

【1st Section】 How to find and use books in the University of Osaka Libraries

Main Library
September 2025

Hello everyone. Thank you for going through this learning material.
We are Learning Supporters of Main Library.
Today we'll briefly introduce a part of how to use library.

This lecture series consists of two sections.
In the first section, we will talk about how to find and use books in the
University of Osaka Libraries (hereafter referred to as “UOsaka Libraries”).
In the second section, we will talk about how to search for and access articles
in UOsaka Libraries.
Let's get started!

Table of contents : 1st section

1) How to find print books and e-books

- How to use OPAC
- How to access E-books
- How to find print books
- If the book you need is in another campus library, ...

2) How to borrow print books

- About Library Card
- About Osaka University Personal ID

3) If the book you need is not available at UOsaka Libraries, ...

- ILL (Inter-Library Loan)
- Visiting other academic libraries

How to find and use books in the University of Osaka
Libraries

This is the today's contents of the 1st section.

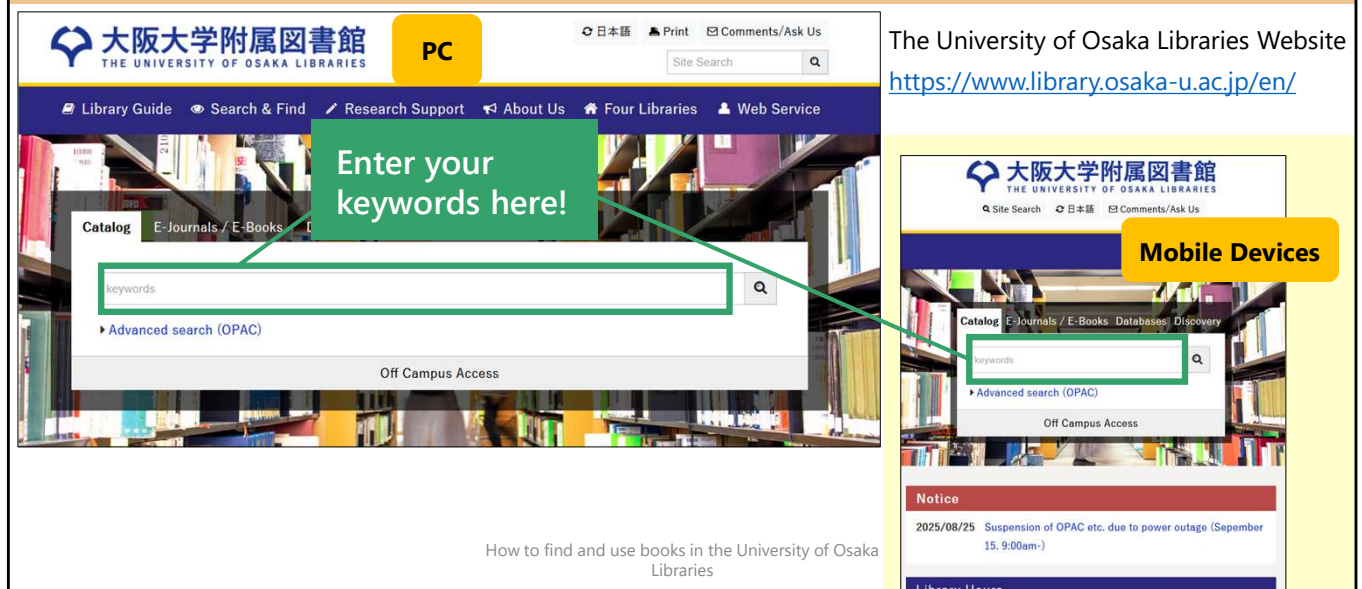
First, we will explain how to find paper books and electronic books (e-books).
Second, we will explain how to borrow paper books.
Finally, we will explain what to do if the book you need is not available at the University of Osaka (hereafter referred to as "UOsaka").

How to find print books and e-books

How to find and use books in the University of Osaka
Libraries

Then, let's move on to the first part "How to find print books and e-books".

How to access Online Catalog [OPAC]



If you want to search for books owned by UOsaka, you can use the Online Catalog, called OPAC.
Through OPAC, you can find all books in UOsaka Libraries, including both e-books and print books.

****How to access OPAC:**

1. Enter "UOsaka Libraries" into a search engine.
2. Click on the official library website.
3. If the Japanese page appears, change the language to English by clicking the language icon.

This will bring you to the English version of the library website.**

On this website, the "Catalog" search is the OPAC search.

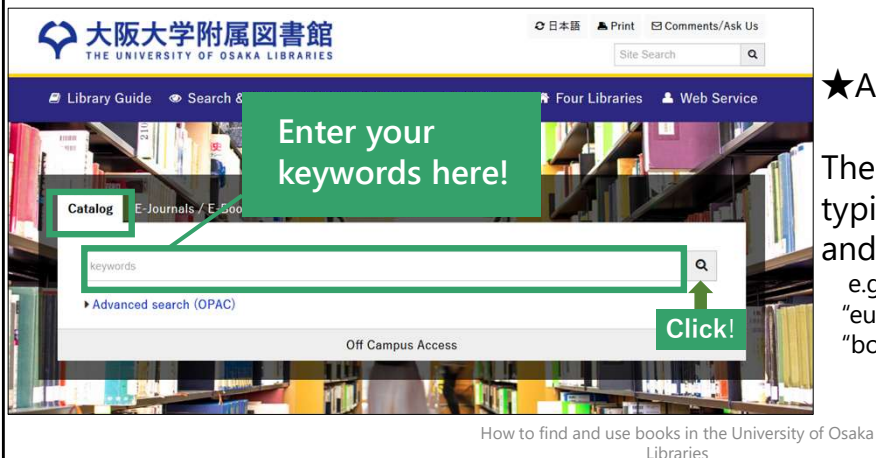
You can also access OPAC on your mobile devices.

Enter your keywords, such as a book title, in the search box and click the search icon.

How to access Online Catalog [OPAC]

The University of Osaka Libraries Website

<https://www.library.osaka-u.ac.jp/en/>



★About Keyword

The prefix search can be done by typing the first part of search terms and "*" [asterisk].

e.g.)

"europe*" ⇒ "europe" or "european"

"book*" ⇒ "book" or "books"

About keywords, I'll recommend one useful tip, the prefix search.

If you type a word and add "asterisk" at last, OPAC will find all word which include the word you type.

That's how to do the prefix search.

For example, if you type *europe asterisk*, all words that begin with "europe" such as "european" are also searched.

Let's try to use the prefix search.

My keyword is "*west asterisk Europe asterisk*".

This shows search results of OPAC.

You can see that the results include "western" and "European" .

Sort and refine the results list

Refine Results

Library

- Quick Pickup & Drop (1199)
- Main Library (986)
- International Studies Library (255)
- Library of Graduate School of Human S... (45)
- Science and Engineering Library (12)

Material Type

- ☒ All Material Typ
- Japanese (50)
- French (48)
- Undetermined (13)

Text Language

- English (1212)
- German (233)

Results

Search keyword : west* europe*

Results: 1,558 items

Sort: Relevance

Display: 20 items

1 2 3 4 5 6 7 8 9 10

Europe / George G. Chisholm

Vol. 1, Vol. 2. - London : Stanford, 1899-1902. - (Stanford's compendium of geography and travel. (New issue))

ID=2003136170 NCID=BA0256582X

Location	Volume	Call No.	Barcode No.	Status	Comments
Main Lib.-Stacks Books for Research	Vol. 1	293 CHI 1	08403512323		
Main Lib.-Stacks Books for Research	Vol. 2	293 CHI 2	08403512331		

Results: 2

How to find and use books in the University of Osaka Libraries

You can narrow down your results by some filters, like text language, library location and so on.

If you want to search only English books, click “English” and refine the results. Here you can see the result of only English books.

In addition, you can sort this list by publication year in the “Sort” window.

Now, the books are in line from the newest.

And you can reset the filter by clicking on this “minus” button.

How to access E-book from OPAC

The screenshot displays the OPAC interface for an e-book. On the left, a green box labeled "ON CAMPUS" with the text "Access directly!" has a green arrow pointing to the "eBook" icon in the "Online Resources" table. On the right, a yellow box labeled "OFF CAMPUS" contains a login form for Osaka University and text stating: "After logging in with your Osaka University Personal ID & Password, you can access the item". A yellow arrow points from the "eBook" icon to the login form.

E-Book

<E-Book>

Migrants, borders and global capitalism mobility and EU borders / Hannah Cros
(Routledge research on the global politi

Publisher London : Routledge

Year 2013

Size xii, 192 p. : maps

ID MC00003023

Hide holding list

View	Location	Volume	Call No.	Barcode No.	Status	Rest
eBook	Online Resources			MC000001688		

How to find and use books in the University of Osaka Libraries

Campus-wide IT Authentication Platform Service in Osaka University
大阪大学
The University of Osaka

Login

Personal ID :
Password :
Login

ON CAMPUS
Access directly!

OFF CAMPUS
After logging in with your Osaka University Personal ID & Password, you can access the item

Next, I'll show you how to access e-books from OPAC.

In the results list, if you see the "E-book" icon, it means that the item is available as an electronic book.

Click the book title, and OPAC will open a new page with detailed information about the item.

Here, by clicking the "E-book" icon, you can access the item immediately if you are on campus.

If you want to access from outside the campus, "off campus", you are required to log in with your Osaka University Personal ID & Password.

After logging in, you can access the item.

You can also find and use "e-journals" in OPAC in the same way.

How to find print books in UOsaka Libraries

Point 1 LOCATION

Library Name & Area

By Clicking the location name, you can view the map.



<Book>

Conflict and commerce in maritime East Asia : the 1620-1720 / Xing Hang (Studies of the East Asian Institute)

Publisher Cambridge : Cambridge University Press
Year 2017
Size x, 332 p. : ill., maps ; 23 cm
Language English
ID 2004432066
NCID BB24564894 **Cinii**

Point 3 Status



Point 2 CALL NO.

Labelled Number

Within the location, books are organized in numerical and then alphabetical order.

Hide holding list

Location	Volume	Call No.	Barcode No.	Status
Main Lib.- Stacks Books for Research	: pbk.	683.22 JHAN	0502900003	Borrowed[2020.10.14Due date]

How to find and use books in the University of Osaka
Libraries

Next, I'll introduce how to find print books in UOsaka Libraries.

In the results list, if you find the "book" icon, that means it is the printed book. Let's check this book.

To borrow or see this book, please make sure to check three points; Location, Call No. and Status.

Let's take a look at the "Location".

Location shows the library name and where the book is arranged in the library. "Main Lib." means Main Library in Toyonaka Campus.

By clicking the location name, you can see the map.

In Main Library, most of English books are located inside "stacks".

The second point, "Call No". This number is labelled on the spine of books.

Within the location, books are organized in numerical and alphabetical order. There are so many books on the shelf, so please remember to take a note of this number.

The third point, "Status". If the book is not checked out, "Status" field is blank. But, if someone has already borrowed the book, the OPAC displays the status "Borrowed".

Thus, you have to check 3 points “Location” “Call No” and “Status”.
When you can’t find the book on the shelf, please feel free to ask staff at the library desk.

If the book you need is held in another campus library, ...[Holds/Delivery Requests]

Location	Volume	Call No.	Barcode No.	Status	Restriction	Comments	ISBN	Printed	Hold
Int'l Studies Lib.- Stacks		239.6 50	15100009628				9781557534606		

Main Lib.	Toyonaka Campus
Life Sciences Lib.	Suita Campus
Sci. & Eng. Lib.	
Int'l Studies Lib.	Minoh Campus

Click this button!

You can have this item delivered to your nearby library without charge.

How to find and use books in the University of Osaka Libraries

Next, I'll explain a convenient service called "Holds/Delivery Requests."

Before we move on to the explanation of Quick Pickup, do you know how many libraries there are at UOsaka?

UOsaka Libraries consist of four libraries:

the Main Library on Toyonaka Campus, the Life Sciences Library and the Science and Engineering Library on Suita Campus, and the International Studies Library on Minoh Campus.

Roughly speaking, the library closest to your laboratory has the largest collection related to your field.

If you have any questions about using the library or searching for literature, please ask the staff at the nearest library.

So, let's get back to the main topic of "Holds/Delivery Requests."

If the book you need is in a library on another campus, you can use this service.

This service is easy to apply for, and it's free.

Let me show you how it works.

For example, suppose the book you need is located in the International Studies Library on Minoh Campus, but you want to receive this book at the Main Library on Toyonaka Campus.
In this case, click the “Hold” button.

After you log in with your Osaka University Personal ID & Password, please select the library where you would like to pick up this item.
The book will be delivered within three weekdays, and we will notify you by e-mail when it's ready.