

First steps to search for books and papers @UTokyo

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 (*See “Support Book” Supplement)

Distributed materials

- “First steps to search for books and papers @UTokyo” (this material)
- “Academic Paper Support Book: Start here”
- “How to access databases and E-journals from home?” (“Support Book” Supplement)
- “Use libraries with UTokyo Account”

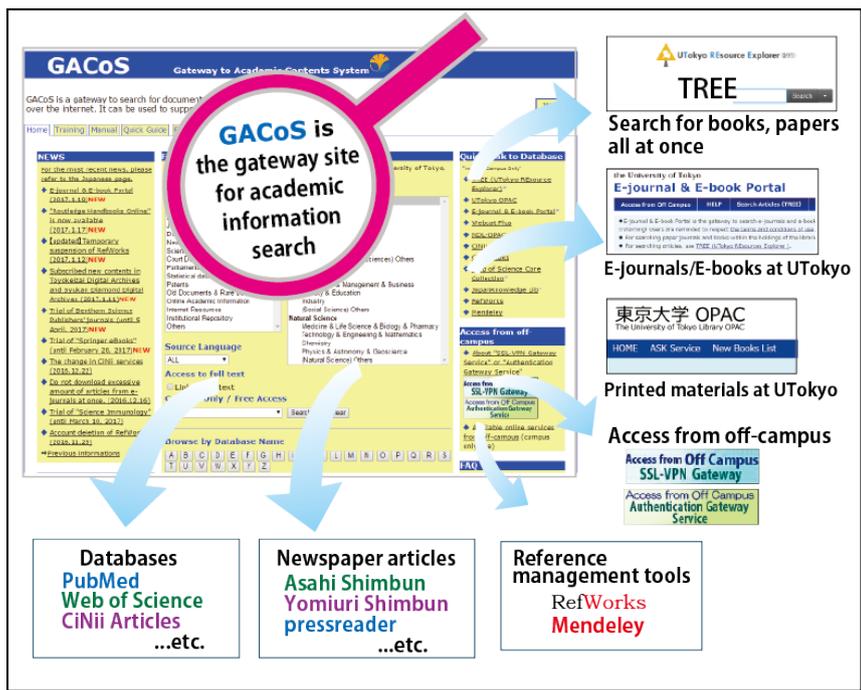
Portal site to the databases used in this training session

GACoS

[OK On or Off campus]

<https://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html>

*There is a link to “GACoS” on TREE.



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What is “TREE (UTokyo REsource Explorer)” ?

TREE [UTokyo REsource Explorer] is simply a service which allows you to search for academic information from one search box. You can search for books and papers, printed materials, and electronic version all at once here on TREE.

◆Merits of TREE:

(1) You can search with the author name or article title. TREE simultaneously searches through printed materials in the library, electronic journals, and e-books. (*See p.8 “A case which using E-journal and E-book Portal is more convenient”)

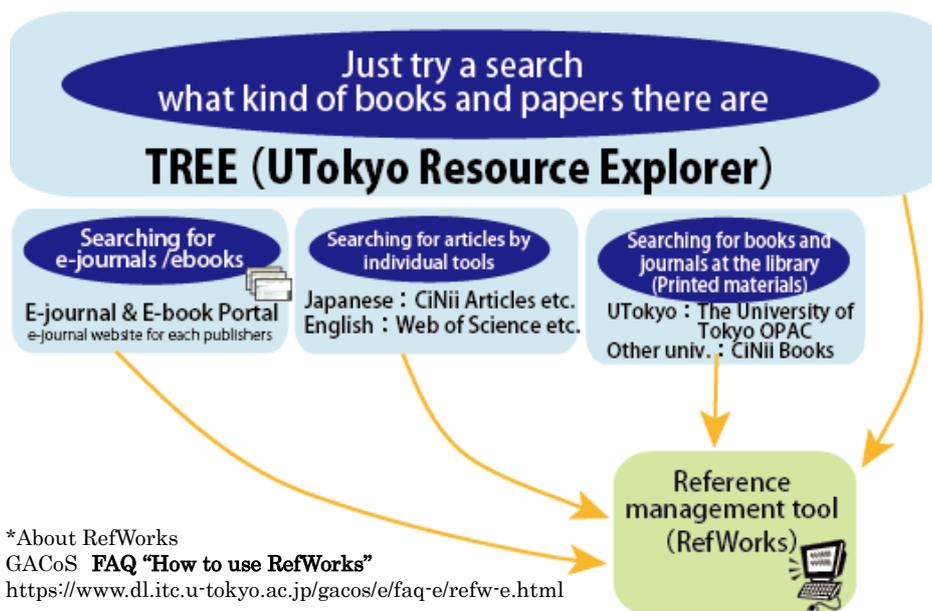
(2) From search results, you can access electronic journals and academic articles to which the UTokyo is subscribed directly. (On condition that your PC is connected to the campus network).

(3) Search rules of databases differ depending on the tool. Using TREE enables users to search for data from multiple databases from one window without considering the different search rules between search tools.

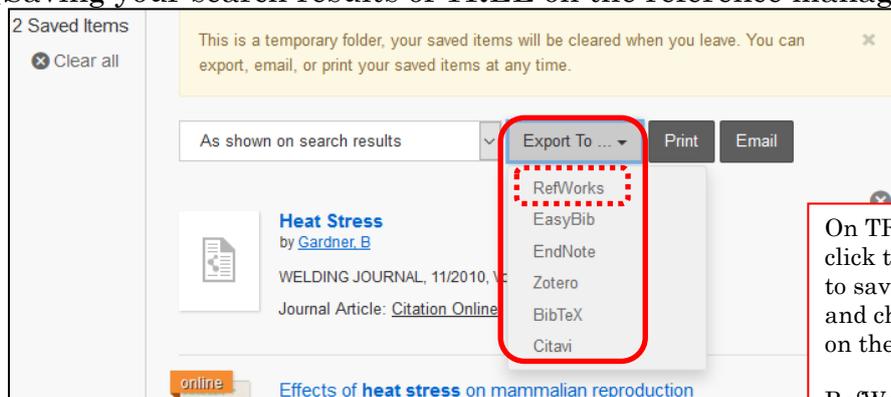
◆Demerits of TREE:

(1) Searches may return irrelevant results, because of the sheer volume of information TREE searches

(2) If you already know which database will return the most relevant results, or want to use a specific function of a database, TREE is not recommended.



【Saving your search results of TREE on the reference management tool】



On TREE's search result page, click the save icon  next to the title to save in the temporary folder and choose "Export To" to save on the reference management tool.

RefWorks is available for free to the UTokyo members.
* RefWorks user registration is required

Web **Getting the materials on the web** (E-journals available from TREE)

1 Let's try searching for this article cited in a reference list.

Richardson, G. E. (2002). The metatheory of resilience and resiliency.
(Author of article) (Year) (Title of article)
Journal of Clinical Psychology, 58(3), 307-321.
(Title of journal) (vol. no.) (Page)

- 1 Enter the article title (If it can be identified, you do not need to input the complete title), and click "Search".
- 2 On the search result page, click the article title.
- 3 The website (of the publisher etc.) providing the e-journal opens.
- 4 Click "PDF" and view the full text of the article.



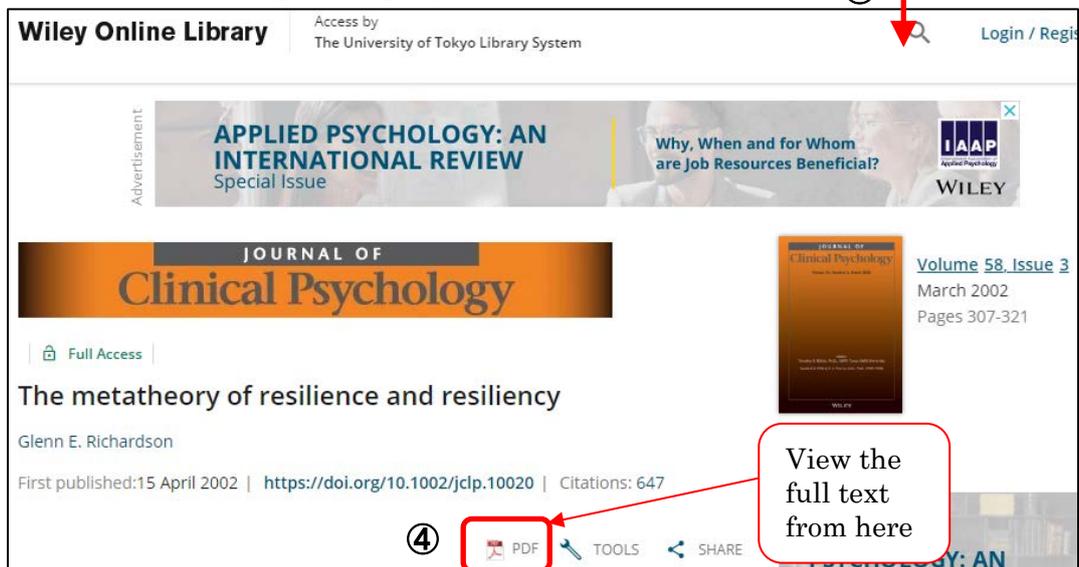
【TREE search tips】 To search by the title, use the **title:** operator.
To search by a phrase, put the phrase in quotations: " ".



2 【TREE search result page】



【Publisher websites providing E-journals】



Printed materials

In a case which you know that the material exists, but is unavailable on the web

(How to use UTokyo Article Link and MyOPAC)

2 Let's try searching for papers of **Tibetan buddhism in Mongolia.**

- ① On TREE's search result page, click the article title.
- ② UTokyo Article Link page opens.
- ③ If the message "Full Text is NOT available online at the University of Tokyo." is displayed, see "Additional Options for finding Full Text". Then, click either "By ISSN/ISBN" or "By Journal/Book Title" at "Search a Paper Journal (UTokyo OPAC)".
- ④ Check the "Location" and "Volumes" to see if the volumes and issues you need are present.
- ⑤ To request copy delivery or PDF viewing service, log in to MyOPAC.
- ⑥ Click "Copy" or "PDF" to go to the request page (*charged). *requires advance application at your department library

【TREE search result page】

②

The University of Tokyo OPAC

The search tool for the printed books and journals at the UTokyo
Search by the book or the journal title, ISBN,ISSN.

④

東京大学 OPAC
The University of Tokyo Library OPAC

HOME ASK Service New Books List Library System DATABASE Search Articles(TREE)

Simple Search: 00089192 UTokyo OPAC Search +Advanced

[1 / 2] Next

<Journals>
Central Asiatic journal : international periodical for the languages, literature, history and archaeology of Central Asia

Hide book details.

Clicking on a volume number displays details in the lower part of this page.
Hongo Campus

Location	Volumes	Year	Call No.	Comment
Let.Lib.	1-10,11(1-2,4),12-53	1955-2009		言語より
Let.Orient.His.	47(1-2)	2003-2003	G:12:872	
Let.Linguistics	54-60+	2010-2017		
IOC.Lib.	1-18,24-47,49-61+	1955-2018	ZC:8	

⑤

MyOPAC Login

Help Keyboard Japanese 東京大学

Log in with your
★ UTokyo Account
or
★ Library Account
You can login to MyOPAC from off-campus as well.

【MyOPAC page】

<Journals>
Central Asiatic journal : international periodical for the languages, literature, history and archaeology of Central Asia

Hide book details.

Clicking on a volume number displays details in the lower part of this page.
Hongo Campus

Location	Volumes	Year	Call No.	Comment	Copy	PDF
Let.Lib.	1-10,11(1-2,4),12-53	1955-2009		言語より	Copy	PDF
Let.Orient.His.	47(1-2)	2003-2003	G:12:872			
Let.Linguistics	54-60+	2010-2017				
IOC.Lib.	1-18,24-47,49-61+	1955-2018	ZC:8		Copy	

Copy/Borrow from other univ. Charged

★ MyOPAC requesting
Copy / PDF viewing services (*charged)

*3 services require advance application
【Application form for the MyOPAC delivery request service】at your department library

Copy Journals can be delivered from other campuses. Click to go to the request page.

PDF A PDF file containing the requested pages can be viewed on-campus. Click to go to the request page.

Copy/Borrow from other univ. You can request the delivery from other universities.

★ For journals, check the volume and issue that the library holds.
("Year" does not mean the all range of holdings)

example 1:
1-10
→The library holds all issues from vol. (or issue) 1 to vol. (or issue) 10.

example 2:
11(1-2,4),12-53
→The library holds vol. 11 issue 1-2, 4 (does not hold issue 3) and all issues from vol. 12 to vol. 53.

Both examples display "1955-2009" on "Year."

To end session,
close the browser window.

Printed materials

Searching for printed materials (The books available at UTokyo)

3 Search for books about academic correspondence.

- ① Enter keywords, and click “Search”.
- ② On the search result page, use "Refine Your Search"(at the left) or “sorted by”(at the top) as necessary.
- ③ Click the title to see the detailed information of the chosen material.
- ④ Check “Location”, “Call number”, and ”Status”. Don't forget to write down the call number.
- ⑤ Reservations can be made for books currently on loan or held in a library at other campuses. Log in to MyOPAC and click “Reserve”.

The screenshot shows the search results for 'academic correspondence'. The search bar at the top contains the text 'academic correspondence'. The results are sorted by 'relevance'. The first result is 'English for academic correspondence' by Wallwork, Adrian, published in 2016. The second result is 'English for academic correspondence and socializing' by Wallwork, Adrian, published in 2011. A callout box points to the 'Book / eBook (55,871)' filter on the left sidebar, with the instruction: 'Click here for making reservation or delivery request.'

This screenshot shows the detailed view of the first search result. The title 'English for academic correspondence' is highlighted. Below the title, the author 'Wallwork, Adrian' and the book details 'English for academic research / series editor, Adrian Wallwork, 2016, 2nd ed' are visible. The call number '総合図・2F開架 / : pbk / 428:W215 / 0014335871 / 貸出中[返却期限]' is shown. A callout box points to the title with the instruction: 'Click here to see all libraries that hold this book.'

Log in to MyOPAC (See p.5).

④

Hongo Campus						Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
						Gen.Openshelf 2F	: pbk	428:W215	0014335871	On loan[Due date]						Reserve
						Sci.Lib.	: pbk	81:85:3:e2	201347176				dic:73:3e2(旧物理)	Copy		Reserve
Kashiwa Campus						Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
						ISSP.Lib.	: pbk	407:E3e	7210383188				他キャンパス取寄 貸出不可	Copy	PDF	Free
						Kashiwa.Lib.Open.	: pbk	830.7:W36	8410578788					Copy		Reserve

Don't forget to write down the location and the call number
*Pay attention to "On loan"

To end session, close the browser window.

⑤ Books can be delivered from other campuses. Reservations can be made for books currently on loan. Click to go to the request page. (*free)

Printed materials **Searching for printed materials**
(The books not available at UTokyo)

If the material is not found on campus, please try the following methods.

UTokyo Resource Explorer search results for 'local knowledges'. The search shows 122,347 results. A red box highlights the search results for 'Footprints in paradise : ecotourism, local knowledge, and therapies in Okinawa' by Andrea E. Murray, 2017. Another red box highlights the 'Book / eBook (122,347)' option in the 'CONTENT TYPE' filter. A third red box highlights the 'UTokyo Article Link' button. A fourth red box highlights the search options: '番号で検索 (By ISSN/ISBN)' and 'タイトルで検索 (By Journal/Book Title)'.

The University of Tokyo OPAC homepage. A red box highlights the 'MyOPAC Login' button. Another red box highlights the 'Log in to MyOPAC (See p.5)' text. A third red box highlights the 'Other Univ.' button in the search filters. A fourth red box highlights the 'Not found on campus' message and the search options: 'Webcat Plus', 'Google', 'Google Books', 'Google Scholar', and 'Yahoo!'. A search bar contains the number '9781785333866'.

Book details page for 'Footprints in paradise : ecotourism, local knowledge, and nature therapies in Okinawa / Andrea E. Murray'. The page shows the book cover, title, author, and publication information. A red box highlights the 'Charged' status. Another red box highlights the 'Copy/Borrow from other univ.' button. A third red box highlights the 'Libraries of other universities' table, which lists two libraries: '立命館大学 図書館' and '龍谷大学 深草図書館'. A fourth red box highlights the 'Request' button.

Institution	Location	Order No.	RGTN.
立命館大学 図書館			22000942593
龍谷大学 深草図書館	図		11900039443

Click to go to the request page. (*charged)
*requires advance application [Application form for the MyOPAC delivery request service]at your department library

To end session, close the browser window.

Web **Supplementation:**
A case which using E-journal & E-book Portal is more convenient

To search e-books and e-journals, try using "E-journal & E-book Portal".

E-journal & E-book Portal

The page with links to the e-journals and e-books available at the UTokyo
【On campus】 GACoS "Quick Link to Database"

*There is a link to "GACoS" on TREE.

【Off campus】 Login to "SSL-VPN Gateway Service" or "Authentication Gateway Service"
⇒Use the search box on "Available Online Databases and E-Journals" page.

- ① Enter a journal/book title, and click "Search".
 - ② On the search result page, click the database name featuring the e-journal/e-book. (Pay attention to the publication date.)
 - ③ The e-journal/e-book page opens.
 - ④ You can access the relevant volume/number or search for the article.
 - ⑤ Click "PDF" and view the full text of the article.
- (Use the "E-Journals Only" tab as necessary.)

①

②

③

Search results with this icon
⇒Also available from home via off-campus access service (Click this icon and go to the off-campus access service page)

Volumes outside of the recorded years are inaccessible On or Off campus. (Search printed journals by UTokyo OPAC)

【Publisher websites providing e-journals】