

## Library Navigator : Library User' s Guide 2019

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English ed.

Shizuoka University Library

# LIBRARY

Lib★Navi

# NAVIGATOR



Hamamatsu Branch Library



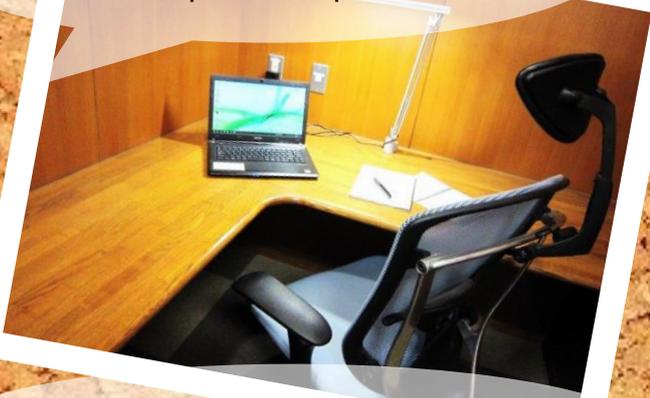
Shizuoka Main Library



Shizuoka Main Library

Library User's Guide **2019**

I want to use a PC to write a report and print it out.



I want to concentrate on my work in the comfort of a private room...



We want a space to hold discussions in a group!

We want to practice presentations as a group.



I don't know how to find materials...

I want to obtain materials which are not available at Shizuoka University.



Is there a place to display my research and work?

# The Library is here for you.

Do you use it only as a “place to borrow a book”? What a waste! Learn about our many services and choose how to use them to suit your needs.

The Library will support your learning and research activities.

[Find out more from the next page ⇒](#)

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### Shizuoka University Library Website

<https://www.lib.shizuoka.ac.jp/>

You can search for books, journals, electronic journals/books and see the Library Calendar and User's guide. You can gather information by using various databases.

You can make a request for a reservation and Inter Library (Photocopy/Loan) after login to 'myLibrary'.

Please see the following information and bulletin boards.



Twitter  
[@ShizuokaUnivLib](https://twitter.com/ShizuokaUnivLib)



Facebook  
[Shizuoka University Library](https://www.facebook.com/ShizuokaUniversityLibrary)



Newsletter



Library  
Brochure

## Shizuoka Main Library

A library with a view of the ocean located in the center of the campus



Books : 910,000 items    Journals : 16,000 titles  
→see p. 6-7

## Hamamatsu Branch Library

A library with a reading terrace facing the main street



Books : 300,000 items    Journals : 4,200 titles  
→see p. 8-9

You need your student ID card or library card when you use the library.

Please touch the gate with your student ID card or library card and pass through one by one when you come in or out.

Opening Hours:

	Weekdays	Weekend & Holiday
<b>Regular</b>	9:00 - 22:00	10:00 - 19:00
<b>Exam Week</b>	9:00 - 22:00	9:00 - 21:00
<b>Intersession</b>	9:00 - 17:00	10:00 - 17:00

Using Closed Stacks: Shizuoka Main Library - Weekdays 9:00 - 21:30 (Weekdays 9:00 - 17:00 during Intersession)  
Hamamatsu Branch Library - Weekdays 9:00 - 17:00

Closed: New Year Holidays, the university entrance exam period, collection inventory period and other specified dates.

(Please see the library bulletin boards and website.)

\* A student ID card and a library card can be used at each library.

\* There are some materials in the faculty libraries and research rooms. →see p.22

\* There are some security cameras in the library. Thank you for your understanding and cooperation on this matter.

### ●For a comfortable learning space...●



Drinking water or tea in a personal use bottle or a plastic bottle with a cover is allowed in the library. If you want to eat and drink anything else, please use the Lounge.



You can make a telephone call only in the telephone booth. Conversation is allowed in designated areas.

Please be considerate about the noise of calculators or PC keys.



Smoking is not permitted in the library including on the terrace.

Please go to a designated smoking area on campus.



If you would like to take a photo in the library to use as materials, please ask at the Counter.

A place where you can eat, drink, and talk. → p. 6-7 (Shizuoka) , p. 8-9 (Hamamatsu)

## Borrowing, Returning, Renewal, Hold and Request

### Borrowing

You can present the books you would like to borrow together with your student ID card (library card) at the Counter or you can use the Self-Checkout Machine.

### Returning

You can return books through the Self-Return Machine or return them at the Counter. (Please return books to the Book Return Box at the entrance when the library is closed.)

### Renewal

You can renew books once through the Self-Checkout Machine or at the Counter as long as no hold/request has been placed. Please bring your student ID card (library card) and the books you would like to renew.

You can renew books online through 'myLibrary' (→p. 17) at any time.

### Hold Request

You can place a hold on a title that is checked out or place a request on an item that is located at another campus. Please search the item on the OPAC (→p. 11) and click the [Reserve] button.



The Self-Checkout or Return Machine

You can only return books held in Shizuoka University Library to the Book Return Box. Please return audiovisual materials and materials borrowed from other libraries to the Counter.



## Checkout limit and loan period

Material	Library	Shizuoka Main Library			Hamamatsu Branch Library		
		Loan limit	Loan period	Renewal	Loan limit	Loan period	Renewal
Book	Students	5 items	2 weeks	once	5 items	2 weeks	once
	Graduate students	10 items (up to 5 for Open Shelves)	Open Shelves : 2 weeks Closed Stacks : 1 month	once	10 items	1 month	no renewal
	* Books can be borrowed for a longer period during the intersession. * Books can be loaned for special purposes (Thesis & Dissertation Writing, Seminar Class, and Teaching Practice). Please apply at the Counter.						
Journal	All students	2 titles	Overnight (until closing time of the next weekday)	no renewal	5 titles	Overnight (until closing time of the next day)	no renewal
	* The latest issue cannot be borrowed.						

### < Overdue penalty >

If you do not return the materials by the due date, you cannot borrow materials for the number of overdue days that have accrued. (You can confirm the overdue penalty period in 'myLibrary' (→p. 17) , or at the Counter.)

## Photocopy Services

Photocopiers for coins and prepaid cards can be used. (Shizuoka Main Library- 4<sup>th</sup> FL, Hamamatsu Branch Library- 1<sup>st</sup> and 2<sup>nd</sup> FL) Please fill out the 'Photocopy Application Form' at the Photocopy machine before you use photocopy materials.

### ● Photocopying is only allowed within the scope permitted by the Japanese Copyright Act ●

- Reproduction of library materials is allowed only for the user's own investigation or research.
- Articles in any issue except the last one of a journal or newspaper may be copied in its entirety.
- You can copy a part of a book (no more than 50% of the original work).  
(Furthermore, if the book is a collector edition, Anthology of short stories, Photograph, Picture, Map and Music score, no more than 50% of an individual work or an article can be copied.)
- After the end of a period of copyright protection (70 years following the making public of the work or 70 years following the death of the author) , you can copy the material in its entirety.

# Shizuoka Main Library map

## 6 Seminar Room

Open Shelves Bookshelves  
Seats

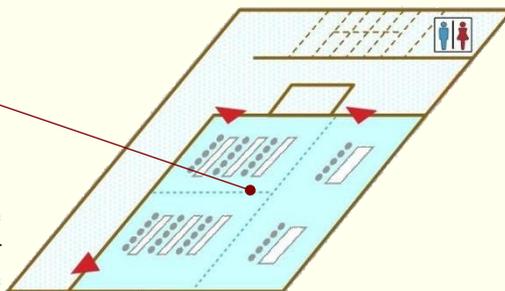
Closed Stacks Bookshelves

 PC for OPAC Search  
 Cell phone box



**Seminar Room**

This room is for groups or seminars. There are 50 Thin-client computers, a projector and a microphone. The room can be partitioned into three sections.



## 5 Reading Room, Harvest Room

Open 5th FL - Art Management  
 Open 5th FL - Bunko  
 Open 5th FL - Shinsho

Open 5th FL - Newspaper - Reduced Size  
 Open 5th FL - Book 141←000

Open 5th FL - Book 141→329  
 Open 5th FL - Book 378-380

Open 5th FL - Syllabus Book  
 Open 5th FL - Book 999←380

Open 5th FL - Book 330→377  
 Open 5th FL - Career Support

Closed 5th FL - Regional & Valuable Collection  
 Closed 5th FL - Microform



**Reading Room**

This room is for self-study. Materials on the Open Shelves are readily available for use. You can enjoy a view of Suruga Bay.



**Lounge**

Enjoy some refreshment here. There are some tables and seats at the counter facing the window.



**The Harvest Room**

This room is for group work. Conversation for study is OK. Tables can be rearranged depending on the group. Whiteboards can also be used.



**Gallery**

It's a place to display research and works. Please ask at the counter if you'd like to display your work.

## 4 Reading Room, Counter, Main Entrance

Open 4th FL - Audio Visual  
 Open 4th FL - International  
 Open 4th FL - Special Collection  
 Open 4th FL - Reference  
 Open 4th FL - Newspaper  
 Open 4th FL - Reference  
 (Map)

Self-Checkout or Return Machine

Photocopying Area

Book return box  
 Main Entrance  
 Cloakroom  
 Gate  
 Service Counter  
 Reference Counter  
 Emergency Exit

Closed 4th FL - Cabinet



**PC Work Area**

You can lay out materials on a desk, write reports and print them.

**【3rd Floor Individual Study Room, 6th Floor Seminar Room】**

Please apply to use this room at the Service Counter on the 4th Floor.

**【4th Floor PC Work Area, 5th Floor The Harvest Room】**

It is not necessary to apply to use this room.

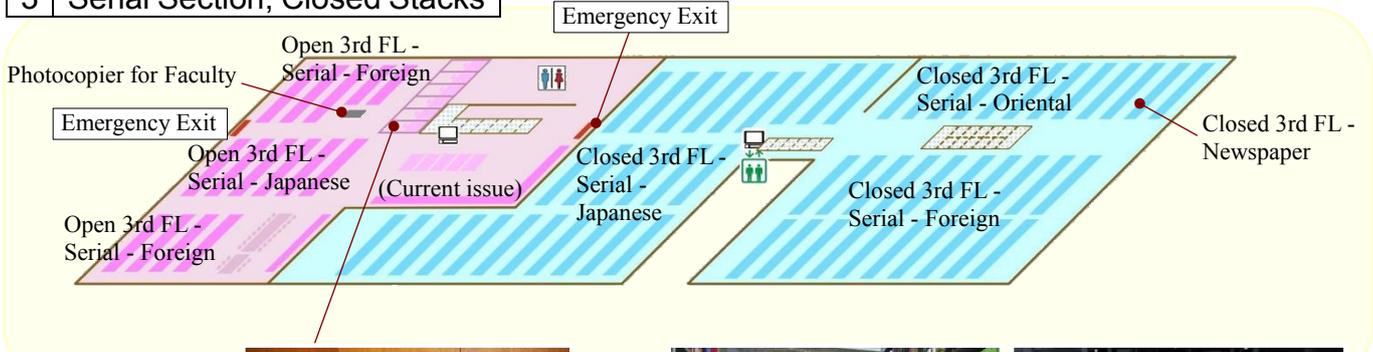
**【To use Materials in Closed Stacks】**

Students・・・A library staff will get the materials for you.

Graduate students・・・You can go and use materials yourself.

Please apply at the Service Counter on the 4th Floor.

**3 Serial Section, Closed Stacks**



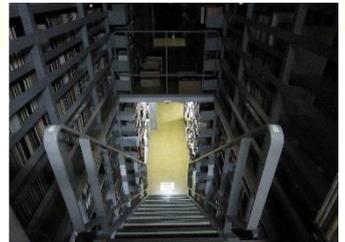
**Personal Booth**

You can concentrate on your studies and research in a booth with a large desk and a comfortable chair.

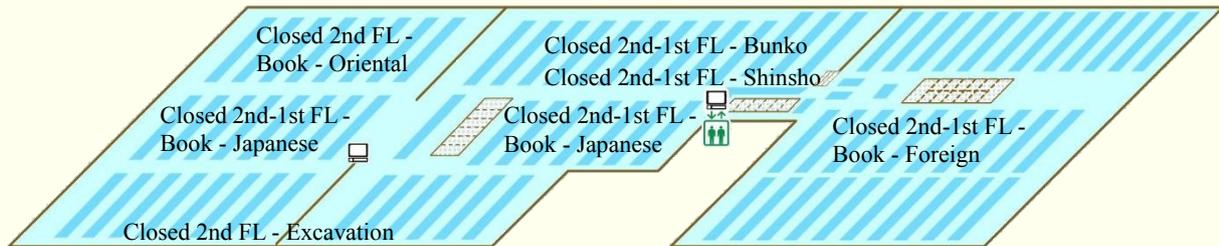


**Closed Stacks**

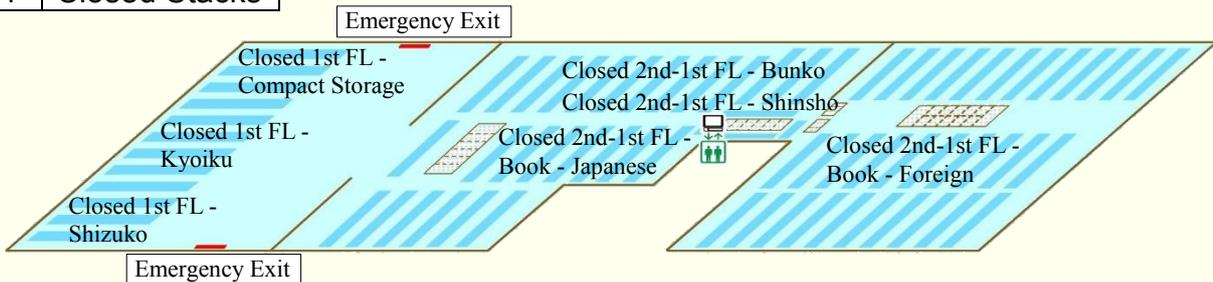
A large number of materials are available in the Closed Stacks.



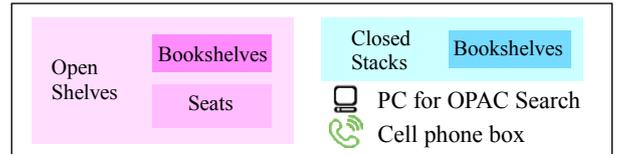
**2 Closed Stacks**



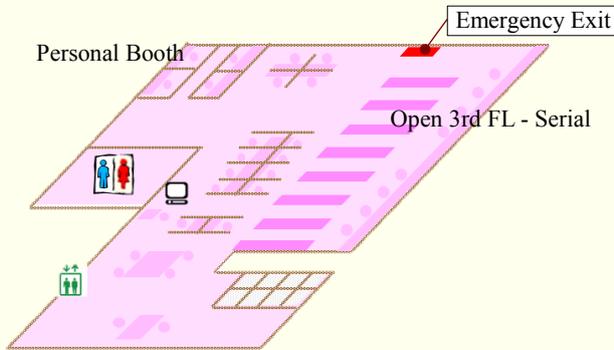
**1 Closed Stacks**



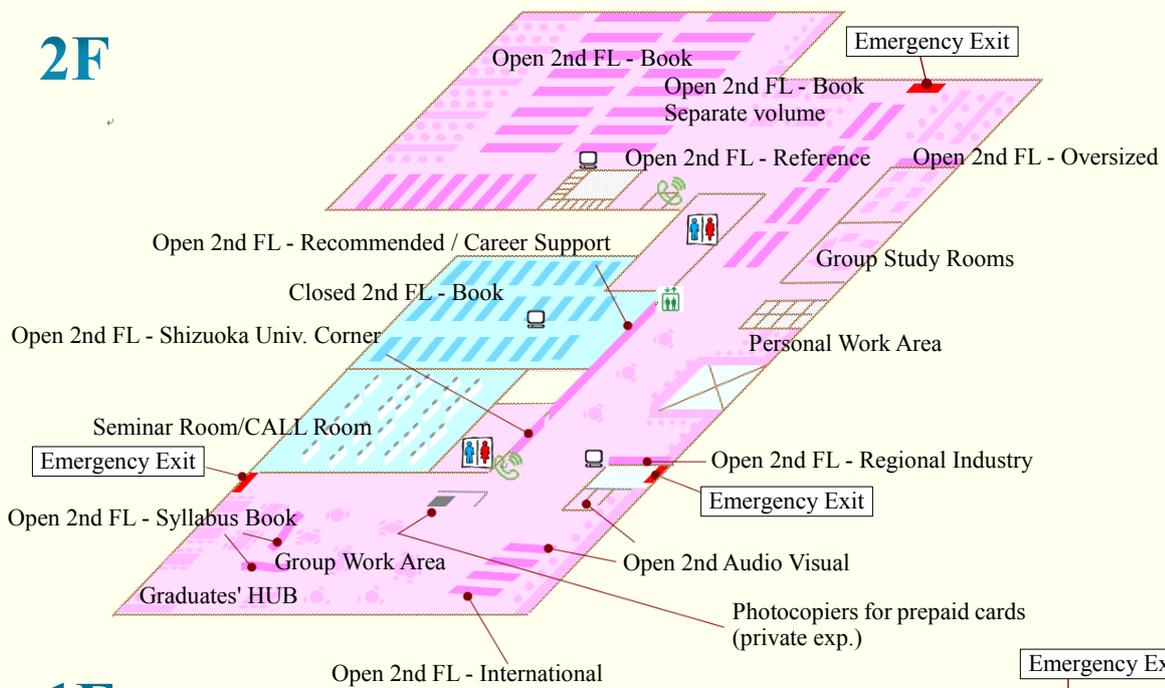
# Hamamatsu Branch Library map



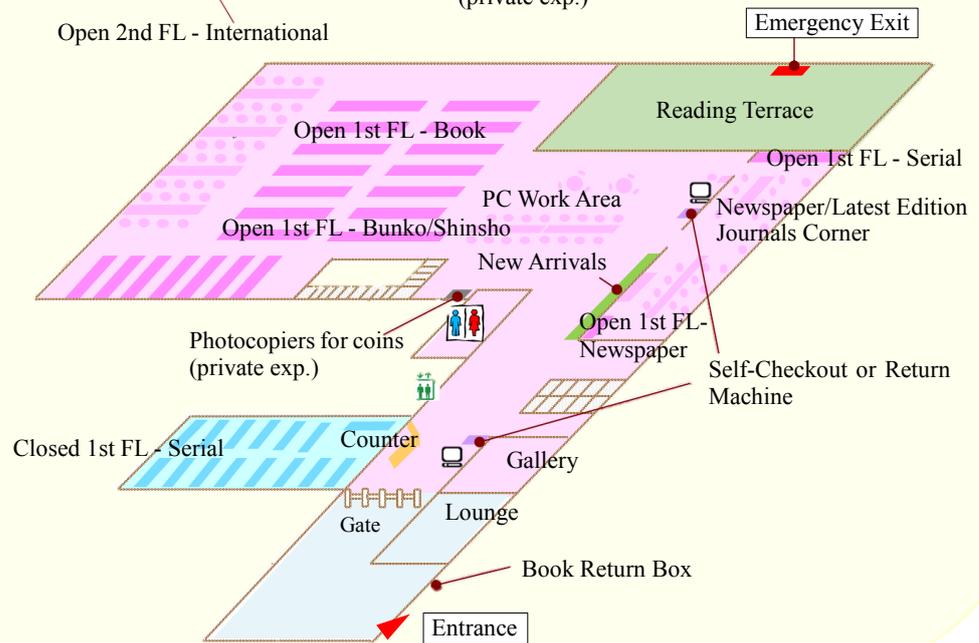
3F



2F



1F



### **【To use Materials in Closed Stacks】**

Students・・・A library staff will get the materials for you.  
Graduate students・・・You can go and use materials yourself.  
Please apply at the Counter.

### **【To use Personal Booth, Group Study Room and Gallery】**

Please apply at the Counter.

#### **3F Serial Section, Personal Booth**



**Desks separated with Partitions**  
You can study in a quiet environment without worrying about the surrounding.



**Personal Booth**  
You can use up to 3 hours, it is also possible to continue longer depending on availability.

#### **2F Reading Room, Group Work Area**



**Group Work Area**  
You can study while talking with your group using a whiteboard.



**Multicultural Exchange Area**  
Provided for Audio Visual purposes. There are many books for international students. You can learn about multiple cultures.



**Group Study Room**  
You can use this room with 3 to 10 people. There are a display and a whiteboard. Tables and chairs can be rearranged.



**Seminar Room/CALL Room**  
Provided for active learning. You can use for seminars or your studies. There are 52 computers available.

#### **1F Reading Room, Counter**



**Lounge**  
A light room with an open ceiling. You can eat and drink here.



**Newspaper/ Latest Edition Journals Corner**  
There are various types of chairs and tables. It is a comfortable place.



**Gallery**  
A place for students to display research and study outputs.

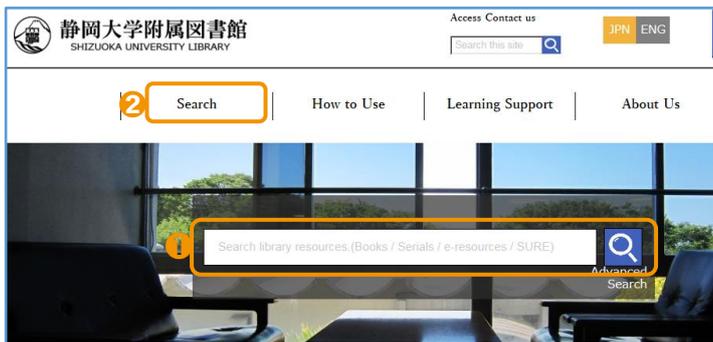


**Reading Terrace**  
You can use library materials while staying on this terrace. There are facilities for disaster prevention.

## 📖 Use the OPAC (Online Catalog)

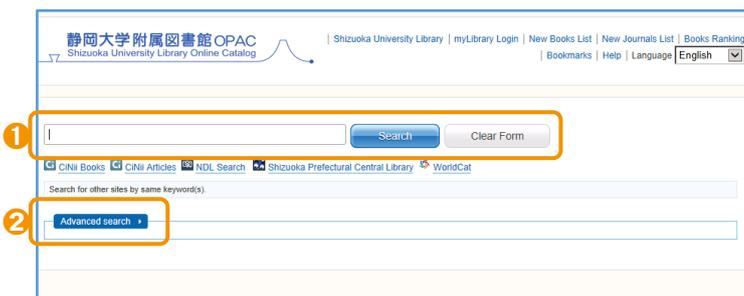
You can search for materials held in Shizuoka University Library on the OPAC. The OPAC is an online tool for searching materials available in the Library anytime, anywhere on the internet. You can search for books (→p. 11), journals (→p. 13) and electronic journals/books (→p. 14-15) on it.

### Shizuoka University Library Website <https://www.lib.shizuoka.ac.jp/> -Quick Search-



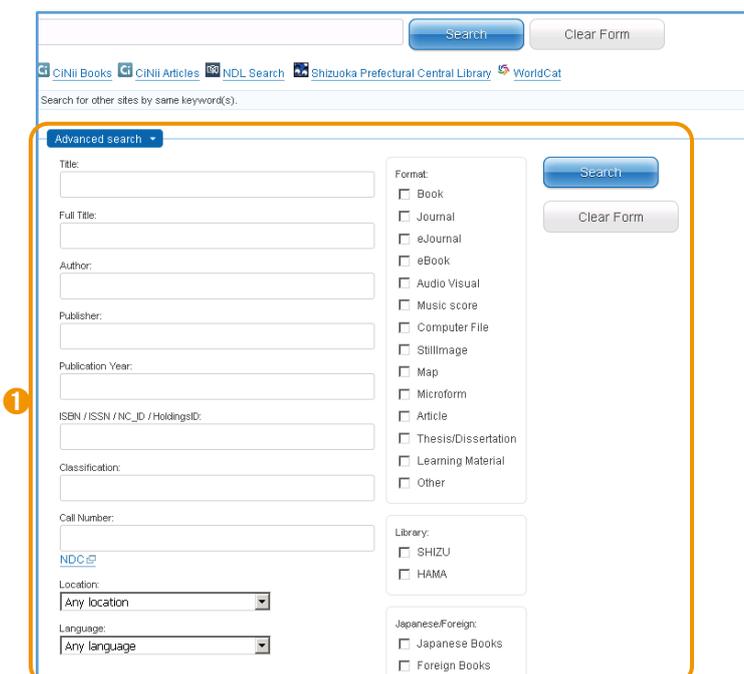
- 1 Please enter keywords in the search box in the middle of the web page.
- 2 Click 'Search', then use the pull-down menu to choose the 'OPAC (Online Catalog)'. You can go to the 'Shizuoka University Library OPAC Basic Search' page.

### Shizuoka University Library OPAC (Basic Search) -Free Keywords-



- 1 Enter free keywords related to the material you are looking for.
- 2 After clicking 'Advanced search', desired search categories can be specified.

### Shizuoka University Library OPAC (Advanced Search) -Specified Keywords-



- 1 It is possible to search by Title (a material's title), Author/Contributor, Publisher or Publication Year. If there are too many hits from Basic Search, please try Advanced Search.

#### WHAT YOU CAN/ CANNOT DO on the OPAC

You can search for books, journals, and electronic journals/books available in Shizuoka University Library on the OPAC. However, you cannot search for contents of books and individual articles in journals. In this case, you need to use other databases (→p. 12) before searching on the OPAC.

# Search for Books

Let's search for 'A book about organic chemistry written by John McMurry' on the OPAC. Please enter keywords 'student solutions', 'organic chemistry' and 'John McMurry'.

## Enter keywords and click on 'Search' button → Results

- 1 You can select results by Format, Library, Location, Publication Year, Author, Subject and Language.
- 2 You can re-search using other keywords and change how results are sorted.
- 3 The number of hits is displayed. If you get too many hits, it is better to add some keywords or use more technical words. If you get few or no hits, it is better to reduce keywords or use more simple words.
- 4 Title : Study guide and student solutions manual: organic chemistry  
Author : John McMurry  
Publisher : Tokyo Kagaku-Dojin  
Click on the title of the book and confirm detailed information.

## The title of the book → Item Record

- 1 The book information is displayed. Clicking 'Details' will display more detailed information about the book.
- 2 Status: You can see if it is available.

Loanable	You can borrow it.
Checked out	You can borrow it after it is returned.
For reference only	You can use it in the library but cannot borrow it.
Research room	The material is in the research room. (→p. 22)

Volume: The volume number is subscribed.  
Location: It is the shelving location of the book. If you click on the location, the map will be displayed. (→p. 6-9)  
Item ID: It is the individual No. of a book.  
Call Number: Books are classified in order of a Call No. (→p. 23)

- 3 You can place a hold on a title that is checked out or place a request on an item that is not available at your library. Please click the 'Reserve' button and login to 'myLibrary'. (→p. 17) You can borrow the materials at the Counter after they become available.

## Search for Articles

First, you need to search for articles in journals on the database. ‘CiNii Articles’ is a service that provides information on scholastic articles, with an emphasis on Japanese papers. For example, we are searching for an article about ‘Stabilization and enhancement of traffic flow’.

### CiNii Articles <https://ci.nii.ac.jp/> Search for Japanese articles

- 1 CiNii is a database service which can be used to search for academic information of Articles, Books, Journals & Dissertations. Please make sure to select ‘CiNii Articles’.
- 2 Please enter keywords in the ‘Freeword’ box.
- 3 When you wish to specify the search target (an orange button on Detailed Screen) for full text documents in the CiNii Articles database, please click ‘Include Full-text’. After clicking ‘Advanced Search’, desired searched categories can be specified.

### Search Results Screen and Details Screen

- 1 Click on the title, then detailed information of the article will be displayed.



- 1 The article title and author.
- 2 If an orange button is displayed, you can read the article text on the web. Please click on it and check the text.
- 3 You can search for the journal which the article was published in. Some Links for other services are displayed. Please click on the ‘静大 OPAC’ button when you want to know whether it is available at Shizuoka University.
- 4 This is very important information about the journal which the article was published in when you search for the article.  
 Title : Physical Review E  
 Volume : 60(6)  
 Pages : 6395-6401  
 Year : 1999  
 Publisher : American Physical Society

# Search for Journals

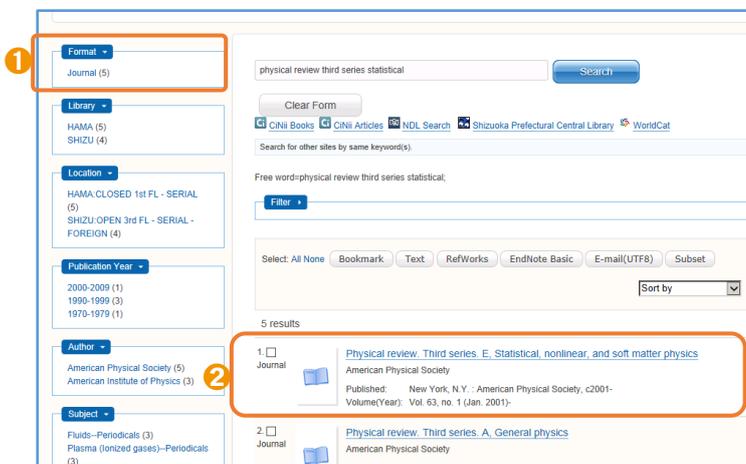
As mentioned on the previous page, if you find an article and you need to know whether or not the journal is available at Shizuoka University. Please use Shizuoka University Library OPAC to search for it.

## Search for Journals on Shizuoka University Library OPAC



1 Click on the ‘静大 OPAC’ button in CiNii, and go to the search result screen directly.

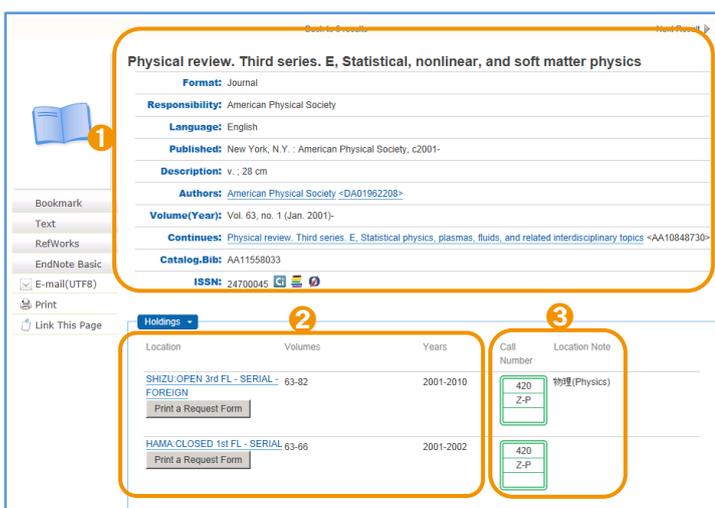
2 Enter the title of the journal in the ‘Free Keywords’ box on the OPAC. Please make sure not to enter the title of the article, author, volume, pages or year.



1 When you get too many hits, please click ‘Journal’ . E-Journals might be hit. (→p. 14-15)

2 Click on the title of the journal to view detailed information about it.

## Click on the title of the journal → Item Record



1 The article information is displayed.

2 You need to see ‘Volumes’ to confirm whether the volume is available or not.

3 Journals are classified in alphabetical order by title. (→p. 23) It is labeled ‘Z-’ in the second row of the Call Number Label.

### If journals are not available...

If the journals you want are not available at Shizuoka University Library or on E-journal, you can obtain photocopies from other campuses or other university libraries. Please apply for these through myLibrary. (→p. 18)

# Use Electronic Resources

Not only printed books and articles but also various information on the internet may be useful for study and research. Shizuoka University Library subscribes to Electronic Journal/Book titles and Databases, and provides a Institutional Repository. You will find that they are convenient to use.

## Electronic Journals/Books

A journal on the web is called an Electronic Journal. A book on the Web is called an Electronic Book. Electronic Journals/Books can be charged or free. You can search for them on the OPAC.

**Physical Review E: statistical, nonlinear, and soft matter physics**

**Format:** eJournal

**Language:** English

**Published:** American Physical Society

**Catalog.Bib:** SZ10025541

**ISSN:** 15393755

**Online:** Physical Review Online Archive (PROLA) 全学 1993-2012

- 1 In the result page of Electronic Journals/books, eJournal or eBooks can be displayed in 'Format'.
- 2 Use conditions and publishing year which is available for full text is displayed in 'Online'. Electronic Journals/Books web link, which can be opened from there.

**PHYSICAL REVIEW E**  
covering statistical, nonlinear, biological, and soft matter physics

**Volumes & Issues**

- Volume 96 July - Present
- Volume 95 January - Present
- Volume 94 July - December 2016
  - Issue 1 July 2016 (010101 — 019904)
  - Issue 2 August 2016 (020101 — 029904)
  - Issue 3 September 2016 (030101 — 039902)
  - Issue 4 October 2016 (040101 — 040202)
  - Issue 5 November 2016 (050101 — 059907)
  - Issue 6 December 2016 (060101 — 069904)
- Volume 93 January - June 2016
- Volume 92 July - December 2015
- Volume 91 January - June 2015
- Volume 90 July - December 2014

**Stabilization and enhancement of traffic flow by the next-nearest-neighbor interaction**  
Takashi Nagatani  
Phys. Rev. E **60**, 6382 (1999) — Published 1 December 1999

- 1 Please click on the journal volume which you are looking for.
- 2 Articles are displayed by order of pages. Please click on the article's title to read the text.

PHYSICAL REVIEW E VOLUME 60, NUMBER 6 DECEMBER 1999

**Stabilization and enhancement of traffic flow by the next-nearest-neighbor interaction**

Takashi Nagatani  
Division of Thermal Science, Department of Mechanical Engineering, Shizuoka University, Hamamatsu 432-8561, Japan  
(Received 13 July 1999)

The car-following model of traffic is extended to take into account the car interaction before the next car ahead (the next-nearest-neighbor interaction). The traffic behavior of the extended car-following model is investigated numerically and analytically. It is shown that the next-nearest-neighbor interaction stabilizes the traffic flow. The jamming transition between the freely moving and jammed phases occurs at a higher density than the threshold of the original car-following model. By increasing the maximal velocity, the traffic current is enhanced without jam by the stabilization effect. The jamming transition is analyzed with the use of the linear stability and nonlinear perturbation methods. The traffic jam is described by the kink solution of the modified Korteweg-de Vries equation. The theoretical coexisting curve is in good agreement with the simu-

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- Do Not Redistribute.

Failure to take note and observe such terms and conditions of use puts the individual user at risk and potentially could result in termination of service to the entire campus.

## National Diet Library Digital Collections <http://dl.ndl.go.jp/>

The NDL Digital Collections website enables users to search and view a variety of materials such as books, journals, rare books, old materials and doctoral dissertations collected and stored by the National Diet Library of Japan. Books contain materials acquired by the NDL up to 1968. Journals contain those published more than 5 years ago. Doctoral Dissertations contain those between FY1991 and FY2000, and in or after April 2013.



- 1 The title of materials, the table of contents and the name of authors can be used as keywords to search materials. Articles which are not available in CiNii Articles (→p. 12) can be found in the NDL Digital collections.
- 2 You can search materials by 3 access restrictions. 'Available Online' and 'Available only at the NDL and partner libraries' are available at Shizuoka University Library.

Available Online Online Available
Available only at the NDL and partner libraries Available at the counter of Shizuoka University Library.
Available only at the NDL Available only within the facilities of the NDL.

You can search for materials which are 'Available Online' or 'Available only at the NDL and partner libraries' as Electronic Journals/Books on the OPAC. Please ask at the Counter (opens; weekdays 9:00-12:30, 13:30-17:00) if you wish to view materials which are 'Available only at the NDL and partner libraries'. You can apply for photocopy service within the scope permitted by the Japanese Copyright Act.

## Institutional Repository <https://shizuoka.repo.nii.ac.jp/>

Institutional Repository is an electronic archive system installed for research institutions, such as universities, to collect, accumulate, and store their intellectual products in an electronic form and disclose them for free. Shizuoka University provides 'SURE: Shizuoka University REpository'. The OPAC allows you to search for articles on SURE by using the title or author name.



- 1 You can read the PDF file of various academic outputs produced through education and research activities in Shizuoka University such as journal articles and dissertations. It is possible to search full text in the SURE search box.

### To search for free articles on the web

Some articles can be read for free on the web even if you cannot search for Electronic Journals on the OPAC or databases as CiNii Articles. Please try searching the title of the article on a search engine, such as Google or Google Scholar, then you may find it in the Institutional Repository at high rank in a retrieval result.

## Databases

Databases are a useful tool for searching materials and articles. You can read the full text of some articles on databases like Electronic Journals/Books. The following databases that Shizuoka University Library is subscribed to are used extensively in all fields.



1 Besides the following lists, you can use some databases in each field. Please click 'Search' on the Shizuoka University Library Web site, then use the pull-down menu to choose the 'Database List' page to see the list.

### Reference

#### ● JapanKnowledge Lib

You can search for encyclopedias, dictionaries, reference compilations, and periodical resources at once, and read the text.

### Articles (International)

#### ● Web of Science

Articles(International) Science Human&Social Sciences. Citations to scholarly journal articles in sciences, social sciences, arts and humanities (1988 - present). Can be used to demonstrate the impact of particular articles and authors.

### Serials

#### ● Nikkei BP Magazine Articles

Full text of magazine articles from Nikkei BP magazine.

### Newspapers

#### ● Yomidasu Rekishikan

The Yomiuri Shimbun (1874-present), The Japan News et al.

#### ● Kikuzo II Visual

The Asahi Shimbun (1879- present), Weekly Asahi, AERA et al.

#### ● Shizuoka Shimbun Database plus Nikkei Telecom

The Shizuoka Shimbun (1988-present), The Nihon Keizai Shimbun, and other newspapers published by Nikkei.

#### ● Chunichi & Tokyo News Database

The Chunichi Shimbun (1987.4-present), The Tokyo Shimbun (1997.4-present)

Some databases limit the number of concurrent users. Please logout after you have finished your work.

## Use Electronic Journals/Books and Databases from outside of a campus

Electronic Resources that Shizuoka University Library is subscribed to can be accessed from any PC connected to the network in a campus. However, you can use it with your own SHIZUDAI ID and password when you are off campus.



1 There is a different way to login to each database. Please click 'Search' on the Shizuoka University Library web site, then use the pull-down menu to choose the 'How to Use E-resources from Outside of a Campus' page. Only the databases in the above list are available off campus.

You can login to 'myLibrary' through your PC or mobile to check the books you are currently borrowing and their return dates, and reserve books.

## Login, User Information

The process is shown in three steps:

- Step 1:** Access the Shizuoka University Library website. Click the 'myLibrary Login' button in the top right corner.
- Step 2:** On the 'myLibrary LOGIN' page, click 'Login with your SHIZUDAI ID' and enter your ID and password.
- Step 3:** After login, click 'User information' in the left-hand 'User menu'.

The 'User Information Correction' page displays the following details:

User Information Correction	
User ID	0000000000
NAME	Shizuppy
ASSIGN LIBRARY	静岡
DEPARTMENT	静岡:人文社会科学部
Phone no2	4480
Contact E-MAIL ADDRESS	lib-refer@adb.shizuoka.ac.jp
INFORMATION AT RETURN DATE	YES <input type="radio"/> NO <input type="radio"/>

1 Please click 'myLibrary Login' at the top page of the Library Website. Then, go to the Login screen.

2 Click 'Login with your SHIZUDAI ID' and input your own ID and password.

1 After login, 'myLibrary' top page will be displayed. 'User menu' is on the left side of the display screen.

2 'Information to you' is shown. If you have applied for materials, you can see their status here.

3 Please click 'User information', and input your telephone number and e-mail address when you use 'myLibrary' for the first time or if your user information has changed. Please make sure you are able to receive e-mail from the following address of the Library.

@adb.shizuoka.ac.jp

If you change your registration check 'Yes' at 'INFORMATION AT RETURN DATE', and you will receive an e-mail notification before the return date of the book you have borrowed.

## Lending and Reservation

The 'Lending and Reservation' page shows the following information:

**Your lending list**

Title / Author	Volume	Location	Call No	Book ID
<input checked="" type="checkbox"/> Study guide and student solutions manual : organic chemistry / John McMurry ; prepared by Susan McMurry		SHIZU:OPEN437/MA22	0015033608	
to lending extend screen Renew checked books.				

**Your reserve and order list**

Title / Author	Volume	Location	Call No	Book ID
<input checked="" type="checkbox"/>				

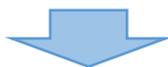
1 Click the 'Confirm' button under 'Lending and reservation' in the User menu, then you can check the books you are currently borrowing, their due dates and Hold/Request status.

2 Unless you have overdue books, you can apply for loan renewal. Please check the material in your lending list and click 'to lending extend screen'. To confirm your request, please click 'lending extend'.

## Apply for Inter Library (Photocopy/Loan) Request

You can request books or photocopies of journal articles from other libraries. (→p. 20-21) The cost of your request will depend on the owing library. Please check the OPAC beforehand.

The screenshot shows the 'myLibrary' website interface. On the left, there is a 'User menu' with several categories. The 'Inter Library (photocopy/Loan) Request' category is highlighted with a red box and a circled '1'. Within this category, the 'ILL Request' sub-item is also highlighted with a red box. On the right side of the page, under the 'New request' section, there is a 'New request' button highlighted with a red box and a circled '2'. Below this, there is a section for 'Inter library loan (Request lists)' and 'The unacceptance book loan requests are as follows. (You can cancel request contents.)'.



The screenshot shows the 'Inter library Loan request' form. It is divided into several sections, each highlighted with a red box and a circled number:
 

- 1**: Request type (Radio buttons for Photocopy, Book loan, Serial, Book), Book/Serial (Radio buttons for Public, Private), Budget (Dropdown menu), Range of request (Radio buttons for In the country, Within local public lib., Other campus in Shizuoka University only, To overseas), and Sending method (Radio buttons for Ordinary post, Special delivery, Other).
- 2**: ISBN/ISSN (Text input), Title (Text input), Thesis author (Text input), and Publisher (Text input).
- 3**: Year (Text input), Volume (Text input), and Page (Text input).
- 4**: Comment (Text area), Authority (Checkboxes for References cited, OPAC, CiNii Articles/Books, Oudankun, NDL Search, Web of Science, Other), and a confirmation checkbox 'Did you confirm OPAC? Yes No'.

 At the bottom, there are 'To confirmation screen' and 'Clear' buttons.

1 Click the 'ILL Request' button under 'Inter Library (photocopy/Loan) Request' in the User menu, then you can check your request status.

2 When you request books or photocopies, please click 'New request' and fill out the form.

1 How to apply  
Request type : Please check 'Photocopy' for copies and 'Book loan' for books.

Serial/Book : Please check 'Serial' or 'Book'

Pay type : If you are students, choose 'Private'  
Budget : You are not required to select anything if you choose 'private' as Pay type.

Range of request : Please select appropriate to days of arrival and the cost. (→p. 22)

Sending method : Please choose 'Special delivery' when you need materials urgently.

2 Information of books or articles  
ISBN/ISSN : Please fill in if you know.

Title : It is necessary to fill in.  
Thesis author : Please fill in the editor of books or serials, not the author of articles.

Publisher : Please fill in if you know.  
Year • Volume : It is necessary if you apply for serials.

3 How to apply for photocopy  
Color page : Please choose 'Monochrome copy' or 'Color copy'. 'Color copy' will be expensive.

Page : It is necessary to fill in.  
Thesis author and title : Please fill in thesis author and title of the article.

4 If you have any comments, please fill in 'Comment' and then, click 'Yes' if you confirm the OPAC before you apply for ILL service. To complete application, please click 'To confirmation screen'.

## Recommend or request books

The screenshot shows the myLibrary website interface. On the left, there is a 'User menu' with several options. A red box labeled '1' highlights the 'Recommend or request books' option. In the main content area, there is a 'New request' section with a 'New request' button highlighted by a red box labeled '2'. Below this, there is a 'Books Request for students' section with instructions and a list of request history.

The library welcomes suggestions from students (recommended by teachers) for books to consider purchasing. Please check the OPAC before you apply.

- 1 Click the 'Confirm/Request' button under 'Recommend or request books' in the User menu, then you can check your request status.
- 2 When you would like to recommend or request books, please click 'New request' and fill out the form.

The screenshot shows the 'Books Request Information' form. It includes fields for 'Request date', 'Teacher/Student', 'Sect', 'Contact(Phone No)', and 'E-Mail'. Below these are fields for 'Title', 'ISBN', 'Author', 'Publication Year', 'Volume', 'Publisher', 'Price', and 'Purpose'. A red box labeled '1' highlights the 'Title', 'ISBN', 'Author', 'Publication Year', 'Volume', 'Publisher', and 'Price' fields. Another red box labeled '2' highlights the 'Purpose' field and the 'Did you confirm OPAC?' checkbox. At the bottom, there are 'To confirmation screen' and 'Clear' buttons.

- 1 Information of the book  
It is necessary to fill in 'Title' and 'Publisher'. Please fill in other sections if you can.  
An 'ISBN' identifies the specific title, edition and format, so please input the 'ISBN' of the book if you know.
- 2 It is necessary to fill in 'Purpose'. If you have confirmed the OPAC before you made a request, please check 'Yes' and click 'To confirmation screen' to complete application.

## How to apply for ILL and request books on the OPAC

The icon '静大 OPAC' and '静大図 Link' (it can be used for ILL and for book requests) are displayed at the bottom of the details pages for CiNii Articles and CiNii Books. Those icons are useful to apply for services on myLibrary and searching on the OPAC.

The screenshot shows search results for a book/journal. At the bottom, there are several search service icons. A red box labeled '1' highlights the '静大 OPAC' icon, and another red box labeled '2' highlights the '静大図 Link' icon.

- 1 '静大 OPAC' links the research result pages on the OPAC and you can see if Shizuoka University hold it or not.
- 2 When you apply for ILL and request books, login to myLibrary from the link pages. The information of materials and articles would be input automatically on the application page.

# Search for materials from outside of the campus

When you are studying or doing research, the materials in Shizuoka University alone might not be enough. You can search for materials available outside of the campus as well.

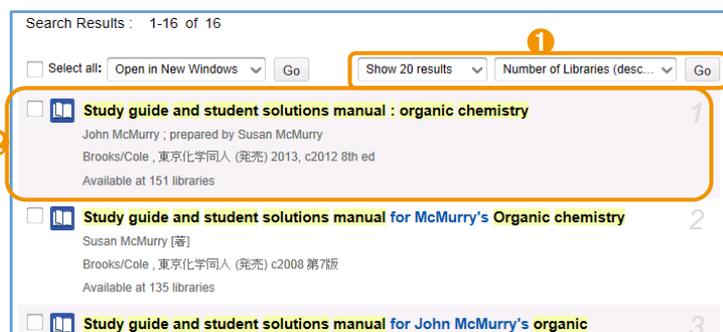
CiNii Books <https://ci.nii.ac.jp/books/> Search books in other universities.



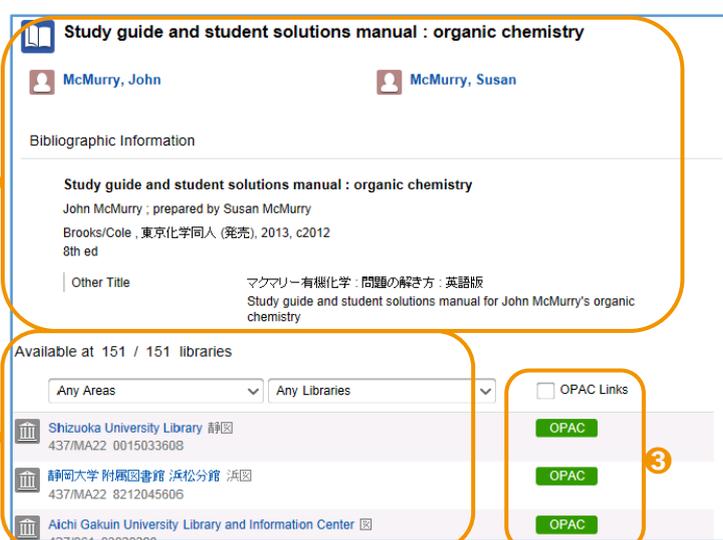
It is possible to search for books and journals in libraries of universities and research institutions around Japan.

- 1 Click 'Books' at the upper left of the screen, then the CiNii Books page will be displayed. If you click 'Dissertations', you can search dissertations.
- 2 Please make sure the page is listed under 'Books' or not.
- 3 Please enter keywords in the 'Freeword' box. After clicking 'Advanced Search', Desired searched categories can be specified.

## Search results and specific search



- 1 You can change the display order such as 'Date (newest)' and 'Number of libraries (descending)'.
- 2 Click on the title of the book or the journal from the search results. These icons show that  is books and  is journals.



- 1 Detailed information of the book and the journal is displayed in this section.
- 2 The list of holding libraries is displayed below the detailed information. You can refine the search for holding libraries by location. The order of holding libraries is in Japanese syllabary order. Shizuoka University will be preferentially displayed when you use any PC connected to the network on a campus.
- 3 By clicking the green button 'OPAC', it enables you to link to detail information on the OPAC of the university.

NDL Search <http://iss.ndl.go.jp/>



National Diet Library (NDL) is the biggest library in Japan. Anyone who is age 18 or older can use it. It is possible to order ILL services from Shizuoka University Library.

- 1 NDL search is a search service of National Diet Library which aims to be an access point from public libraries, institutions and NDL.

Oudan-kun Book Search [http://mets.elib.gprime.jp/oudankun-search\\_pref\\_shizuoka/](http://mets.elib.gprime.jp/oudankun-search_pref_shizuoka/)



You can search for materials held in Public Libraries in Shizuoka Prefecture and Shizuoka University at once.

- 1 When you search books by title or author, you can select regional of library as well.
- 2 Many materials for research and regional materials are held in the prefectural library. If you borrow materials held in Shizuoka Prefectural Central Library, it is possible to return them at Shizuoka Main Library.

WorldCat <https://www.worldcat.org/>



WorldCat is a service that allows you to search for specific materials in worldwide libraries if no library in Japan holds them.

It is possible to apply for ILL service to the United Kingdom, Germany and Korea. (Only Shizuoka Main Library)

## Obtain materials unavailable at Shizuoka University

When you need materials which are not available at Shizuoka University Library in your campus, you can obtain them by visiting other libraries, requesting books or photocopies from other libraries or applying to purchase them at Shizuoka University.

### When the material is available at the OPAC

#### ● Checked Out / Loanable (other campus)

- You can 'Hold/Request' on the OPAC. (→p. 11)

#### ● Research room

- If the materials are held at Faculty of Agriculture (Library) , Faculty of Humanities and Social Sciences (Law Materials Room and Economic Materials Room) , you can go there directory and use them. These rooms are open only during weekdays.
- If the materials are held at other research rooms, the library staff will ask the research rooms to borrow them. It takes 1-2 weeks to be available to use. It might **not be available under following conditions**; it is the latest issue, it is currently in use or it has not been a year since the research room started borrowing it.
- You can **only read materials in the library** when you use these from a research room.
- Please also consider the other following options ([Free of charge](#)) to obtain materials because research rooms have priority of use.
- Please ask the Counter when you would like to use materials held at a research room. (Weekdays; 9:00-12:30, 13:30-17:00)

### Visiting other libraries

We issue a referral letter, enabling you to be referred to other institutes, including other university libraries, for use of specific items that are not available at Shizuoka University. You are encouraged to verify their access policies on their websites before requesting the letter. Please ask the Counter if you need a referral letter. (Weekdays; 9:00-12:30, 13:30-17:00)

### Apply for Inter Library (Photocopy/Loan) Request

You can request books or photocopies of journal articles from other libraries. (→p. 18)

#### ● Other universities **Charge** CiNii Books (→p. 20) , NDL search (→p. 21)

- It usually takes in a week for the materials to arrive. When they are not available in other universities, you can apply to National Diet Library or public libraries.

Photocopies : photocopying cost (monochrome copy: ¥35~¥60 per page)  
delivery cost (¥100~¥400)

Books loan : round- trip postage (¥1,000~¥2,000)

#### ● Public libraries in Shizuoka **Free of charge** Oudan-kun Book Search (→p. 21)

- It takes about 2 weeks to arrive. (It takes a week for Shizuoka Prefectural Central Library)

#### ● Other campus **Charge** The OPAC (→p. 10)

- It takes a few days for photocopies from another campus to arrive. Monochrome copy; ¥20 per page.

#### ● Overseas **Charge** WorldCat (→p. 21)

- The postage fee will be at least several thousand yen.



### Recommend or request books

Please recommend books which support your study and research. (→p. 19)

#### ● Recommend or request books **Free of charge**

- It takes 1-2 weeks for books to be available in the library if they are in stock at Honya Club.com or Amazon.co.jp.
- Please note that there is an upper limit for requests per year.

# ● Shelf classification of Materials ●

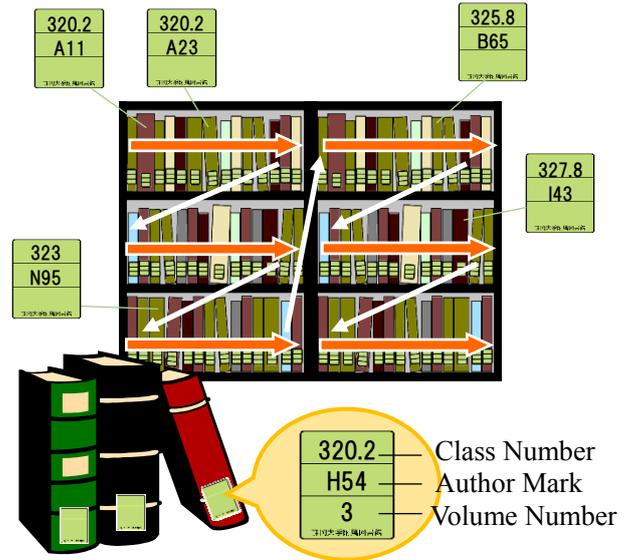
## Arrangement Order on the Shelves

Library materials are arranged ‘from left to right’ and ‘from top to bottom’ on the book shelves.

## Shelf classification of Books

Call Number is labeled on the spine of a book. First, books are arranged by **Class Number** in the first row of the Call Number Label. Then, they are arranged in alphabetical order of **Author Mark** in the second row of the Call Number Label. [Search for books→p. 11](#)

Class Number is specified by method of the **Nippon Decimal Classification** in Shizuoka University Library and many libraries in Japan.



## Nippon Decimal Classification (NDC8)

0	General works	1	Philosophy	2	History	3	Social Sciences
000	General works	100	Philosophy	200	General History	300	Social sciences
010	Libraries	110	Special treatises on philosophy	210	General history of Nippon	310	Political science
020	Books. Bibliography	120	Oriental thought	220	General history of Asia	320	Law
030	General encyclopedias	130	Western philosophy	230	General history of Europe	330	Economics
040	General collected essays	140	Psychology	240	General history of Africa	340	Public finance
050	General serial publications	150	Ethics	250	General history of North America	350	Statistics
060	General societies. Academies	160	Religion	260	General history of South America	360	Society
070	Journalism. Newspapers	170	Shintoism	270	General history of Oceania	370	Education
080	General collections	180	Buddhism	280	General biography	380	Customs and folklore
090	Rare books. Local collections. Special collections	190	Christianity	290	General geography. Description and travel	390	National defence Military science

4	Natural Sciences	5	Technology	6	Industry	7	The arts
400	Natural sciences	500	Technology. Engineering. Industries	600	Industry and Commerce	700	The arts
410	Mathematics	510	Construction. Civil engineering	610	Agriculture	710	Sculpture. Plastic arts
420	Physics	520	Architecture. Building	620	Horticulture. Landscape gardening	720	Painting. Calligraphy
430	Chemistry	530	Mechanical engineering Nuclear engineering	630	Sericulture. Silk industry	730	Engraving
440	Astronomy. Space sciences	540	Electrical and Electronic engineering	640	Animal husbandry	740	Photography. Printing
450	Earth sciences. Geology	550	Maritime engineering. Weapons	650	Forestry	750	Industrial arts
460	Biology	560	Metal and Mining engineering	660	Fishing industry. Fisheries	760	Music. Theatrical dancing
470	Botany	570	Chemical technology	670	Commerce	770	Theatre. Motion pictures
480	Zoology	580	Manufactures	680	Transportation services	780	Sports. Physical training
490	Medical sciences. Pharmaceutics	590	Domestic arts and sciences	690	Communication services	790	Accomplishments Amusements

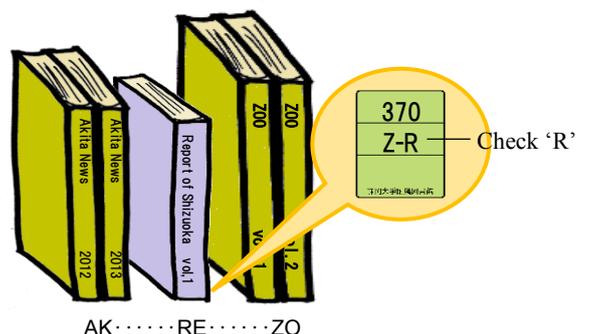
8	Language	9	Literature
800	Language	900	Literature
810	Japanese	910	Japanese literature
820	Chinese Other oriental languages	920	Chinese literature Other oriental literature
830	English	930	English and American literature
840	German	940	German literature
850	French	950	French literature
860	Spanish	960	Spanish literature
870	Italian	970	Italian literature
880	Russian	980	Russian literature
890	Other minor languages	990	Literatures of other languages

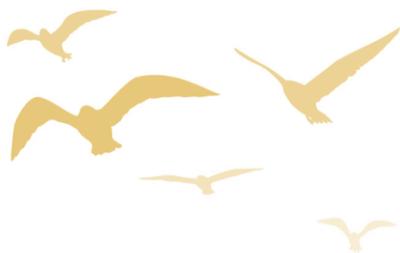
Books with the same subject are located in the same area on the book shelves.

## Shelf classification of Journals

Journals are arranged in alphabetical order of their title. Japanese titles are transcribed using the Roman alphabet.

[Search for Journals→p. 13](#)





**This is the message plate at the entrance  
of the Shizuoka Main Library and the Hamamatsu Branch Library**

### Contact us

**Shizuoka Main Library**      telephone : 054-238-4479      e-mail : tosyokan@adb.shizuoka.ac.jp

**Hamamatsu Branch Library**      telephone : 053-478-1391      e-mail : lib-hama@adb.shizuoka.ac.jp

Please contact us between 9:00-12:30, 13:30-17:00 (weekdays).

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