

Library Navigator 2011 : Guide to Library

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Library いぶい★なび Navigator

2011

Guide to Library

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Shizuoka University Library

The Library: at the center of University life

To the new university students, welcome! For sure you have many experiences using a library before coming to the university. The university library is a place filled with knowledge and ideas gained by our predecessors from all times and places. Aside from being a place where you can study, review, and write reports, it is also a place where you can obtain various kinds of information. Although we are at an age when the most common way to access information is through the Internet, not all information from the Internet is reliable. Thus, you need to be able to properly use and distinguish between quick information from the Internet and systematized and reliable information contained in published materials. This library enables you to access and use both types of information correctly.

We hope that this booklet will help you learn about the services that the library offers and how to use them. Always bring it with you to serve as your guide in making the library a useful part of your university life. The library is open from early in the morning to late at night and you can use it freely anytime, any useful way you want. We hope that through this booklet, more people can become expert library users.



Campus mascot
"Shizuppi"

◆ Library hours

Open hours:

	During the semester	During breaks
Monday to Friday	9 am to 10 pm	9 am to 5 pm
Weekends and holidays	9 am to 7 pm	9 am to 7 pm

Closed: New Year Holidays (December 28 to January 4)

During the university entrance exam period and other specified dates
(Announcements will be made on library bulletin boards and website.)

*On weekends and holidays, only the following services are available: reading, borrowing, returning, copying, and book search of materials in the reading room. Use of books in the closed stack area, applying for other services, and reference services are not available on weekends and holidays.

◆ Entering and leaving the library

You need your student identification card (library card) when you enter and leave the library, make sure to have them with you always. Hold your student identification card (IC card) against the card-reader when you pass through the gates. When you are using a library card, make sure that the barcode part is read by the reader.

When you carry a book through the gates without going through the proper borrowing procedures, the buzzer will sound and the gates will not open. Make sure to loan the book at the counter before you carry it with you (Refer to page 4).



You need your student ID card upon entering and leaving the library!

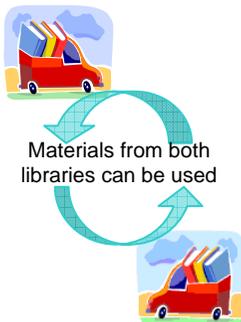
◆ How to use the materials in the library

■ University library holdings



Main Library
(Shizuoka)

Books: ~ 940,000 books
Journals: ~14,000 titles



Hamamatsu
Library

Books: ~ 260,000
Journals: ~ 2,600 titles

The Shizuoka University OPAC system can be used to search library materials. Books are classified according to the Nippon Decimal Classification (NDC, p. 17). Journals are classified alphabetically. Library materials can be found in the reading room, closed stack room, and research laboratories.

■ Borrowing hours and procedures for different locations

	Location		Hours	Procedure
Main Library	Reading Room	3F to 5 F	Open hours	Available at the reading room
	Closed stacks	1F to 3F	9 am to 7 pm (Weekdays) 9 am to 5 pm (During breaks)	Please submit a request form ¹ to the Circulation Counter, then the library staff will retrieve the item for you.
Not available on weekends and holidays				
Hamamatsu Library	Reading Room	1F to 2F	Open hours	Available at the reading room
	Closed stacks	1F to 3F	9 am to 7 pm (Weekdays)	Please request at the Circulation Counter
Not available on weekends and holidays				
Research labs	At the respective research lab rooms		Please contact the research laboratory ²	

¹The form can be printed from OPAC. ²Inquire at the Circulation Counter.

■ Using materials in the closed stacks

If you would like to use materials in the closed stacks, submit a request at the Circulation Counter. Graduate students can enter the closed stacks area using their ID card. Undergraduate students are allowed to use the closed stacks area upon submitting a request form (for thesis writing and other purposes).

At the Hamamatsu Library, graduate students are allowed to use the closed stacks upon showing their ID cards and signing the entry logbook.

■ Photocopying library materials

Photocopy machines are located at the Photocopying Corner at the south part of the 4th floor of the Main Library and beside the Newspaper Corner at the Hamamatsu Library. Photocopying of personal materials (notebooks) is not allowed. Photocopying is only allowed for individual research purposes, for parts of a book, at one copy per person, and within the scope permitted by the Japanese Copyright Act. Please make sure to complete the "Photocopy Request Form (for library materials)" located beside the photocopiers. Photocopiers are either coin-operated or card-operated. Black and white costs 10 yen per page and colored copy costs 50 yen per page (Please prepare enough small change, the Library does not accept requests for money change).

◆ Procedures for borrowing and returning books

■ Borrowing books

You can either use the automated checkout stations in front of the Circulation Counter or you can present the books you like to borrow together with your student ID card at the counter. Your student ID card serves as your library card so always bring it with you.

*When you try to carry a book through the gates without going through the proper borrowing procedures, the buzzer will sound at the gates.

■ Returning books

Main Library: You can return books through the automated book return machines (from the Reading Room collection) or return them at the counter or place them inside the Return Box.

Hamamatsu Library: Place the books on the book carts located beside the counter.

*Please use the drop-off box located outside near the main entrance when the library is closed.



■ Checkout limit and loan period (Undergraduate students)

Type of material	Main Library		Hamamatsu Library	
	Number of books	Loan period	Number of books	Loan period
Books	5	2 weeks	5	2 weeks
<p>* You can renew the books once (for another 2 weeks) as long as it is not on hold request. * Books can be borrowed for a longer period during breaks. * Books can be loaned for special purposes (thesis writing, practicum, and teaching practice). Please apply at the Circulation Counter.</p>				
Journals	2 volumes (can be borrowed for one day from 4 pm)		5 volumes (can be borrowed for one day)	
* The latest edition cannot be borrowed.				

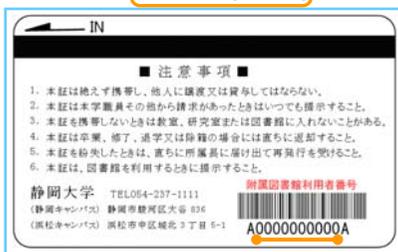
◎Graduate students can borrow ten books for one month (Including five books for two weeks from the Reading Room collection of the Main Library)

Overdue penalty ! If you fail to return books by the due date, your borrowing privileges will be suspended for the total number of overdue days.

■ Renewal

You can renew your books by logging-in to the library website WEB Service (Refer to p. 7) and applying for renewal using your account. You can also renew the books at the automated checkout stations or at the counter. Please bring your student ID card and the books you would like to renew.

Student ID [Backside]



User ID No. (10 numbers excluding A)

Automated checkout stations



Borrowing and renewing books

Circulation Counter



Please don't hesitate to come to the counter if you have questions.

◆ Reference services

Reference librarians help you make effective use of the library resources by advising you on how to find the information and reference materials you need. They will assist you on how to find journal articles, how to conduct survey of data and information, and how to obtain the reference materials and articles you need. If you have any questions, please visit the Reference Counter.

■ Use of materials at the Main Library and the Hamamatsu Library

You can borrow and request for photocopies of materials from the other campus. It costs 20 yen per copy for black and white and 55 yen for colored. Please inquire at the Reference Counter. Transport of materials between Shizuoka Campus and Hamamatsu Campus is carried out everyday.

■ Photocopying (From outside the university)

You may request for a photocopy of other library materials NOT available at Shizuoka University Libraries from other university libraries and the National Diet Library. You will be responsible for the shipping and copying charges. Items usually arrive one week after you make a request.

■ Loan of books and other materials (From outside the university)

You may borrow a copy of other library materials NOT available at Shizuoka University Libraries from other university libraries and the National Diet Library. You need to pay the round-trip delivery cost. Items usually arrive within one week after you make a request. There may be a restriction on borrowing materials, like when the item is for use within the library only.

■ Referral service

If you want to visit and use libraries of other institutes and universities, please check their use policies on their websites and if they require it, we can issue a referral letter. Please inquire at the Reference Counter. Bring your student ID along with the referral letter to the institute during your visit.

■ Seminars on using the library

Basic seminars on using the library (how to use the library, how to find reference materials) are held as 1-period-seminars for new students. For advanced seminars, attendance is by application only. The advanced seminars will teach you how to find journal articles and how to use online journals and databases, and will be given by specially invited instructors. Details of these seminars will be announced on the library bulletin board and website.

■ Cooperation with Shizuoka Prefectural Central Library

You can borrow materials from the Shizuoka Prefectural Central Library using the reference services at Shizuoka University Library. When you cannot find a certain material at Shizuoka University Library, please try searching on "Ohdan-kun" (Refer to p. 12). You can also return materials that you borrowed at Shizuoka Prefectural Central Library at the Circulation Counter of Shizuoka University Library. Transport of materials to and from the Shizuoka Prefectural Central Library is done once a week.



"I don't know how to use the library," "I can't find the material I need," "What materials should I use for my report?" or "How can I gather information I need?" etc.

For any questions about how to find and gather information and materials for your study and research or about how to write a report or paper, please don't hesitate to ask at the Reference Counter.



◆ Library website

The Shizuoka University Library website serves as a portal to access various library services such as OPAC (Online Public Access Catalog), library user's guide, and announcements.

The screenshot shows the Shizuoka University Library website interface. Key features and callouts include:

- My Account:** Log in to the Library WEB service to check your loan and hold request status.
- Online Catalog:** Access to Shizuoka University's online catalog.
- E-Journals/Books:** For viewing online journals and full access to academic journals.
- Databases (On Campus):** For database search of journal article information.
- News @ Shizuoka:** For searching materials NOT available at Shizuoka University.

Other visible elements include the library logo, search bar, navigation menu (Collections, E-Resources, Links, Press Room, Faculty & Staff, Shizuoka University), and a sidebar with Library Calendar, Library Catalogs (Webcat Plus, NDL-OPAC, CiNii), and Mobile access information.

URL <<http://www.lib.shizuoka.ac.jp/?locale=en>>

URL for mobile phones <<http://www.lib.shizuoka.ac.jp/i/>>



Shizuoka University OPAC and SURE (academic repository) searches can be done from the front page of the website by entering the keywords for the material you are looking for. To do a refined search, click on the "Online Catalog" link.

For finding books, refer to p. 8, and for finding journals, refer to p. 11.

Information about Shizuoka University REpository (SURE) is found on p. 16.

The mobile version of the website displays the following navigation links:

- 所蔵検索(OPAC)
- 貸出状況照会
- 開館カレンダー 静岡 / 浜松
- 住所と交通案内 静岡 / 浜松
- お問い合わせ先 静岡 / 浜松

© Shizuoka University Library

◇ Use of computers in the library ◇

Computers are available at the 4th floor PC Work Area and at the 3rd floor in the Main Library and at the 1st floor PC Corner in the Hamamatsu Library. Wireless or wired connections to the Internet are also available if you bring your own laptop computer.

You can also borrow laptop computers for use inside the Main Library.

To log on to the library computer or to use the Internet, you need an account and password issued by the Center for Information Infrastructure.

◆ WEB services

Registering to the library's WEB Service enables you to avail of the following services through your computers or mobile terminals. Services with asterisk (*) are also available on mobile terminals.

Checking your loan and hold-request status*	You can view the list of items on loan to you and their due date. You may also check the status of your hold request.
Renewal	Library materials may be renewed only once before the due dates, as long as the items have NOT been put on hold request (Refer to p. 4 for loan periods) You CANNOT renew items if your borrowing privileges have been suspended due to overdue penalties.
Hold request*	You may request to hold an item that is currently on loan to another user, if it is in your campus. We will notify you as soon as the item is available for pick-up. The item will be held for you at the Circulation Counter for about one week. You CANNOT request for a hold if your borrowing privileges have been suspended due to overdue penalties.
Request a title for purchase	You may request for titles you want to be available in the library. Please recommend a book you need for your study and research. You can also view the status of your recommendation. For details refer to p. 13.
Inter-Campus Services / Interlibrary Loan (ILL)	If you need a material NOT available in your campus, you may borrow/obtain a copy/photocopy from the other campus or other institutes (other universities, etc.). You can also check the status of your ILL requests. (You need to register for the ILL service at the Circulation Counter.)

■ Registration procedure

You can log in to the WEB Service from the front page of the library website or through the OPAC search page. Enter your user ID number and password. Your user ID number is the 10-digit number at the back of your student ID card (Refer to p. 4). (When you use the service for the first time, please come to the counter to ask for your initial password.) Please change your password regularly and update your user account information for any changes.

■ Login screen

Important!
Change your password regularly. Keep your user information up to date.

Check the status of your loans to avoid overdue. You can also renew your loans from this screen.



[Loan and hold request status]

現在の貸出状況は以下の通りです。

貸出延長	標題 / 責任表示	所在	図書ID	巻冊次	貸出状況	予約状況
	宇のワイエス / 宮地から数格・加藤	静岡	0006002703		貸出中	
	工・実平まで / 美田兼行編著	本館開架貸出書	617_4/7A59		延長済	
	実践にはんこの作文 / 佐藤政光	静岡	008605103-4		貸出中	
	口	本館書庫利回書	816/S485			2011/02/07

現在の予約状況は以下の通りです。(予約の取消が可能です)

標題 / 責任表示	所在	図書ID	巻冊次	貸出状況	予約状況
Creating significant learning experiences : an integrated approach to designing college courses / L. Dee Fink.	静岡 本館書庫貸出書	0003043700		貸出中	1[1番目]
		377_15/F27			

◆ OPAC Search

■ Searching for books

Example: Try searching for this book:

Title: 『デジタル時代の大学と図書館
-21世紀における学術情報資源マネジメント-』
(シリーズ名: 高等教育シリーズ 112)

(The Mirage of Continuity: Reconfiguring Academic Information Resources for the 21st Century)

Authors: Hawkins, Brian L. Battin, Patricia)

Translated by: 三浦逸雄 斎藤泰則 廣田とし子

Publisher: Tamagawa University Press



Clicking the “Online Catalog” button on the front page of the library website will lead you to the “Detailed condition search” screen of OPAC. Enter a combination of different search criteria to find an item in the library. Make use of any information you already have about the item you want to facilitate your search.

“Simple condition search”, “Detailed condition search”, “Newly arrived book guidance”, “Newly arrived magazine guidance”

All criteria in the “Detailed condition search” except the “Call No” and “Language” can be used in the “Free word” search in the “Simple condition search”

Detailed Condition Search

Enter information on material type, campus, etc.

1. Search by Title

2. Search by Author

3. Search by other criteria
You can narrow the search down by entering publisher, publication year and book ID.

Click the “Search” button after entering the search criteria.

Material Type : All (Except Feature article) Book Serial Electronic journal Feature article

Language : All Japanese Other

Campus : All Shizuoka Hamamatsu

Title/Word : デジタル 図書館

Full title : _____

Author : _____

Publisher : _____

Publication Year : _____ ~ _____

ISBN / ISSN : _____

Subject : _____

NCID : _____

Book ID : _____

Call No : _____

Language : _____

Sort : Title / Ascending order

Browse

Browse

Choosing “Feature article” will enable search using feature title and other information on the article but the search will be limited only to feature articles.

Entering “Call No” and “Language” criteria will give out a list of items from where you can choose the item of interest.

Call No: Classification no.
Language: Language code

20 records per page.

Search Clear

* Also valid at Webcat Plus search.

1. Title search: "Title/Word" criteria: separate words by a space (denoted by "△"), e.g. enter "デジタル △図書館".

★ Title/Word	:	デジタル △図書館
Full title	:	
Author	:	
Publisher	:	

- ◆ じだい△だいがく△としょかん
Search by furigana of title words
- ◆ 高等△教育△シリーズ
Search by series name
- ◆ デジタル時代の大学*
For a prefix search, add * (asterisk) at the end

For the "Full title," use the whole title "デジタル時代の大学と図書館" without spaces

2. Author search: Separate family names and first names with a space. The name "斎藤" could be searched just with "齋."

Full title	:	
★ Author	:	斎藤 泰則
Publisher	:	
Publication Year	:	

- ◆ ひろた△としこ
Search by furigana of author's name:
- ◆ Hawkins△Brian
- ◆ Battin△Patricia
Enter western names in their original spelling.

3. Other search criteria (very useful ID nos.)

ISBN / ISSN	:	4472402661
Subject	:	
NCID	:	
Book ID	:	

- Code numbers that identify the material are very useful if you know them:
- ◆ ISBN: 4472402661
 - ◆ NCID: BA5601814X
 - ◆ Book ID: 0002016418

◇The following items are also available in the library!◇

◇Newspapers

Aside from regular subscriptions that you can read on the newspaper reading stand, you can also search and view news articles through the thin-client computers at the Reading Room or through the campus wireless network. Compact edition of newspaper archives are also available.

- Newspaper subscriptions:** Shizuoka Shimbun, Asahi Shimbun, Mainich Simbun, Yomiuri Shimbun, Nikkei Shimbun, Chunichi Shimbun, Sankei Shimbun, Japan Times, International Herald Tribune, Fuji Sankei Business i.
Only at the Main Library: Tokyo Shimbun, Kampo (Official Gazette)
Only at the Hamamatsu Library: Nikkan Kogyo Shimbun, Kagaku Shimbun
- Compact edition archives:** Main Library: Asahi, Mainichi, Yomiurui, Nikkei, Chunichi (5F Reading Room)
Hamamatsu Library: Asahi, Nikkei (2F Reading Room)
- News search database (campus LAN):** Kikuzou II Visual (Digital News Archive): Asahi Shimbun online News Database (post-war to present) and AERA, Shukan Asahi「週刊朝日」, Latest edition of Chiezou「知恵蔵最新版」, and Jinbutsu 「人物」.
Shizuoka Shimbun News Database: May, 1985 to previous day's Evening Edition
- CD-ROM search (designated terminals):** Asahi Shimbun: Asahi Shimbun prewar printed news database (1926-45)
Yomiuri Shimbun: Meiji, Taisho, and Showa (prewar) period (Main Library only)

◇Audio-visual materials

Audio-visual materials like videos, CD's, DVD's are available for viewing at the 4F Audio-visual area of the Main Library, and at the 2F Audio-visual corner of the Hamamatsu Library. These materials CANNOT be brought outside the library.



8件ヒットしました 図書(8)

Searching with “デジタル△図書館” in the “Title word” criteria results in 8 hits.

No	標題 / 責任表示[資料種別]	出版者	出版年	版
	親書誌情報	巻冊次	所蔵館	
1	元興寺文化財研究所創立40周年記念論文集 元興寺文化財研究所, 元興寺文化財研究所民俗文化財保存会編集	クバプロ	2007.2	静岡
2	情報検索入門 ホルケ製作. ビデオ(カセット) (Library video series ; . 新・図書館の達人 シントショカン ノタソジン ; 3)	紀伊國屋書店	c1998	静岡
3	デジタル書物学事始め: グーテンベルク聖書とその周辺 安形麻理著 (ネットワーク時代の図書館情報学)	勉誠出版	2010.9	静岡
4	デジタル時代における図書館の変革: 課題と展望: 公開シンポジウム記録 国立国会図書館総務部企画課編	国立国会図書館		静岡
5	デジタル時代の情報リテラシー教育: 日本研究に関する学術図書館を中心として 国際文化会館図書室編集 (日本研究情報専門家研修ワークショップ記録 / 国際文化会館図書室編集 ; 平成16年度)	国際交流基金		静岡
6	デジタル時代の大学と図書館: 21世紀における学術情報資源マネジメント B. L. ホーキンス, P. バッティン編; 三浦逸雄, 齋藤泰則, 廣田とし子訳 (高等教育シリーズ ; 112)	玉川大学出版部	2002.3	静岡, 浜松
7	デジタル知識社会の構図: 電子出版・電子図書館・情報化 合庭惇著	産業図書		

Copies available at Shizuoka and Hamamatsu campuses.
◎ To use books in the other campus, inquire at the Counter.

Clicking on the book title will display more detailed information about the book.

図書詳細情報

一覧に戻る 前を表示 [6/8] 次を表示

責任表示: デジタル時代の大学と図書館: 21世紀における学術情報資源マネジメント / B. L. ホーキンス, P. バッティン編; 三浦逸雄, 齋藤泰則, 廣田とし子訳

他のヨミ: デジタル ジダイノダイガクトショカン: 21世紀ニオケル ガクジュツ ジョウノウシギン マネジメント

他の標題: 原書名 The mirage of continuity: reconfiguring academic information resources for the 21st century

出版事項: 町田: 玉川大学出版部, 2002.3

形態: 370p; 22cm

シリーズ名: 高等教育シリーズ|ロウトウ キョウイクシリーズ <PA48223804> 112

ISBN: 4472402661

注記: 原著(Council on Library and Information Resources : Association of American Universities, 1993)の全訳
注・引用文献: p337-354

著者目形: Hawkins, Brian L. <DA06092679>
Battin, Patricia <DA1328173>
三浦, 逸雄(1946-) <DA07029646>
齋藤, 泰則(1958-) <DA08610945>
廣田, とし子(1938-) <DA13443815>

分類: NDC8.017.7
NDC9.017.7

件名: BSH.大学図書館ダイガクトショカン//K
BSH.電子図書館デントショカン//K

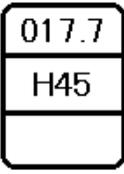
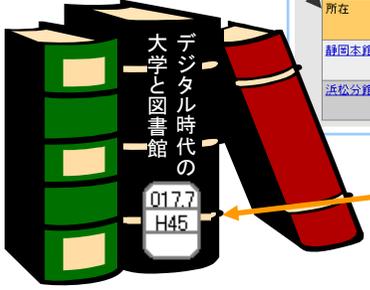
タイトル言語: 日本語
テキスト言語: 日本語
NCID: BA5601814X

同じ検索条件で国立情報学研究所の

Bibliographic entry: Book title, author, publisher, publication year, dimensions, etc.

Clicking on “Location” will give information about shelving location and access.

When the material is currently on loan, you can make a hold request if the book is in your campus. Click the “Hold” button (Refer to p. 7) and log in to your WEB Service account to reserve the book.



Call Label

Book ID: 0002016418
Call No: 017.7/H45
Location: SHIZU, Open 5F-Books
Status: On loan

所蔵情報

所在	巻冊次	請求記号	図書ID	
静岡本館開架図書		貸出状況 / 注記	0002016418	予約
法政分館開架図書		貸出中: 返却期限: 2011/02/03	8202029289	

■ Searching for Journals

Example: Try searching for “情報の科学と技術 Vol. 61 No. 1 (Jan 2011 Issue)”

Title: 「情報の科学と技術」

Publisher: 情報科学技術協会

ISSN: 09133801

You would like to read the article entitled “ハイブリッドな情報環境における情報探索行動の分析” published in this issue.

◎ Search journals using the journal name.

◎ You cannot search for the article itself on this search screen. Journal articles can be searched on the other databases (Refer to p. 14-16).

Click on “Serial” to narrow down search

You can also search “Electronic Journals !”

Click here if you want to search for feature articles.

Enter the journal name “情報の科学と技術” in the Title box (leave a space between words).
*Do not enter title of article, author, volume or number.

資料区分 : すべて (特集記事除く) 図書 雑誌 電子ジャーナル 特集記事

和洋区分 : すべて 和資料 洋資料

キャンパス : すべて 静岡 浜松

タイトル・ワード: **情報 科学 技術**

フルタイトル*: _____

雑誌詳細情報

タイトル/責任表示: 情報の科学と技術 = The journal of Information Science and Technology Association / 情報科学技術協会

タイトルのヨミ: ジョウホウ ノカガクト ギジュツ

巻次年月次: Vol. 37, no. 1 (1987. 1)-

出版事項: 東京: 情報科学技術協会, 1987-

ISSN: 09133801

著者標目形: [情報科学技術協会 | ジョウホウ カガクト ギジュツ キョウカイ <DA00641719>](#)

変遷注記: [継続前誌ドキュメンテーション研究 / 日本ドキュメンテーション協会 <AN00172819>](#)

変遷ファミリーID: 00183500

タイトル言語: 日本語

テキスト言語: 日本語

NCID: AN10005857

ローカルID: [CiNii \(NII論文情報ナビゲータ\)](#)

同し検索条件で国立情報学研究所の Webcat Plus を検索することができます

【受入情報へ】

所蔵情報

Confirm availability of volume and issue. (Vol. 61 No. 1, Jan 2011 Issue)

Shows journal name, publisher, ISSN, and other bibliographic information

Bibliographic history note: Links to previous entries are provided for journals that have undergone a name change.

Link to CiNii or other databases

Meaning of symbols:
“-“ refers to inclusive volumes
“+“ means ongoing subscription

所在	所蔵巻	所蔵年次	請求
静岡本館開架3F和雑誌	60, 61(1)+	2010-2011	000
静岡本館書庫和雑誌	37-53, 54(1-7, 9-12), 55(2-9, 11-12), 56(1-4, 7-12), 57-59	1987-2009	000/Z-Z
浜松分館開架雑誌	49-60, 61(1)+	1999-2011	007/Z-Z

前誌 (タイトル変遷) 後誌

ドキュメンテーション研究 → 情報の科学と技術

● 静岡本館開架3F和雑誌 2009-2011
59(11-12), 61(1)+

● 静岡本館書庫和雑誌 1959-1986 1987-2009
...19(5), 20-36 37-53, 54(1-7, 9-12), 55(2-9, 11-12), 56(1-4, 7-12), 57-58, 59(1-10)

● 浜松分館開架雑誌 1999-2011
49-59, 61(1)+

The “Holding List” indicates that vol. 61 no. 1 is at “Shizuoka Lib, Open shelves 3F, Periodicals (Jap)” and “Hamamatsu Lib, Open shelves, Periodicals”
It also indicates that volume 49 until the latest issue is available at the Hamamatsu Lib., but issue no. 8 of vol. 54 and other issues not indicated are not available at the Main Lib.

◆ Searching for materials NOT available in campus

■ Search using “Ohdan-kun”

Collections in public and university libraries within Shizuoka Prefecture that participate in the “Ohdan-kun” inter-library network can be simultaneously searched. Materials from the Shizuoka Prefectural Central Library can be borrowed without charge from the Shizuoka University Circulation Counter.

1. Enter the title, author or other keywords.
Example: Try searching with the words “素粒子” and “クオーク”.

2. Put a check on the library you want to search .
For example, check the Shizuoka Prefectural Central Library .

3. Search

You can also search for books in bookstores aside from those in libraries, and perform article search through Google Scholar.

Clicking the name of the library will show only results for that library.

Clicking “全館表示” (show items in all libraries) will show all search results for the libraries checked.

Clicking “全所蔵館” will show the holding list of all libraries that have the material.

Clicking the title will display more detailed information about the item.

The detailed information screen also shows the holding information.

■ Search on Webcat Plus

Webcat Plus is a database of collections in libraries of universities and institutes in Japan. It provides information on where to find a particular material.



Search procedure
Enter 「生命△バイオテクノロジー」as keywords (△=space).

The results are shown in a list.

Click on the title

Detailed information on the item is shown.

- ◎An AND search can be done by separating the words with a space.
- ◎Associative searching (searching books associated with a particular keyword) can also be done.

■ NDL-OPAC

The National Diet Library Online Public Access Catalog (NDL-OPAC) covers collections of Japanese publications from the Meiji Period. Aside from books and periodicals, you can also search articles published in periodicals in NDL holdings.

General materials can be searched using their title, author's name, or publisher.

NDL-OPAC

Periodicals index (articles), can be searched using the article's title, journal name or authors' names.

◇ Book request service for students ◇

学生用図書リクエスト

申し込み日: 2009/10/06

利用権種別: 家族用

所属: 経済学

連絡先(電話番号): 0542380000

E-Mailアドレス: shizupe@00.shizuoka.ac.jp

ISBN: 10桁または13桁のISBNを入力してください。

書名: Library Navigator 2010

著者・編者名: 静岡大学附属図書館

費用次: OPACで検索・書誌情報照会

出版者: 静岡大学附属図書館

出版年: 2010

価格: 円

Requests for books are accepted any time.
Requests can be made from the library's WEB Service. (Refer to p. 7 for the log in procedures)

Before making the request, check if the book is available at Shizuoka University Library. Make sure to enter your contact information. Information on the material can also be retrieved from this screen.

If the book is out of print or is too costly to purchase, it may not be possible to acquire the book.

Only three books per year at not more than 10,000 yen per book can be requested per student. Granting of requests for items priced more than 10,000 yen will be determined by the Student Book Selection Committee.

◆ Electronic journals database

■ Shizuoka University electronic journals/books subscription

Shizuoka University is currently subscribed to around 5,000 electronic journal titles and 10,000 electronic book titles, which can be searched from the “E-journals/book” page of the library website. They can also be searched using OPAC, and can be accessed through the campus LAN.

■ Shizuoka University database subscriptions

Database subscriptions, which can be accessed through the campus LAN, enable searching of articles published in local and international journals. Since some databases have simultaneous access limits, make sure to log out after using so others can use them also.

Database	Description
CiNii	Database of journals and proceedings published by Japanese academic societies
MAGAZINE PLUS	Database of magazine articles from general magazines, university bulletins, and business magazines
BOOKPLUS	Records of all books published since 1926
Japan Knowledge+N	Database for blanket search over technical dictionaries, English-Japanese dictionaries and business journals; based mainly on the Encyclopedia Nipponica
Kikuzou II Visual	Database of articles published in Asahi Shimbun, local newspapers, AERA, and Shukan Asahi since 1945
Shizuoka Shimbun News Database	Database of articles published in Shizuoka Shimbun since May, 1988.
JDream II	Information on scientific and medical articles and expository writings
LEX/DB	Legal information database containing the most comprehensive compilation of Japan's judicial proceedings since the Daishinin (prewar Supreme Court) in 1857.
LLI/DB	Compilation of judicial proceedings, laws, and articles and annotations published in major law journals

Database	Description
Web of Science	Citation database of major academic journals in various disciplines
INSPEC	Database of articles on IT, electrical, and electronic engineering maintained by the Institution of Electrical Engineers
MathSciNet	Web-search edition of Mathematical Reviews and Current Mathematical Publications of the American Mathematical Society.
SciFinder	Information tool for research on scientific disciplines including biomedical sciences, physics, and engineering
PsycINFO	International article database of psychological literature maintained by the American Psychological Association
LexisNexis	World's largest database on news, business, finance, laws, precedents, and patent information

Public databases such as PubMed (medicine and life sciences), ERIC (education), and Agricola (agriculture) are also available.

■ Printing electronic materials

Search results and electronic materials can be printed from the photocopiers using the computers in the PC Work Area in the Main Library and in the PC Corner in the Hamamatsu Library. The Japanese Copyright Act also applies for printing electronic materials.
Systematic download of electronic articles is prohibited.

◆ Research article search

Reading articles related to your research topic is important because basically all research progress is published in academic journals. The particular research articles, however, are not searchable through OPAC and Webcat Plus; you need to search them in an article search database.

■ Searching in CiNii

CiNii is one of the databases maintained by the National Institute of Informatics (NII) for academic research articles in Japan. You can view full articles and abstracts and find related literature.

The image shows a sequence of steps in the CiNii search process:

- Search Interface:** The search box contains the keywords "カワヅザクラ 開花". A callout box says: "Example: Search articles with the keywords 「カワヅザクラ」「開花」." Below the search box, there are fields for refining the search by author, title, journal name, ISSN, volume, issue, and page.
- Refinement Options:** A callout box says: "Refine your search by specifying criteria in the detailed search option." Below this, there are radio buttons for "すべて" (All), "CiNiiに本文あり" (Full text in CiNii), and "CiNiiに本文あり" (Full text in CiNii).
- Search Results:** The first result is titled "「カワヅザクラ」(Prunus lannesiana Wils. 'Kawazu-zakura')の花芽形成と発達" by Murakami Satoru. A callout box highlights the title, author names, author affiliation, abstract, journal name, volume, and page. Below the title, there are links for "J-STAGE", "CrossRef", "リンク先URL", and "引用文献3件".
- Full Article View:** The second result is titled "南伊豆地域におけるカワヅザクラ(Prunus lannesiana Wils. 'Kawazu-zakura')の開花期" by Murakami Satoru. A callout box says: "Depending on the article, abstract and citations may also be shown." Below the title, there are links for "CiNii PDF", "CiNii 論文PDF - オープンアクセス", "Webcat Plus", "Webcat Plus 刊行物 所蔵情報", "NDL-OPAC", "NDL-OPAC", "静大図リンク", "リンク先URL", "静大OPAC", and "産研大データベース".

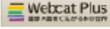
One article found in this example is a paper by Satoru Murakami entitled "Flowering time of 'Kawazu-sakura' (Prunus lannesiana Wils.) in Minamiizu" published in 2006 in Horticultural Research (JAPAN)" Vol. 5, No. 3, p. 331-336.

- ◎ If you want to use this article, check if it is available at Shizuoka University through OPAC (Refer to p. 11 'Searching for Journals').
- ◎ As shown in the example, you can also view the full article through the full article link and read the whole paper on this terminal.
- ◎ In writing your reports or theses, avoid plagiarism of information from research articles and the Internet. Cite sources properly and clearly distinguish ideas you obtained from literature from your own ideas.

■ Steps to obtain the paper found in the search

Using the example of “MAGAZINEPLUS:”

1. Retrieve the article information from the search results.

Title of the paper, authors, and journal in which it was published are shown.	標 題	地域活性化 農業を基盤とした地域活性化と企業の役割(特集 2008年の経営課題と挑戦する中小企業)
	著者名	大泉一貫
	雑誌名等	商工ジャーナル [ISSN:1343-5469] (日本商工経済研究所) 34(1) 2008.1 p.30~35 静岡大学OPAC 
	備考	NDL請求記号:Z4-381【日外整理No.ZY】 

2. Check availability using OPAC (Refer to p. 11 ‘Searching for Journals’).

According to the results, this paper was published in 2008 in the Shoko Journal, Vol. 34, No.1, p.30-35. Check its availability using the journal name or ISSN.



Yes →

No ↓



Yes →

Print edition
→Get from the shelves (journals are arranged alphabetically).

Electronic edition
→Download the electronic file of the article.

Available in the other campus
→Request for a photocopy at the counter.

To obtain a photocopy
→Inquire at the counter.

To visit the university/institute
→Request for a referral at the counter.

You need to know the journal name, volume, and page of the article you want to obtain. Make use of the inter-library loan and photocopying services to obtain materials not available in the university. You can also inquire at the counter regarding the availability of materials you need and other questions about how to find materials for your research (Refer to p. 5).

◇Shizuoka University Repository◇



(<http://ir.lib.shizuoka.ac.jp/>)

An academic repository is a system for electronic collection and storage of scientific publications from universities and academic institutions. It is available through the Internet and is maintained and operated under international standards.

Publications of Shizuoka University researchers are made available through the Shizuoka University REpository (SURE). SURE enables you to access scientific information and materials anywhere, anytime.

JAIRO 

‘Japanese Institutional Repositories Online’ is a portal for research publications of Japanese universities and institutions.
<<http://jairo.nii.ac.jp/>>

National and international repository portals

OAister 

is a union catalog of records built by harvesting from repositories of academic institutions around the world.
<<http://www.oaister.worldcat.org/>>

Aside from academic repositories, open-access (free of charge) journals are also accessible through Google Scholar (<http://scholar.google.com/>) for example.

◆ Nippon Decimal Classification (NDC)

■ Library classification system

Books in the library are classified according to the Nippon Decimal Classification (NDC). Numbers in the upper part of the call labels refer to the NDC number.

Nippon Decimal Classification (NDC) 8th edition chart

0 General		1 Philosophy		2 History		3 Social Science	
000	General	100	Philosophy	200	History	300	Social Science
010	Libraries, Library & information science	110	Special treatises on philosophy	210	History of Japan	310	Politics
020	Books, Bibliography	120	Oriental philosophy	220	History of Asia and the Orient	320	Law
030	Encyclopedias	130	Western philosophy	230	History of Europe and the West	330	Economics
040	General collected essays	140	Psychology	240	History of Africa	340	Finance
050	General serial publications	150	Ethics & morals	250	History of North America	350	Statistics
060	Organizations	160	Religion	260	History of South America	360	Sociology
070	Journalism, Newspapers	170	Shintoism	270	History of Oceania	370	Education
080	General collections	180	Buddhism	280	Biography	380	Customs, Folklore, Ethnology
090		190	Christianity	290	Geography, Topography, Travel	390	National Defense, Military Science
4 Natural Sciences		5 Technology and Engineering		6 Industry and Commerce		7 Arts	
400	Natural sciences	500	Technology and Engineering	600	Industry and Commerce	700	Arts
410	Mathematics	510	Construction, Civil engineering	610	Agriculture	710	Sculpture
420	Physics	520	Architecture	620	Horticulture	720	Painting and Calligraphy
430	Chemistry	530	Mechanical engineering, Nuclear engineering	630	Silk industry	730	Engraving
440	Astronomy, Space science	540	Electrical and Electronic engineering	640	Animal husbandry	740	Photography and printing
450	Earth sciences	550	Maritime and Naval engineering	650	Forestry	750	Craft
460	Biology	560	Metallurgical and Mining engineering	660	Fishing	760	Music and Dance
470	Botany	570	Chemical technology	670	Commerce	770	Theatre, Motion Pictures
480	Zoology	580	Manufacturing	680	Transportation and Traffic	780	Sports, Physical Education
490	Medicine, Pharmacology	590	Domestic arts and sciences	690	Communications	790	Recreation, Amusements

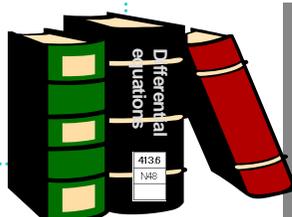
400 Natural sciences

410 Mathematics

- 411 Algebra
- 412 Number theory
- 413 Analysis
 - 413.1 Fundamental limit theorem
 - 413.2 Series theorem
 - 413.3 Calculus, differential calculus
 - 413.4 Integration theorem
 - 413.5 Functional theory
 - 413.6 Differential equation
 - 413.7 Integral equation

413.6
N48

- 414 Geometry
- 415 Topology
- ⋮
- 420 Physics
- 430 Chemistry
- ⋮



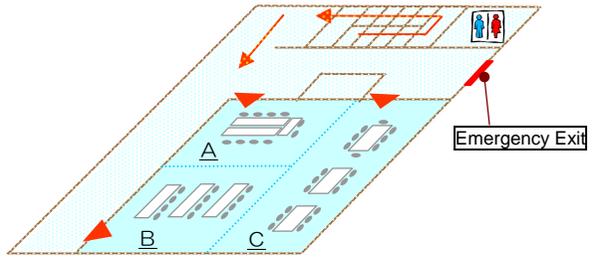
8 Language		9 Literature	
800	Language	900	Literature
810	Japanese	910	Japanese literature
820	Chinese, other oriental languages	920	Chinese literature, other oriental literature
830	English	930	English and American literature
840	German	940	German literature
850	French	950	French literature
860	Spanish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



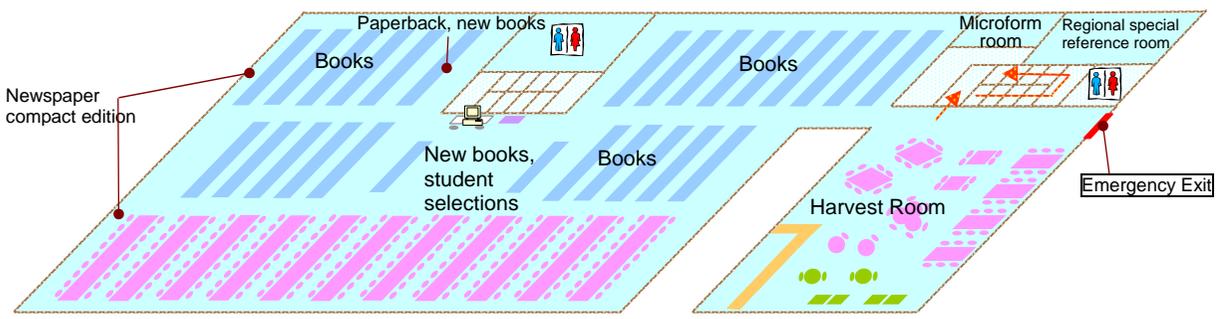
The same classification number is assigned to books under the same topic, which are arranged in the shelves according to their NDC-based call numbers.

Main Library Reading Room

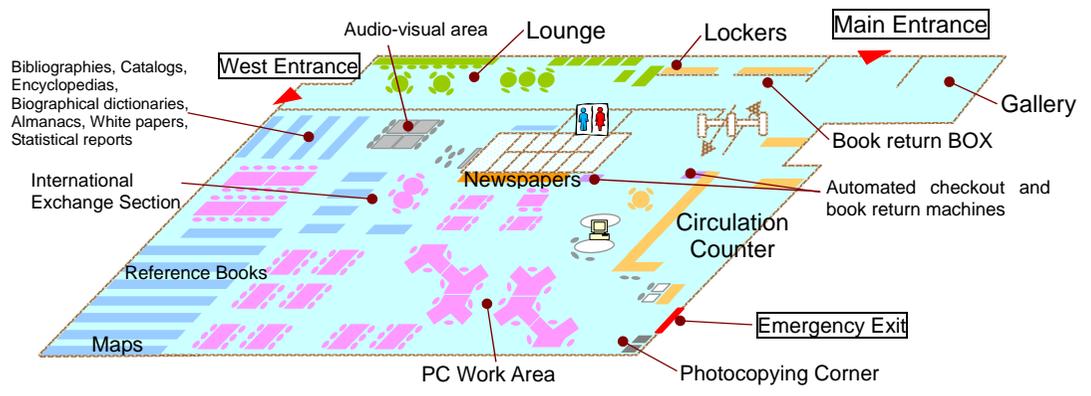
6F Seminar Room



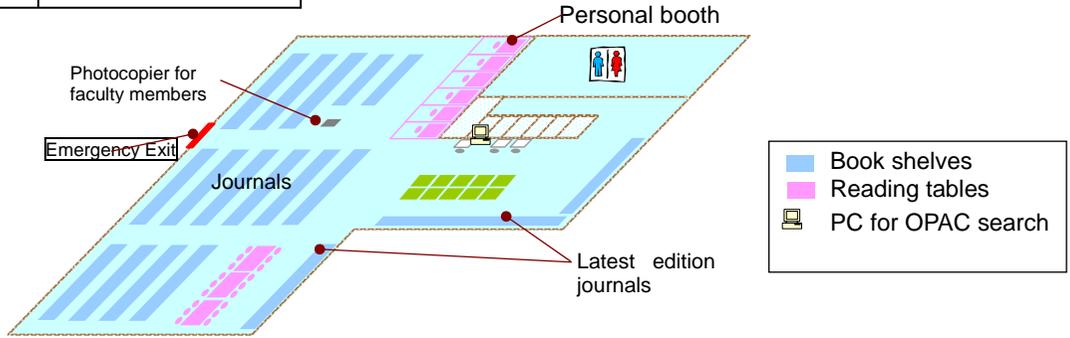
5F Reading Room, Harvest Room



4F Reading Room, Circulation Counter



3F Periodicals Section

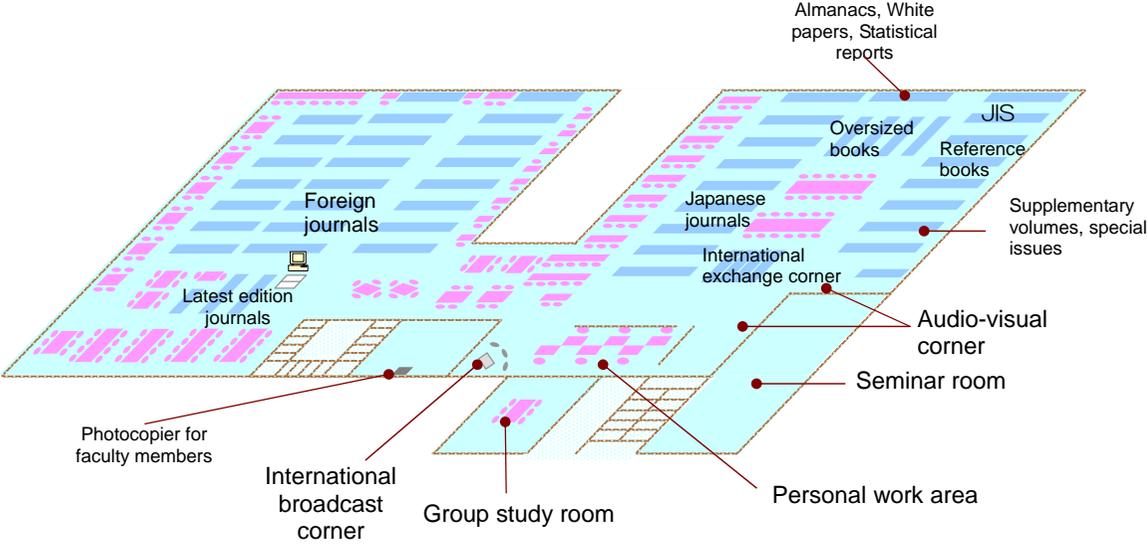


	Book shelves
	Reading tables
	PC for OPAC search

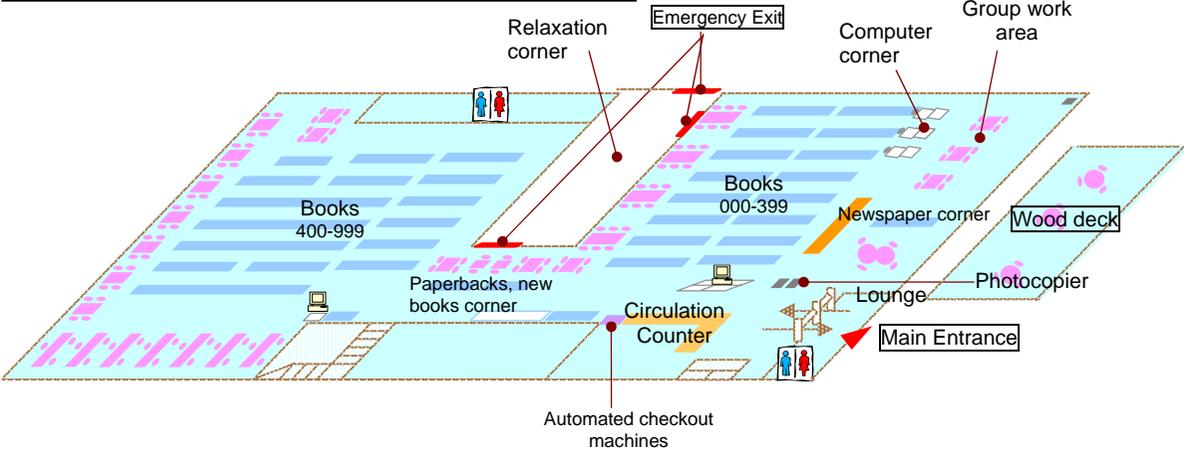
Hamamatsu Library Reading Room

- Book shelves
- Reading tables
- PC for OPAC search

2F Open Shelves Reading Room (Periodicals, Reference books, etc.)



1F Open Shelves Reading Room, Circulation Counter



Tolle lege.

手に取って読みなさい

Shizuoka University Library

【Main Library】

Tel : 054-238-4479

E-mail : olibrary@ipc.shizuoka.ac.jp

【Hamamatsu Library】

Tel : 053-478-1391

E-mail : ohlib@ipc.shizuoka.ac.jp