

Orientation for new students September 2022

# Introduction to Tokyo Tech Library





# Suzukakedai Library

Location

Here! (S3 Bldg.)



Opening hours (Class Term)

Weekdays

8:45 a.m. to 5 p.m.

Weekends & Holidays 11 a.m. to 5 p.m.

250% of the average of All National Universities!

	Books	Journals (number of titles)	E-Books	E-Journals
International	61,711	1,227	30,420	12,016
Japanese	49,940	379	1,538	21
Total	111,711	1,606	31,958	12,037

## Renewal open in July 2021 - 1st floor



Peripatos Collection:

Mainly consists of novels and paperbacks to enjoy reading between studies for a refreshment

## Renewal open in July 2021 - 2<sup>nd</sup> & 3<sup>rd</sup> floor

6 Seminar Rooms at 2<sup>nd</sup> floor

Capacity: from 1 up to 20 people For online meeting and job hunting etc. Easy reservation through Web system S&F





Various types of spaces with power supply

(booths with doors, semi-closed rooms, and sofa type)

Advance reservation not required

Plenty of space for personal study and research

## Check Out

#### You can check out 15 books for 4 weeks

- Journals and reference books are restricted to in-library use.
- You need your ID card and PIN code.

Initial PIN code is written here.



Library Counter at 1<sup>st</sup> floor



Self-checkout Machine



## Return

# You can return books at either Ookayama or Suzukakedai Library.



**Entrance** 



Book return bin at the entrance

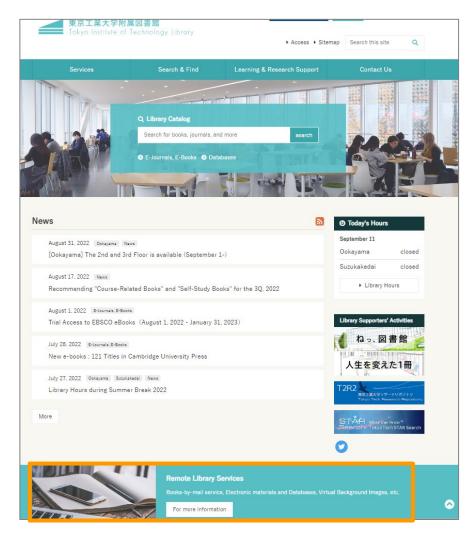


If you miss the due date, you will not be able to borrow, renew, or reserve any books as many days as the book is overdue.

# Remote Library Service

### Remote Library Service

- Books-by-mail service
- How to use electronic materials and databases
   Available from your home!
- Online Request
- Virtual Background Images
- Coloring Picture



## Other Services

Reserve

You can reserve checked-out book.

Order

You can order books from the other campus.

Renew

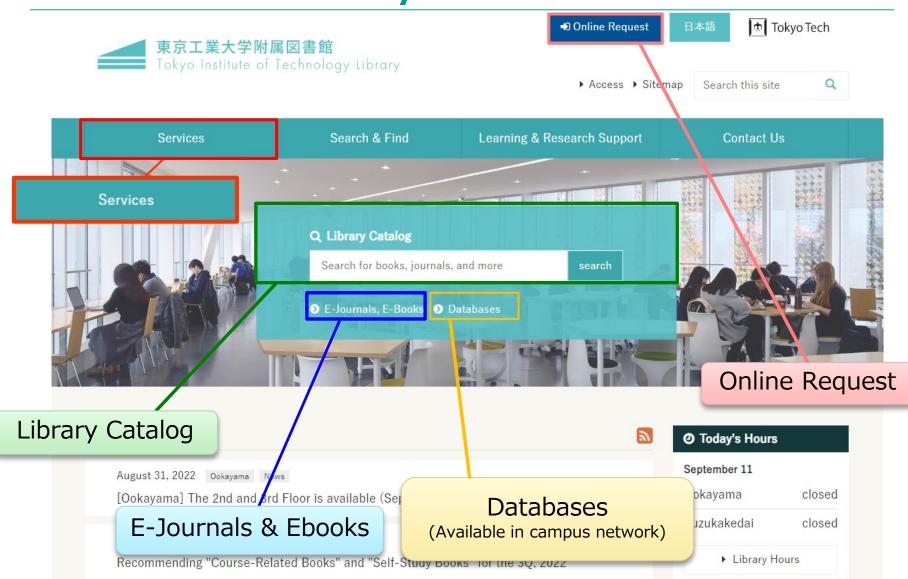
You can renew materials you have checked out.

ILL (Interlibrary Loan)

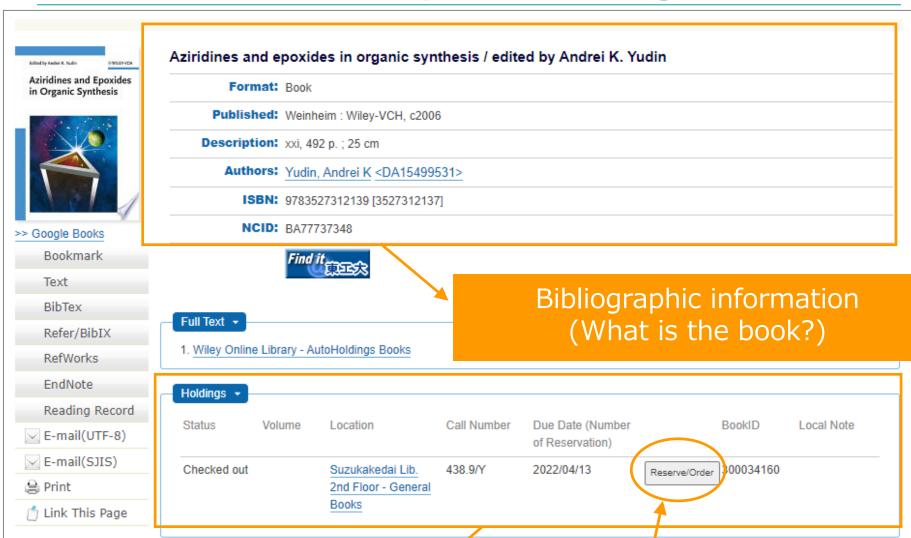
You can order materials from other libraries.

All the services above are available online

# Library Web Site



# Library Catalog



Holdings (Where is the book?)

Reserve or order from other campus (E-mail registration is required)

# Online Request

#### **Your Profile** Confirm/Change Borrowing Reservation Status/Renewing Confirm/Renew Born wing History

#### Confirm

Reservation / Intercam, us Borrowing

Library Catalog (Simple Search) Library Catalog (Advanced Search)

**Book Review** 

Post/Check History Review List

Orderina Articles/Interlibrary Loan

Request

**Group Study Room** in Ookayam

Reserve from Web system for S&F.

> Seminar Room in Suzukakedai

Reserve from Web system for S&F.

#### Information from library

\*The library bears the cost of students' ordering materials from other institutions with "private expense". Details: The library bears the cost of ordering materials from other institutions

\* It may take longer than usual to decide on the purchase of requested books, because we prioritize the preparation of electronic materials for conducting lectures and research online and the purchase of course-related books this fiscal year.

#### Informatio

<\\our e\_r</pre> Registered

<Borrow'r Borrowing For more

Borrowing

## Your Profile[Confirm/Change]

Register your e-mail

#### <Suspension of borrowing books> No penalty.

<Expiration Your expira

<Other me Nothing.

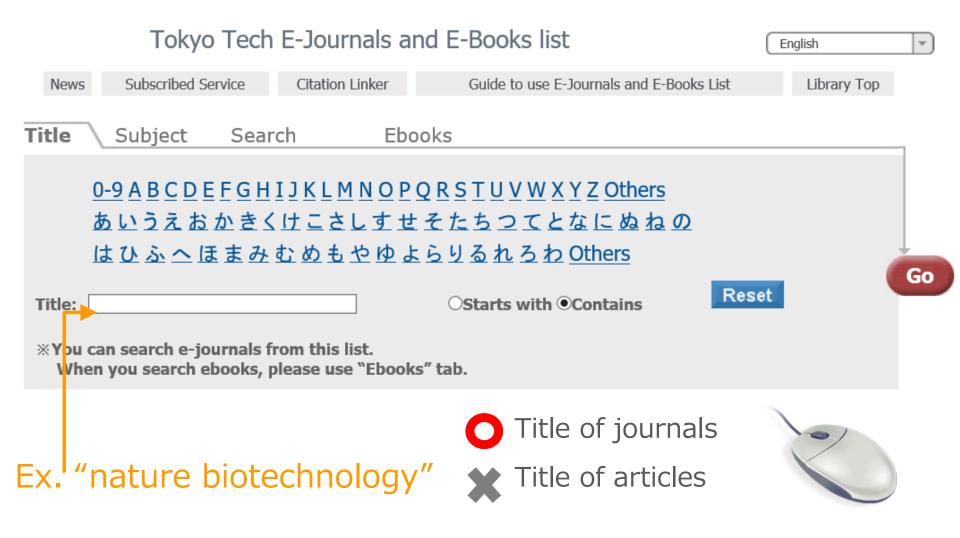
Borrowing and Reservation Status/Renewing

Extend the due date once per item

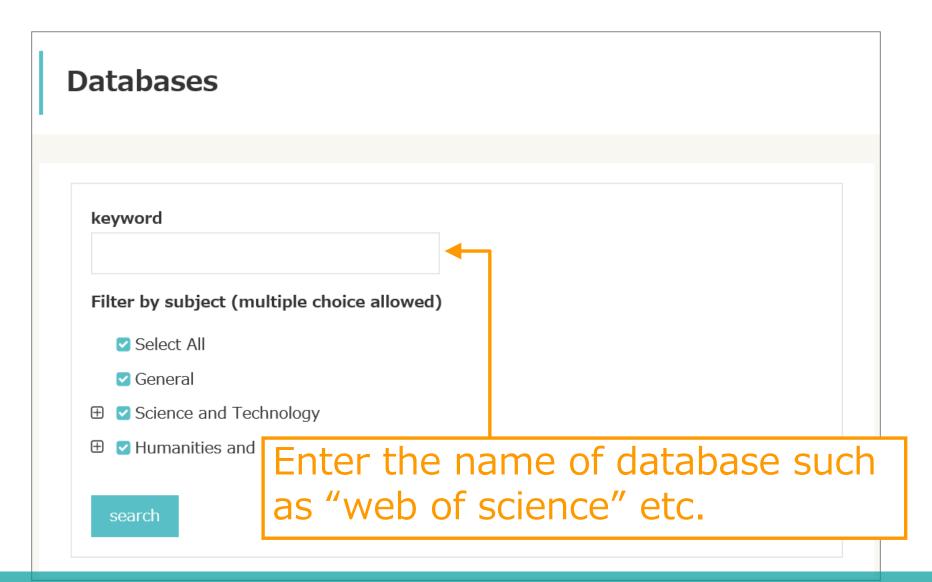
### Ordering

Order materials from other campus, other university libraries [paid service]

## E-Journals & E-Books



## **Databases**



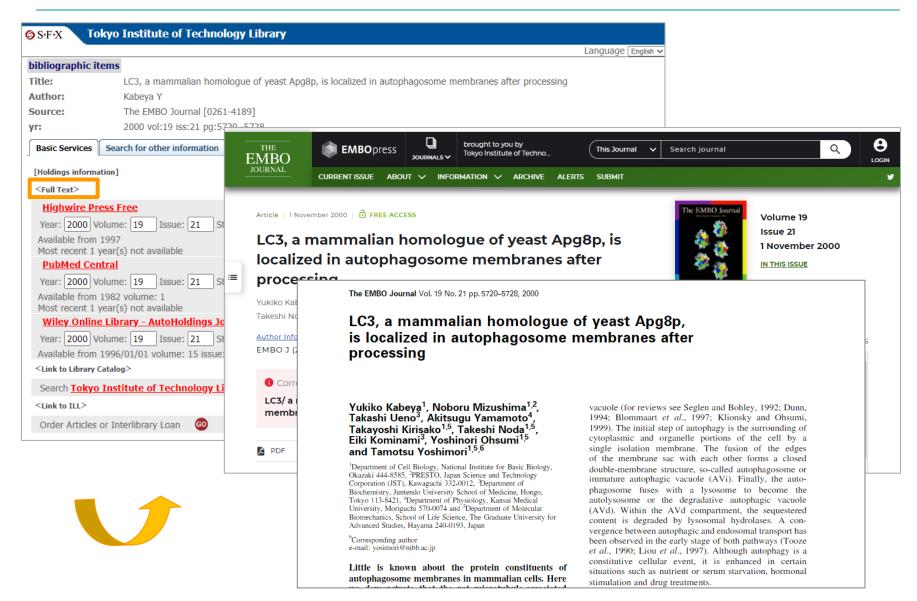
# Find it @ Tokyo Tech



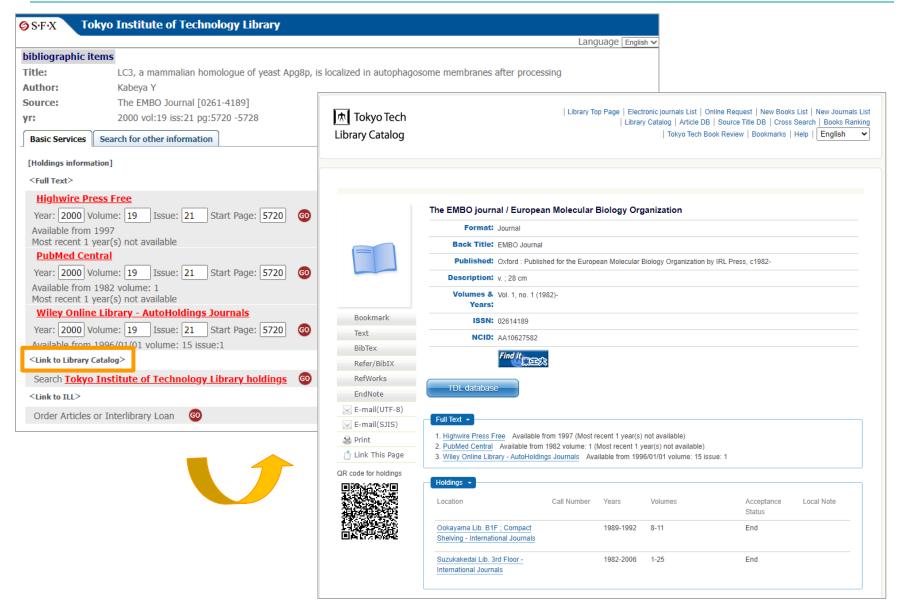
You will find the above icon in the screen of search result.

It is useful for getting a full text so click it!

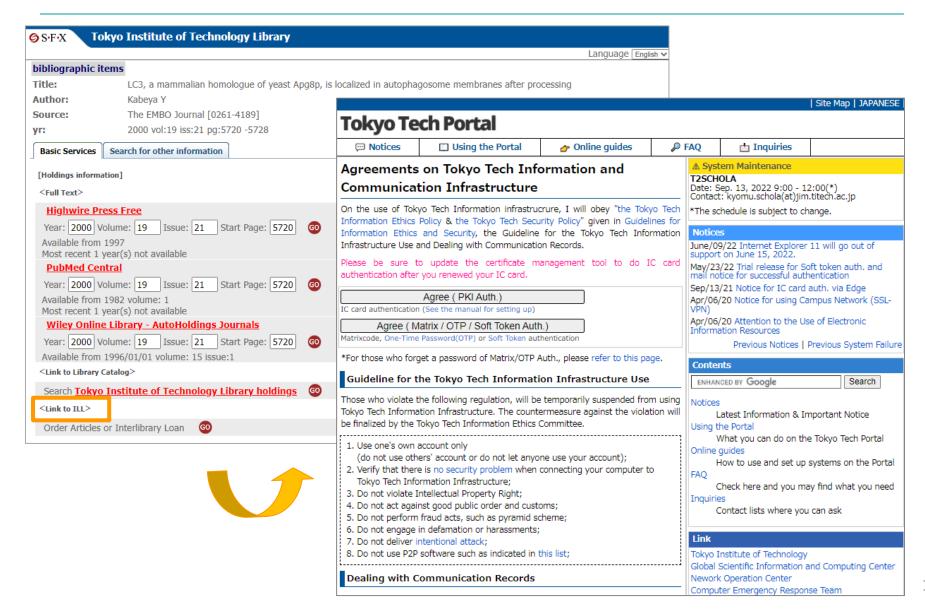
## Get full text of E-Journal



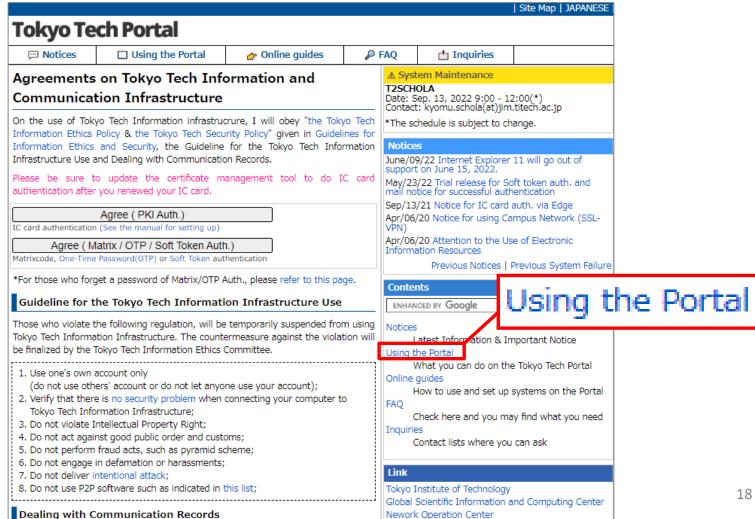
# Search paper journal in the library



## Order photocopiers from other library



# Remote Access SSL-VPN



Computer Emergency Response Team

# Prohibited Matters on using electronic resources



Systematic or excessive downloading
There is a possibility that access is
suspended for the entire institution.



Chotto Omachi LiDance(Library Guidance) Character



Use for any purpose other than academic research and education

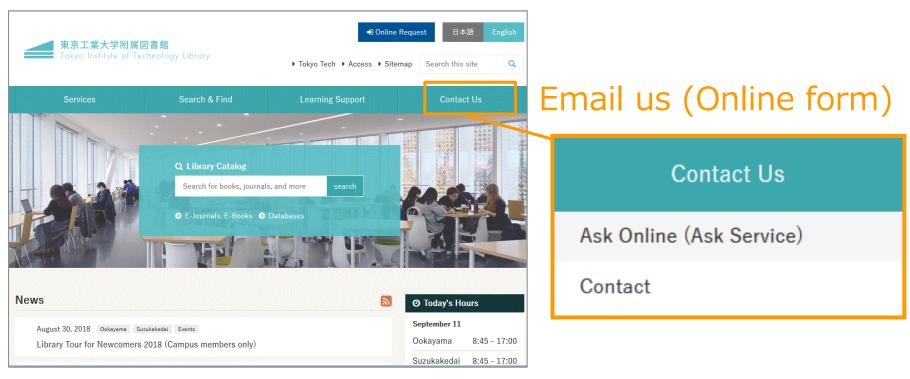


Reproduction and distribution to others

Details & FAQ >> https://www.libra.titech.ac.jp/en/ej\_notice

# Inquiries

## Please feel free to ask us!



- Counter
- Extension: 5152 (Weekdays 8:45 a.m. to 5 p.m.)

#### **Electronic Journals and E-books**

#### Available at Tokyo Tech

#### Electronic Journals

Materials listed below are only a small part of the electronic materials you can use!





Service	Publisher	Available years	Available titles	
ACS Web Editions	American Chemical Society	from the first issue	Full text of all journals published by the ACS	
AIP Scitation	The American Institute of Physics	from 1930	Full text of almost all journals and proceedings published by the AIP	
APS	American Physical Society	from the first issue	Full text of all journals published by the APS	
ASME	The American Society of Mechanical Engineers  Journal: from 1960 Proceedings: from 2000  Full text of all journals and proceed by ASME		Full text of all journals and proceedings published by ASME	
IEL Online	Institute of Electrical and Electronics Engineers	from the first issue Full text of almost all journals, proceedings, and standards contained in the IEEE Xplore		
IOPscience	Institute of Physics	from the first issue	Full text of almost all journals published by the IOP	
JSTOR	JSTOR	from the first issue	Titles included in the following collections are available. The most recently published issues (past 1-5 years) are not available.  • Arts & Sciences I-IV, VI-VII (Humanities and social sciences)  • Business I-II (Economics, finance, management)  • Life Sciences	
Nature	Springer Nature	from the first issue "Nature" and other research journals ("Nature")		
Proc. IMechE	Institution of Mechanical Engineers / SAGE Publications from the first issue Full text of all proceedings published by		Full text of all proceedings published by IMechE	
RSC Journal	Royal Society of Chemistry	from 1841	Full text of all journals published by the RSC	
Science	AAAS	from the first issue	Full text of all articles including First Release (pre-publication service)	
SAE Mobilus	SAE International from 1998		Full text of technical papers published by SAE	
ScienceDirect	Elsevier from the first issue Full text of most all journals published		Full text of most all journals published by Elsevier	
SpringerLINK	Springer Nature from the first issue Full text of most all journals published by Spri		Full text of most all journals published by Springer	
Wiley Online Library	John Wiley & Sons from 1997 Full text of almost all journals published by		Full text of almost all journals published by Wiley	

#### E-books

Service	Publisher	Available years	Available titles	
SpringerLINK	Springer Nature	from 1973	"Lecture Notes in Computer Science"	
		from 2005	Books in the field of "Computer Science"	
		from 2011 to 2013 <sup>**1</sup>	Books in the fields of "Chemistry & Material Science", "Physics & Astronomy" and "Mathematics & Statistics".	
ScienceDirect	Elsevier	from 2012 to 2014	Books in the fields of "Energy", "Chemistry", "Chemical Engineering", "Engineering", "Material Science", "Physics and Astronomy"	
Maruzen eBook Library	Maruzen- Yushodo	varies according to titles	About 820 study books written in Japanese and books for extensive reading. The limit of simultaneous access for each title is one.	

#### Access

Please go to the "Tokyo Tech E-Journals and E-books List" in the library website (https://www.libra.titech.ac.jp/en) or search the Library Catalog and click the icon which appears on the search result.

You can access them via Tokyo Tech's network \*\*2. If you have any questions or problems, please contact our "Ask Service" \*\*3.

- X1 Books in the fields of "Chemistry & Material Science" and "Mathematics & Statistics" published in 2014 and 2016 are also available.
- $\frak{2}$  You can also access them via SSL-VPN. (Detail: https://portal.titech.ac.jp/new-en/ezguide/sslvpn-journal.html)
- 3 Library website > Contact Us > Ask Online (Ask Service)

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If you do not comply with these terms and conditions, it may result in loss of access to these resources for the entire Tokyo Tech community.

# Large-scale downloading that is indistinguishable from non-individual use is prohibited.

- It is prohibited to download a lot of files continuously using automated downloading software.
- Even if you download manually, it shall be considered as excessive use if you download a lot of files at one time.
- Use only required article in your study and research.

Please be aware that publishers may monitor the use of electronic resources to ensure that the terms of the license agreement are enforced.

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- Reproduction and distribution to others.
- Any other activities that infringe on the copyright law.

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If you have any questions, please contact our "Ask Service".

Access: Tokyo Institute of Technology Library website > Contact Us > Ask Online (Ask Service)

