

# The University of Tokyo Library System Bulletin

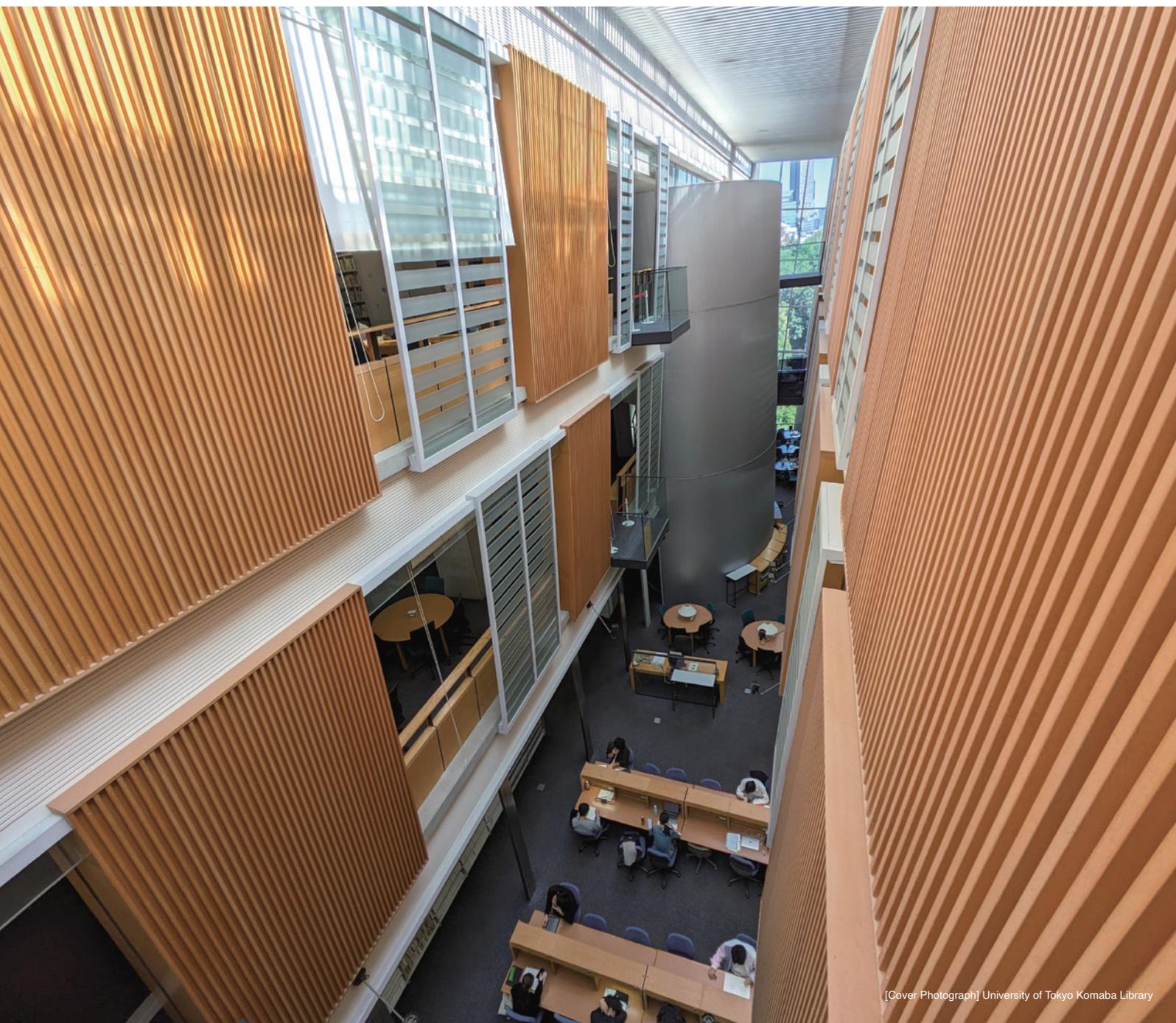
Welcome to the University of Tokyo

University of Tokyo Library System User's Guide 2024

Utilize E-resources and Reference Manager

Find Your Favorite Libraries

2024.4  
Vol.62 No.1



For first-time users

# University of Tokyo Library System User's Guide 2024

The University of Tokyo Library System is one of the largest library systems in Japan. It includes three **Main Libraries**: General Library on the Hongo Campus, Komaba Library on the Komaba Campus, Kashiwa Library on the Kashiwa Campus, as well as 27 **department libraries** for each faculty.

Welcome to  
the University of  
Tokyo!



**Make use of it!**

## What is a “Home Library”?

Every current University of Tokyo member has their own “Home Library,” the library of the department or faculty to which they belong. You can utilize various services at your Home Library, such as receiving items requested from other UTokyo libraries. Please feel free to contact your Home Library when you have any problems.

\* If your research base is far from your Home Library, you are welcome to ask librarians at the library near your research base.

## UTokyo Wi-Fi

UTokyo members can use UTokyo Wi-Fi, a wireless LAN service on the campus. UTokyo Wi-Fi is available in the Main Libraries and some department libraries. It requires a UTokyo Wi-Fi account. Check the following website to create your account.



UTokyo Wi-Fi

[https://utelecon.adm.u-tokyo.ac.jp/en/utokyo\\_wifi/](https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/)

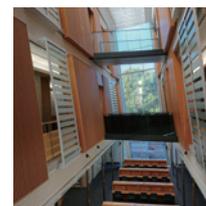
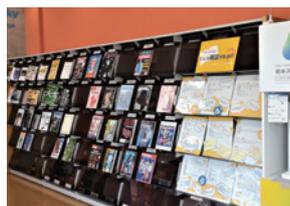
## Main Libraries

### Komaba Campus Komaba Library

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

The Komaba Library is the most familiar library for many first-year students. The library, with 4 floors above ground and 2 floors below ground, is equipped with a range of books (about 710,000 copies), journals (about 6,000 titles), and study spaces such as 1,076 reading desks and Group Study Room. ECCS terminals are also available.

Sky Lounge on the 1F has magazines you can read casually to take a break from studying. The reading seats under the open atrium on the 2F or the reading seats on the B1F, where you can see the adjacent Yanaihara Park, are popular. We hope the library will become your favorite place.



See Page 7

To learn more about using the Komaba Library, visit the website and check the “Basic Library Guide.”

<https://www.lib.u-tokyo.ac.jp/en/library/komaba/user-guide/campus/guide>

Basic Library Guide



Komato-chan, a character of  
the Komaba Library



## Hongo Campus

# General Library

The General Library is one of the largest libraries in the University of Tokyo, with approximately 1.4 million collections and 1,111 reading seats. ECCS terminals (68 seats) are also available.

In addition to reading seats for quiet study, the main building has “Soundproof Booths” for vocalization for online classes or language study and “Project Boxes” for group study\*. The Library Plaza in the Annex is also available for conversation. We hope our support and facilities will contribute to your studies and research and enrich your university experience.

\* Reservations via MyOPAC are required to use the Soundproof Booths and the Project Boxes.

The current General Library building was reconstructed in 1928 after being damaged by the Great Kanto Earthquake. The building, designed by Yoshikazu Uchida (later the University president), is considered a masterpiece of architectural history. Renovation work was carried out from 2015 to 2020 to provide a learning environment suitable for the current age while restoring the original design of the building.



For up-to-date information, see the General Library website.

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



See Page 8

## Kashiwa Campus

# Kashiwa Library

The Kashiwa Library is the glass-walled building on the left as you enter the main gate of the Kashiwa Campus. Several conference facilities or relaxed reading areas are on the 1F, and open shelves stocked with materials for study or research are on the 2F. The automated closed stacks contain 400,000 back issues of natural science journals.

In the library, ECCS terminals are available, and some space allows for group study or joining online courses involving vocalization.

We organize events such as "Science Café" and "Mini-Concert" and offer a quiz-based self-guided tour for using the Kashiwa Library every April and October.



See Page 9

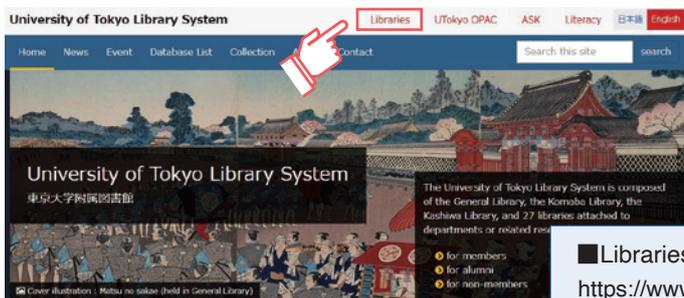
For up-to-date information, see the Kashiwa Library website.

■ Kashiwa Library website  
<https://www.lib.u-tokyo.ac.jp/en/library/kashiwa>



## Using the UTokyo libraries

### ◆Opening hours and closing days - Check the website for the latest information



Each library has different opening hours and closing days. Before visiting a library, be sure to check its website. The “Libraries” page of the UTokyo Library System website is useful for accessing each library’s website.



### ◆How to use the UTokyo libraries

#### Students

Register your e-mail address in the UTAS system.

#### Faculty and Staff

Complete the required procedures in your Home Library.

Your student/staff ID card can be used as a library card.



### ◆Borrowing

#### ◎General, Komaba, and Kashiwa Libraries (Main Libraries)

You can borrow up to 10 items per library for 2 weeks. However, depending on the type of material and your status, the loan period may differ. For details, please check the website.

#### ◎Department Libraries

Department libraries may have local borrowing rules that differ from Main Libraries. See the guidelines on each library’s website or ask the librarian for details.

### ◆Return

Apart from some materials, materials borrowed from any library on campus may be returned to any UTokyo libraries.



If you have overdue materials, a loan suspension period may be imposed based on the number of days overdue. Keep the due dates.

### ◆Ask & Support

ASK Service, the online library reference service, allows you to ask questions about books, articles, and information searches. Answers are provided by e-mail.

University of Tokyo Library System ASK Service  
<https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1>



### Diversity & Inclusion in the Library



UTokyo  
Diversity & Inclusion

#### ◆For those with difficulty reading and listening

You can use a digitization service for print disabilities, request data for visually impaired people, and use a magnifying reading machine and a writing board for communication.

#### ◆For those with children

The General, Komaba, or Kashiwa Library (Main Libraries) are available. Please inquire also at your Home Library or the library you plan to use. Contact each library for details!

## Searching for materials - Let's use UTokyo OPAC!

UTokyo OPAC is the search and discovery tool for the collections of UTokyo libraries. You can use UTokyo OPAC to search for physical holdings of most UTokyo libraries and electronic resources, including e-books and e-journals, to which the university subscribes.

UTokyo OPAC Search for books and journals (including e-books and e-journals) held by the University of Tokyo.

Simple Search Advanced

Search Clear

UTokyo OPAC  
[https://opac.dl.itc.u-tokyo.ac.jp/opac/opac\\_search/?lang=1](https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1)



## “MyOPAC” for more convenience

Sign in to the MyOPAC with your UTokyo Account to receive the following services.



### ① Check the “Status of Loan/Reservation” and renew the loan period

You can check the materials you borrowed or reserved on the “Status of Loan/Reservation” page. You can also renew the loan period unless other users reserve it, it’s overdue, or it has been renewed up to the maximum number of times.

HOME ASK MyOPAC Service Newly Arrived Books

Status of Loan/Reservation  
 Interlibrary Loan/Photocopy Request to Other Univ.  
 Book Order  
 Book Request  
 Book Order/Request Status

### ② Request and reserve items

#### Reserve

You can reserve items on loan via MyOPAC and request items from any UTokyo libraries to your Home Library or the Main Libraries for free.

#### Copy / PDF

You can request physical copies or electronic scans of book chapters or journal articles. It is a paid service. You must register to use it at your Home Library first. (Some libraries don’t support PDF scan service. You can read and print out PDFs on campus.)

#### Hongo Campus

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
Gen.Openshelf 3F		448.9:I74	0014865372							
Eng.1A Civil.Lib.		OC:i02	1012010755				教員推薦図書コーナー			
Eng.1B Archi.Lib.		138-0:I.4	1011998521							

### ③ Request the library book purchase

If the library does not have a book you need, you can request that your Home Library or the Main Libraries purchase it via the “Book Request” form\*.

\* Requested books might not be purchased due to the library’s policy or budget constraints.

HOME ASK MyOPAC Service Newly Arrived Books

Status of Loan/Reservation  
 Interlibrary Loan/Photocopy Request to Other Univ.  
 Book Order  
 Book Request  
 Book Order/Request Status

Be sure to sign out when you finish using MyOPAC.

# Utilize E-resources and Reference Manager

The UTokyo libraries provide not only printed resources but also electronic ones. The UTokyo members can use e-resources (e-journals, e-books, databases, etc.) and reference management software on and off campus.



## What's "e-resource"?

### E-journal

E-journals, also called online journals, are academic journals that can be read online. One feature of e-journals is that they are accessible immediately without the time required to print, publish, and ship them like printed journals.

e.g. Journals such as *Nature*, *Cell*, etc.

### E-book

E-books can be read online with your PC or other digital devices. Most e-books we provide are academic ones. They have features such as containing audio and video material and being text-searchable.

e.g. Books such as *Molecular Biology of the Cell*, *OECD Economic Surveys*, etc.



E-journals and e-books can be searched through the UTokyo OPAC or E-journal & E-book Portal (available from the database list).

### Database

A database is an organized mass of data that allows you to search for the necessary information. Each database has a different search target, so try to find and choose an appropriate one for your purpose.

e.g. Purpose

Name of Database

Search for Japanese articles	➔ CiNii Research
Search for International articles	➔ Web of Science Core Collection
Search for Japanese newspaper articles by headline or text, and read articles	➔ Asahi Shimbun Cross-Search
Find and compare articles from various dictionaries and encyclopedias	➔ JapanKnowledge Lib
Find and read Japanese legal precedents from the Meiji era to the present	➔ LEX/DB Internet
Find articles in medicine, dentistry, pharmacy, nursing, and related fields published in Japan	➔ Ichushi-Web
Find articles and patents primarily in chemistry and pharmacology, as well as information on chemical substances and organic chemical reactions	➔ CAS SciFinder <sup>n</sup>

\* The databases listed above are just examples. Various databases are available for the same purpose or other purposes. See page 6 for information on how to find the database that best suits your purpose.

### ⚠ Notes on the use of the e-resources

Some e-resources limit the number of users who can use them simultaneously. Be sure to sign out when you finish using them. Making e-resources available to anyone outside the University of Tokyo and unauthorized uses, such as mass downloading, are prohibited. If unauthorized use is suspected, the use of e-resources will be suspended throughout the University, hindering the study and research of many people. Users should pay the utmost caution.

#### ■ Electronic Resources Usage Policy

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/caution>

This page details specific examples of unauthorized use and precautions for use. Be sure to read this page before using e-resources!



Please use  
them  
appropriately!

## ◎ Search for databases

The library's website has a "Database List" page that lists the databases available at the University of Tokyo. On the page, you can search for and use all the e-resources listed on page 5.

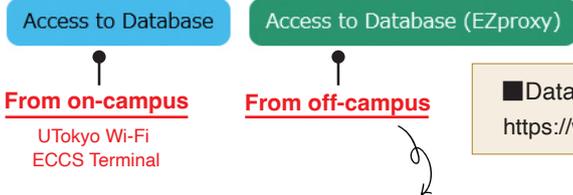
In addition to database names, database descriptions are also searchable in the "Keyword" field, so you may find unexpected databases by entering the keywords that represent your interest.

### CiNii Research

Off-Campus Open

#### To use it

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



#### ■ Database List

<https://www.lib.u-tokyo.ac.jp/en/library/contents/database>



## ◎ Off-campus reading of e-resources

You can access e-resources from off-campus via the "EZproxy" service just as you would on-campus. A UTokyo Account is required to sign in to EZproxy.

Some e-resources are on-campus access only or their off-campus access is granted to limited UTokyo members.

#### ■ Using EZproxy

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/offcampus/ezproxy>



## Using reference management software

Reference management software allows you to manage bibliographic information gathered from various sources in one place. You can easily create a bibliography for your papers from the imported data.

e.g. Refworks, Mendeley, EndNote online, etc.

↓ It's available from this web page.

#### ■ Reference management software

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/ref>



Students will be working on many assignments and writing many reports. At the end of an academic report/paper, you must include your reference list.

Reference management software can save you time creating a bibliography for your report/paper. Once you have imported the bibliographic information from e-resources, you can create a reference list anytime. Use it to your advantage.

**"E-resources and reference management software seem useful, but I don't know how to use them..." If so, please join our regular training sessions.**

### Literacy

The "Literacy" site on the library's website is where you can search for, use, and learn about academic information available at the University of Tokyo. All the e-resources and websites introduced on this page can be accessed from Literacy, where you can find information on upcoming training sessions and how to write reports and papers.

#### ■ Literacy

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



### Regular training sessions

We offer training sessions, mainly online, to help you find articles and learn how to utilize databases in various fields of specialties. You can see the upcoming schedule on the Training Session page and apply to participate on the Event page. Please feel free to join us.

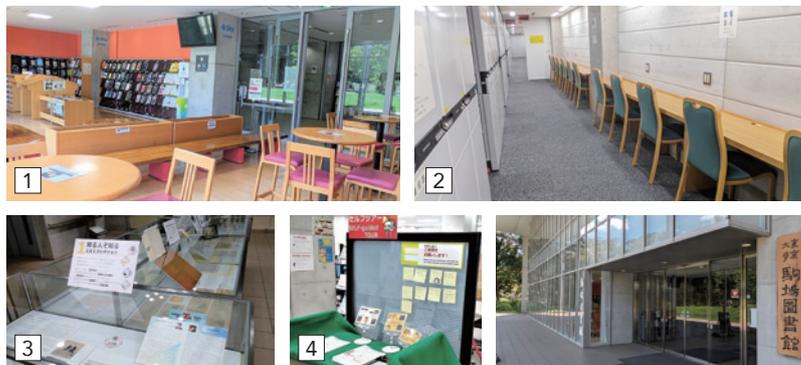
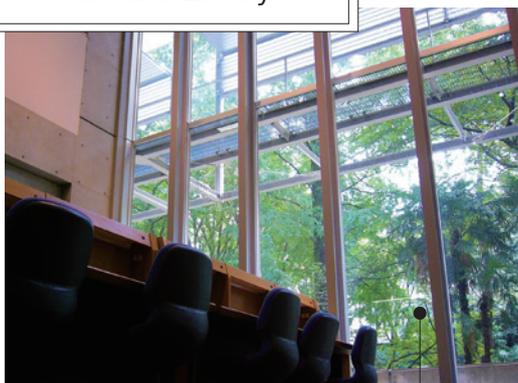


# Find Your Favorite Libraries

Why do you go to "libraries"? To borrow books? To study by yourself? To discuss with your friends? The University of Tokyo has a lot of libraries. Of course, we are proud of the rich collection of books and resources. Still, there are also a lot of "goodness" and "surprises" that can be found by visiting the libraries, such as the comfort fostered in each place, the unique places created by chance, and the knowledge gained through the exhibits and other cultural assets. Explore the campus with this guide and find your favorite places in the libraries!

## Komaba I Campus

### Komaba Library



- 1 **Sky Lounge:** There are magazines for casual reading, newspapers, a water server, and space for eating and drinking.
- 2 **B2F:** Journal back numbers and foreign books are placed on electric bookshelves. The reading space near the wall beyond the bookshelves is quiet and recommended when you want to concentrate. Books in all fields and many carrels are on 2F-4F.
- 3 **Exhibition Corner:** Various exhibitions are held by students and faculty staff on the Komaba Campus. Check also the permanent exhibition "Komato-chan and Knowledge Heritage\*"!  
\*limited or suspended during other exhibitions
- 4 **Self-guided Tour:** The tour will be held in spring and fall. You can learn the basics for library use by answering quizzes while touring the guided spots. It's also held at some other libraries.

The Komaba Library and the Mathematical Sciences Library face each other across Yanaihara Park. Both have carrels where views of the park are refreshing. The Mathematical Sciences Library is quiet and less crowded than the Komaba Library.

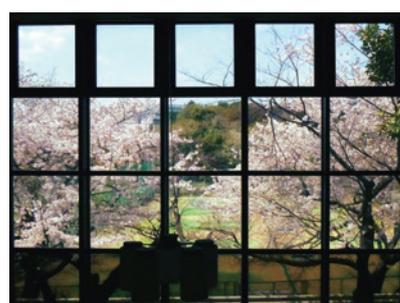


### Graduate School of Mathematical Sciences Library



- 1 Special seat only during the blooming season; you will relax when overlooking the plum grove!
- 2 The library has various types of chairs. Why not find your favorites?
- 3 The ammonite relief on the staircase landing is known to have been created and placed by a building company's staff as a hobby when the building was constructed!

### CPAS Library (Bldg. 14)



You can enjoy beautiful cherry blossoms from landing on the stairs in spring!



## Komaba II Campus

### 1 RCAST Library

The reading seats at the end of the long stairs offer a panoramic view, although the length of the stairs may make you tired on the way up.

### 2 IIS Library

The library is at the southern end of the campus. Look for two tall palm trees.



# Hongo Campus



Let's go to see the General Library!



1



2

## 1 Main Entrance and Fountain Square

The front of the building resembles books lined up on a bookshelf. The benches are shaped like the brick foundation of the old library, which was lost in the Great Kanto Earthquake and excavated later. The fountain was built as a fire cistern, drawing on the lessons learned from the earthquake.

## 2 Grand Staircase

It's the symbol of the General Library! The wall around the stairs is made of Italian marble with many ammonite fossils. Just find one!



3



4



5



6



7

## 3 Memorial Room (1F)

The room commemorates the reconstruction of the library after the Great Kanto Earthquake. Many cultural assets are displayed, including the chandeliers restored to their original design.

## 4 Hall (3F)

Bookshelves are installed on the walls to take advantage of the expanse of space, and various exhibitions are on display. Can you find six flower reliefs on the ceiling?

## 5 Grand Reading Room (3F)

The desks have been repaired and used for over 90 years. The restored lighting brightly illuminates the majestic space.

## 6 Asian Research Library (4F)

The decorative ceiling has been preserved as the original design, allowing natural light to pour through the glass. Materials are located with original classification by region.

## 7 Annex Library Plaza

The Library Plaza is located under the fountain in front of the library. The natural cedar covering the ceiling was designed to prevent the sound from echoing too much. It is a beautiful space with a different atmosphere from the main building.



Let's go to the department libraries, too!  
Each library is specialized in its field.



1



2



3



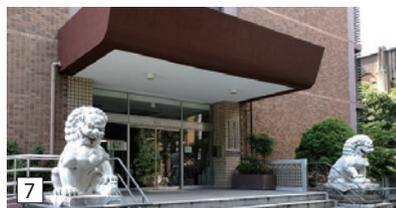
4



5



6



7

## 1 Graduate School of Education / Faculty of Education Library

Reading seats by the window. In the fall, ginkgo leaves turn yellow.

## 2 Engineering Bldg. 1 Library B (Architecture)

It looks like a secret study in a tower. The bookshelves on the mezzanine were custom-designed by a professor of the Department of Architecture.

## 3 Medical Library

If you are tired of studying, go to the sofa area. Osamu Tezuka manga will relax you.

## 4 Pharmaceutical Sciences Library

On the 3F, carrels are lined up in a row! You can concentrate on your study.

## 5 University Library for Agricultural and Life Sciences

In the Lounge, you can take a break while viewing a panel exhibition of rare materials.

## 6 Science Library

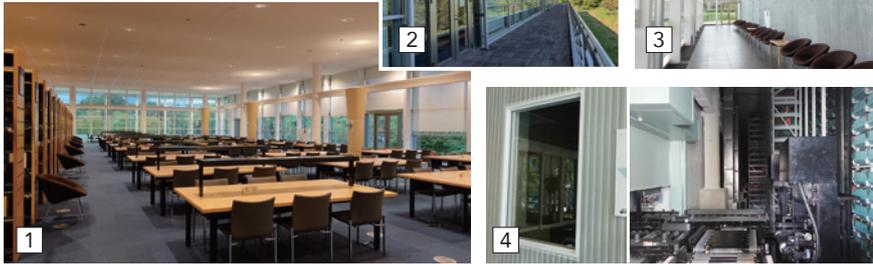
There are carrels by the window feeling the seasons and a group study space. You can see TOKYO SKYTREE!

## 7 IASA Library

Two lions welcome you at the entrance of the Institute building.

# Kashiwa Campus

## Kashiwa Library



- 1 **Reading Room:** The space is surrounded by glass windows, which creates an open feeling. Here, you can study in a relaxed atmosphere.
- 2 **Terrace:** There is a terrace beside the reading room on the 2F. Take a breath of fresh air.
- 3 **Rest Corner:** The Rest Corner on the 1F has a stairwell. You can talk, eat, and drink.
- 4 **Window to Auto Library:** You can see the Auto Library (automated closed stacks) through the window in front of the entrance on the 2F. It's a recommended spot for machine and tool lovers.

### Event



Every year, we offer Science Café, where experts are invited as guests to discuss in a café-like atmosphere, and Waku Waku Mini Concert, where people from inside and outside the university perform and enjoy music. We hope you will join us!

## ICRR Library



From the outside, the library looks floating in the air in the Institute building!?

## ISSP Library



From the windows near the reading seats, you can see Mt. Tsukuba if the weather is fine. When looking down, you may see someone practicing at the rugby field.

## 30 Libraries in the University of Tokyo!

### Hongo Campus

#### Hongo

General Library  
 Graduate Schools for Law and Politics / Faculty of Law Library  
 Graduate Schools for Law and Politics / Faculty of Law Center for Modern Japanese Legal and Political Documents (Meiji Shinbun Zasshi Bunko)  
 Medical Library  
 Libraries for Engineering and Information Science & Technology  
 Graduate School of Humanities and Sociology / Faculty of Letters Library  
 Science Library  
 The Library of Economics  
 Graduate School of Education / Faculty of Education Library  
 Pharmaceutical Sciences Library  
 Interfaculty Initiative in Information Studies, Graduate School of Interdisciplinary Information Studies Library  
 Multi-media & Socio-information Studies Archive  
 Institute for Advanced Studies on Asia Library  
 Institute of Social Science Library  
 Historiographical Institute Library  
 University Museum Library

#### Yayoi

University Library for Agricultural and Life Sciences  
 Earthquake Research Institute Library

### Komaba Campus

#### Komaba I

Komaba Library (Also serves as the Graduate School of Arts and Sciences Library)  
 Graduate School of Arts and Sciences, Science Library  
 Center for Pacific and American Studies Library, Graduate School of Arts and Sciences  
 Graduate School of Mathematical Sciences Library

#### Komaba II

Institute of Industrial Science Library  
 Research Center for Advanced Science and Technology Library

### Kashiwa Campus

Kashiwa Library  
 Institute for Cosmic Ray Research Library  
 The Institute for Solid State Physics Library  
 Atmosphere and Ocean Research Institute Library

### Shirokanedai Campus

Institute of Medical Science Library

For details, please see each library's website via the "Libraries" page.



The status of services in this bulletin is as of March 2024. Depending on the situation, service details might be changed. Please check the website of each library for the latest information.

The University of Tokyo Library bulletin Vol. 62 No.1 (Whole number 462)  
 Published on March 31st, 2024  
 Publisher: Tsutomu OYAMA  
 Editor: University of Tokyo Library System Public Relations Committee  
 Published by University of Tokyo Library System  
 113-0033 7 Chome-3-1 Hongo, Bunkyo, Tokyo  
 TEL: 03(5841)2612 E-mail: kikaku@lib.u-tokyo.ac.jp  
 University of Tokyo Library System website: <https://www.lib.u-tokyo.ac.jp/en>



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