The University of Tokyo Library System Bulletin

Welcome to the University of Tokyo
University of Tokyo Library System User's Guide 2022
Recommendations for the use of e-resources!!
UTokyo Academic Archives Portal
Column "General Library by the Numbers"
University of Tokyo Library System
User's Guide 2022

For first-time users

University of Tokyo has three campus central libraries: General Library on the Hongo Campus, Komaba Library on the Komaba Campus, and Kashiwa Library on the Kashiwa Campus. In addition, there are 27 departmental libraries for each faculty, graduation school and research institute. The University of Tokyo Library System is a collection of 30 libraries that provide services together.

Each UTokyo library is taking measures to prevent spreading the COVID-19. We ask users to cooperate in infection control measures such as wearing masks and disinfecting their hands. When using the library, please follow the rules set by each library to prevent spreading infectious diseases.

What is the “Home Library” (=Departmental Library)
The “Home Library” (in Japanese term) that provides various services, such as receiving materials ordered from other libraries. Your “Home Library” means your department or faculty library.

What is the UTokyo WiFi
UTokyo WiFi is available to students, faculty and staff of the University of Tokyo on campus. First, you need to get a UTokyo WiFi account. Please check the following website.

UTokyo WiFi
https://www.u-tokyo.ac.jp/adm/dics/ja/wifi.html

Introduction to Campus Central Libraries

Komaba Campus
Komaba Library

* Also serves as the Graduate School of Arts and Sciences Library

Komaba Library is the first library undergraduate students use when they enter the university. It offers a wide range of books and learning environments. UTokyo WiFi is available in the library. Educational Campus-wide Computing System terminals (ECCS terminals) are available in the Media Park on the 1F. There is a lounge on the 1F with a collection of magazines for casual reading away from your studies. Reading desks are located on the 2F with an open atrium. Please find your favorite place according to your purpose.

To use the Komaba Library more conveniently, please take a look at the "Basic Library Guide" on the Komaba Library website!
What is the “Home Library” (=Departmental Library)

Introduction to Campus Central Libraries

University of Tokyo has three campus central libraries: General Library on the Hongo Campus, Komaba Library on the Komaba Campus, and Kashiwa Library on the Kashiwa Campus. In addition, there are 27 departmental libraries for each faculty, graduation school and research institute. The University of Tokyo Library System is a collection of 30 libraries that provide services together.

The “Home Library” (in Japanese term) that provides various services, such as receiving materials ordered from other libraries. Your “Home Library” means your department or faculty library.

Komaba Library is the first library undergraduate students use when they enter the university. It offers a wide range of books and learning environments.

UTokyo WiFi is available in the library. Educational Campus-wide Computing System terminals (ECCS terminals) are available in the Media Park on the 1F. There is a lounge on the 1F with a collection of magazines for casual reading away from your studies. Reading desks are located on the 2F with an open atrium. Please find your favorite place according to your purpose.

UTokyo WiFi is available to students, faculty and staff of the University of Tokyo on campus. First, you need to get a UTokyo WiFi account. Please check the following website.

*1 In order to prevent infectious diseases, the number of reading desks has been reduced to approximately 700 and the number of ECCS terminals has been reduced to 34 as a measure against infection.

*2 A reservation is required to use the Sound Proof Booth via MyOPAC in advance.

Please check the General Library website for the latest information on available services.

General Library website
https://www.lib.u-tokyo.ac.jp/en/library/general

To use the Komaba Library more conveniently, please take a look at the “Basic Library Guide” on the Komaba Library website!

Kashiwa Campus

Kashiwa Library

From the main gate of the Kashiwa Campus, the glass-walled building on your left is Kashiwa Library. There are conference facilities such as seminar rooms and halls, ECCS terminals room on the 1F, and there are the library facilities with materials for learning and research on the 2F. UTokyo WiFi is available in the library. Please use it as a place for learning or to take a break from coursework and research. Kashiwa Library is open for Science Café events and special exhibits. In April and October, we hold a self-tour to learn how to use the Kashiwa Library in a quiz format.

Please check the Kashiwa Library website for the latest information on available services.

Kashiwa Library website
https://www.lib.u-tokyo.ac.jp/en/library/kashiwa
Let's use the libraries

◆ Opening hours and closed days - Check the website for the latest information.

In order to prevent spreading the COVID-19, the opening hours of each library have been changed in accordance with the UTokyo Activity Restriction Index and the policies of each faculty and graduate school. Before going to the library, be sure to check the website. The University of Tokyo Library System website contains links to the library websites.

◆ When using the library - your student or staff ID is required.

Your student ID card will serve as your user ID. It is required to enter the library and check out materials.
* In order to use the library, you need to register your e-mail address on the UTAS system.

Your staff ID card will serve as your user ID. It is required to enter the library and check out materials.
* You cannot use the card as a library card without the registration process. Please consult with your "Home Library."

◆ Rules for check out materials

© Komaba, General and Kashiwa Libraries
Basically, you can check out up to 10 books in each library for two weeks. Conditions may vary depending on the type of materials and your status, so please check the website for details.

© Other libraries
Other libraries have different rules of check out. Please refer to the website for details.
* There are some materials that cannot be checked out. In such cases, please use them in the library.

◆ Rules for return materials

• Books from libraries in the Hongo and Komaba campuses can be returned to any campuses or any UTokyo libraries.
• Books from libraries in Kashiwa campus can only be returned to the holding library within the Kashiwa campus, however, they can be returned to any libraries in the Hongo and Komaba campuses.
* If there is a special instruction at check out, please return to the indicated library.

If you have an overdue item, you may be suspended from check out. Keep due dates.

◆ If you have any questions - ask them via ASK Service.

ASK Service is a question and answer service for use libraries, searching books, documents, and information. Answers will be returned via email.

* Each library has its own policy on purchasing. Materials may not be purchased due to policy or budget constraints.

* If there is a special instruction at check out, please return to the indicated library.

If you have an overdue item, you may be suspended from check out. Keep due dates.
Let's use the libraries

In order to prevent spreading the COVID-19, the opening hours of each library have been changed in accordance with the UTokyo Activity Restriction Index and the policies of each faculty and graduate school. Before going to the library, be sure to check the website.

The University of Tokyo Library System website contains links to the library websites.

Your student ID card will serve as your user ID. It is required to enter the library and check out materials.

Basically, you can check out up to 10 books in each library for two weeks. Conditions may vary depending on the type of materials and your status, so please check the website for details.

* In order to use the library, you need to register your e-mail address on the UTAS system.

* There are some materials that cannot be checked out. In such cases, please use them in the library.

Your staff ID card will serve as your user ID. It is required to enter the library and check out materials.

* You cannot use the card as a library card without the registration process. Please consult with your “Home Library.”

Searching for materials - Let’s use UTokyo OPAC!

Materials held by the UTokyo libraries can be searched using UTokyo OPAC. Search for the books or journals you want to read via OPAC and visit the library that holds them.

“MyOPAC” for more convenience.

You can use various services by logging in with your UTokyo Account.

1. Check Loan/Reservation status - even extend loan periods!

You can view the status and extend the loan period on the “Status of Loan/Reservation” page.

* You cannot extend the loan period if the material is reserved by another users, if you have an overdue item, or if you have exceeded the maximum number of extensions.

2. Reservation and internal delivery

Books

You can reserve a book that is currently on loan by another user. You can also request books to be delivered from another campus to your “Home Library.” This services are free of charge.

Photocopies

You can also request photocopies or PDF copies* of a part of a book or journal.

* To view the PDF files, please access within the campus network. It cannot be accessed from off-campus. PDF copies can be ordered from participating libraries within the University of Tokyo.

3. Make a purchase request

If the library does not have a book you need for your research, you can request your "Home Library" or campus central library to purchase. Please use the "Book Requests" form.

* Each library has its own policy on purchasing. Materials may not be purchased due to policy or budget constraints.
Recommendations for the use of e-resources!!

“It's hard to get to the library because of the COVID-19.”
“I want to be able to find materials easily from home.”
In such cases, there is a way to use materials on a smartphone or PC. The University of Tokyo has many electronic resources (databases, e-books, e-journals, etc.) available for use. Take advantage of resources in your learning and research activities!

How to find e-books and e-journals – Let's use UTokyo OPAC or E-journal & E-book Portal

"UTokyo OPAC" allows you to search not only books and journals, but also e-books and e-journals. If it is labeled as an "E-Book" or "E-Journal," you can read the full text on your smartphone or PC. "E-journal & E-book Portal" is a tool that allows you to search only for e-books and e-journals at the University of Tokyo.

- UTokyo OPAC

- E-journal & E-book Portal
  https://www.lib.u-tokyo.ac.jp/en/library/contents/database/1

How to find papers – Let’s use TREE

"TREE" allows you to search for academic papers by title. If a search result is marked “Full Text Online,” you can read the full text by clicking on the title. It is a useful tool when you want to obtain full text of materials in a lecture’s reference list.

- TREE

How to find newspaper articles – Let’s use various newspaper article databases

In a newspaper article database, you can search by headlines and texts and read articles. Some databases allow you to see the layout of the actual newspaper. There are databases of not only Japanese newspapers but also foreign newspapers.

- Asahi Shimbun Cross-Search
- YOMIDAS REKISHIKAN (Yomiuri Shimbun)
- Maisaku (Mainichi Shimbun)
- Nikkei Telecom 21 (Nihon Keizai Shimbun)
- Nexis Uni
- pressreader

Let’s use online dictionaries and encyclopedias

Dictionaries and encyclopedias are recommended when you want to check the meaning of terms. Since the source is clear, you can use it as a reliable source for your paper. "JapanKnowledge Lib" is a cross-search database of various encyclopedias and dictionaries in Japan. Synonyms for the searched keywords will also be displayed, allowing you to check the meaning with a single click.

- JapanKnowledge Lib

- Oxford English Dictionary (2nd ed.)
How to find specialized academic information – Let’s use databases

Database List
You can search for more than 400 databases that are available at the University of Tokyo. All databases introduced on p. 5 can be searched and used from here. In the "Keywords" section, database names and descriptions are also searchable, so if you search by the content or research theme you want to examine, you may find unexpected databases.

To use it
Click on the "Access to Database" button under the database name.

Web of Science Core Collection

Off-Campus

Access to Database

From on-campus

UTokyo Account is required to use this service.

Access to Database (EZproxy)

From off-campus

How to use the e-resources from off-campus
By logging in to the "EZproxy" service, you can use the e-resources from off-campus just as if you were on-campus. UTokyo account is required to log in to the EZproxy. Some e-resources are restricted to use only from on-campus.

How to find newspaper articles – Let’s use various newspaper article databases
In a newspaper article database, you can search by headlines and texts and read articles. Some databases allow you to search for foreign newspapers.

How to find papers – Let’s use TREE
"TREE" allows you to search for academic papers by title. If a search result is marked "Full Text Online," labeled as an "E-Book" or "E-Journal," you can read the full text on your smartphone or PC. "E-journal & E-book Portal" is a tool that allows you to search only for e-books and e-journals at the University of Tokyo. "UTokyo OPAC" allows you to search not only books and journals, but also e-books and e-journals. If it is labeled as an "E-Book" or "E-Journal," you can read the full text on your smartphone or PC. "E-journal & E-book Portal" is a tool that allows you to search only for e-books and e-journals at the University of Tokyo.

How to find e-books and e-journals
"JapanKnowledge Lib" is a cross-search database of various encyclopedias and dictionaries in Japan. Synonyms for the searched keyword will also be displayed, allowing you to check the meaning with a single click.

Notes on the use of the e-resources
Some e-resources have a limit on the number of people who can use them at the same time. Be sure to log out when you are finished using the e-resources. It is strictly forbidden to allow anyone other than members of the University of Tokyo to use the e-resources, or to use them for illegal purposes such as downloading large amounts. If unauthorized use is suspected, the use of the e-resources will be suspended throughout the University of Tokyo, interfering with the learning and research of many people.

Electronic Resources Usage Policy
This page provides detailed explanations of specific examples of constitutes fraud and cautions for use. Please read the page before using the e-resources.

Literacy
"Literacy" on the University of Tokyo Library System website is a site where you can find, use, and learn about academic information available at the University of Tokyo. All of the e-resources and websites introduced in this bulletin can be accessed through "Literacy." In addition, information on upcoming training sessions and information on how to write reports and papers is also available.

Training sessions are underway!
We hold training sessions where you can learn how to search for papers, how to use databases in different fields of specialization, and tips on how to utilize them. Please feel free to join the sessions.
Examples of collections

Here are some examples of how digital archives can be used!

**Valuable Materials Collections**

*Database for special collections owned by ERI Library*

*Collection of Legal History Section, Faculty of Law Library*

*“Yuyo Shokubutsu Zusetsu Vol. 3”* (In the collection of the University Library for Agricultural and Life Sciences)

*“Image Database of Annotated Books in the Mori Ōgai Collection”* (In the collection of General Library)

*“Newspaper Clippings (Gaikotsu Collection)”* (In the collection of Graduate Schools for Law and Politics / Faculty of Law, Center for Modern Japanese Legal and Political Documents (Meiji Shinbun Zasshi Bunko))

*“Jirui”* (Graduate School of Humanities and Sociology / Faculty of Letters)

*“Hakubutsu no Tomo”* (In the collection of Kashiwa Library)

*“Tashiro Yasusada Documents”* (In the collection of Science Library)

Collection of Legal History Section, Faculty of Law Library

Graduate Schools for Law and Politics / Faculty of Law Library is a specialized library for research in law and political science. The library holds approximately 800,000 books and 6,000 journals. This archive contains a valuable collection of materials on the legal history of the Middle Ages, early modern times, and the modern era. "Kōshū Hatto no Shidai" enacted by Takeda Shingen, "Tōyama-ke Kiroku Zanketsu," a book containing the diaries and records of the three generations of the Tōyama family, including Tōyama Kagemoto, who is said to be the model for “Tōyama no Kin-san.” We’re planning to release other materials as well, so if you’re interested in law or history, please take a look!

*“Kōshū Hatto no Shidai”* (In the collection of Legal History Section, Faculty of Law Library)

Graduate Schools for Law and Politics / Faculty of Law Library

*Collection of Legal History Section, Faculty of Law Library*

https://lid.dl.itc.u-tokyo.ac.jp/repo/s/law/page/home

*Graduate Schools for Law and Politics / Faculty of Law Library*

https://www.lib.i.u-tokyo.ac.jp/english.html

*Please check the website for the latest opening status.*
Let’s use UTokyo Academic Archives Portal!

You can also narrow down your search by collection name, year of relevance, or media (images, etc.) usage criteria. The images can also be used as materials for historical research and image recognition research. Why don’t you find your research theme in the Archives Portal?

**Database for special collections owned by ERI Library**

[Top page of UTokyo Academic Archives Portal](https://www.eri.u-tokyo.ac.jp/tosho/index-e.html)

Here are some examples of how digital archives can be used!

The image on the left was created by freely usable digital archive materials from the University of Tokyo. Please use it as posters, a virtual background for web conferences, etc.

**The page of Virtual background for web conference using digital archive of the University of Tokyo**


Image modified from "Hyakkiyakozu." (In the collection of General Library)

Please check the "Use of Digital Contents" of each document when using images, etc., as the terms of use vary depending on the document. Also please check the QR code on the right.

From the University of Tokyo Library System website “Use of Digital Contents”

[https://www.lib.u-tokyo.ac.jp/ja/library/contents/archives-top/reuse#english](https://www.lib.u-tokyo.ac.jp/ja/library/contents/archives-top/reuse#english)

In addition to the Archives Portal, there are many more!

**Collections**

**Valuable Materials**

~Database for special collections owned by ERI Library~

Earthquake Research Institute (ERI) Library is a specialized library for research on earthquakes and volcanoes. The library holds approximately 60,000 books, 2,500 titles of journals, maps, and other valuable materials. Valuable materials on the theme of disasters, such as Namazu-e and other Kawaraban, are available on the database for special collections owned by ERI Library.

Do you know the image below? This is a Namazu-e called "Shin Yoshiwara Ōnamazu Yurai" (しんよし原大なるまづゆらい) which can be viewed in the database for special collections owned by ERI Library. (Top Page > 代表的な資料(Representative Materials)). Please use the QR code below to access it!

**Database for special collections owned by ERI Library**

(Database is only available in Japanese)

[https://www.eic.eri.u-tokyo.ac.jp/tokubetsu/](https://www.eic.eri.u-tokyo.ac.jp/tokubetsu/)

**Earthquake Research Institute Library**

[https://www.eri.u-tokyo.ac.jp/tosho/index-e.html](https://www.eri.u-tokyo.ac.jp/tosho/index-e.html)

* Please check the website for the latest opening status.
This column shows how much senior students are using the General Library by looking at actual usage. You can also read about the influence of the COVID-19.

Usage of the General Library

■ Number of entries and checked out

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Number of entries per students (Total number of entries in parentheses)</th>
<th>Number of materials checked out per students (Total number of entries in parentheses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Social Sciences</td>
<td>17.9 (49,134) times</td>
<td>6.7 (18,421) items</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>13.6 (56,216) times</td>
<td>3.2 (13,347) items</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>0.2 (1,475) times</td>
<td>1.6 (11,403) items</td>
</tr>
</tbody>
</table>

* The humanities and science faculties are categorized as follows. (Alphabetical order)
  Humanities: Faculty of Economics, Education, Letters, Law
  Science: Faculty of Agriculture, Engineering, Medicine, Pharmaceutical Sciences, School of Science

* The number of students enrolled in each faculty was based on the number of students as of May 2021, as posted on the following website.
  https://www.u-tokyo.ac.jp/students/edu-data/e08_02_01.html

* The number of materials checked out indicates the number of materials checked out from the General Library. (Including the number of materials being transferred from the General Library and checked out at other libraries.)

Influence of the COVID-19

In AY2020, the number of entries and the number of books checked out decreased significantly due to the closure of the library and shortened opening hours caused by the COVID-19. As we enter AY 2021, usage is on a recovery trend. In particular, the number of books checked out has revived the upward trend of the past few years.