

【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]

The image displays two versions of the Osaka University Library Website. On the left is the PC version, and on the right is the Smartphone version. Both versions feature a search bar with the text "Enter your keywords here!" and a "search" button. The PC version also shows a navigation menu with "Quick Search", "Catalogue", "E-Journals", "E-Books", "Databases", and "Discovery". The Smartphone version shows a similar interface with a "Site Search" button and a "View this page in print layout" link. The URL "https://www.library.osaka-u.ac.jp/en/" is provided for the PC version.

【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.

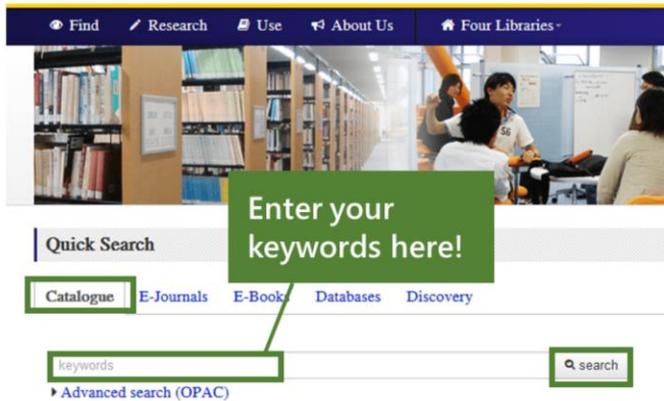
You can also access OPAC via your smartphone.

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"

How to find and use books in Osaka University Library

【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" says "Access directly!". The main area shows book details for "Migrants, borders and global capitalism mobility and EU borders / Hannah Cros (Routledge research on the global politi)". Below this is a table with columns: View, Location, Volume, Call No., Barcode No., Status, Rest. The "Barcode No." is MC00001688. A blue "eBook" icon is highlighted in the "View" column. On the right, a dark blue box labeled "OFF CAMPUS" says "After logging in with your Osaka University Personal ID & Password, you can access the item." and shows a login form with fields for "Personal ID" and "Password" and a "Login" button. The footer text reads "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.

**Point 2
CALL NO.**
Labelled Number
Within the location, books are organized in numerical and then alphabetical order.

**Point 3
Status**

<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

【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.

How to borrow paper books

Main Library, Osaka University
November 2020

How to find and use books in Osaka University Library

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



1) Jump to each library's website.

2) Click on "Checkout/Return" tab, and you can check loan periods and limits.

How to find and use books in Osaka University Library

Library Guide

Bring your Student ID Card (magnetic type) or Library Card.

- Use "[For Students, Faculty and Staff] Entering the Library and Library Card"
- Use "[For Alumni, Visitors] Entering the Library and Library Card"

Loan Periods and Limits

General Books (all materials except in-library-use materials such as rare books and reference books)

Short-Term Loan (all materials)

User Status	Types of Materials	Limits	Loan Periods
Osaka University Members	General Books (except Unbound Journals)	16 Books	2 Weeks
	Unbound Journals	1	About an Hour
		1	16:00 - : Until 11:00 on the Next

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. Quick Pick Up Service, ILL Service

If you haven't got your ID,

please ask staff in your faculty or graduate school.

◆FAQ about The Osaka University Personal ID

<http://web.auth.osaka-u.ac.jp/faq/e/#kb2376f3>

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 is in the top right corner. Below the title, there is a "Login" section with two input fields: "Personal ID" and "Password". A "Login" button is located below the password field.

How to find and use books in Osaka University Library

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 in Osaka University...

How to find and use books in Osaka University Library

In OPAC, you can search for items only in Osaka University Library.
But if the book you need is not in Osaka University, you have some options to get it.

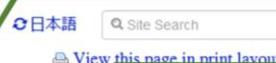
1) ILL (Inter-Library Loan)

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

COST	1,200-1,500 YEN
TIME	2-7 days to be delivered

Applications

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



View this page in print layout



How to find and use books in Osaka University Library

Option1 Inter-Library Loan, ILL Service

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

Requesting a book delivery will cost about from 1,200 to 1,500 yen and it will take about from 2 to 7 days for the book to be delivered.

Applications can be made either online via library's web service or in person at one of the libraries.

2) Visiting other academic libraries

You can visit other academic libraries to use and copy the items. Academic libraries in Japan often require you to make inquiries in advance through Osaka University Library. And you are also required to bring a letter of referral prepared by Osaka University Library.

Please ask library staff at one of the four libraries at least three days before the visit you wish to make.

How to find and use books in Osaka University Library

Option2 Visiting other academic libraries

You can visit other academic libraries to use and copy the items. Academic libraries in Japan often require you to make inquiries in advance through Osaka University Library. And you are also required to bring a letter of referral prepared by Osaka University Library. Please ask library staff at one of the four libraries at least three days before the day you want to visit.

Tool : CiNii Books



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

Available at 3 / 3 libraries

Any Areas Any Libraries

Gakushuin University Library 法経
· hbk 333.7A/R11e/N 0200599352

Tohoku Univ. Main Library 本館
· hbk 00130335230

Hokkaido University Library
· hbk 341.2422/R117 1380568972

"CiNii Books" enables you to search information of books and journals held by academic libraries in Japan.

How to find and use books in Osaka University Library

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

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

"CiNii Books" enables you to search information of books held by academic libraries in Japan.

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

For example, my keyword is **"21 lessons for the 21st century"**.

And I would like to read this book.

In Japan, there are 21 libraries holding this book.

You can refine this list by Region.

In Osaka Prefecture, 1 library holds this book.

Please feel free to ask librarians!

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

Main Library (Reference Desk)	sogo-ref@library.osaka-u.ac.jp
Life Sciences Library	ls-ref@library.osaka-u.ac.jp
Science and Engineering Library	sl-desk@library.osaka-u.ac.jp
International Studies Library	ml-cir@library.osaka-u.ac.jp



★Training Session Information

On library's website or twitter [@OsakaUnivLib]

About databases or reference management softwares

How to find and use books in Osaka University Library

That's all for this section.

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

Also, questions via email are welcome.

Please send an e-mail to the nearest library.

Osaka University Library will have some training sessions like this.

Please check the news on our website or twitter.

Learning Supporters (LSs)

LSs are graduate students in Osaka University.

LSs support your studies at Learning Support Desks.

★Location of Learning Support Desks

4 Libraries

Main Library / Science and Engineering Library
Life Sciences Library / International Studies Library

★Service Hours

Please check our website.

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



How to find and use books in Osaka University Library

In the end, let me introduce Learning Supporters, LSs.

We are learning supporters working in Main Library.

LSs support your studies at Learning Support Desks.

If you have any questions about your school life or library please feel free to visit us.

We are waiting for you at Learning Support Desk.

Finally that's all for the 1st section.

Thank you for joining our guidance.