# How to access databases, e-journals and e-books from off-campus.

# **EZproxy**

EZproxy is a service contracted by the University of Tokyo allowing members to access electronic resources (databases, e-journals, e-books) from their home or other off-campus locations.

#### How to use

#### Sign in

You will need your UTokyo Account to use EZproxy.

\*Please use this service without connecting to UTokyo VPN.



#### On service

While using EZproxy, ".utokyo.idm.oclc.org" will be displayed in the URL.



#### Sign out

There is no sign out button.

When you exit EZproxy, please close your browser completely.

# For more information

#### **Using EZproxy**

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

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# How to use the database

#### 1. Select a database.

Access the "Database List" on the University of Tokyo Library System

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

Select a database.

Click on the "Access to database (EZproxy)".

Please read the notes carefully before using the database.

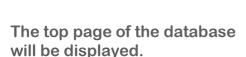




(Simultaneous users:2) Click on 'Log off' after usage.

### 2. Signing in to EZproxy

You will be taken to the UTokyo Account sign in page, sign in with your UTokyo Account.







# 3. Signing out of EZproxy

When you exit EZproxy, please close your browser completely.

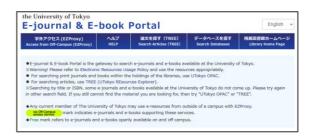
Some databases have a maximum number that can access simultaneously. Please log out of the database when you have finished using it before you close your browser.



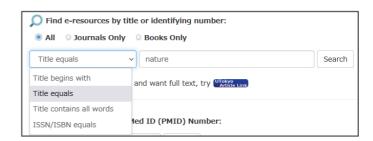
# How to use e-journals and e-books

# 1. Accessing the E-journal & E-book Portal

Refer to 1 - 2 on page 2 to access E-journal & E-book Portal via EZproxy.



Enter the title of the e-journal or ebook you want to access in the search box and click the search button.



The search results will be displayed.

■Check the available period. from •• to ••

For each platform, the period available at the University of Tokyo will be displayed as described above.

■Check the icon via Off-Campus access service

Only platforms with this green icon can be accessed from off-campus.

Clicking on the database name or platform name will take you to a page where you can read the e-journals or e-books.



# 2. Signing out of EZproxy

When you exit EZproxy, please close your browser completely.



# **Electronic Resources Usage Policy**

Please use electronic resources appropriately. In the event of unauthorized use, the University of Tokyo may suspend the use of such electronic resources.

- 1. The electronic resources are available to members of the University of Tokyo (faculty, staff, students, etc.) and those approved by the library.
- 2. It is prohibited to use the electronic resources for purposes other than personal academic research and education.
- 3. It is prohibited to transfer any information acquired using this service to third parties.
- 4. It is prohibited to download a large amount of data or to access excessively. Regardless of the full text file, it is prohibited to download a large amount of data and to access excessively regarding all information on contracted databases, whether it is done manually or automatically.
- 5. Disable the link read-ahead function of your browser or application before using it.
- 6. You may be required to use a unique ID and password to access specific databases. It is prohibited to share such ID and password with anyone other than members of the University of Tokyo.
- 7. Adhere to the University of Tokyo Information Ethics Guidelines (https://www.u-tokyo.ac.jp/adm/cie/ja/index.html).

Please also see the following page for specific examples of unauthorized use.

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

## **Contact Information**

ASK Service <a href="https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1">https://opac.dl.itc.u-tokyo.ac.jp/opac/ask/?lang=1</a>

About how to use databases, e-journals and e-books.

UTokyo Account <a href="https://utelecon.adm.u-tokyo.ac.jp/en/utokyo\_account/">https://utelecon.adm.u-tokyo.ac.jp/en/utokyo\_account/</a>

**About UTokyo Account**