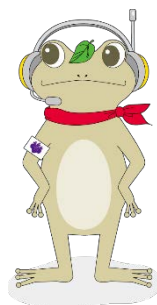
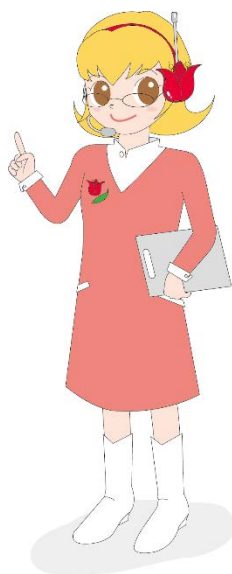


Library Guide

for International Staff,
Researchers, and Students

University of Tsukuba Library

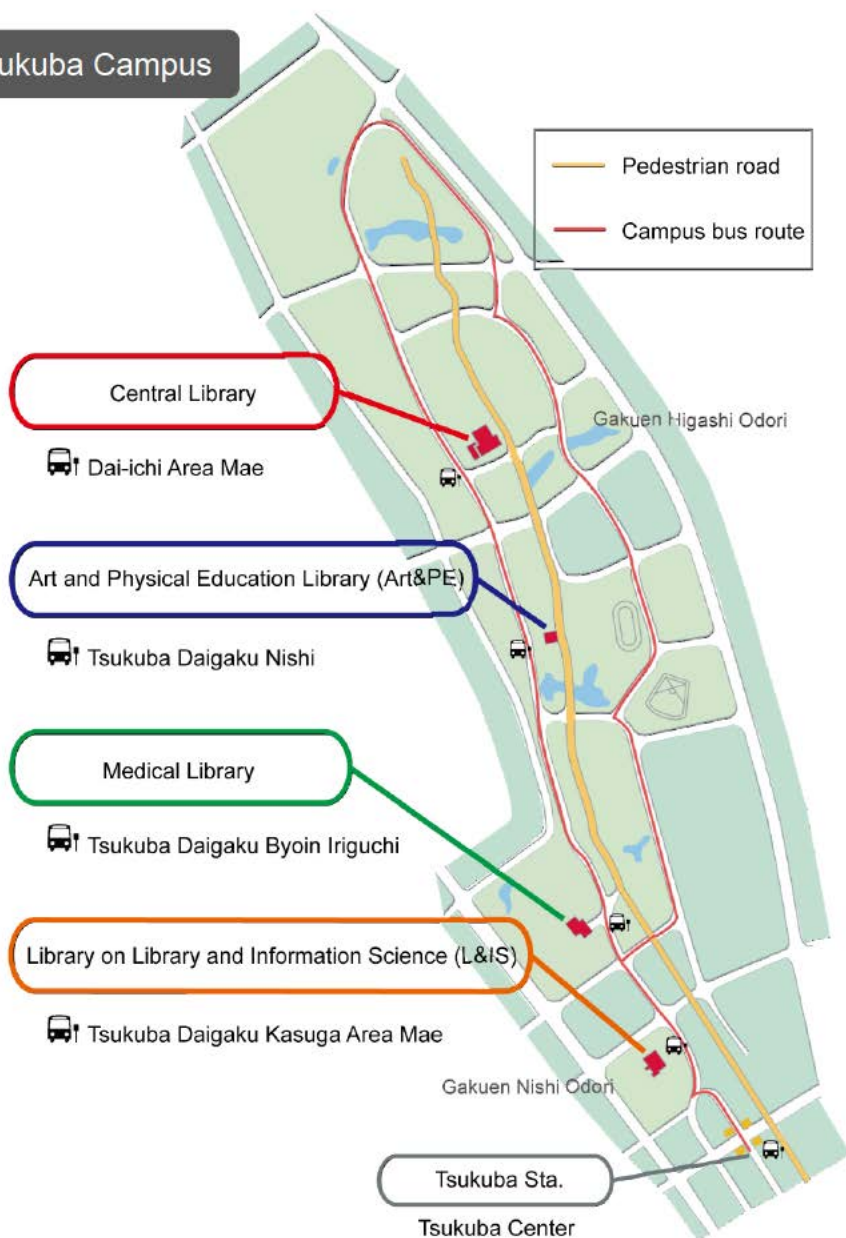


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Maps of Libraries

Tsukuba Campus



Tokyo Campus



Library Hours

Tsukuba Campus		Regular	Break
<u>Central</u>	Mon.-Fri.	8:30-22:00	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)


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

Central : Mon. 9:00-20:00 | Calendar Access

 Collections  Services
 Support  Contact Us
 Alumni & Visitors  Share

Tulips Search **OPAC (Library Catalog)**

Easily search library collections & e-resources in the world

Search 

OPAC (Detail Search) **Database** **E-Journals** **E-Books** **Tsukuba Repository** **Digital Collections** **Site Search**

Page 6

Page 5

Page 5

Page 8

Page 10

Page 9

Page 11

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

Tulips Search **OPAC (Library Catalog)**


Easily search library collections

technical writing 

[OPAC \(Detail Search\)](#) [Database](#)
[E-Journals](#) [E-Books](#)
[Tsukuba Repository](#) [Digital Collections](#)

② Detail search

Tulips
University of Tsukuba Library

Search  [Detail search](#) [Bookmark](#) [Login](#) [Japanese](#) [Help](#) [Guest My Library](#)

op > Detail search


Target database: ☒ Local collection ☐ CINI Books

Select annex:

All	Central	Art & PE	Medical
L&IS	Otsuka	OUJ Bunkyo	Others

Material type:

All	Book	Journal / Magazine	Issue Title
E-book	E-journal		

Keyword: technical writing  AND(Not including full text)

Title: AND

Author: AND

Subject: AND

Publisher:

Publication year: to

Material format: All

Language: Languages

ISBN:

③ Details (Local collection)

Research and technical writing for science and engineering, : pbk
Meikang Qiu, Han Qiu, Yi Zeng
[Japan] : [Produced by Amazon], c2022
[See on Google Books](#)

Book

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

Volume No.
: pbk
On shelf

No.	Location	Call number	Material ID	Material format	Status	Collection	Note	Waiting
1	Central	407-Q1	10021016825	General Books				0

Reserve Save

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.

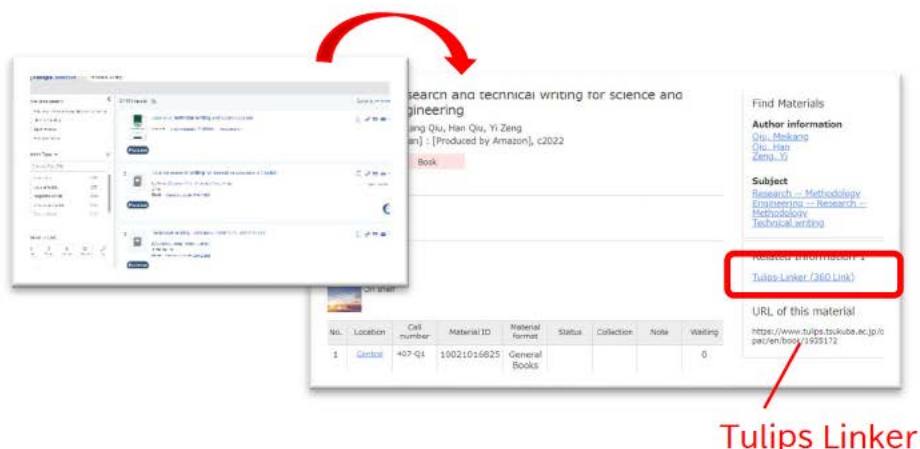
It is possible to make one search to find materials in a variety of formats, including printed books and journals, e-books and e-journals, as well as information of individual academic papers.

*TULIPS: Tsukuba University Library Information Public Service

Tulips Search OPAC (Library Catalog)

Easily search library collections & e-resources in the world

OPAC (Detail Search) Database
E-Journals E-Books
Tsukuba Repository Digital Collections



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

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

Tulips Linker

You are looking for

Research and technical writing for science and engineering

Author: Meikang Qiu, Han Qiu, Yi Zeng

Sorry, this item is not available online. Please us to get it:

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

Get it from another library (ILL)
Copy/e-DDS request (University expense)
About Copy/e-DDS (University expense)
Copy request (Private expense) (Paid Service)
Loan request (University expense)
Loan request (Private expense) (Paid Service)

Purchase of books
Request for books purchase (University expense)

Recommending Books
Application to Purchase books (Students)

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

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.


ILL Page 20

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 | Data Catalog | Trial Database

Systematic (High-volume) downloads and excessive access of electronic resources are prohibited.
With illegal use, the publishers may suspend the whole services available for the University of Tsukuba.

※ How to view the database list
* Malfunction of Remote Access Service (March 1, 2024).

I : Information **R** : Remote Access

General (Japanese)	Remote Access	Details	Material Type	Available on	Language	Full Text	Number of Access
CiNii Research	R	I	Journal Articles, Dissertations, Union Catalog, Research Data, etc.	Free	eng, jpn	Partially	
CiNii Dissertations	R	I	Dissertations	Free	eng, jpn	Partially	
Web OYA-bunko	R	I	Articles	Campus	jpn	Unavailable	2
Grant-in-Aid Scientific Research (KAKEN)			KAKEN Data	Free	jpn	Unavailable	
Shinsho Map			Books	Free	jpn	Unavailable	
NDL SEARCH 2024/1 「NDL ONLINE」 and 「NDL SEARCH」 merged and renewed			Catalog	Free	jpn	Partially	
Tsukuba Repository			Articles, Doctorial Dissertations	Free	eng, jpn	Partially	
Zessaku Plus	R		Journal Articles	Campus	ion	Unavailable	5

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

English ▾

Notices on Electronic Resources
For newest news and maintenance notices on electronic resources, please refer to "News & Events" on the library's web site.

Usage Note
• The publishers and distributors of the e-resources require compliance with the terms and conditions of use of these products.

Generally users must not:

- **Systematic download and excessive access** -> [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 lead to systematic download.

• 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 (Tulips- Warp) .
-On the "List of Databases&Publishers" below or Databases list, the resources with  are available for remote access service.

※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 ▾

If you already have a citation and want full text, try [Citation Linker](#)

 **E-Books**

E-Books available in University of Tsukuba

 **Search by DOI or PubMed ID (PMID) Number:**


What is DOI? Example DOI: 10.1103/PhysRevD.15.2752
What is PMID? Example PMID: 32881

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 e-resources are prohibited.

 E-Books

Systematic (High-volume) downloading and excessive access of e-resources are prohibited. -> [More information](#)


Tulips Search

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.)

 Newly Arrived E-Books List

- Newly Arrived E-Books List (February 2024)
- Newly Arrived E-Books List (January 2024)
- Newly Arrived E-Books List (December 2023)

[Excel \(14KB\)](#) [PDF \(376KB\)](#)
[Excel \(13KB\)](#) [PDF \(208KB\)](#)
[Excel \(20KB\)](#) [PDF \(588KB\)](#)

 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

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.

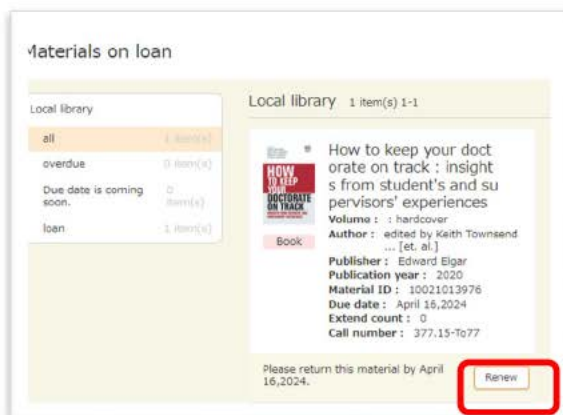
The screenshot displays the 'My Library' web interface. At the top, a dark blue header contains a 'Login' button with a user icon. Below this, a white navigation bar features a 'Login' button with a right arrow, a 'My Library' button (highlighted with a red box), and an 'About Login' button with a right arrow. The main content area is divided into several sections:

- Materials on loan:** Contains a link to 'Local library' (highlighted with a red box) and indicates '1 item(s)'. A callout box labeled 'Page 13' points to this link.
- Materials under request:** Contains a link to 'Reserved materials' (highlighted with a red box) and indicates '1 item(s)'. A callout box labeled 'Page 13' points to this link.
- Message:** Contains several links: 'Reserve cubicles and seminar rooms at libraries' (highlighted with a red box), 'E-mail Service' (highlighted with a red box), 'Request for the Letter of Introduction' (highlighted with a red box), and 'RefWorks' (highlighted with a red box). Callout boxes labeled 'Page 14' and 'Page 15' point to these links.
- New request:** Contains links for 'Copy request (University expense)', 'Copy request (Private expense / Paid Service)', 'Loan request (University expense)', 'Loan request (Private expense / Paid Service)', and 'Request purchase'.
- Bookmark:** Contains a link to 'View bookmarks'.
- History:** Contains a link to 'Loan history'.

Callout boxes are used to indicate which page numbers correspond to specific sections or links in the interface.

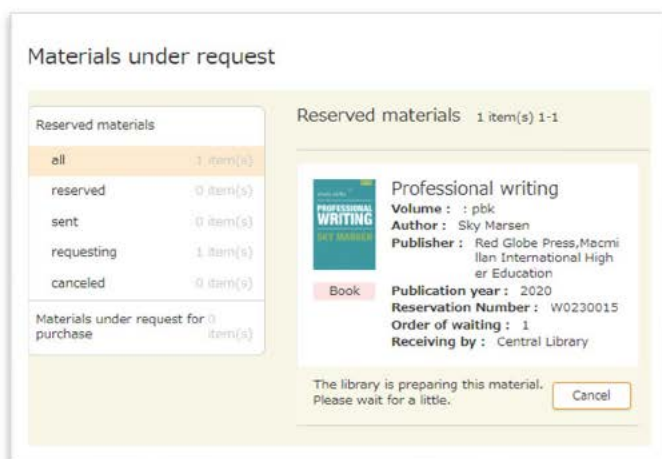
Local library (Materials on Loan)

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

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

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.

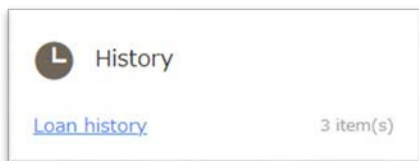
Faculty Book Recommendations



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.

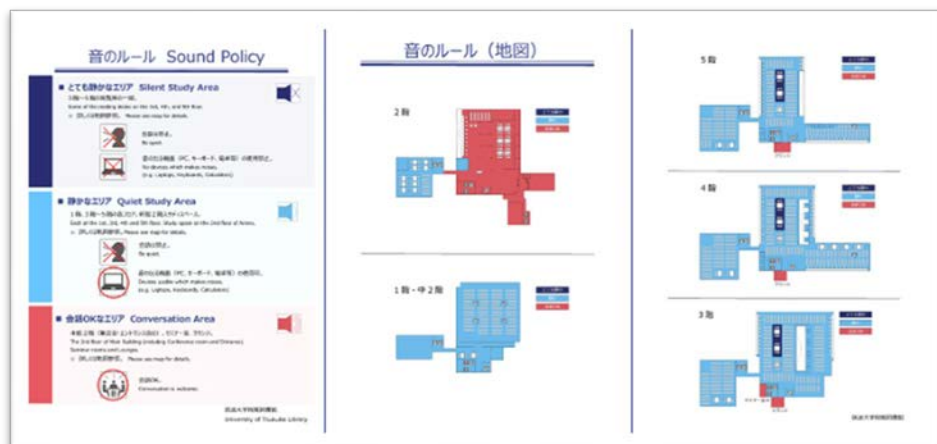


Rules

- 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.



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**

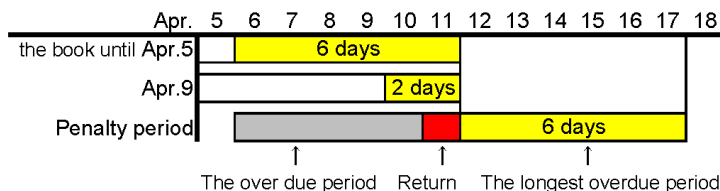


☾ During **closing** hours:
return them to **book-drops**



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.



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 will need a USB drive if you need to save data.

Fee-based printers for printing 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



X(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
March 2024

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

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