図書館の窓

The University of Tokyo Library System Bulletin
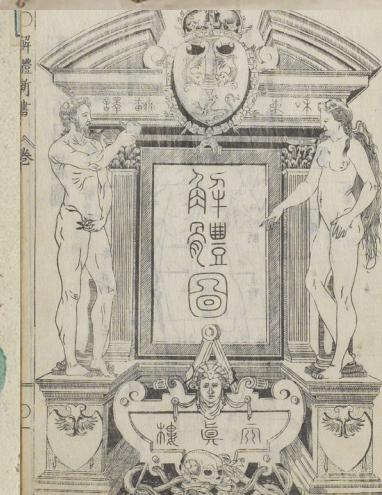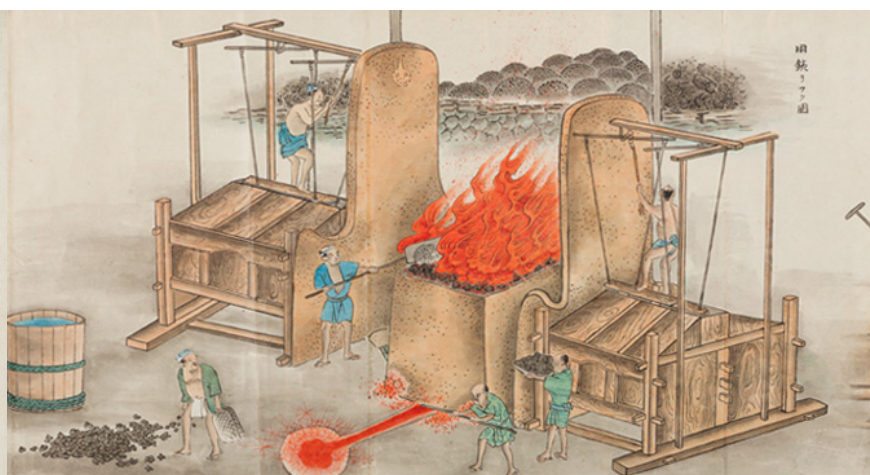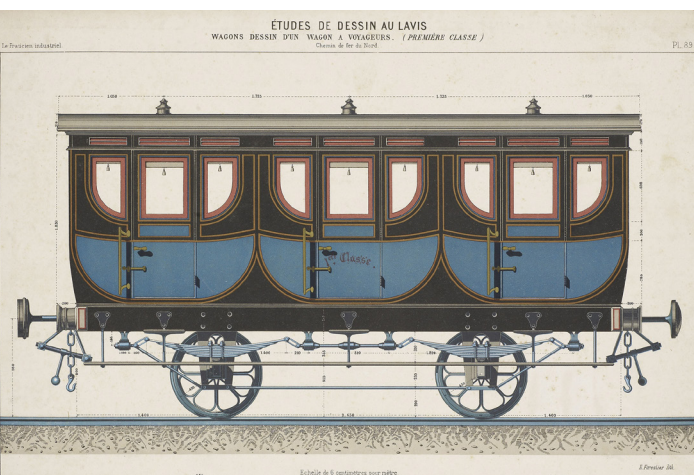
Welcome to the University of Tokyo

University of Tokyo Library System User's Guide 2025

Utilize E-resources and Reference Manager

Make the Most of Libraries: Practical Tips

Images: from top left, Komaba Museum. "PL.89 MÉCANIQUE No.64" / Eng. Bldg. 3 Lib. "Saki no Ohtsu Agawa-mura Yama-satetsu Arai-tori no Zu" / from middle left, Agr. Lib. "Gumbo Zufu" vol.1 no.8 / Gen. Lib. "Kunshu Insatsu Zatsujo" / Med. Lib. "Kaitaishinsho" Introduction / from bottom left, Gen. Lib. "Stamp of Ogai Collection" / Gen. Lib. "Hyakkiyakozu [Night Parade of Hundreds of Demons]"
*Available on UTokyo Digital Archive Portal

For first-time users

University of Tokyo Library System User's Guide 2025

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.

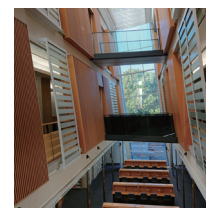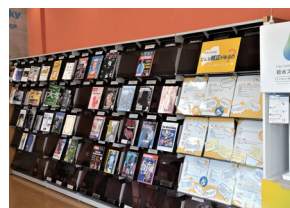UTokyo Wi-Fi ⟩ https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/

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.

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

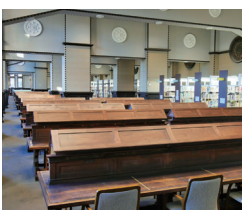Komato-chan, a character of the Komaba Library

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 main building was reconstructed in 1928 after being damaged by the Great Kanto Earthquake. The building, designed by Yoshikazu Uchida (later the 14th 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

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 and relaxing Rest Corner 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".

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

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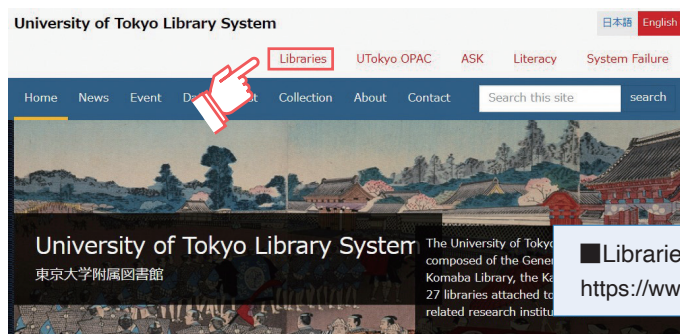https://www.lib.u-tokyo.ac.jp/en/library/kashiwa

2

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.

■Libraries (University of Tokyo Library System)
https://www.lib.u-tokyo.ac.jp/en/library/contents/guide

◆How to use the UTokyo libraries

Students	Register your e-mail address in UTAS.
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 Transmission Service for Persons with Print Disabilities" to the National Diet Library, 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	CiNii Books	CiNii Research	IRDB	NDL Search	WorldCat

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

"MyOPAC" for more convenience

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

①Check 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

②Request 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 PDF scans of book chapters or journal articles. It is a paid service.
You need to 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					Copy		Reserve
Eng.1A Civil.Lib.		OC:i02	1012010755				教員推薦図書コーナー	Copy	PDF	Reserve
Eng.1B Archi.Lib.		138-0:I.4	1011998521					Copy	PDF	Reserve

③Request the library book purchase

Request

If the library does not have a book you need, you can request your Home Library or the Main Libraries to 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.

If you are not sure, check the User's guide for MyOPAC Delivery Request Service.

https://opac.dl.itc.u-tokyo.ac.jp/webreq/ill/e-ill_help.html

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 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*, *Capital in the Twenty-First Century*, etc.

> E-journals and e-books can be searched through the UTokyo OPAC or E-journal & E-book Portal.

■ 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 entries 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 Discovery Platform
Search articles and books available at the University of Tokyo all together	➡ TREE

* 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 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. Any unauthorized use of e-resources, such as making them available to persons outside the University of Tokyo or mass downloading, is 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.

| Access to Database | Access to Database (EZproxy) |

From on-campus
UTokyo Wi-Fi
ECCS Terminal

From off-campus

■Database List
https://www.lib.u-tokyo.ac.jp/en/library/contents/database

◎ Use e-resources from off-campus

If you are using e-resources from off-campus, such as from home, please sign in to the "EZproxy" service. 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

From now on, you will be tackling many assignments and writing many reports. When writing reports and articles, you will need to list the references you have used at the end of your text.
Reference management software is a useful tool that will save you time when creating the bibliography list that accompanies each report. You can also easily import reference information collected from databases and other sources, and organize it by dividing it into folders and tagging it.
There is also free reference management software, but for those affiliated with the University of Tokyo, you can use RefWorks, Mendeley, and EndNote online through an institutional contract. The institutional contract versions have advantages over the free versions, such as a larger capacity.
Please make use of them.

You can register to use RefWorks, Mendeley, and EndNote online from this web page.

■Reference management software
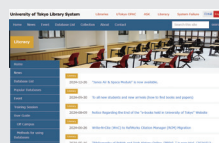https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/ref

"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 methods for using databases 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.

Make the Most of Libraries: Practical Tips

As you enter the University of Tokyo with thoughts of your new life awaiting you, there are numerous classes in a variety of fields that will stimulate your intellectual curiosity. The wider your interests are, the more classes you will want to take and the more knowledge you will want to know. Your reliable seniors and teachers, and of course "University of Tokyo Library System" are always there to support you!

Now, it seems that Nova, a freshman like you, has also hit a wall in the process of learning ...?

"Nova", freshman

"Avery", Nova's senior & library master

One day in the Komaba Library, Nova is looking for a book for an assignment:

Hmmm...
I wonder where...

Nova, what's wrong?

Nova: Avery, You've come at just the right time! Actually, I'm looking for the book assigned for the class, but I can't find it ...

Avery: I see. Did you find out where it is on the bookshelf?

Nova: That's the thing, I didn't know how to locate it, so I just wandered around looking for it.

Avery: It's fun to stumble upon a book by chance in the library while looking at the bookshelves. But when you want to find the specific book, look up its location on the **"UTokyo OPAC"**.

👉 **Check page 4!**

The call number of this book starts with 780, so it's on the bookshelf about music on the 3rd floor of the Komaba Library! On the spine of the book there is a label with a call number. Classification system may vary for each library, but you can use this as a clue to find the book you are looking for.

When the item is at other libraries, click the "Reserve" button. You can go to the MyOPAC page and request the book to your Home Library!

<Books>
Reminded by the instruments : David Tudor's music / You Nakai

➖ Hide book details.

🏛 Hongo Campus

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
Gen.Openshelf 3F (Foreign books)	: hardback	780:N163	0014884928					Copy		Reserve

🏛 Komaba Ⅰ Campus

Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy
Komaba.Lib.3F.Openshelf	: hardback	780.92:T912:N163	3014470763					Copy
Komaba.Lib.3F.Openshelf	: hardback	780.92:T912:N163	3014470771					Copy

master

A few days later in the Komaba Library:

master

Avery: How have you been doing since then, and how is your assignments progressing?

Nova: Avery! Thank you for the other day! With your help, I managed to get the book for the assignment. However, the more I read, the more I realize that I don't have enough knowledge and information to write a report. I don't know where to start.

Avery: You'll have to check the references too. In that case, let's take a look here!

Check Point For useful information on how to search for literature and how to prepare reports and papers, refer to **Literacy (see page 6)** and the **"Basic Library Guide" (see page 1)** on the Komaba Library website. Videos and leaflets provide helpful information for first-time users of the university library, so you can learn the basics and tips on how to find what you are looking for! The library also offers electronic resources that are available from off-campus, so you can search for literature and read e-journals and e-books from the comfort of your home **(see pages 5-6)**.

I see not only paper books and journals, but also websites and electronic resources are well developed! If I can make good use of both analog and digital resources, I will be able to do more research.

Avery: Once you have decided on the topic of your report, you should search the database for keywords for a start. You can find information about articles from journals and newspapers that match your topic.

Nova: I see, so that's how I gather information. What's more, if I can read them from home using e-journals and e-books, I think I can put off getting started on my report.

Avery: Hey, hey, hey. In case the book you want to read is on other campuses, it takes time to get it. The sooner you start, the better! Plus, the library has lounges, soundproof booths, and more! If you make use of these facilities, you will be able to make progress on your assignments.

Nova: I see, so university libraries are not just a place to borrow books.

Check Point

What facilities does the library have?
Let's take a look at the facilities at Komaba Library, General Library, and Kashiwa Library!
👉 **Check pages 1-2!**

Avery: By the way, the University of Tokyo has 3 Main Libraries, General Library, Komaba Library, Kashiwa Library, and 27 libraries located in faculties, graduate schools, and research institutes, etc. They are called "University of Tokyo Library System" all together. The total number of books in the libraries reached a whopping 10 million in 2023!

Nova: Oh! 10 million books!?
👉 **Check Topic 4!**

I think I can make progress on my report. Now that I know more about how to use the library, I think my studies and research will become even more enjoyable. Thank you very much, Avery!

If you have any questions, just ask the staff at the library desk. You can also use **"ASK Service"** to ask questions online!

Univ. of Tokyo Library System
ASK Service | TOP
The ASK Service is a library reference service via the internet. Answers are usually provided by E-mail.
👉 **Check page 3!**

Topic 01 — Books and Journals in University Libraries

All of you students use "Books" and "Journals". Here is a brief summary of the characteristics of each.

Book: A single volume that summarizes the results of previous research on a certain research field or subject. University libraries mainly have academic and liberal arts books and textbooks.

Journal: It contains articles on a variety of subjects written about the latest research findings in a certain research field. Many journals are also available online as e-journals.

Topic 02 — Reading Barrier-Free and E-Resources

E-journals and e-books are actually attracting attention from a barrier-free perspective as well: e-resources in PDF, ePub, and text formats can support changing font and background color, text enlargement, voice reading, etc. Therefore, they provide readings through various approaches, regardless of whether or not you have a disability. As a part of reading barrier-free, the University of Tokyo Library System offers the digitization service for print disabillities. Library materials are converted to PDF or text format for those who have difficulty using paper materials.

https://www.lib.u-tokyo.ac.jp/en/library/contents/digitizing_service_for_disabilities.html

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Topic 03 — Try Using Valuable Materials Online

東京大学デジタルアーカイブポータル
UTokyo Digital Archive Portal

The University of Tokyo is promoting the digitization of academic assets in its libraries and laboratories and making them public and reusable. On "UTokyo Digital Archive Portal", you can search for digital images of valuable materials at the University of Tokyo at once. The search results can be accessed with a single click. The cover images of this bulletin are also found on the "UTokyo Digital Archive Portal". We recommend using it for study and research, as well as looking at the beautiful images during breaks.

https://da.dl.itc.u-tokyo.ac.jp/portal/en

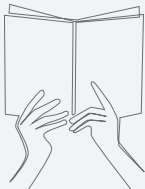**Topic 04 — UTokyo Library Milestone of 10 Million Volumes**

東京大学附属図書館 蔵書1000万冊記念
1000万冊のストーリー
UTokyo Library Milestone of 10 Million Volumes

Each of the 30 libraries on campus holds a wide range of materials with diverse histories, according to their own collection policies. These materials have been inherited with the cooperation of many people, even though they have been destroyed by fire and other historical tragedies. The efforts and trajectory of the 10 million volumes, a milestone that will continue into the future, are celebrated on the special "UTokyo Library Milestone of 10 Million Volumes" website. Starting with "My Choice of 1/10 Million Books" by teachers, you can experience the charm of the vast collection of books. Please visit the library to find "the book that moves you".

https://www.lib.u-tokyo.ac.jp/html/special/10MVolumes/

Why we still pick up paper books in the age of DT

In today's rapidly digitizing society, the way individuals read books and access all kinds of information has changed dramatically as e-books, audiobooks, and other forms of books that are not limited to paper-based media become more widespread. In addition, digitization, as well as the reading barrier-free approach that aims to create a society where everyone can read, is opening up more paths to knowledge and education than ever before. In the midst of these trends, paper books continue to be sought after, produced, and exist even in this age of publishing recession. The possibility of reaching knowledge, along with the innovations of digitalization, still resides in the act of seeking out and touching paper books in an analog manner. We invite you, the students of the University of Tokyo, to reflect once again on the meaning of holding a paper book in your hands.

At the Bookshelf

Akito Sakasai

(Associate Professor, Department of Language and Information Sciences, Graduate School of Arts and Sciences)

Toward the end of the last century, there was much debate among those who studied literature about the materiality of books. Those who took the position of structuralism emphasized the concept of "text", which emerges in the relationship between a book and its reader. In other words, "text" is an important mechanism for creating meaning, even though it is invisible and untouchable. On the other hand, there were those who thought that the materiality of books should be the focus of attention. These were those who believed that when a person holds a book in their hands, one must consider how the book reached that person and what kind of capital, power, or violence supports the infrastructure of its distribution. Such an approach is sometimes bracketed as so-called political critique. However, this does not mean that each side did not recognize the claims of the other. The structuralists believed that the context (structure) behind the text was essential for the creation of meaning, while the political critics believed that the text was the place where the violence of society was exposed. However, it is possible to understand that the former tended more toward a close reading of the texts, while the latter tended more toward an elucidation of the relationship between the written word and the real world.

A quarter of a century has passed since those discussions. Many books have now been digitized, and electronic versions are the easiest and fastest way to obtain books from Japan and abroad. Even in universities, weekly assignments are usually distributed in PDF format, and when writing reports, students often start by looking through prior papers or critical essays on the Internet. Under these circumstances, the former dichotomy seems to be more compatible with the latter, and the latter is much less advantageous and may even be seen as an anachronism. What we have to consider, however, is the reality that the strings of text that seem to appear unmediated on the screen in front of us are actually being screened by various authorities in a way that is unprecedented in the history of writing. Writers cannot produce books without assuming a format and content suitable for the platforms provided by the few giant global corporations that dominate the Internet space, and readers are already enclosed from the moment they "look for a book". Power is a terrible thing, the more invisible it is. Of course, this was true even before the information society, but there is no comparison to the scale and permeability of this "enclosure" today.

So, we are not talking about just picking up a reddish-brown book from the bookshelf of a library or used bookstore. Sadly, the webs are already there, too. Ultimately, this tide may accelerate, but it will not recede. Still, there are certain books that catch our eye as we pass by on the bookshelf, and they make us dream of liberation from the web of power. We feel much freer when we reach out and pick it up than when it is offered to us by an algorithm.

The University of Tokyo
Library System Bulletin
back number