## Library Orientation for International Students



### 2021 Spring



## Outline

- 1. Library facilities and services
- 2. How to search for materials in Hiroshima university
- 3. How to search and obtain literature
- 4. Other services

## 1. Library facilities and services



#### **Central Library**

@Higashi-Hiroshima campus

The largest Library in Hiroshima University contains literature in the fields of humanities, social sciences and natural

sciences.

#### **School of Education**

#### School of Letters

School of Science School of Law, School of Economics

#### **West Library**

@Higashi-Hiroshima campus

#### Lecture Hall

644444449494

2nd floor : novels, liberal arts books 3rd floor : Materials for engineering, informatics, and biological science, etc.

#### **School of Integrated Arts and Sciences**

**West Library** 

#### **East Library**

@Higashi-Hiroshima
 campus

1 st floor: Stack materials for engineering, informatics, and biological science, etc.2nd & 3rd floor: Information Media Center

#### School of Applied Biological Science

School of Engineering, School of Informatics and Data Science

#### Kasumi Library

5

@Kasumi campus in Hiroshima city

School of Medicine School of Dentistry School of Pharmaceutical Sciences University Hospital

Materials for Medical Science

#### Higashi Senda Library

@Higashi-Senda
campus in Hiroshima
city

School of Law School of Economics (Main evening course)

TEFT

Materials for Social Science and liberal arts books

## **Borrowing Books**

- You can use <u>student ID</u> as a library card.
- You can borrow books for yourself with Automatic Book Circulation machine. (see next slide)
- How many books can I borrow and how long for?

- <u>Undergraduates:10 books for 3 weeks at each</u> <u>librarv</u>

- <u>Graduates :15 books for 30 days at each</u> <u>librarv</u>

Cf. Guide for Users



Please use this machine to check out a book.

When the operation is completed, you will get a receipt with the return deadline.

### Renewal (Extension) of the loan period

<u>How to?</u> : on the website, with the Automatic Book Circulation machine or at the circulation desk.

#### How many times? : Up to 2 times

Note:

- The loan period will be extended starting from the procedure date.

- If there are books reserved by other users or books that are already overdue, they cannot be updated.

#### • Overdue penalty

If you fail to return materials by the due date, you will not be allowed to borrow materials for a certain period.

## Renewing the loan period on the website



\* Books that have been reserved by other users or that have passed the due date cannot be renewed.

## **Returning books**

• You can return a book to any HU library.

• When the library is closed, put it into the book drop. (excluding the East Lib)

 Books borrowed from other universities, audiovisual materials, and journals must be returned to the library where you have borrowed.

## Photocopying library materials

- You can photocopy materials using the photocopiers in the library. We accept cash, Myple (Co-op electronic money) and the copy card.
- Please fill in the photocopy application form to use the service.
- Compliance with the Copyright law
  - One copy per user
  - For research purposes
  - Only a part of works



## Using your laptop in the library

- Free Wi-Fi for HU members is available in all the libraries.
- \* To connect to Wi-Fi, you must log in with your Information Media Center account.

• We have lockers for the battery charging (Central lib only) and desks with outlet.

# 2. How to search for materials in Hiroshima university

#### Search materials held by Hiroshima University on "OPAC"

☆ 広島大学図書館 Hiroshima University Library	サイト内検索/Site Search Search!	Hiroshima University     Kasumi Library	☆ <u>Access</u> 日本語 E	<b>Q</b> g	UserLog <u>Sitemap</u>
Guide Search Holdings	Databases Collections	Guidance • Reference Abou	ut Us	Contact Us	
User Menu				2021/	02/15(MON)
Your Library Record	🔒 [NOTICE]Measures agai	nst Coronavirus Infection		Central	Opening Hours
	[Will be opened on June 1st]For	<u>. HU members (Updated June 15)</u>		East	08:30-17:00
InterLibrary Copy Request				West	08:30-17:00
InterLibrary Loan Request	<u>For Visitors (Updated March 27)</u>			Kasumi	12:00-21:00
New Purchase Request				Higashi-Senda	08:30-21:00
New Fulciluse Request	Search OP				<u>Monthly</u>
Alert					
Bookmark	OPAC Article(JPN) WoS Sc	copus Other Univ. NDL W	/orldCat	Others	
My Search	Basic Search Advanced Search Contains revi	ew and tag			2
Review History	Search the library cat	alog.			Search
Tag History	Search by Classification   Journals	Title List   Newly Arrived   Borrowec	d Ranking	Review List	Search Tags

#### https://www.lib.hiroshima-u.ac.jp/?lang=english

### Advanced search & Refine your search

Search by specifying search conditions such as material type and campus

OPAC	PN) WoS Scopus Other Univ. NDL	
* M	All Books Journals E-Books E-Journals	oui Hic
*Campus:	Higashi-Hiroshima (West) Kasumi	
*Location:	Please select the campus. 🗸	
Target:	only materials in the Library	
	Keyword	
AND	V Title	
	Example: #scienceExa	ct
AND	V Authors name	
AND	V Publisher	
*Publication	on year: to Code	2:
ISBN	N/ISSN: *Country code	2:
	NCID: *Language code	e:
Bibliograp	phy ID: Classification	1:
Registration n	number: *Material format	t:
Mater	erial ID:	
C	Call No:	
S	Sort by: Year(Newest) 🗸 List count	t:
	<b>Search</b> Clear	

Refine Your Search
only materials in the Librar y
Material Type
Books (2925)
Journals (79)
E-Books (38)
E-Journals (55)
Campus
Higashi-Hiroshima (Central)
(2314)
Higashi-Hiroshima (East) (1
0)
Higashi-Hiroshima (West)
(346)
Kasumi (58)
Higashi-Senda (466)

## Check the "location"



## Check the detailed location and contact information



If you would like to use the materials held by the library or laboratory on your campus, please check the details page and then go directly there to use it.

## **Detailed search method for OPAC**

• See the How-to video for OPAC search exercises

"Exercises" are also posted on the website.
 \*Submission of exercises is not required.

• You can check sample answers to the exercises in the video.

## Ordering the books from the library on another campus

- Click the "Reserve" button on the OPAC
  - \*Free shipping, about 3-5 days to arrive.

Prevenue	vious				Back to List				Next ▶
			Explor	ing Hiros	hima : Japan's	s symbol for p	beace		
	Exploring Neceshima Jopan's Synder for Pasce	Books	by Coe s IBCパフ	n Nishium ブリッシング	ii ; English tran 1, 2017 (洋販	slated by Masa ラダーシリーズ)	hiro Oko . <bb03< td=""><td>oshi Spec 252863&gt;</td><td>ial ed</td></bb03<>	oshi Spec 252863>	ial ed
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Cl	ick a locatio	n to displa	ay details	s. 1					
No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservati on
0001		Higashi- Senda	<u>Higashi-</u> <u>Senda Li</u> <u>b</u>		<u>837.7/Y-73</u>	0130558785			Oitems Reserve

## Making a borrowing request the books from the laboratory on another campus

Click the "ILL Borrowing Request(borrow the actual book) " on the OPAC \*Free shipping

\*These books may not be available depending on the usage of the laboratory.

Bibliography	Details 7 o	f about <b>160</b>	)				Print	Related Information
Previous     Machine     Machine     Methods     Methods	Books Mach Steven proba Rating: 20 Tag: No Functions: Review D URL: https://opi	Bine learning n W. Knox ; : bility and mat tag is regis Bookmark Details ac.lib.hiroshima	ack to List : a concise cloth Joh thematical st tered Tag -u.ac.jp/webop	introduction in Wiley & Son atistics). <bb(< td=""><td>s, 2018. 03352660 Mail</td><td> (Wiley se )&gt; Export Select</td><td>Next eries in</td><td>Get it from another orga nization ILL Copy Request(get a cop v from another librarv) ILL Borrowing Request(borr ow the actual book) I I can't make a request b ecause the window doesn't open. Purchase Request</td></bb(<>	s, 2018. 03352660 Mail	(Wiley se )> Export Select	Next eries in	Get it from another orga nization ILL Copy Request(get a cop v from another librarv) ILL Borrowing Request(borr ow the actual book) I I can't make a request b ecause the window doesn't open. Purchase Request
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No. Volumes (	Campus Location	Collection	Call No	Material ID	Status	Due Date	Reservati on	▶ parent bibliography
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## Searching for e-journals and e-books

For e-journals and e-books can be searched on
 <u>OPAC</u> as well as printed materials.

 Full text is only accessible <u>on the campus</u> <u>network.</u>

• Mass download of articles is prohibited by contract with the publisher.



#### **Title List for e-journals and e-books**

## Check the available period and volumes



• Click each link to open the page of the e-journal publisher site. E-journals that Hiroshima University are subscribed to can be accessed on the campus network.

• Not all journals are available for all years of publication due to contract.

## Off-campus access

 The service that allows you to access e-journals, e-books and databases that Hiroshima University are subscribed to from off-campus such as at home.

Two ways are available:
 <u>VPN service</u> and <u>Single Sign-on</u>.

Cf. Off-Campus Access to E-resources

## Use of VPN service #1

 Requires software or app download and configuration on your device

• The VPN service is provided by the Information Media Center.

• Please refer to the center's website for how to use it.

http://www.media.hiroshima-u.ac.jp/services/hinet/vpngw/

## Use of VPN service #2

 A VPN connection is required for each use. Log in to the application with your Information Media Center account and password.

#### • for PC

#### • for Smartphone





\*The connection lasts until you disconnect yourself or shut down your PC.

\*It may automatically disconnect due to sleep for a certain period of time.

## **Use of Single Sign-on**

• Simply Institutional Login<sup>\*</sup> with your student ID and password for each database or electronic resource.

\*Institutional login has a different entrance from normal login. See the information on <u>the library</u> website for specific usage.

- This service is not compatible with all electronic resources.
- $\rightarrow$  We recommend using a <u>VPN service</u>.

## 3. How to search and obtain literature



## Databases

#### Database List available at Hiroshima University (HOME > Databases)



#### Cf. Database List (in Japanese version)

## **Database List**

Databases by Title (A-Z)
Subject       Type       Terms of use       Image: Constraint of the set of Full text         The use of Full text       Sort by       Sort by
Academic Search Complete (EBSCOhost)
Academic Search Complete is the world's most valuable and comprehensive scholarly, multi- disciplinary full-text database, with more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. > <u>More information</u> > <u>Support</u>
General Fields
Books Conference Proceedings Dictionaries & Encyclopedias Journal articles
Off-Campus access: VPN service Off-Campus access: Single sign-on Walk-in user
Partial full text
Details
APA PsycArticles (EBSCOhost)

APA PsycArticles®, from the American Psychological Association (APA), is a definitive source of full text, peer-reviewed scholarly and scientific articles in psychology. ><u>More information</u>

## Database type

Bibliographic database (full text not included)

• Database of holding information

• Full text database of literature such as journal articles or documents

## Major databases #1

**Free access** 

**VPN** 



Bibliographic information database of Magazine articles, academic journals, and university bulletin papers published in Japan

#### CiNii Books

Database of information on books, journals, and audiovisual materials held by Japanese university libraries

Single sign-on

## Major databases #2



#### Web of Science

- A citation index database of the world's leading academic journals published since 1900.
- Includes the number of citations of papers and the latest journal impact factor.

## Major databases #3 VPN Single sign-on

Gale ebooks

## Database of over 200 dictionaries and encyclopedias

## Major databases #4



## Flow of literature acquisition

1. Check if an electronic version is available on the internet.

2. Check for printed journals and books

3. Order copies of papers and books from libraries of other universities.

## Get the full text file: open access



## Get the full text file: E-resources available at HU

2. <u>Aircraft Cabin Pressurization and Concern for Non-Arteritic Anterior Ischemic Optic Neuropathy</u>

著者名: Nazarali, Samir; Liu, Henry; Syed, Maleeha; et al.

AEROSPACE MEDICINE AND HUMAN PERFORMANCE 巻:91 号:9 ページ:715-719 発行: SEP 2020

 When you access the database on the campus network, you will see an icon such as "Find it/Full text @ HU". Click this to open the navigation screen for obtaining documents.

Find it Full Text@HU



## Use materials held by Hiroshima University



Displaying OPAC search results.

Make sure that the volume you need is included in the Holding information.

Click "Go" to check detailed information such as the location.

## Making a copy or loan request from libraries of other universities #1

Full text
No Full text available
Holding information
Holdings in <b>Hiroshima University OPAC</b> の 所蔵はありません
Holdings in <b>CiNii Books</b> 1件, 見つかりました <sup>:</sup> Understanding the Mindanao peace process (1館で所蔵)
Holdings in NDL Search GO
Holdings in OCLC WorldCat ® Service 5
ILL
Request document via Web Request GO

You can order copies of articles and books from libraries of other universities.

Click the "GO" button to start the application procedure.

## Making a copy or loan request from libraries of other universities #2



## Making a copy or loan request from libraries of other universities #3

- Round-trip shipping and copy fees are at your own expense.
  - Payment method:

-For private expenses: Cash or Co-op electronic money MyPle(Centrall and Kasumi Lib Only) -Public expenses: the research expenses of the faculty members

- The number of days to arrive is from one week to several weeks
- If you borrow a book, it may be used only in the HU library depending on the terms of use of the requesting library.
- Copying is possible within the scope of copyright law.

## Apply by entering directly from InterLibrary Copy Request

User Menu	Request Information Entry
Your Library Record	Fater the following information and sligh the fourback hutter
InterLibrary Copy Request	<ul> <li>* indicates required items. (indicates choice items.)</li> </ul>
InterLibrary Loan Request	Please use the materials in person, if the materials are on your cam
New Purchase Request	
New Purchase Request	1. Enter (Confirm) the following material information. * ISSN or bibliographic ID (NCID) is required
New Purchase Request Alert Bookmark	1. Enter (Confirm) the following material information. * ISSN or bibliographic ID (NCID) is required * Journal title :
Alert Bookmark	1. Enter (Confirm) the following material information. * ISSN or bibliographic ID (NCID) is required * Journal title : * Article title:
New Purchase Request Alert Bookmark My Search	1. Enter (Confirm) the following material information. * ISSN or bibliographic ID (NCID) is required * Journal title : * Article title: * Article Author:
New Purchase Request Alert Bookmark My Search Review History	1. Enter (Confirm) the following material information. * ISSN or bibliographic ID (NCID) is required * Journal title : * Article title: * Article Author: * Volumes:
Alert Bookmark My Search Review History	1. Enter (Confirm) the following material information. * ISSN or bibliographic ID (NCID) is required * Journal title : * Article title: * Article Author: * Volumes: Publisher: * Year:
New Purchase Request Alert Bookmark My Search Review History Tag History	1. Enter (Confirm) the following material information. * ISSN or bibliographic ID (NCID) is required * Journal title : * Article title: * Article Author: * Volumes: Publisher: * Page: * Bib. ID (NCID):

## Apply by entering directly from InterLibrary Loan Request



## Check the application status from Your Library Record : For Copy request #1



### Check the application status from Your Library Record : For Copy request #2

Your	Lib	orary Rec	ord My f	older	Alert						
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	Your	· Library R	ecord Con	v request	list					Status	Cancelled
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										Books/magazine	Serial
				Applied	Payment	Sending	Local			Standard No.	ISSN=09110194
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## Free book delivery service of nearby public libraries

• Hiroshima Prefectural Library

• Hiroshima City Library

• Higashi Hiroshima City Library

### **Use books from Hiroshima Prefectural Library**

- A user card issued by the prefectural library is required (cards can be applied by mail)
- Search and make a reservation on OPAC on the prefectural library website
- Select "Hiroshima University Library" as the pick-up location, <u>excluding the East Library</u>
- Number of volumes: Up to 10
- Period: 21 days from the date of arrival of the shipping notification email

><u>More information[in Japanese]</u>

#### Use books from the Hiroshima City Library

- Receiving library: <u>Central library only</u>
- Number of volumes: Up to 5 volumes
- Period: 2 weeks after arrival at Hiroshima University
- Application: From <u>the application form[in</u> <u>Japanese]</u> on the Hiroshima University Library website.

#### Use the books of Higashi Hiroshima City Library

- Receiving library: <u>Central library only</u>
- A user card issued by the City Library is required
- Number of volumes: Up to 10 books and magazines Up to 3 audiovisual materials
- Period: About 1 month (cannot be extended)

>More information[in Japanese]

## "others" tab of OPAC

OPAC Article(JPN) WoS Scopus	Other Univ. NDL Wo	rldCa	_
Basic Search Advanced Search			?
Databases : ZAll Site		Search	
□検索先サイト □ Amazon(和書)	□Amazon(洋書)	□広島県立図書館	
□広島市立図書館	□東広島市立図書館		

You can search the holding information of public libraries: Hiroshima prefectural library, Hiroshima city library, and Higashi-hiroshima city library by selecting the "others" tab of OPAC.

## New Purchase Request #1

- You can request the purchase of books that are not in the library or books that are only in the laboratory.
- We do not purchase Journals.
- It will take about a month to become available.
- Annual request limit: Up to 15 books for a undergraduate student, up to 25 books graduate student (there is a purchase price limit)

#### New Purchase Request #2: request from opac bibliographic details page

Bil	oliograph	y Deta	ils 2 of	f about 1	6				Print	Related Information
< Pre	evice us reactioned a filter Deep Active Learning David and the second Deep Active Learning Deep Active Learning Deep Active Learning	Book Rati Tag: Fund ► Ret	Deep Kayo M ng: No ctions: ( view D	active lea Matsushita, tag is reg Bookma Details	Back to List rning : toward , editor Spri gistered rk Tag	d greater den nger, 2018. <	pth in univ BB0333040	versity ed 05>	Next  ucation	Get it from another orga nization ILL Copy Request(get a cop y from another library) ILL Borrowing Request(borr ow the actual book) I can't make a request b ecause the window doesn't open.
С	oldingsLis	URL: St 1-2 n to disp	https://opa of about lay details	2 5.	ma-u.ac.jp/webop	pac/BB03330405	5	Select		Purchase Request Additional Purchase Reques t
10 Ite	ems 🗸								Pecervati	Related Items
No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	on	▶ author
0001		Higashi- Hiroshim a (Centr al)	Educatio n / Scien ce educa tion libra <u>ry</u>		<u>377.15/D-53</u>	2000481539	Facult y offic e		Oitems	Borrowing Ranking of th e same classification

To request the purchase of books that are only in the laboratory, it is convenient to apply from "Additional Purchase Request" on the right side of the page.

#### New Purchase Request #3: Apply from "New Purchase Request" in the User menu



Ircnase Request	
You can send a purchase request of i	materials. (Help $\rightarrow$ ) 2
Please check help before	making a request.
Request Information Entry Completion Notification	Request Confirmation > Purchase Request
Request Information Entry	
Request information Entry	
Click the "Submit" button after enter	ering the following information.
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Click the "Submit" button after enter * indicates required items. <b>Book title and ISBN</b> 1. Enter (Confirm) the following * Title:	ering the following information. A are required. material information.
Click the "Submit" button after enter * indicates required items. Book title and ISBN 1. Enter (Confirm) the following * Title: Volumes:	ering the following information.
Click the "Submit" button after enter * indicates required items. Book title and ISBN 1. Enter (Confirm) the following * Title: Volumes: Author:	ering the following information.  A cre required. material information.  * ISBN: Publisher:
Click the "Submit" button after ente * indicates required items. Book title and ISBN 1. Enter (Confirm) the following * Title: Volumes: Author: Edition area:	ering the following information.

## 4. Other services



58

## **Reference management tools**

- EndNote Basic
- Mendeley

A tool that can import bibliographic information and full-text PDF, manage and organize data, and output a reference list. User registration is required.

## The Writing Center

- The main task for Writing Center faculty and tutors is to help you write clear, well-structured texts.
- We help you:
  - Consider your target audience
  - -Identify the basic elements of an academic text

-Understand what kind of information is expected in each element

-Develop your ideas logically

-Connect your ideas clearly

• You can apply for use from the center website <a href="https://www.hiroshima-u.ac.jp/en/wrc/">https://www.hiroshima-u.ac.jp/en/wrc/</a>



## **Any Questions?**

## Contact the circulation desk. Email us : tosho-fukyu-wrc@office.hiroshimau.ac.jp

#### •Please feel free to contact us !

## Questionnaire

• Please take some time to answer <u>questionnaire form</u>.

