Let’s use the Literacy website!

The “Literacy” website is where you can search, utilize, and learn about academic information available at the University of Tokyo. An abundance of databases, e-journals, and e-books available at the university is accessible from here. You can also find information on planned training sessions and tips for writing reports and dissertations. Make the most of “Literacy.”

**Literacy website**

1. **Home**
   The homepage of Literacy.

2. **News**
   New databases are listed here.

3. **Database List**
   You can search the databases that are available at the University of Tokyo. Refer to ★ for how to use (or refer to p.3).

4. **Popular Databases**
   A list of links to popular databases.

5. **User Guide**
   An overview of Literacy. You can access different sections of the Literacy webpages from the links on this page as well as the menu on the left.

6. **Reference Manager**
   Information on a tool for effortlessly creating a list of references.

**Remember!**
You can access individual e-journals/e-books on The University of Tokyo OPAC, or E-journal & E-book Portal.

https://www.lib.u-tokyo.ac.jp/en/library/literacy

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“Literacy” highlights

A: I want to participate in training sessions!

Click “Event” to find out about training sessions on the use of databases. For those who are new to the University of Tokyo, we recommend “First steps to search for books and papers” where you can find information on how to use the University of Tokyo OPAC and how to browse the full text of papers.

Click the title of each training session to learn about its contents. You can also apply to the training session there.

B: I want to use the databases from off-campus!

See “Off-Campus” for more information. To start with, refer to “Using EZproxy.”

C: Recommendations from the “Methods for using Databases” page

You can find databases that suit your interests, such as newspapers and magazines, international newspapers, and job hunting. You can also learn search techniques for effective use of databases.

D: What can I learn on the “Writing Support” page?

You can find a summary of information that is helpful for writing reports at the university. For example, you can learn how to list the reference materials that need to be included at the end of your report. For those who are writing dissertations, the University of Tokyo webpages about research ethics and helpful information on deciding which journals to submit your paper to are also available.

E: I want to obtain the latest information!

To obtain information on training sessions or new databases, see below.

- Litetopi e-mail newsletter
  To subscribe to the Litetopi e-mail newsletter, refer to Litetopi

- X (Formerly Twitter)
  @UTokyo_Literacy

https://twitter.com/UTokyo_literacy

Enjoy learning and create reports effortlessly!
Let’s use the databases!

“Database List” in the University of Tokyo Library System

To use any of the databases available at the University of Tokyo
Access from “Database List” on the University of Tokyo Library System website

- Search screen

  - Search by database name, source type (book, research paper, newspaper article), subject, etc.

- Search results screen

  - Click the database name to go to the details page.

- Database details screen

  - The description, source type, subject, and manual of the database are shown here.

Using the database

When using it **on campus**
When the "OPEN" icon is showing

Access to Database

When using from **off-campus**

Access to Database (EZproxy) ➞ UTokyo Account login screen
Electronic Resources Usage Policy

1. It is prohibited to use the electronic resources for purposes other than personal academic research and education.

2. It is prohibited to transfer any information acquired using this service to third parties (This will be considered a breach of the publishing contract / copyright infringement).

3. By the publisher terms of use, it is prohibited to download a large amount of data (including the main text of a dissertation) contained in databases, e-journals, and e-books. In case of breach, the publisher may block the IP address, making the data unavailable throughout the university. (Disable the “prefetch link” function in the browser.)

4. Manage your UTokyo Account and password securely to avoid disclosing them to third parties. Additionally, access this service from your own personal computer whenever possible. By accessing it from a computer that is not managed by you, your account details and password can remain on the computer and may be misused by someone else.

5. Adhere to the University of Tokyo Information Ethics Guidelines (https://www.u-tokyo.ac.jp/adm/cie/ja/index.html).

6. Some of the electronic resources may not be available for use with certain network firewalls.

7. Some of the databases, e-journals, and e-books that can be accessed on campus cannot be accessed via EZproxy.

8. When you finish using EZproxy, close the browser completely.

Be sure to read it!
Be sure to follow it!

Electronic Resources Usage Policy
https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/caution

How do I make inquiries?  Access ASK Service for any inquiries.

ASK Service
https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1