

【1st Section】

How to find and use books in Osaka University Library

Main Library, Osaka University
November 2020

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

This lecture series consist of two sections.
In this first section, we would like to talk about how to find and use books in Osaka University Library.
In the second section, we will talk about How to search and get articles in Osaka University Library.
Let's get started!

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How to find and use books in Osaka University Library

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

First, I'll talk about how to find paper books and electronic books, we call "e-books".

Second, how to borrow paper books.

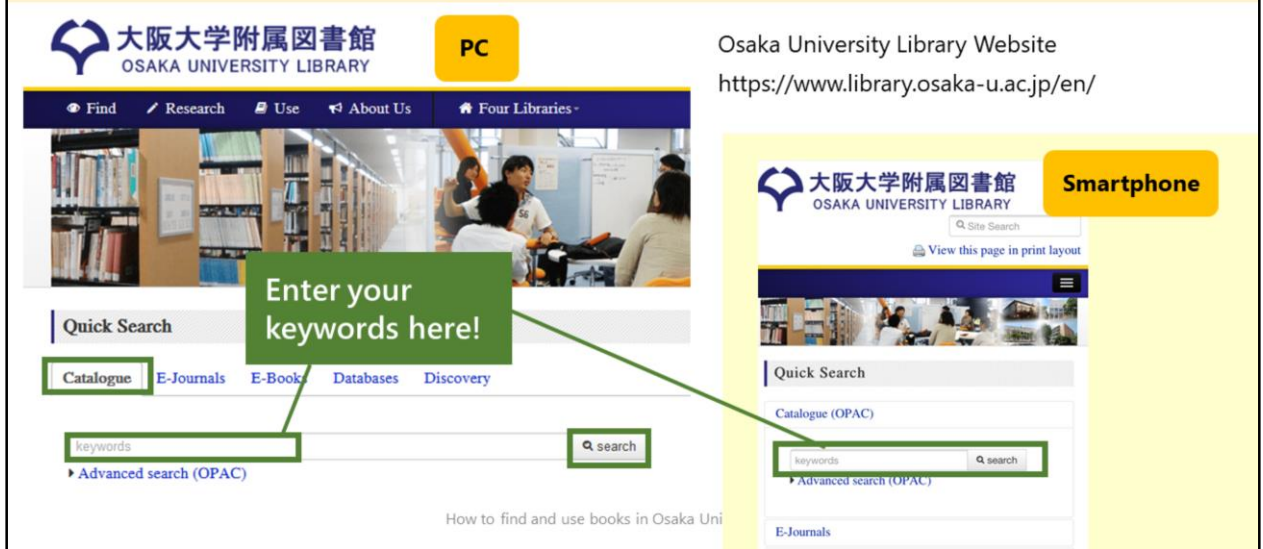
At last, I'll explain about the case that the book you need is not in Osaka University.

How to find paper books and e-books

How to find and use books in Osaka University Library

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

How to access Online Catalog [OPAC]



【In the video, we give you a demonstration on how to use OPAC.】

If you want to search the books Osaka University have, you can use Online Catalog, we call OPAC.

You can find ALL books in Osaka University Library including e-books and paper books through OPAC.

Let me show you how to access and use OPAC.

At first, search keywords such as “Osaka University Library” on search engine.

Then, you’ll find our library’s official page, so please click it.

If you open Japanese page, you can change the language to English by clicking on this icon.

This is our library’s English website.

And, here, this “Catalogue” search is OPAC search.

You can also access OPAC via your smartphone.

Type your keywords, such as the book title, into the search box and click on the search button.

How to access Online Catalog [OPAC]



Osaka University Library 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"

【In the video, we give you a demonstration on how to use OPAC.】

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 (1046)
- Main Library (867)
- International Studies
- Library (211)
- Library of Graduate
- School of Human
- S... (30)
- CJLC Libr

Text Language

- English (1037)
- German (200)
- Japanese (44)
- French (37)
- Undetermined (12)
- + More

Material

Results

Search keyword : west* europe*

Results:1,329items

Sort the results

Sort: Year(Descending order)

1 2 3 4 5 6 7 8 9 10

☒ Select All ☐ Send Mail ☐ Output File ☐ Export EndNote Basic ☐ Details of Selected Items

1. ☐ Book

The European Union : politics and policies / Jonathan Olsen, John

: pbk. - 6th ed. - Boulder, CO : Westview Press , c2017

ID=2004399566 NCID=BB21830903

Location	Volume	Call No.	Barcode No.
Main Lib.-Books for Study	: pbk	329.37 OLS	10302131254

Refine English books only

How to find and use books in Osaka University Library

【In the video, we give you a demonstration on how to use OPAC.】

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!" points to an "eBook" icon in a table. On the right, a blue box labeled "OFF CAMPUS" explains that users must log in with their Osaka University Personal ID and Password to access the item. The main content area shows the book title "Migrants, borders and global capitalism mobility and EU borders / Hannah Cros", publisher "Routledge", year "2013", size "xii, 192 p. : maps", and ID "MC00003023". Below this is a table with columns: View, Location, Volume, Call No., Barcode No., Status, and Rest. The "Barcode No." column contains the value "MC000001688". A "Hide holding list" button is also visible.

ON CAMPUS
Access directly!

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

<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
	Online Resources			MC000001688		

How to find and use books in Osaka University Library

【In the video, we give you a demonstration on how to use OPAC.】

Next, I'll show you how to access E-book from OPAC.

From the results list, if you find the "E-book" icon, that means it is the electronic book or also available on electric book.

Click the book title, and OPAC opens a new page containing detailed information on the item.

Here, by clicking "eBook" icon, you can access the item immediately, if you are in 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 paper book in OU Library

**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

Hide holding list

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

How to find and use books in Osaka University Library

**Point 3
Status**

**Point 2
CALL NO.
Labelled Number**

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

【In the video, we give you a demonstration on how to use OPAC.】

Next, I'll introduce how to find paper book in Osaka University Library.

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 the library in ANOTHER campus...[Quick Pickup Service]

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 Osaka University Library

【In the video, we give you a demonstration on how to use OPAC.】

Next, I'll explain the convenient service, "Quick Pickup".

Before move on to the explanation of Quick Pickup, do you know how many library is in Osaka University?

Osaka University Library consists of 4 libraries;

Main Library in Toyonaka Campus, Life Sciences Library and Science & Engineering Library in Suita Campus and International Studies Library in Minoh Campus.

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

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

So let's get back to the main story of "Quick Pickup Service".

If the book you need is in the library in ANOTHER campus, you can use this service.

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

Let me show you how it works.

For example, I need this book which located in International Studies Library in Minoh Campus.

But I want to receive this book in Main Library in Toyonaka Campus.

In this case, click the “hold” button.

After you log in with Osaka University Personal ID & Password, please select the library to pick up this item.

The book will be delivered within 3 weekdays, and we will notify you by e-mail, when it's ready.