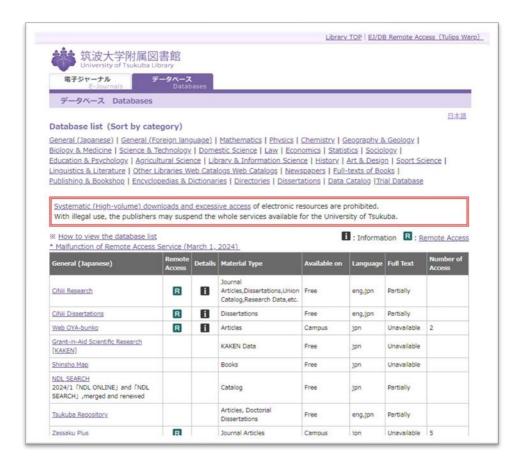
"Tulips Linker" buttons link to external sources, including Inter-Library Loan (ILL) sources.



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 the databases and journals can be accessed off campus, via a proxy server.



Electronic Journals

You have access to many e-journals. You can search by title or identifier number (ISSN).

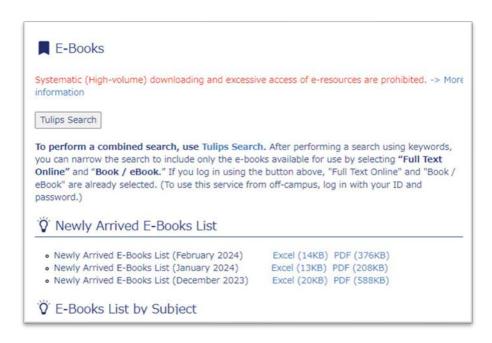


Electronic Books

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.

To perform a combined search, use Tulips Search. 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." If you log in using the button above, "Full Text Online" and "Book / eBook" are already selected. (To use this service from off-campus, log in with your ID and password.)

Systematic (high-volume) downloading and excessive access of eresources are prohibited.



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

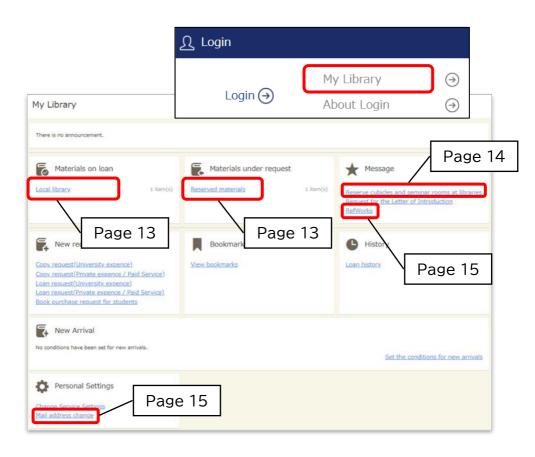
Making your doctoral dissertation available online is a duty stated in the Rules of Degrees (FY 2013 Ordinance of MEXT item (v), April 1, 2013). All degree recipients must make their doctoral dissertations available on the internet, unless they have inevitable reasons.

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.

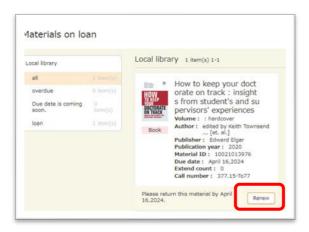
My Library

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.



Reserved Materials (Materials under Request)

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



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 top

Vacant facility search

Search from list/schedule (today)

Reservations (week)

Reservations (month)

My reservation status

No reservation today or later

<u>Central</u> _

<u>Medical</u>





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?

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.

Mail Address Change

If you have an email address assigned by the university, we will send notifications to that address. If not, or if you would like to receive them at another address, you can register here.

- Notice when reserved books become available
- Notice when borrowing books are overdue
- Due date alert 2 days before due date
- Notice when requested copies or books arrive from other libraries and more.

Book Purchase Request for Students

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

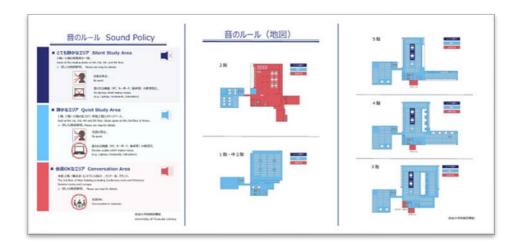
The number of the materials you have borrowed is shown in the history section in My Library. Clicking the history links shows the history of the materials borrowed from the library and the details of the corresponding materials.

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



Rules and Manners

- 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. Drinks should be in spillproof bottles, not in paper or plastic cups or cans.
- For the environment, please keep quiet in the library.
 - > [Central Library] Conversation is allowed only in the designated areas.



Borrowing Books

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.

Borrowing limits and terms

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

Returns and penalties

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

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

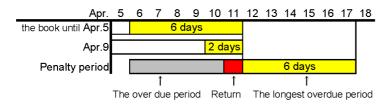


During **closing** hours: Return them to **book-drops**



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.

ILL: 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.



Your Events

You can hold events and exhibitions 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 accepts book check-outs and returns, seminar room and study room applications, and various inquiries.
- Reference Desk helps your research. Librarians help you search for library materials, journal articles, databases, and so on. Make interlibrary loan requests here.
- Student Support Desk is where Learning Advisers, consisted of graduate students, can help you with writing reports or theses, how to do research for them, and what classes to take.
- Volunteer Counter is where library volunteers help you in Japanese, English, and some other languages. They help library users find materials in the library, offer library tours, and help students with disabilities.



 Counters do the same services as the Main Counter and Reference Desk of the Central library.

L&IS

 Tutor Desk is in Kasuga Learning Commons (KLC). Student staff helps with writing reports or theses, how to do research for them, and what classes to take.

Personal Computers and Devices

There are terminals to search 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)



Terminals to Search



Library's terminals to search are open to anyone for searching books, databases, electronic journals and so on. You will need a USB drive if you need to save data.

Fee-based printers for printing can also be accessed.

Zengaku PCs

They require your 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.
- Entire articles may be copied from printed journals only after the next issue has come out or 3 months have passed since publication.
- You cannot 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







University of Tsukuba Library @tsukubauniv_lib



Official Mascots



Tulip-san

She has come from a distant planet to provide easy-to-understand explanations about how to use the library. She has a tulip-shaped headset to receive your questions.

She is like a helpful older sister, but on rare occasions does frown at Gamajumper and unreasonable people.

Gamajumper

He had been training on Mt. Tsukuba, but descended from the mountain to become a student. Writing the lecture reports is still a big challenge, but he believes that he can overcome this by using the library effectively. He is naturally curious, but sometimes jumps to conclusions and keeps Tulip-san on her toes.



Library Floor Maps

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

September 2024

Edit
Diversity Support Section,
Division of Academic Support,

Department of Academic Information

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