

【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!

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- 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.

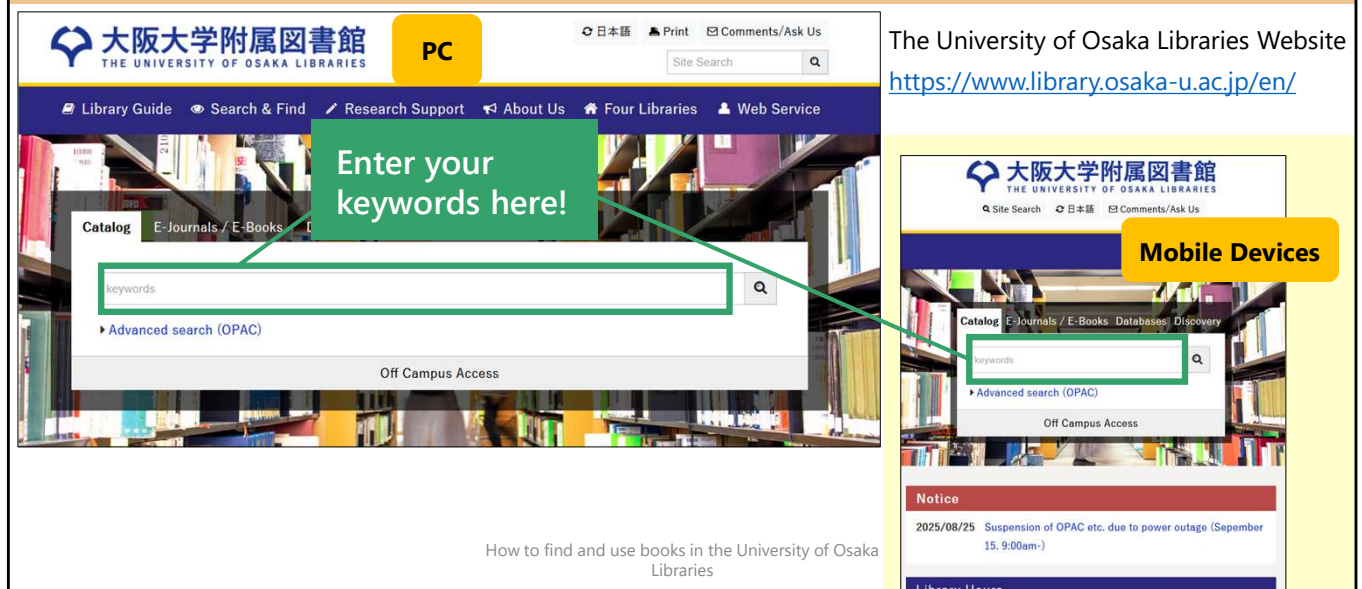
First, we will explain how to find paper books and electronic books (e-books).
Second, we will explain how to borrow paper books.
Finally, we will explain what to do if the book you need is not available at the University of Osaka (hereafter referred to as "UOsaka").

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.

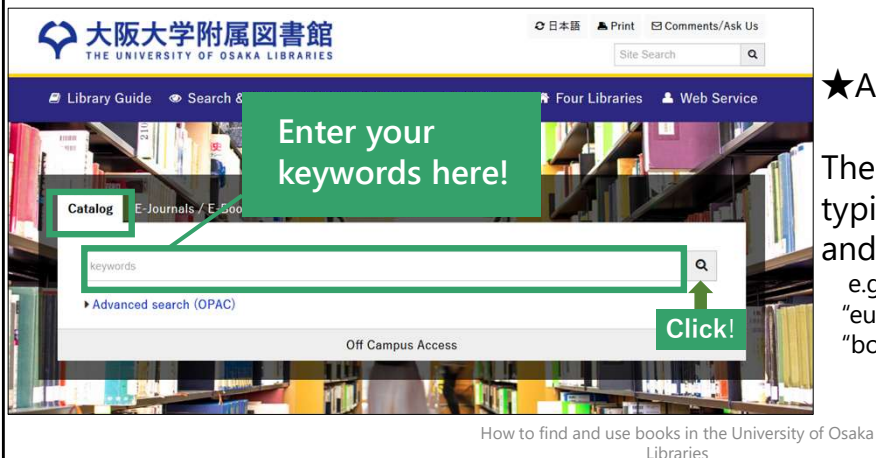
You can also access OPAC on your mobile devices.

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

☒ Select All ☐ Send Mail ☐ Output File ☐ Export EndNote Online(RIS) ☐ Export Mendeley ☐ Details of Selected Items

☐ 1. Book

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

Refine English books only

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 this text to the "eBook" icon in the table.

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

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.

How to borrow print books

Main Library
September 2025

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

Let's go to the second part "How to borrow print books".

About Library Card

With your library card, you can check out books.

Your Status	Library Card
Undergraduate Students Graduate Students	Your "Student ID Card" is your Library Card.
Research Students Special Students, Auditors	You need to get "Library Card". Please apply at the library desk, bring your Student ID Card. (Weekdays 9:00-17:00)
Researchers and Staff	You need to get "Library Card". Please apply at the library desk, bring your Osaka University Personal ID or your contract documents. (Weekdays 9:00-17:00)

In order to enter the library and check out books, you need library card.

For Undergraduate students and graduate students, your Student ID Card is your Library Card.

However, if you are Research Students, Special Students, researchers or staff, your ID card cannot be a library card. So, you need to get "Library Card".

Please apply it at the desk at your nearest library.

With your card, you can borrow books at the library desk or Self-Checkout Machines.

Loan Periods and Limits

Loan periods and limits differ depending on the holding library.
Please check each library's website or ask staff.

The screenshot shows the homepage of the University of Osaka Libraries. A green box highlights the 'Four Libraries' link in the top navigation bar. A red box highlights the 'Library Guide' link in the right sidebar. A red box highlights the 'Checkout/ Return' link in the 'Table of Contents' section. A green arrow points from the 'Four Libraries' link to the 'Main Library' section. A red arrow points from the 'Library Guide' link to the 'Checkout/ Return' link. A red arrow points from the 'Checkout/ Return' link to the 'Borrowing Materials / Request Document Copies from Other Libraries' link in the 'Table of Contents' section.

1) Jump to each library's website.

2) In the "Checkout/Return" section of the Library Guide, you can check loan periods and limits.

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

Loan periods and limits differ from each library.
It depends on the holding library, so please check each library's website or ask staff.

About Osaka University Personal ID

Osaka University Personal ID is "u***"**

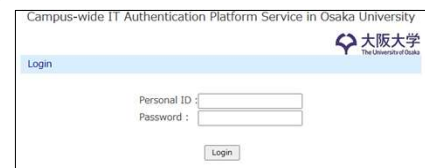
To use library web services, you need to log in with this ID.

e.g. Holds/Delivery Requests, ILL Service

If you haven't got your ID,
please ask staff in your faculty or graduate school.

◆FAQ about Osaka University Personal ID

<https://www.d3c.osaka-u.ac.jp/en/service/oid/>

A screenshot of the Osaka University login page. The page title is "Campus-wide IT Authentication Platform Service in Osaka University". The Osaka University logo (大阪大学) is in the top right corner. Below the title, there is a "Login" section. It contains two input fields: "Personal ID" and "Password". Below these fields is a "Login" button.

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

As I have explained, you need Osaka University Personal ID to use library web services.

Osaka University Personal ID is an 8 digit number starting with "u".

If you haven't got your ID, check this FAQ or please ask General Affairs staff in your faculty or graduate school.

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

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

In OPAC, you can search only for items held by UOsaka Libraries.
If the book you need is not available there, there are several ways to request it.

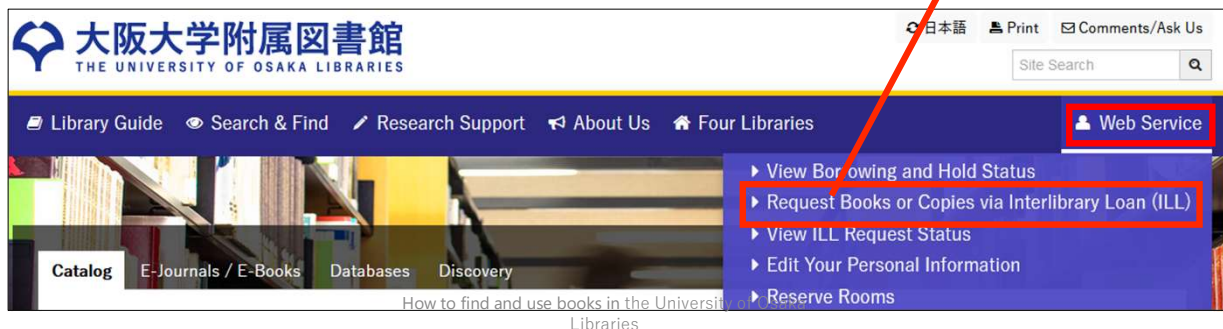
1) ILL (Inter-Library Loan)

You may request books that are not owned by UOsaka from other universities.

Fee	1,200-1,500 YEN
Delivery	2-7 days

Applications

- Online via Web Service
- In person at one of the libraries



Option1 Inter-Library Loan, ILL Service

You may request books that are not owned by UOsaka from other universities. The delivery fee is about 1,200–1,500 yen, and it usually takes 2–7 days for the book to arrive. You can apply either online via the library's web service or in person at any of the libraries.

2) Visiting other academic libraries

- You can visit other academic libraries to use or copy materials.
- In Japan, many academic libraries require advance arrangements through UOsaka Libraries, and a referral letter from UOsaka Libraries.
- Please ask the staff at one of the four libraries at least three days before your visit.

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

Option2 Visiting other academic libraries

You can visit other academic libraries to use or copy materials.

In Japan, many academic libraries require advance arrangements through UOsaka Libraries, and a referral letter from UOsaka Libraries.

Please ask the staff at one of the four libraries at least three days before your visit.

Tool : CiNii Books

CiNii Books

<https://ci.nii.ac.jp/books/?l=en>

CiNii Books

Book & Journal Author Content

Freeword

Books and Journals Books Journals ☒ Advanced Search

Book & Journal Author Content

Freeword

Books and Journals Books Journals

Title ☐ Exact Title Match ☐ Include

Author ☐ Include Alias Names

Author ID Uniform Title ID Publisher

ISBN ISSN NCID

Subject Classification Note

Format Language Code

Library ID Organization ID

☐ Remember Lib. ID / Org. ID / Area ☐ Romaji to Kana

Area

Toyama
Ishikawa
Fukui
Yamanashi
Nagano
Tokai Region
Gifu
Shizuoka
Aichi
Mie
Kansai Region
Shiga
Noto
Kyoto
Osaka
Area

"CiNii Books" allows you to search books and journals in academic libraries across Japan.

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

In the end of this section, I'll show you CiNii Books.

"CiNii Books" allows you to search books and journals in academic libraries across Japan.

When you are thinking of visiting other university library, you can check which university has the book.

Through Advanced Search, you can narrow down the results to libraries in nearby prefectures.

Please feel free to ask librarians!

Anything about books, literatures or information for your research and study.

Main Library, Reference Desk	tosyo-service-navi@office.osaka-u.ac.jp
Life Sciences Library	tosyo-seimei-ref@office.osaka-u.ac.jp
Science and Engineering Library	tosyo-rikoh-desk@office.osaka-u.ac.jp
International Studies Library	tosyo-minoh-desk@office.osaka-u.ac.jp



✉ **Comments/Ask us**



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

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

That's all for this section.

If you need more help, please come to the library desk.

Also, questions via email are welcome.

When you scan the QR code, the inquiry form will appear. We will send our response to your questions by email.

Learning Supporters (LSs)

LSs are graduate student staff in UOsaka Libraries.

They specialize in various fields and support your studies at the Learning Support Desks. Feel free to ask them for help.

★ Study Support at the Learning Support Desk
(Main Library / Science and Engineering Library / International Studies Library)

★ Online Study Support / E-mail Form

★ More Information

https://www.library.osaka-u.ac.jp/en/research_eng/ta_eng/



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

Finally, let me introduce the Learning Supporters (LSs).

LSs are graduate student staff working in the Main Library.

They provide study support at the Learning Support Desks.

If you have any questions about your studies or the library, please don't hesitate to visit the Desk.

We will be happy to help you.

That concludes the first section.

Thank you very much for your attention.