# First steps to search for books and papers

#### Contents-

- [1] The University of Tokyo Library System and website
- [2] Literacy
- [3] List of the Library System databases
- [4] Search for papers with a title through TREE
- [5] When the body text is not available on the Web
  - How to use "UTokyo Article Link"
  - Request literature delivery through "MyOPAC"
- [6] Search for books through OPAC
  - How to read an e-book
- [7] How to use the E-journal & E-book Portal
- [8] Search for papers in English (all fields)
- [9] Search for papers in English (engineering)
- (Reference) How to set up library links of Google Scholar
- (Reference) Search for newspaper articles
- (Reference) Literature management tool

#### Text and Reference Materials

- How to obtain books and papers for the first time (this material)
- Use the Literacy website!/Use the databases!

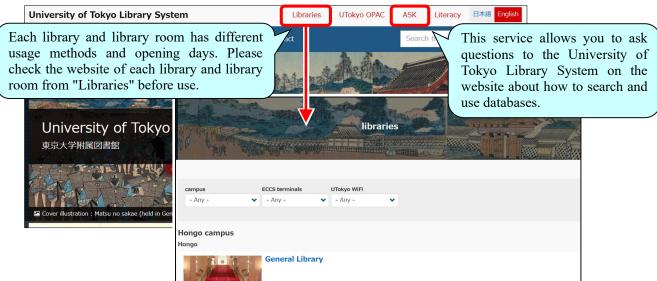
#### [1] The University of Tokyo Library System and website

The University of Tokyo has three base libraries: the General Library on the Hongo campus, the Komaba Library on the Komaba campus, and the Kashiwa Library on the Kashiwa campus. In addition, there are 27 departmental libraries and library rooms located in faculties, graduate schools, research institutes, etc. These 30 libraries and library rooms work together to provide the "University of Tokyo Library System" services.

# Website of the University of Tokyo Library System

[Accessible from on campus and off campus] <a href="https://www.lib.u-tokyo.ac.jp/ja">https://www.lib.u-tokyo.ac.jp/ja</a>

Lists of collections owned by libraries and library rooms, event information, and information on learning and research support are posted.



#### **★**Home Library

A home library is a library or library room in your faculty or graduate school. The home library is the point of contact for various library services such as receiving materials sent from other libraries.

\*If your affiliation is different from the actual research site, please contact the nearest library or library room.

#### **★Frequently Asked Questions**

- Q. Can I browse past doctoral, master's and graduation theses?
- A. Doctoral theses since 2013 have been published sequentially in the University of Tokyo Academic Institutional Repository (<a href="https://repository.dl.itc.u-tokyo.ac.jp/">https://repository.dl.itc.u-tokyo.ac.jp/</a>). Institutional repositories are websites where research institutions such as universities publish the research results of their own institutions.

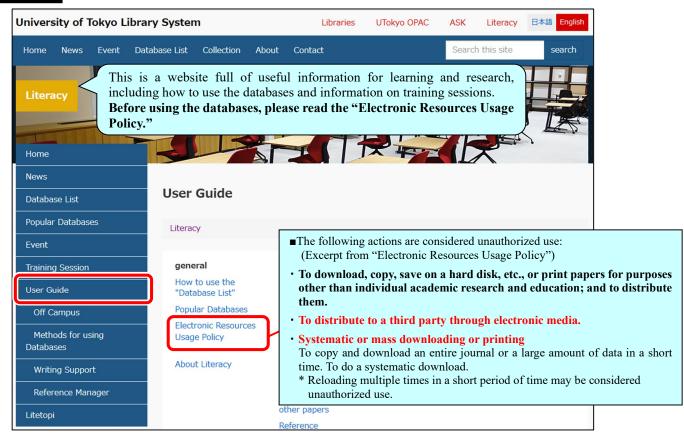
As for doctoral theses, master's theses, and graduate theses that have not yet been published in the institutional repository, usage methods are different depending on the faculty or graduate school. Please check the collection status and method for usage on the website of the library/library room of the faculty concerned.

For further information, please contact: Academic Information Literacy Officer, Information Infrastructure Division,
The University of Tokyo

E-mail: literacy@lib.u-tokyo.ac.jp

# [2] Literacy

Literacy [Accessible from on campus and off campus] <a href="https://www.lib.u-tokyo.ac.jp/ja/library/literacy">https://www.lib.u-tokyo.ac.jp/ja/library/literacy</a>

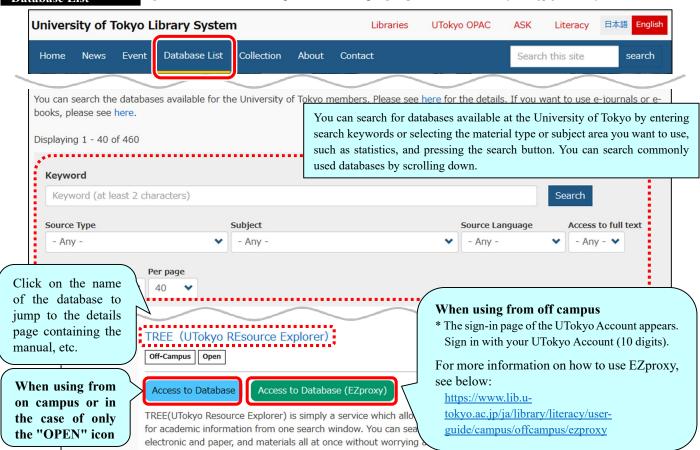


#### [3] Library System Database List

University of Tokyo Library System Database List

Persons belonging to the University of Tokyo can search databases.

[Accessible from on campus and off campus] https://www.lib.u-tokyo.ac.jp/ja/library/contents/database



# [4] Search for papers with a title through TREE

TREE (UTokyo REsource Explorer)

[On campus] Accessible from Database List "Access to Database"

[Off campus] Accessible from the Database List "Access to Database (EZproxy)"

TREE (UTokyo REsource Explorer) is a simple service that allows users to search for academic information available at the University of Tokyo through a single search window. You can search for paper materials, electronic versions, books, and papers all at once, without having to worry about using different search tools. \* Some databases, such as newspaper article databases, cannot be searched by TREE.

Example 1

Search for the following paper in the reference list.

Chang, Ching-Wen. (2021). The Mandala Model of Transformative Learning.

(Author name) (Publication year) (Paper title)

Journal of transformative education, 19(3), 218-240.

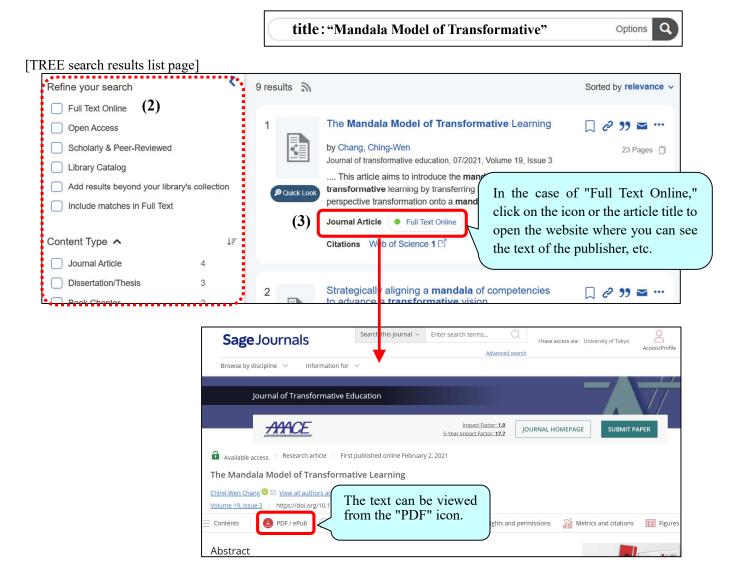
(Journal title) (Volume) (Issue) (Page)

- (1) Enter the paper title (or any part of the title if it can be identified) and click the search button.
- (2) The search results list is displayed. Reorder or narrow down the results as necessary.
- (3) Click on the material name to jump to a page of the collection information or a page where the text of the material can be read.



[TREE search tip] Add **title:** to search for items with that word in the title.

Quote keywords with " " to search for phrases.



#### [5] When the body text is not available on the Web

Example 2

Search for the following paper in the reference list.

Seibt G. (2018). HERMAN GRIMM'S "GOETHE". Sinn und form, 70(4), 533-542.

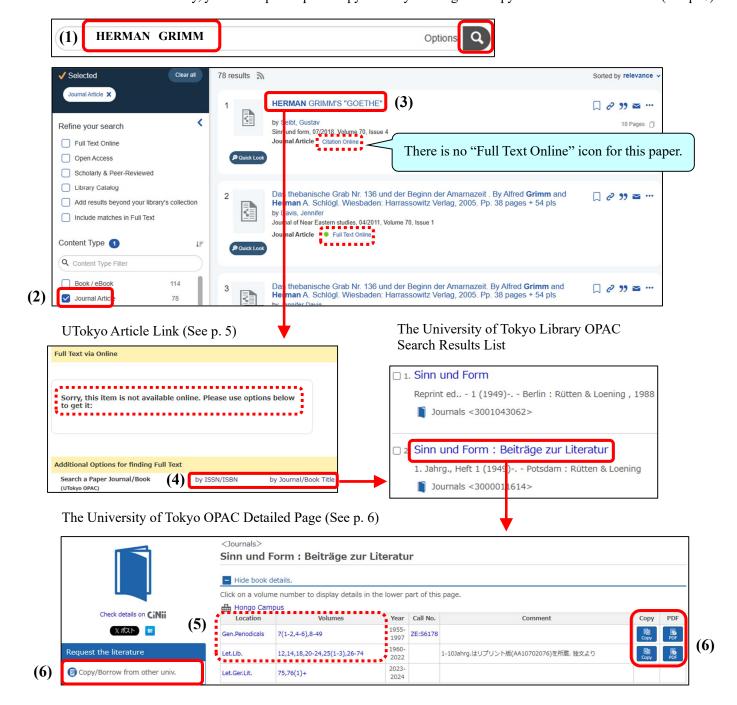
(Author name) (Year) (Paper title) (Journal title) (Volume) (Issue) (Page)

#### (3) (4) is explained in detail on p. 5 and (5) (6) on p. 6.

(1) Enter the paper title (or any part of the title if it can be identified) and click the search button.

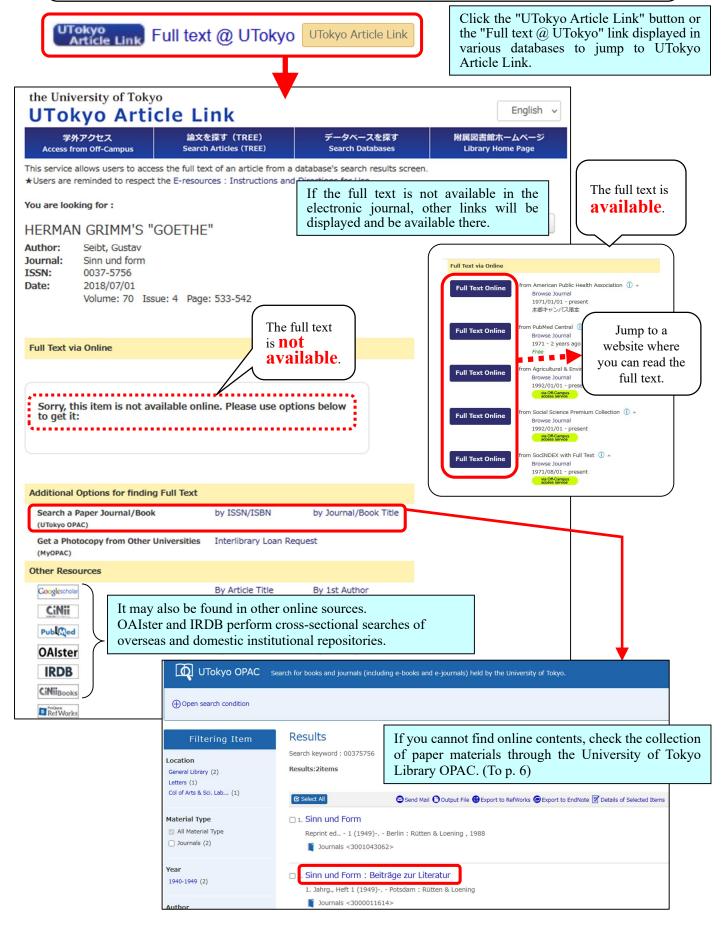
If it is owned in a library where you can go directly, go to the library and read it.

- (2) The search results list is displayed. Narrow down to Journal Article from the "Content Type" on the left side of the screen.
- (3) Click on the material title to open UTokyo Article Link. (See p. 5)
- (4) If the message "Sorry, this item is not available online" is displayed, click either "by ISSN/ISBN" or "by Journal/Book Title" in "Search a paper Journal/Book (UTokyo OPAC) under "Additional Options for Finding Full Text."
- (5) The University of Tokyo OPAC is displayed. Check "Location" and "Volumes" to see if the volume containing the paper you want is in the possession of the university. (See p. 6)
- (6) If it is owned by a library you cannot go directly to, click the "Copy" or "PDF" button to move to the application page. If it is not in the university, you can request a photocopy order by clicking on "Copy/Borrow from other univ." (See p. 6)



# How to use "UTokyo Article Link"

UTokyo Article Link is a service to search for the papers you are searching for in the electronic journals available at the University of Tokyo and through the University of Tokyo Library OPAC. If there is no link to the text when you use the literature search tool, click the "UTokyo Article Link" button.

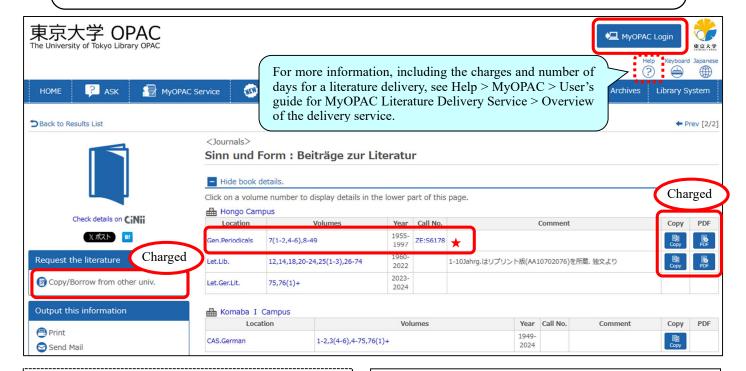


# Request literature delivery through "MyOPAC"

When you log in to MyOPAC, you can request a photocopy order, a PDF viewing, an extension of due dates, a reservation or delivery of books on loan, and a purchase of books.

When you are finished using it, click on "Logout" to completely close the browser and exit.

★ Log in to MyOPAC with your UTokyo Account or library account. You can also log in from off campus.



#### **★** For journals, **make sure of the volume No**.

(The year is only the first and last records of the volumes.)

#### How to read the volume:

If there is a +, acquisition is continuing. If not, acquisition has stopped.

(Example) 8–49

→ The library holds all volumes (issues) from vol. (or issue) 8 to vol. (or issue) 49.

(Example) 12, 14, 18

- $\rightarrow$  The library does not hold vol. 13 or vol. 15–17. (Example) 25 (1–3)
  - $\rightarrow$  The library holds issue 1–3 of 25 volumes, but not the subsequent issues.

(Other example) 2 (1); 1–14

→ The volume system was changed after;.

When requesting a copy, the publication year is also required.

# **MyOPAC Literature Delivery Service [Charged]**

Click the button to go to the application page.



Paper copies can be ordered.



PDF files containing necessary pages can be viewed only on campus.



Even if it is not owned by the University of Tokyo, it is possible to request an order from other universities.

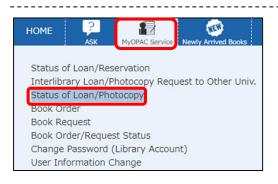
Charged

For charged services, you need to apply to the library of your current department in advance.

For details on how to apply, refer to the library's website or the following:

https://opac.dl.itc.u-

tokyo.ac.jp/webreq/ill/ill help.html#toroku



#### [To view PDFs]

- (1) Apply for PDF viewing from MyOPAC.
- (2) You will receive an email from the library informing that it is now available for viewing.
- (3) Log in to MyOPAC from the campus network.
- (4) View PDFs from the "Status of Loan/Photocopy" menu.
- \* Viewing deadline: **Within two weeks** after sending the notification email ((2)) from the library.
- \* Available only on campus of the University of Tokyo (EZproxy cannot be used).
- \* PDF files cannot be downloaded. Printing is possible.

# [6] Search for books through OPAC

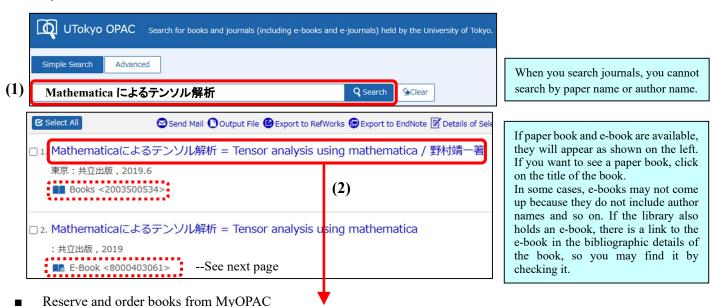
The University of Tokyo Library OPAC A tool to search for books and journals owned by the University of Tokyo.

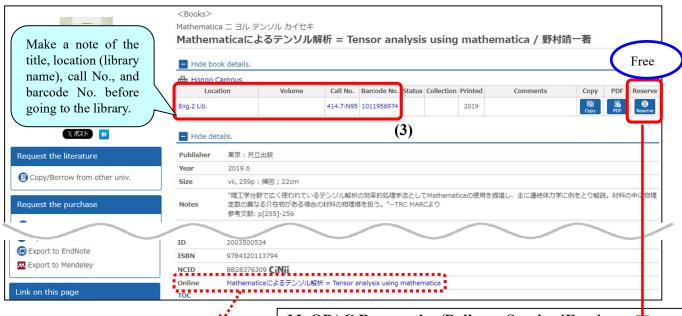
[Accessible from on campus and off campus] Accessible from the Database List "Access to Database."

Example 3 Search for the following books in the reference list.

野村靖一『Mathematica によるテンソル解析 = Tensor analysis using mathematica』 共立出版、2019 年。
Seiichi NOMURA "Tensor analysis using mathematica" Kyoritsu Shuppan, 2019.
(Author name) (Title) (Publisher name) (Publication year)

- (1) Enter a keyword and click the search button.
- (2) Click on the title of the book you want to read from the search results list to display the details page.
- (3) Check the library that holds the book and loan status on the details page. To make a reservation/delivery, log in to MyOPAC.





Go to the e-book page. (See next page)

look for e-book links.

Some e-books may not come up when you perform a keyword search through OPAC because they do not contain author names. If the e-book does not come up in the search, check the book form bibliography details to

#### **MyOPAC Reservation/Delivery Service [Free]**

Reservation can be made for books currently on loan. In addition, if the materials you want to borrow are on campus, you can order them to the designated library and pick them up.

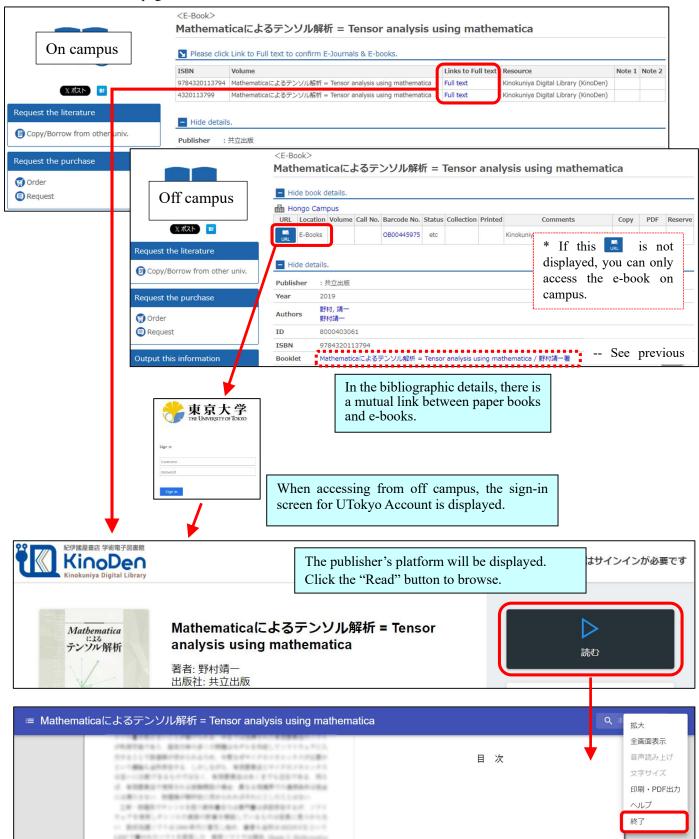
The service varies depending on the department, laboratory, and campus you belong to.

For more information, see Help in the upper right corner of OPAC > MyOPAC > User's guide for MyOPAC Literature Delivery Service > Delivery Service.

https://opac.dl.itc.u-tokyo.ac.jp/webreq/ill/ill help.html

#### How to read an e-Book

If "e-book" is displayed in the search results of the University of Tokyo Library OPAC, jump to the page where you can read the text from the details page.



After you finish using the e-Book, make sure to check for buttons such as End of browsing, Log Off, and Sign Out. If there is one, make sure to click it.

(In the case of KinoDen, click on the menu in the upper right and click on "Finish" or close the tab.)

E-books often do not allow simultaneous access, so if you close the browser without doing this, other people may not be able to browse them for some time.

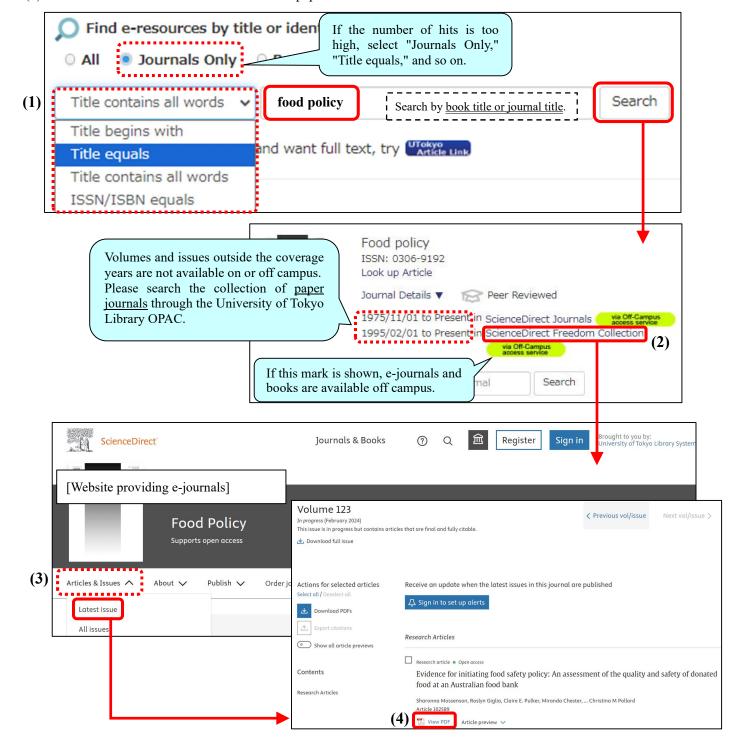
# [7] How to use the E-journal & E-book Portal

E-journal & E-book Portal [On campus] Accessible from Database List "Access to Database"
[Off campus] Accessible from the Database List "Access to Database (EZproxy)"

E-journal & E-book Portal is a website where you can search for only e-journals and e-books available at the University of Tokyo. This is useful when you want to view a whole issue of an E-journal. If you cannot find the e-journal or e-book you need through the University of Tokyo Library OPAC, please try searching through the E-journal & E-book Portal.

Example 4 Read an e-journal titled "**Food Policy**" introduced in class.

- (1) Enter the journal/book title and click the search button.
- (2) The search results list is displayed. While paying attention to the coverage years, click on the database name.
- (3) The database (website providing e-journals) opens. In the case of journals, find the paper you want to read from the volume list or search for it.
- (4) Click on the PDF to read the full text of the paper.



# [8] Search for papers in English (all fields)

Web of Science Core Collection

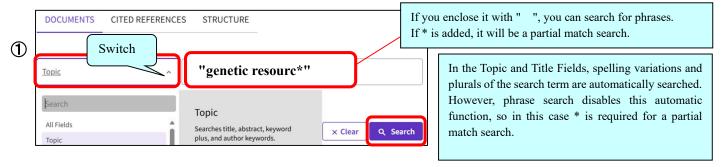
[On campus] Accessible from Database List "Access to Database"

[Off campus] Accessible from the Database List "Access to Database (EZproxy)"

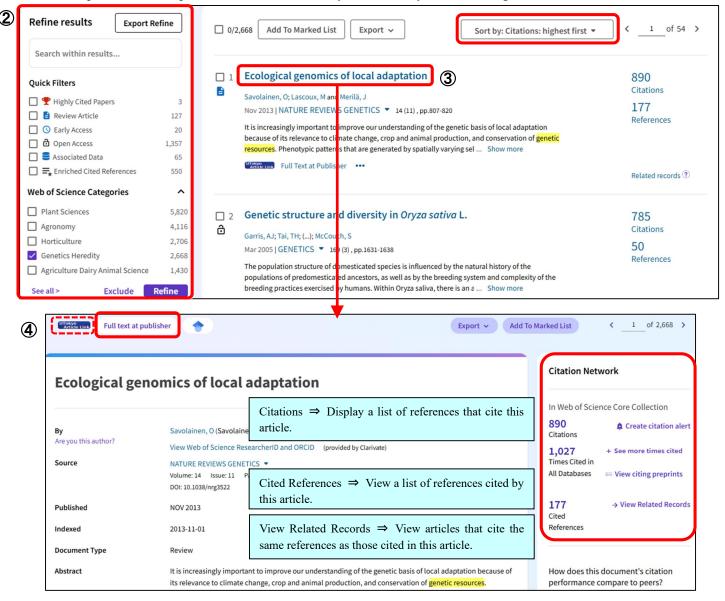
Search articles published in over 21,000 journals from around the world.

# Example 5 Find papers on <u>"genetic resource"</u>.

- ① Switch the search field to Topic. Enter keywords in the search window and click the search button.
- ② A list of search results will be displayed (refine or reorder as necessary).
- 3 Click the title of the article to display the detail screen.
- ④ To view the full text, click on the link that allows you to read the full text. If this link is not available, click on the UTokyo Article Link.

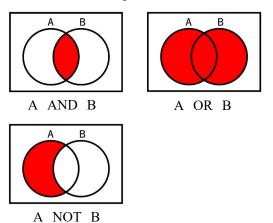


In this example, the field is specified as Genetics Heredity and sorted by "Citations: highest first".

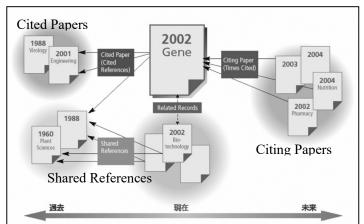


#### **Advanced Information**

◆ Boolean Search Operators



◆ Web of Science's Citation Network

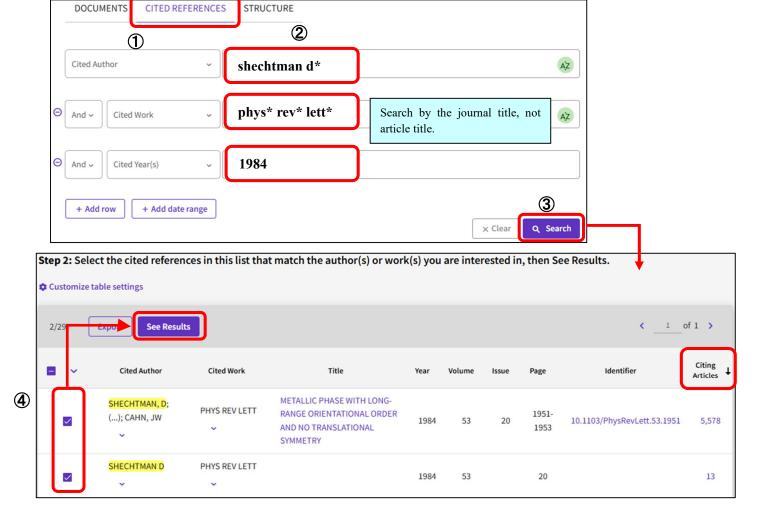


#### **Cited Reference Search**

Example 6 Find articles which cite the following article.

Shechtman D. (1984). Metallic phase with long-range orientational order and no translational symmetry. *Phys. rev. lett.*, 53(20), 1951-1953.

- (1) Click "CITED REFERENCES".
- 2 Enter the author name, journal title and published year.
- 3 Click Search button.
- 4 Select the article, click See Resultsbutton.
- **5** The search results are displayed.



# [9] Search for papers in English (engineering)

Engineering Village

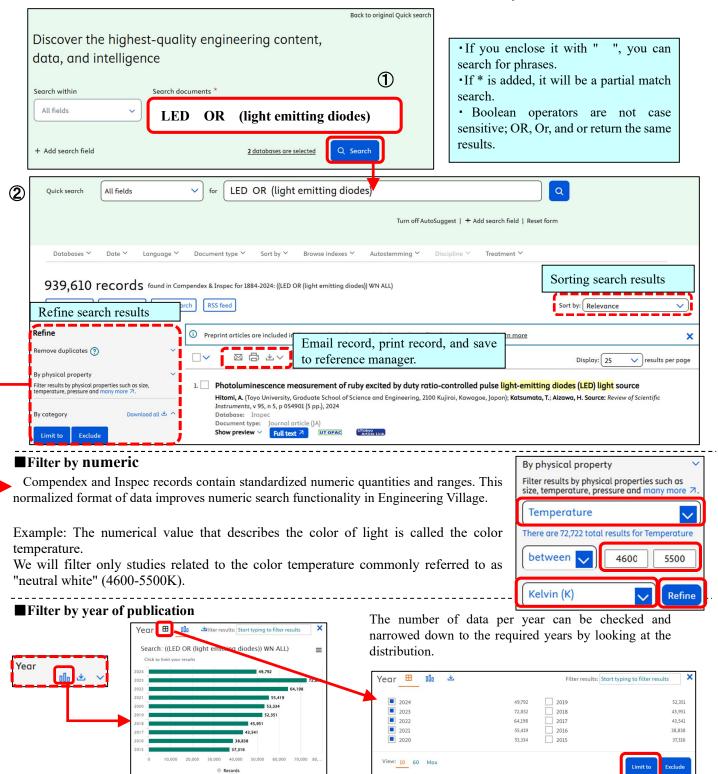
[On campus] Accessible from Database List "Access to Database"

[Off campus] Accessible from the Database List "Access to Database (EZproxy)"

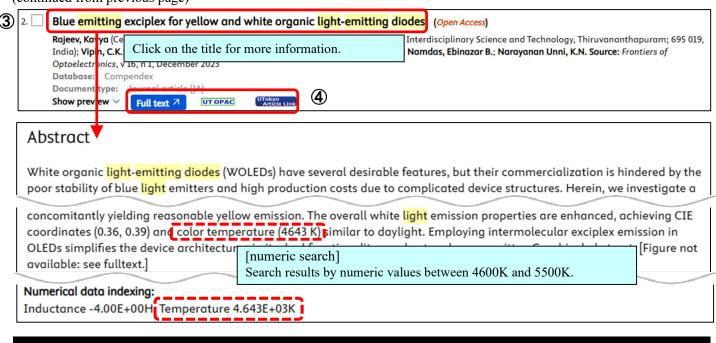
A database that allows integrated searches of Compendex and Inspec, the two major databases in the fields of science and engineering.

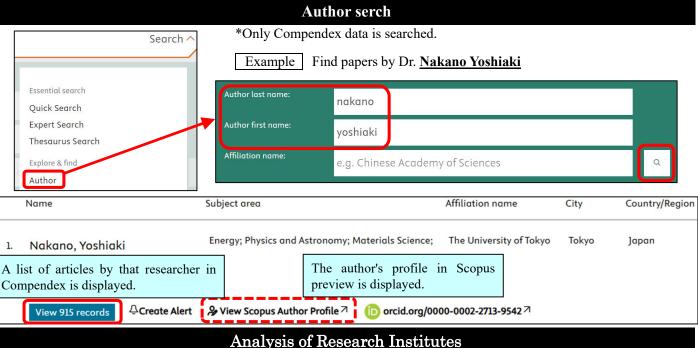
#### Example 7 Find papers on "LED (Light Emitting Diode)"

- ① Enter keywords in the Quick search window and click the search button.
- ② A list of search results will be displayed (refine or reorder as necessary).
- 3 Click on the title of the article or "Show preview" to display the abstract.
- 4 Click on "Full text" to see the full text. If this link is not available, click on the UTokyo Article Link.

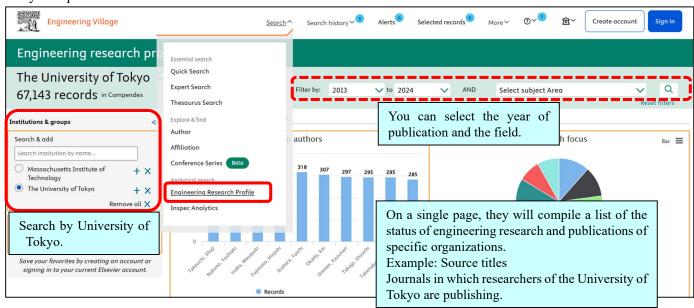


(continued from previous page)





\*Only Compendex data is searched.



#### (Reference) How to set up Google Scholar library links

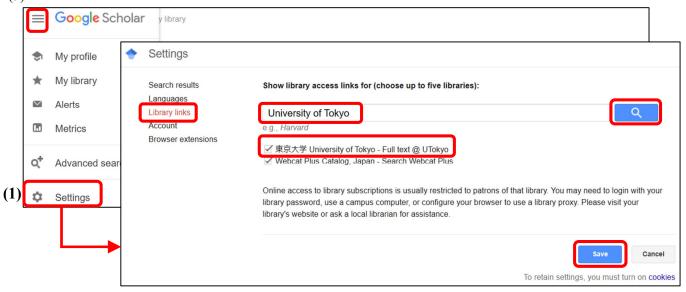
Google Scholar

[Accessible from on campus and off campus] https://www.lib.u-tokyo.ac.jp/ja/library/contents/database/116

Google Scholar allows you to search for academic resources in a variety of fields, including academic journals, papers, books, and abstracts. Searchable articles include a wide range of academic publications and academic papers, as well as academic materials available on the Web. (For more information about Google Scholar, see "Help" at the bottom right of the top screen.)

**Before you do a search using Google Scholar, set up a library link.** If it is an e-journal contracted by the University of Tokyo, the link "Full text @ UTokyo" will appear and the text will be available from UTokyo Article Link.

- How to set up a library link
  - (1) On the top page of Google Scholar, open the menu at the top left of the screen and click on "Setup."
  - (2) Click on "Library Links."
  - (3) Enter "University of Tokyo" in the search box and click the search button.
  - (4) Put a check mark on "University of Tokyo Full text @ UTokyo" in search results.
  - (5) Click on "Save."



- How to access the full text from a library link
- (1) In the search results list, click on "Full text @ UTokyo." UTokyo Article Link appears.
- (2) If you are accessing from off campus, click on "Off-Campus Access" at the top of the screen. Perform UTokyo Account authentication.
- (3) Click on "Full Text" under "Link to Full Text Online." The full text is displayed.



# (Reference) Search for newspaper articles

Asahi Shimbun article database Asahi Shimbun Cross-Search [On campus] Accessible from Database List "Access to Database"

[Off campus] Accessible from the Database List "Access to Database (EZproxy)"

You can search for articles from the first issue of Asahi Shimbun in 1879 (Meiji 12) to today.

You can also search for articles on Asahi Shimbun Digital, Weekly Asahi, and AERA, as well as archives of historical photos.

\* Concurrent access is allowed for up to four users.

Example Search for newspaper articles on **SDGs**.

- (1) Enter keywords in the search box and click the "Cross Search" button.
- (2) Search results are displayed by content. When the number of hits is clicked, the search result heading list screen of each content is displayed.
- (3) When you click on the article title, the article page is displayed.



#### The Mainichi Newspapers "Maisaku" Number of concurrent accesses: Up to 2

In addition to searching for articles and reading the full text of the Mainichi Newspapers and the Weekly Economist, you can search for the image of the newspaper from the first issue of the Mainichi Newspapers (1872) to 1999, and search for public opinion surveys conducted by the Mainichi Newspapers from 1945 onward.

#### The Yomiuri Shimbun "Yomidas" Number of concurrent accesses: Up to 4

In addition to article texts from 1986 onward, it is possible to search for images of Yomiuri Shimbun pages from its first issue in 1874 (Meiji 7) to 1989 (Showa 64).

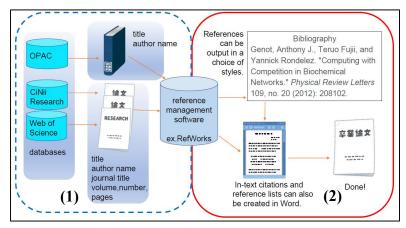
#### Each Nikkei newspaper "Nikkei Telecom 21" Number of concurrent accesses: There is a limit.

You can search and browse Nikkei newspapers (Nihon Keizai Shimbun, Nikkei Business Daily, Nikkei MJ), Nikkei Inc. Profile, Nikkei WHO'S WHO, and economic statistics from April 1975 onward.

# (Reference) Literature management tool

A literature management tool is a tool that (1) enables you to easily import literature information from a database and manage it by sorting folders and tagging. (2) You can also easily create a reference list to accompany each report.

Some literature management tools are available for free, but people belonging to the University of Tokyo can use RefWorks, Mendeley, and EndNote online with institutional contracts. The institutional contract version has advantages such as more capacity than the free version.



For more information about literature management tools, see Literacy site 

Literature management tools 

<a href="https://www.lib.u-tokyo.ac.jp/ja/library/literacy/user-guide/campus/ref">https://www.lib.u-tokyo.ac.jp/ja/library/literacy/user-guide/campus/ref</a>

Example of using RefWorks
 [How to import data from the University of Tokyo Library OPAC]

