

Library Navigator : Library User's Guide 2023

メタデータ	言語: en 出版者: Shizuoka University Library 公開日: 2023-04-13 キーワード (Ja): キーワード (En): 作成者: Shizuoka University, Library メールアドレス: 所属:
URL	http://hdl.handle.net/10297/00029737

English ed.

Shizuoka University Library

LIBRARY

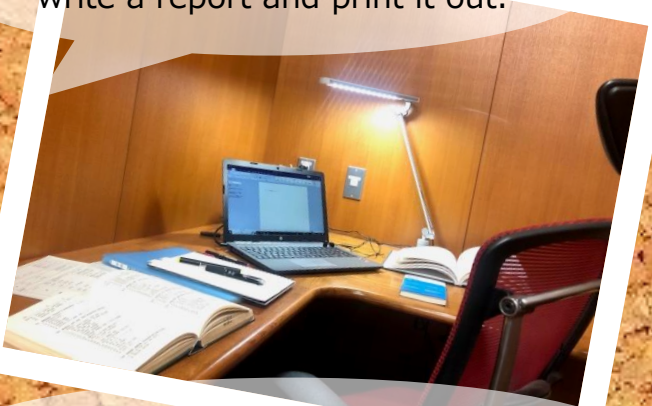
Lib★Navi

NAVIGATOR



Library User's Guide **2023**

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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Photo on the cover—Top: View of Suruga Bay from the Shizuoka Main Library
Below: Hamamatsu Branch Library, 2nd Floor, Reading Room

Shizuoka University Library Website

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

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)

Newsletter

Library Brochure
(web only)

Scan this QR code for
Library publications

Using the Library

Please see "Response to COVID-19" of Shizuoka University Library Website.

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	Saturday	Sunday & Holiday
Regular	9:00 - 20:00	10:00 - 17:00	Closed
Exam Week	9:00 - 21:00	9:00 - 21:00	9:00 - 21:00
Intersession	9:00 - 17:00	10:00 - 17:00	Closed

Closed: New Year Holidays, Sunday & holiday except exam week, Saturday in March, the university entrance exam period, collection inventory period and other specified dates. (Please see the library bulletin boards and website.)

Using Closed Stacks (Weekdays only) :

	Application at the Service Counter		※Enter the Closed Stacks (Faculty, Staff, Graduate)	
	Regular	Intersession	Regular	Intersession
Shizuoka Main Library	9:00~16:45	9:00~16:45	9:00~19:30	9:00~16:45
Hamamatsu Branch Library	9:00~17:00	9:00~17:00	9:00~17:00	9:00~17:00

* Undergraduate students who wish to enter the stacks must apply in advance for an "Entry Permit".

* 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.



No smoking allowed on the campus.



If you would like to take a photo or a movie in the library, please ask at the Counter in advance.

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 weekday)	no renewal
	* The latest issue cannot be borrowed.						

< If you have overdue books... >

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 period in 'myLibrary' (→p. 17), or at the Counter.)

Photocopy Services

Photocopiers for coins and prepaid cards can be used. (Shizuoka Main Library- 4th FL, Hamamatsu Branch Library- 1st and 2nd 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

Please see "Response to COVID-19" of Shizuoka University Library Website.

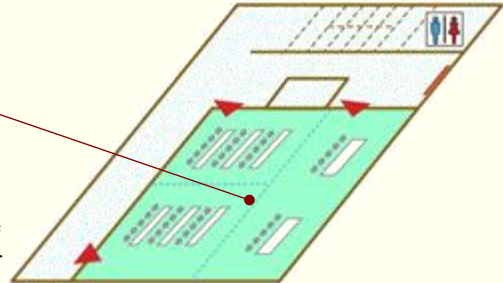
6 Seminar Room

Open Shelves	Bookshelves
	Seats
Closed Stacks	Bookshelves
PC for OPAC Search	
Cell phone box	

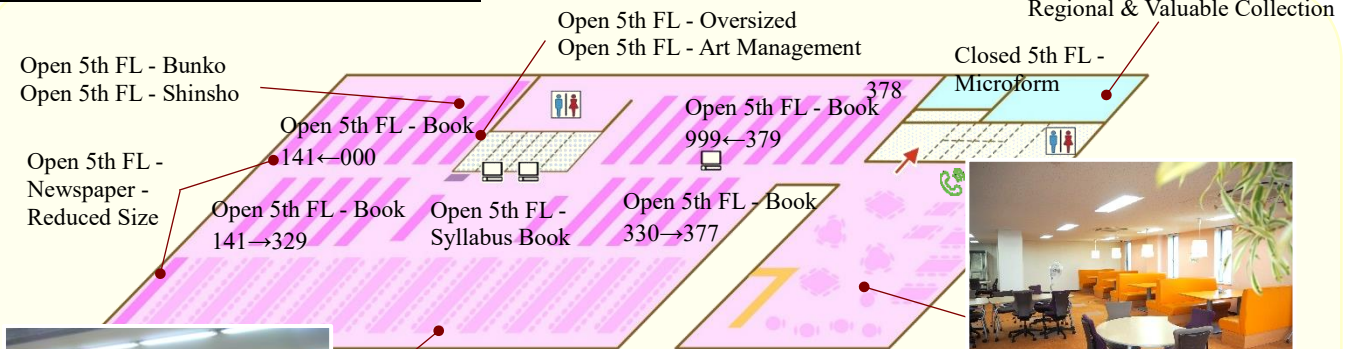


Seminar Room

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



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.



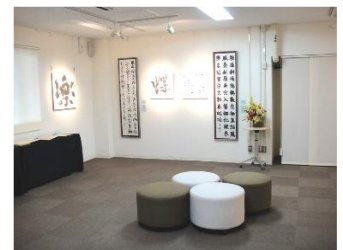
Lounge

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



The Harvest Room

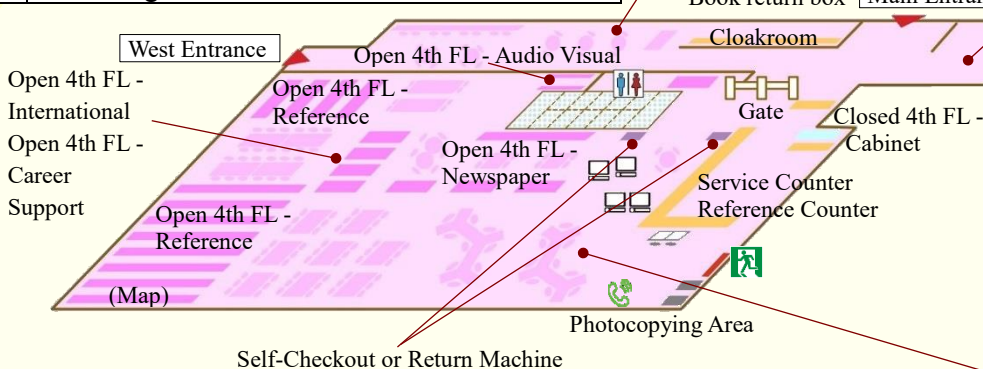
This room is for group work. Conversation for study is OK. Tables can be rearranged depending on the group. Whiteboards can also be used.



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



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.

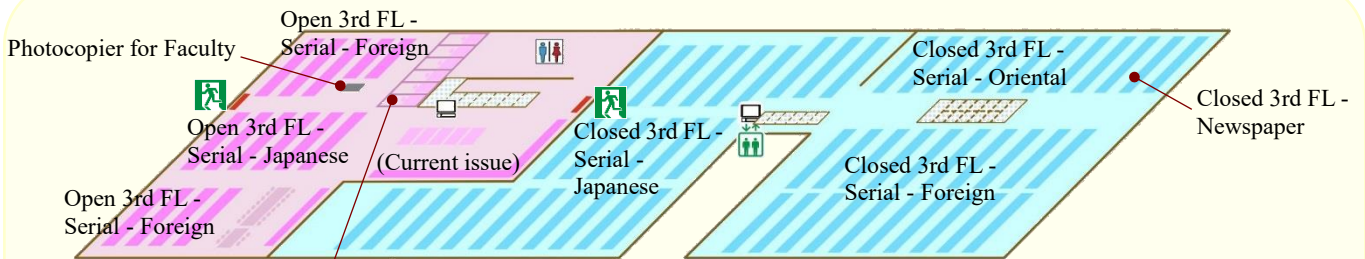
【To use Materials in Closed Stacks】

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.

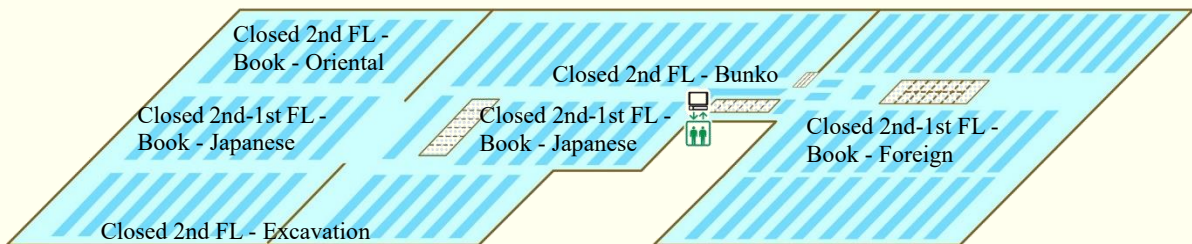


Closed Stacks

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



2 | Closed Stacks

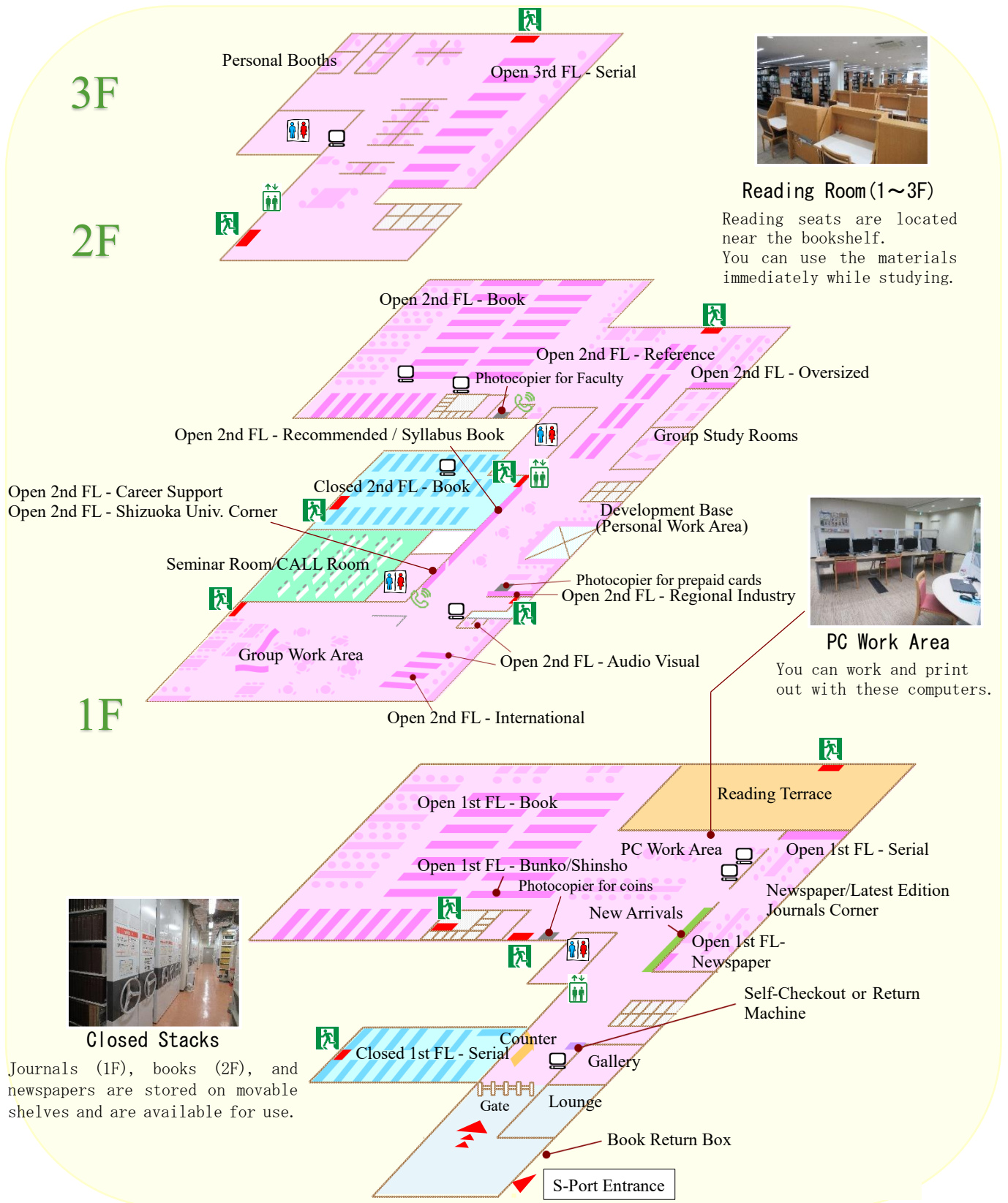
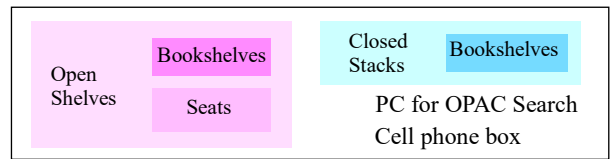


1 | Closed Stacks



Hamamatsu Branch Library map

Please see "Response to COVID-19" of Shizuoka University Library Website.



【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 concentrate on your studies with a large desk.
You can use up to 3 hours,

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

There are projectors, speakers, and laptops available for lectures and seminars.

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. Tables are suitable for spreading out and reading newspapers.



Gallery

A place for students to display research and study outputs.



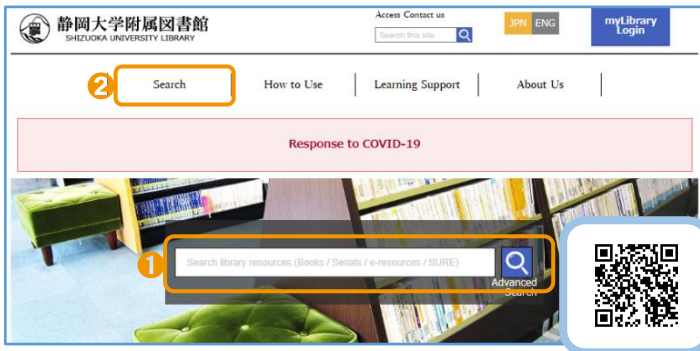
Reading Terrace

On fine days, you can use library materials here.
There are facilities for disaster prevention.

📖 Use the OPAC (Online Catalog)

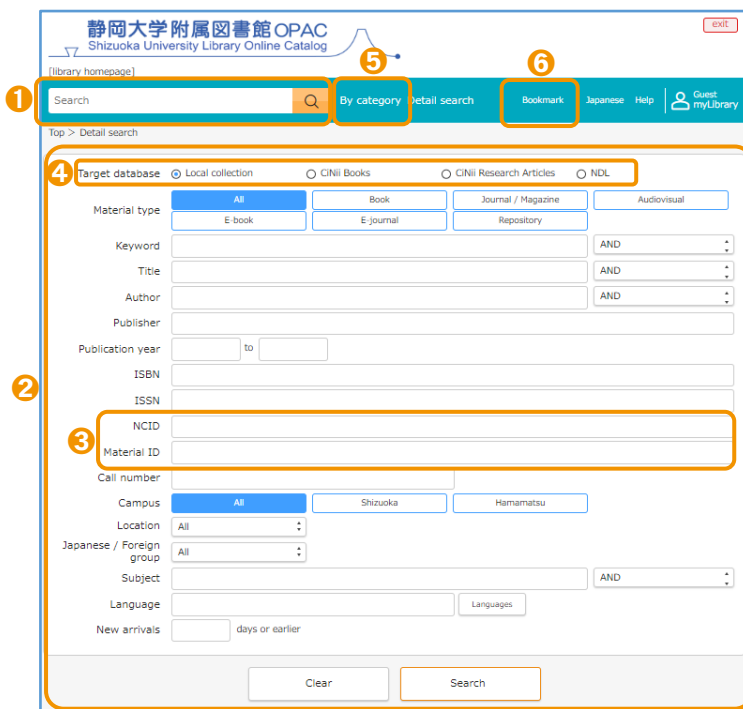
You can search for materials held in Shizuoka University Library on the OPAC. The OPAC is an online tool for searching materials available in the Library anytime, anywhere on the internet. You can search for books (→p. 11), journals (→p. 13) and electronic journals/books (→p. 14-15) on it.

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



- 1 Enter free keywords related to the material you are looking for.
- 2 It is possible to search by Title (a material's title), Author/Contributor, Publisher or Publication Year in 'Detail Search'.
- 3 You can search by material ID or NCID in these box only.
- 4 When you select a target database, the search screen changes for each database. It is possible to search CiNii Books (→p20), CiNii Research (→p12), or the National Diet Library (→p21).
- 5 Click on 'By category' to view new arrivals and the materials of high circulation frequency.
- 6 When you have searched and found materials you are interested in, you can click a button to temporarily bookmark them. You can also save bookmarks by logging in myLibrary and performing this operation.



Search for Books

Let's search for 'A book about organic chemistry written by John McMurry' on the OPAC. Please enter keywords 'study guide' 'organic chemistry' and 'John McMurry'. (about electronic book →p.14)

Enter keywords and click on 'Search' button → Results

Refine your search

Material Type: Book (4), Journal / Magazine (0), Audiovisual (0), E-book (0), E-journal (0), Repository (0)

Annex: Hamamatsu (4), Shizuoka (2)

Location: HAMAMATSU 2nd FL (4), SHIZUOKA 5th FL (2)

Year: 2019-2023 (0), 2014-2018 (0), > 2009-2013 (3), > 2004-2008 (1), 1999-2003 (0), 1994-1998 (0)

Author: McMurry, Susan (4), McMurry, John (1), Ballentine, David Step- (2), Hoeger, Carl A. (2), Peterson, Virginia E. (2)

Subject / Keyword: 有機化学 (2)

Language: English (4)

Search results: 1 - 4 of 4 matches

Sort by: Recommendation

Selected Items: 0 Select All Clear

1 Study guide and student solutions manual : organic chemistry, 8th ed

2 Study guide and student solutions manual : organic chemistry, 8th ed

3 Study guide & selected solutions manual : fundamentals of general, organic, and biological chemistry, 7th ed

4 Study guide and student solutions manual for John McMurry's organic chemistry, 第6版

- 1 You can refine your search results.
- 2 You can change the order of search results.
- 3 Click on the title in blue to see the detailed screen.

If you get few or no hits, it is better to reduce the number of keywords or replace them with superordinate word and try searching again.

<Replacement example>

oak, pine → tree

humans, cats, whales → mammalian

The title of the book → Item Record

1 Study guide and student solutions manual : organic chemistry

John McMurry ; prepared by Susan McMurry
8th ed
Belmont, CA : Brooks/Cole, 2013
東京 : 東京化学同人 (発売), 2013, c2012

Book

Volume No.

On shelf

No.	Location	Call mark	Material ID	Circulation class	Material Condition	Note	Status	Waiting
1	SHIZU-OPEN 5th FL - BOOK	437 MA22	0015033608				In circulation (April 03,2023)	0
2	HAMA-OPEN 2nd FL - BOOK	437 MA22	8212045606					
3	HAMA-OPEN 2nd FL - BOOK	437 MA22	8213003919					
4	HAMA-OPEN 2nd FL - BOOK	437 MA22	8213039251					

2 Reserve | Bookmark | Export

3 Details

1 Publication year: 2013

Form: vi, 916 p. : ill. ; 28 cm

Alternative title: マクマリー-有機化学 : 問題の解き方 : 英語版
Study guide and student solutions manual for John McMurry's organic chemistry
マクマリー-有機化学問題の解き方

- 1 General information about the book will be displayed. Detailed information is displayed at the bottom of the page.
- 2 Location: It is the shelving location of the book. If you click on the location, the map will be displayed. (→p. 6-9)
Call mark: Books are classified in order of a Call No. (→p23)
Material ID: It is the individual No. of a book.
Circulation class: 'For reference only' is for library use only.
Status: Books on loan can be checked out after they are returned.
- 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.

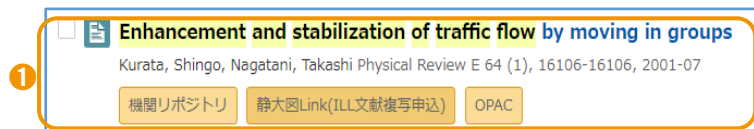
First, you need to search for journal articles on the database. ‘CiNii Research’ is a service that provides information on scholastic articles and data, with an emphasis on Japanese papers. For example, we are searching for an article about ‘Enhancement and stabilization of traffic flow’.

CiNii Research* <https://cir.nii.ac.jp/?lang=en> Search for Japanese articles & data



- ❶ CiNii is a database service which can be used to search for academic information of Articles, data, Books, Journals & Dissertations. Please make sure to select ‘CiNii Research’.
- ❷ Please enter keywords in the ‘Free word’ box.
- ❸ When you wish to specify the search target, please click ‘Advanced Search’. If you want to find the full-text articles, click ‘Articles’ and ‘Link to full-text’.

Search Results Screen and Details Screen



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

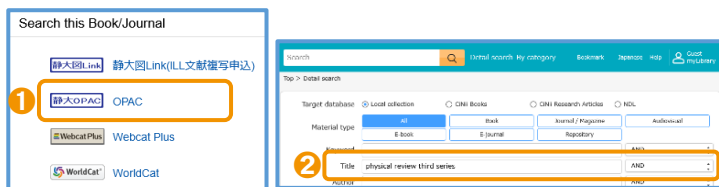


- ❷ The article title and author. If an orange button such as ‘IR’ is displayed, you can read the article text on the web. Please click on it and check the text.
- ❸ You can search for the journal which the article was published in. Some Links for other services are displayed. Please click on the ‘静大 OPAC’ button when you want to know whether it is available at Shizuoka University.
- ❹ 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 : 64(1)
 Pages : 16106-16106
 Year : 2001
 Publisher : American Physical Society

Search for Journals

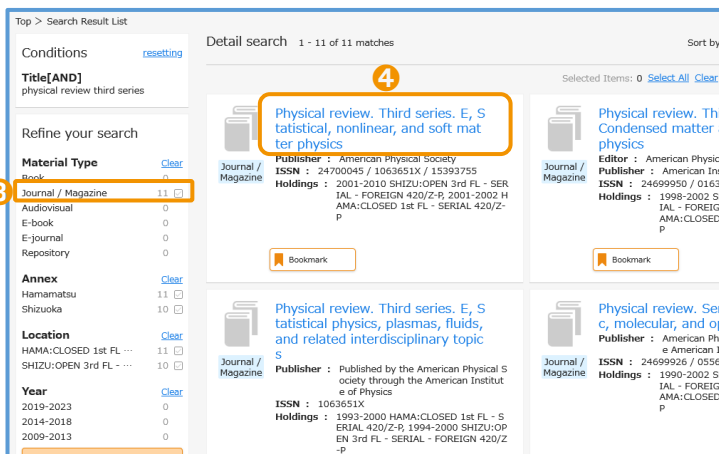
As mentioned on the previous page, if you find an article and you need to know whether or not the journal is available at Shizuoka University. Please use Shizuoka University Library OPAC to search for it.

Search for Journals on Shizuoka University Library OPAC



1 Click on the ‘静大 OPAC’ button in ‘CiNii Research’ or other databases, and go to the search result screen directly. The link to Shizudai OPAC will appear when you use it on the campus network.

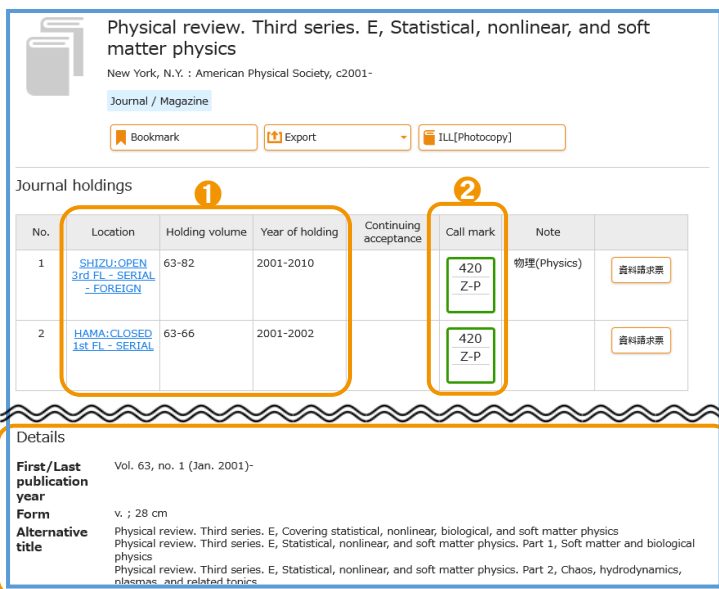
2 Enter the title of the journal in the ‘Free Keywords’ box on the OPAC. Please make sure not to enter the title of the article, author, volume, pages or year.



3 When you get too many hits, please click ‘Journal/Magazine’ . You can also specify the Material Type before searching. Electronic Journals might be hit. (→p. 14-15)

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

Click on the title of the journal → Item Record



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

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

3 The journal information is displayed.

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. You can search the OPAC for both those for which Shizuoka University pays a subscription fee and principal free.

Physical Review E: statistical, nonlinear, and soft matter physics
American Physical Society
E-journal (1)
Bookmark Export ILL(Photocopy)

Journal holdings

No.	Location	Holding volume	Year of holding	Continuing acceptance	Call mark	Note
1						

Details

Online Access (2) [Physical Review Online Archive \(PROLA\) 全学 2001-2016](#)
Title Undetermined (und)
language Undetermined (und)
Language of texts Undetermined (und)
ISSN 15393755/15502376

1 In the result page of Electronic Journals/books, eJournal or eBooks can be displayed.

2 Use conditions and publishing year which is available for full text is displayed in 'Online Access'. Electronic Journals/Books web link, which can be opened from there.

PHYSICAL REVIEW E
covering statistical, nonlinear, biological, and soft matter physics
Highlights Recent Accepted Collections Authors

Volumes & Issues (3)

- Volume 105 January - Present
 - Issue 1 January 2022 (014101 — L012701)
 - Issue 2 February 2022 (partial)
- Volume 104 July - December 2021
- Volume 103 January - June 2021
- Volume 102 July - December 2020
- Volume 101 January - June 2020
- Volume 100 July - December 2019
- Volume 99 January - June 2019
- Volume 98 July - December 2018
- Volume 97 January - June 2018

Stabilization and enhancement of traffic flow by the next-nearest-neighbor interaction (4)
Takashi Nagatani
Phys. Rev. E **60**, 6395 (1999) - Published 1 December 1999
PDF HTML

Nonequilibrium noise in coupled phase oscillators
P. Raimann, C. Van den Broeck, and R. Kawai
Phys. Rev. E **60**, 6402 (1999) - Published 1 December 1999
PDF HTML

Coherence resonance in excitable and oscillatory systems: The essential role of slow and fast dynamics
Joël R. Padiñas, Grigory V. Osipov, and James J. Collins
Phys. Rev. E **60**, 6407 (1999) - Published 1 December 1999
PDF HTML

3 Please click on the journal volume which you are looking for.

4 You will see a list of all the papers in the issue. Click on 'PDF file' or 'Download' for the article you want to use.

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-

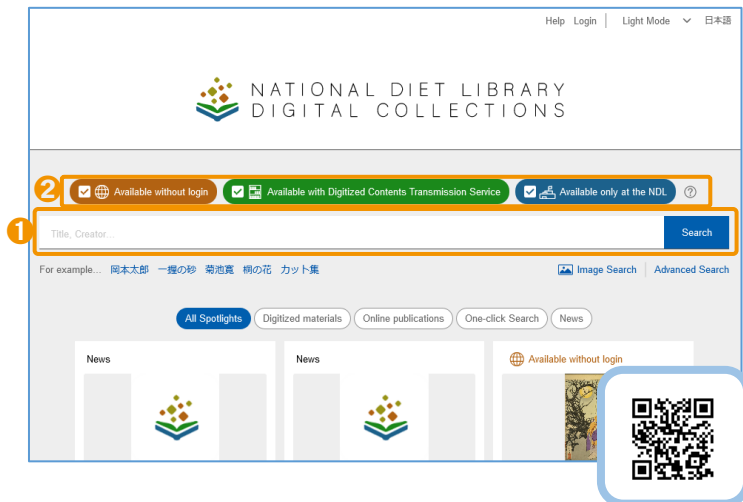
You can read PDF files anytime by downloading and saving them in your personal computer, but please take note of the following:

- For Personal Use Only.
- Do Not Mass-Download. (Systematic downloading is strictly prohibited.)
- 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 <https://dl.ndl.go.jp/en/>

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 1987. Journals contain those published more than 5 years ago and are not commercially published.



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 Research (→p. 12) can be found in the NDL Digital collections.

② You can search materials by 3 access restrictions.

(1) Available without login Online Available
(2) Available with Digitized Contents Transmission Service Available at the counter of Shizuoka University Library. There are ways for individuals to use this service.
(3) Available only at the NDL Available only within the facilities of the NDL.

You can search for materials which are '(1)' or '(2)' 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 '(2)'. 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 Research. 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.



- 1 Besides the following lists, you can use some databases. 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 and reference compilations at once.

Newspapers

- Asahi Shimbun Cross-Search (former '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.

Science

- CAS SciFinder-n (Chemistry)
- MathSciNet (Mathematics)

Articles (International)

- LEX/DB Internet (Legal)
- PsycINFO (psychology)

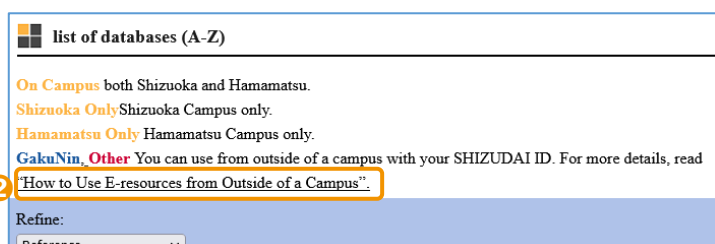
Some databases limit the number of concurrent users. Please logout after you have finished your work.

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.



- 2 Alternatively, click on the 'How to Use E-resources from Outside of a Campus' link above the list of database pages.

Use myLibrary

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

Login and Personal Settings

- 1 Please click 'myLibrary Login' at the top page of the Library Website or the OPAC page. Then, go to the Login screen.
- 2 Please enter your SHIZUDAI ID and your password and login.
- 3 After login, 'myLibrary' top page with menu will be displayed.
- 4 Announcement from the library are shown at the top of the page. If you have applied for materials or have overdue materials, you can see their status here.
- 5 Please click 'Change mail address', and input your e-mail address when you use 'myLibrary' for the first time or if your e-mail address has changed. Please make sure you are able to receive e-mail from the following address of the Library.
@adb.shizuoka.ac.jp
You can also change notification of new arrivals.
- 6 Please set the search conditions for new arrivals in 'New Arrival'.
- 7 When logout, click 'exit' at the top right of the display screen and close all browser windows.

Status of Lending and Renewal Lending Period

- 1 The materials you are currently borrowing from the library is shown in the 'Materials on loan' section.
- 2 If you see a 'Renew' button, you can apply for a loan renewal. Click the 'Renew', then the new due date is displayed. The extended due date is calculated and set from the procedure date.

Apply for Inter Library (Photocopy/Loan) Request

1 ILL[Photocopy]
ILL[Loan]
Request & Recommend Books

ILL Request [Loan] : Input
Input Confirm
-You can request books or photocopies of jourr
-Availability and loan periods vary depending o

ILL Request [Photocopy] : Input : Input
Please check the OPAC beforehand. → [OPAC]

2 Pay type (Must) (For Students) If students apply for a management expense grant, please fill in the comments section after obtaining permission from faculty members as follows. Payment classification is fine as a private expense. e.g. "With the permission of Prof. John Smith, I will ask you with the budget code ..."
Budget (回) 静岡本館/運/ (運) 静本 資料費-総記/
Library (Must) Shizuoka
If you apply for a management expense grant, please select the campus you belong to.
Range of Request (Must) -Other universities in Japan: [Charge] It usually takes in a week for the materials to arrive. -Public libraries in Shizuoka: [Free of charge] It takes about 2 weeks to arrive. (It takes a week for Shizuoka Prefectural Central Library) Please confirm Oudai-kun Book Search before request. After the material arrive at the library, you will take a copy it by yourself. -Other campus in Shizuoka University only: [Charge] It takes a few days for photocopies from another campus to arrive. -To overseas: [Charge] It takes a few weeks to a few months.
How to send Sending method from the holding library to Shizuoka University Library.
Please enter "Unknown" for any following must fields that you don't know.

3 ISSN Without a hyphen.
ISBN 13 or 10 digits. Without a hyphen.
Journal title (Book title) (Must) If you require a specific version, please specify it.
Publisher
Year e.g. 2007
Volume (Must) Enter the volume and issue numbers in the format of Volume(Issue); for example, enter 1(2) in the event of Volume 1, Issue 2.

4 Page (Must) e.g. 123-145
Paper title (Must)
Author of the paper
If the book has a color page (Must)

5 Comment e.g. "I would like the first printing of the first edition."

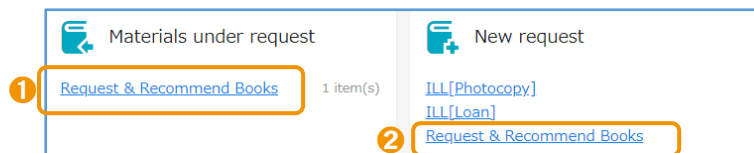
You can request books or photocopies of journal articles from other libraries through Shizuoka university library. (→p. 20-21) The cost of your request will depend on the owing library.

- 1 Click 'ILL[photocopy]' or 'ILL[Loan]' in 'New request' and fill out the each form. Please check the OPAC beforehand.
- 2 How to apply
Pay type: If you are students, choose 'Private expense'
Budget: If you choose 'private expense' as Pay type. You are not required to select anything
Library: Please choose the campus you would like to receive.
Range of request: Please select appropriate to days of arrival and the cost. (→p. 22)
How to send: Please select 'Ordinary post' or 'Special delivery' (urgent request only). An additional charges apply for special delivery.
- 3 Information of books or articles
Please enter "Unknown" for several must fields that you don't know.
- 4 How to apply for photocopy
Color page: If you would like to photocopy contains a color pages, please choose 'Monochrome copy' or 'Color copy'. 'Color copy' will be expensive.
- 5 If you have any comments, please fill in 'Comment'.

Click 'Go to Confirmation window' and then the confirmation page will be displayed. Please click 'Fix the request' to complete application. Shizuoka university library will order the materials to other university libraries.

When you receive the arrival notification e-mail, please come to the library counter. If there is a charge, payment is required. In the case of ILL[loan], please return the materials borrowed by the due date.

Recommend or request books



Request & Recommend Books : Input

Please check the OPAC beforehand. → [\[OPAC\]](#)

Book title (Must)
If you require a specific version or an eBook, please specify it.

Author

Publisher (Must)

Publication year
e.g. 2007/200710

ISBN (Must)
-13 or 10 digits. Without a hyphen.
 -If unknown, please enter 0.

Price before tax

Purpose (Must)

You cannot cancel the contents of the application after it has been accepted.

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

- ① Click 'Request & Recommend Books' in 'Materials under request', then you can check your request status.
- ② When you would like to recommend or request books, please click 'Request & Recommend Books' in 'New request' and fill out the form.
- ③ Information of the book
It is necessary to fill in 'Book title', 'Publisher' and 'ISBN'. If you do not know 'ISBN' of the book, please enter 0(zero). Please fill in other sections if you can.
- ④ It is necessary to fill in 'Purpose'. If you hope for an ebook, please specify so.
After you enter the information, please click 'Go to Confirmation window'.
Please confirm the information of the book you have entered, and click 'Fix the request' to complete application.

Useful way to apply for ILL[Photocopy]

When you access CiNii Research and CiNii Books from the campus network or by logging in from off-campus, the icon '静大図 Link' (it can be used for ILL requests) and '静大 OPAC' can be displayed at the bottom of the details pages. Those icons are useful to apply for ILL[Photocopy] services on myLibrary and searching on the OPAC.

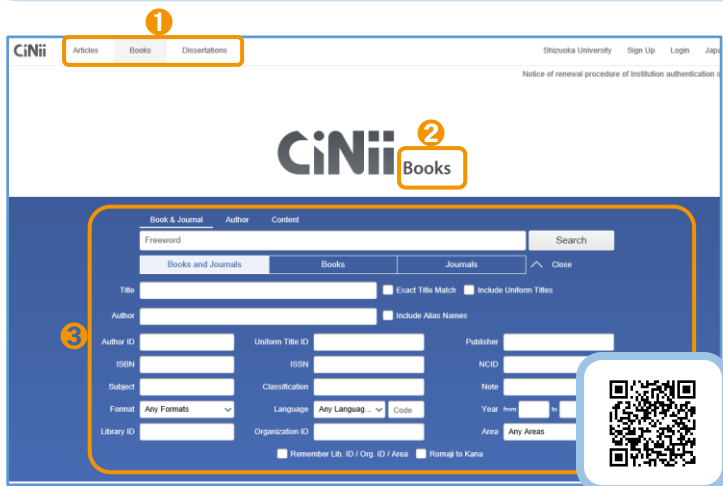


- ① When you apply for ILL[Photocopy] request, login to myLibrary from the link pages. The information of materials and articles would be input automatically on the application page.
- ② '静大 OPAC' links the research result pages on the OPAC and you can see if Shizuoka University hold it or not.

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.

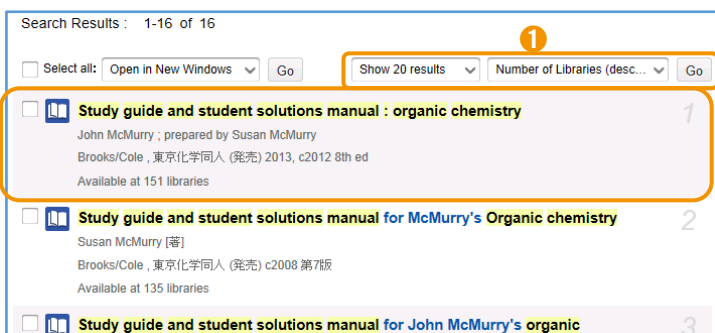
CiNii Books <https://ci.nii.ac.jp/books/?l=en> Search books in other universities.



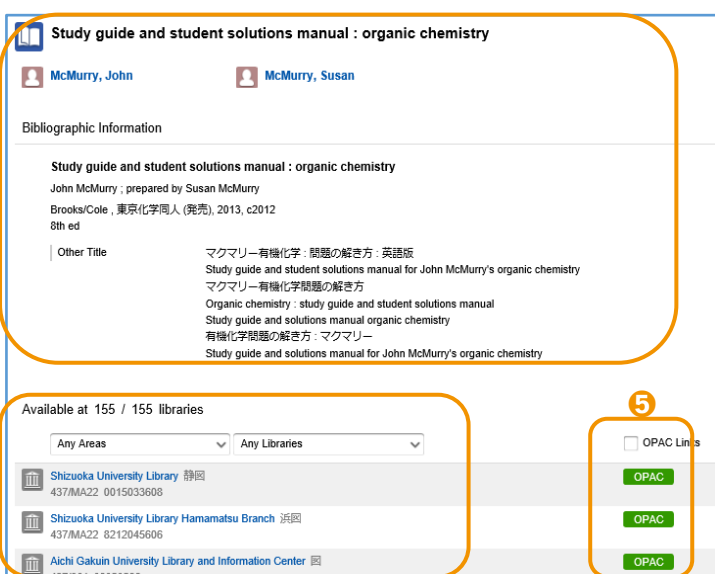
It is possible to search for books and journals in libraries of universities and research institutions around Japan.

- 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

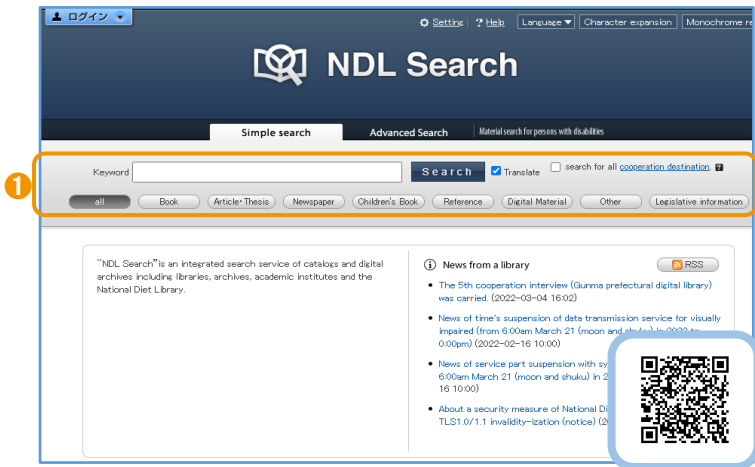


- 1 You can change the display order such as 'Date (newest)' and 'Number of libraries (descending)'.
- 2 Click on the title of the book or the journal from the search results. These icons show that is books and is journals.



- 3 Detailed information of the book and the journal is displayed in this section.
- 4 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.
- 5 By clicking the green button 'OPAC', it enables you to link to detail information on the OPAC of the university.

NDL Search <https://iss.ndl.go.jp/?ar=4e1f&locale=en>



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.

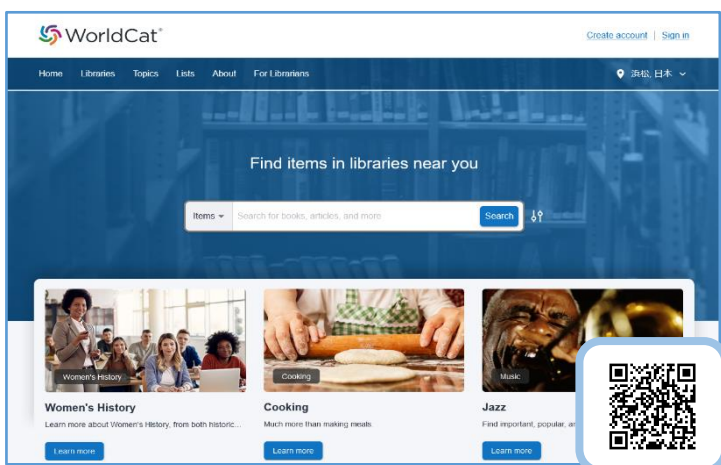
Oudan-kun Book Search https://mets.elib.grime.jp/oudankun-search_pref_shizuoka/



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 and Germany. (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 'Reserve' on the OPAC. (→p. 11)

● Research room

- If the materials are held at Faculty of Humanities and Social Sciences (Law Materials Room and Economic Materials Room), you can go there directly 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 is **not 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)

The number of books borrowed through the Inter Library Loan does not count as the number of books borrowed from Shizuoka University Library. (→p. 5)

● 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. Color copy; ¥55 per page. No postage charges. ([Reserving books from other campuses](#)→p. 11)

● 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 a domestic bookstore.
- You can request up to 3 books per year.
- You may not request magazines or other entertainment books that are not directly related to your study.

● Shelf classification of Materials ●

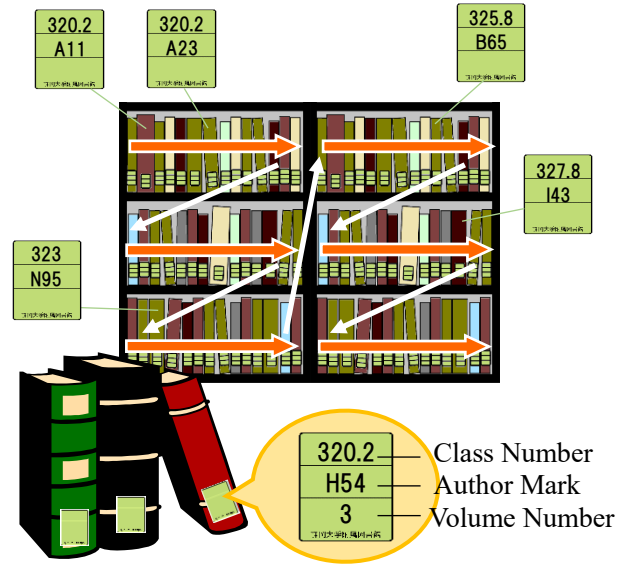
Arrangement Order on the Shelves

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 (NDC10)

0	General works	1	Philosophy	2	History	3	Social Sciences
000	General works	100	Philosophy	200	General History	300	Social sciences
010	Libraries. Library and information science	110	Special treatises on philosophy	210	General history of Japan	310	Political science
020	Books. Bibliography	120	Oriental thought	220	General history of Asia	320	Law
030	General Encyclopaedias	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. Morals	250	General history of North America	350	Statistics
060	General societies	160	Religion	260	General history of South America	360	Society
070	Journalism. Newspapers	170	Shinto	270	General history of Oceania. General history of Polar regions	370	Education
080	General collections	180	Buddhism	280	General biography	380	Customs, folklore and ethnology
090	Rare books. Local collections. Special collections	190	Christianity	290	General geography. Description and travel	390	National defence. Military science

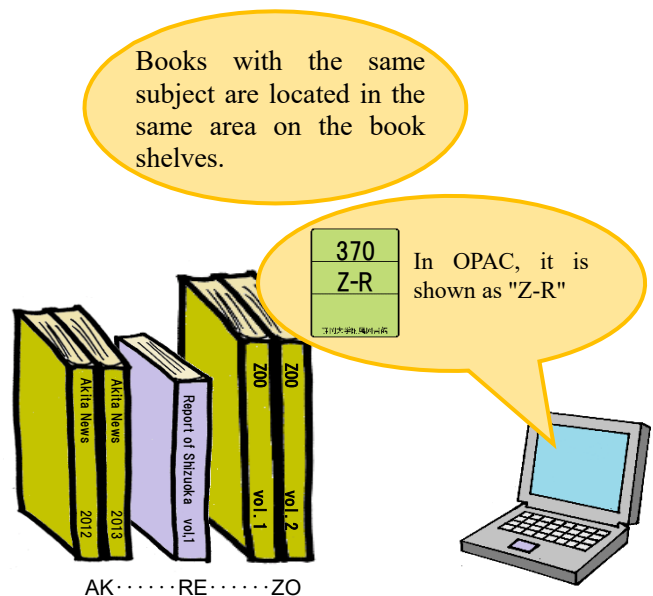
4	Natural Sciences	5	Technology	6	Industry	7	The arts
400	Natural sciences	500	Technology. Engineering.	600	Industry and Commerce	700	The arts. Fine arts
410	Mathematics	510	Construction. Civil engineering	610	Agriculture	710	Sculpture. Plastic arts
420	Physics	520	Architecture. Building	620	Horticulture	720	Painting. Pictorial arts
430	Chemistry	530	Mechanical engineering	630	Sericulture. Silk industry	730	Engraving
440	Astronomy. Space sciences	540	Electrical engineering	640	Animal husbandry	740	Photography and photographs
450	Earth sciences	550	Maritime engineering	650	Forestry	750	Industrial arts
460	Biology	560	Metal and Mining engineering	660	Fishing industry. Fisheries	760	Music
470	Botany	570	Chemical technology	670	Commerce	770	Theater
480	Zoology	580	Manufactures	680	Transportation services	780	Sports and Physical training
490	Medical sciences. Pharmaceuticals	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 languages	990	Literatures of other languages

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).

Library Navigator ; Library User's Guide 2023

March 31, 2023 (English edition)

Editor : Academic Affairs and Information Division, Library Service Section

Publisher : Shizuoka University Library

Address : 836 Ohya, Suruga-ku, Shizuoka-shi, 422-8529, JAPAN

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

