Today's Guidance Material available on our website
Aims

1 To get the overview of Waseda University Library
2 To Know how to use Science & Engineering Library
3 To know how to use WINE, Waseda’s Library Catalog
How many libraries are there in Waseda Univ.?

More than 20

Campus Libraries

Central Library

Other Libraries and Reading Rooms
How many books does Waseda Univ. Library have?

The average number of books held by university libraries in Japan is about 414,000.

Over 5,700,000 books!

<table>
<thead>
<tr>
<th>Periodicals</th>
<th>Database</th>
<th>E-journals</th>
<th>E-books</th>
</tr>
</thead>
<tbody>
<tr>
<td>over 54,000</td>
<td>over 200</td>
<td>over 36,000</td>
<td>over 530,000</td>
</tr>
</tbody>
</table>

(date from 2014)
Are there any rare materials?

Cultural Heritages

2 National Treasures

5 Important Cultural Properties

And also... a great number of Documents, Microfilms, Audio-Visual materials, etc.
<table>
<thead>
<tr>
<th>Library</th>
<th>Mon. - Fri.</th>
<th>Sat.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science &amp; Engineering</td>
<td>9:00 - 21:00</td>
<td>9:00 - 19:00</td>
</tr>
<tr>
<td>Central Library(*)</td>
<td>9:00 - 22:00</td>
<td>9:00 - 22:00</td>
</tr>
</tbody>
</table>

*Open on Sundays 10:00 – 17:00
Science & Engineering Library
(Basement of Bldg. No. 51)

Research Library

330,000 books
8,000 academic journals
many English materials

Reference Service

Stairwell to the Sci. & Eng. Library
Lock the Locker

Be sure to store your bags and personal belongings in the locker before entering the Science & Engineering Library.

Theft attention!
Theft occurs frequently in a locker.
Let's lock it by all means.
The library cannot take responsibility about the loss of the baggage in the locker not to lock.
Please be careful.

Science & Engineering Library  2012.9.19
Science & Engineering Library
(Bldg. No. 51)

Entrance

Reception and Circulation Desk
Science & Engineering Library
(Bldg. No. 51)

Reference Desk

Search Terminals

IPSE Books
Science & Engineering Library
(Bldg. No. 51)

Newly Arrived Journals

Reference Books
Science & Engineering Library
(Bldg. No. 51)

B1 Study Space

B2 Study Space
Science & Engineering Students’ Reading Room
(Basement of Bldg. No.52)

- About 106,000 science and engineering books related to school courses are collected

- Multiple copies for frequently used books

- Most of the books here are written in Japanese
Center for Japanese Language Students’ Reading Room

- Bldg. No. 22 (3F) in Waseda Campus
- Many books and AV materials for learning Japanese
- All Waseda students can borrow them
How to Search Library Materials

Search WINE OPAC by

- **TITLE**
- **KEYWORD**
- **AUTHOR**
- **SUBJECT**
- **ISBN/ISSN**
- **OTHER INDEXES**
- **LIMIT**
  (by Location, Material type...)
- Reserve Books Search
  by Course / by Instructor

SERVICES

- Help
  (How to use, Locations etc..)
- View Your Records
  (Check Due Dates, Renew books, Hold...)
- Mobile Site
  (Please use a smartphone or tablet.)
- Broadcast Search [In Japanese]
  (Z39.50)
- Books just arrived
- Online Requests
  (ILL, Recommended purchases...)

CATALOGS

- Newspapers [In Japanese]
- Microforms [In Japanese]
- Doctoral Thesis
- Master's Thesis

*Unavailable resources through WINE terminals in the libraries.

*Electronic Resources
*Online Journals
How to find location / status on WINE

<table>
<thead>
<tr>
<th>Location</th>
<th>Call #</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-CENTRAL/B2F KENKYU</td>
<td>F836 00102</td>
<td>DUE 15-05-18</td>
</tr>
<tr>
<td>D-RIKOH/IPSE</td>
<td>TE Man</td>
<td>LIB USE ONLY</td>
</tr>
<tr>
<td>WH-SOC SCI/CJSP</td>
<td>G836 5</td>
<td>ON THE SHELF</td>
</tr>
<tr>
<td>WM-SILS/BLOCK D. GENERAL 1</td>
<td>836 T</td>
<td>DUE 15-04-03</td>
</tr>
<tr>
<td>WM-SILS/BLOCK D. GENERAL 1</td>
<td>836 T</td>
<td>ON THE SHELF</td>
</tr>
<tr>
<td>WM-SILS/BLOCK D. GENERAL 1</td>
<td>836 T</td>
<td>ON THE SHELF</td>
</tr>
</tbody>
</table>

Description: 466 p. : ill. ; 23 cm.
Any rules for borrowing and returning?

- You need your **student ID card** to enter the library and borrow a book.

- How many books can I borrow at one time?
  - Up to **15 books** for undergraduate students.
  - **30 books** for graduate students.

- What happens if I don’t return books by due date?
  - You receive **1 penalty point** per item per day.

  #User's library privileges are suspended for 14 days every 50 penalty points.
Search WINE OPAC by

- **TITLE**
  - Help
    (How to use, Locations etc.)

- **KEYWORD**
  - View Your Records
    (Check Due Dates, Renew books, Hold...)

- **AUTHOR**
  - Mobile Site
    (Please use a smartphone or tablet.)

- **SUBJECT**
  - Broadcast Search [In Japanese]
    (Z39.50)

- **ISBN/ISSN**
  - Books just arrived

- **OTHER INDEXES**
  - Online Requests
    (ILL, Recommended purchases...)

- **LIMIT**
  (by Location, Material type...)

- Reserve Books Search
  by Course  /  by Instructor

CATALOGS

- **Newspapers** [In Japanese]
- **Microforms** [In Japanese]
- **Doctoral Thesis**
- **Master's Thesis**

*Unavailable resources through WINE terminals in the libraries.
*Electronic Resources
*Online Journals
View Your Record - Renewal, Check/Cancel Your Requests -

Form A - Student, Faculty
Login ID (*Not your email address)
Student: 1z06g1239 (9 digits)
Faculty: w123456 (7 digits)
MyWaseda password

Form B - Others (Who owns Library card)
Library card number
0001234560 (11 digits)
y0001234560 (11 digits)
Password

Enter your ID and password, then click SUBMIT

What is Login ID?

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>w123456 (w + Your faculty ID number)</td>
<td>1z06g1239 (Remove &quot;-&quot; from the number on your ID card)</td>
</tr>
</tbody>
</table>

If your student ID number is composed of numerics only, please change the last digit into alphabet by the following rules.
40031234-5 --> 40031234f (Change "5" into "f")
97031999-8 --> 97031999j (Change "8" into "j")

Part-time Faculty and Researchers
Please register your password when you ask librarians to issue/renew your card at Central Library.
You can also log in by Form A if you have MyWaseda account and Faculty/Staff ID Number.
How to Access Online Journals

• Links to online journals are on WINE
  Records with “WEB” after the title in the search results are online journals.

• The Waseda Portal for Online Journals
  You can find online journals by titles, ISSN or subjects with this page

• Waseda E-resource Portal
  Specific Databases are also searchable.
1. IEEE transactions on professional communication
2. IEEE transactions on professional communication (Online) : WEB
早稲田大学電子ジャーナル・ポータル
- The Waseda Portal for Online Journals -

- 自宅など学外から利用する場合は、まず「学外アクセス」サービスにログインしてください。

- 本学が利用契約した有料ジャーナル類のうち、欧文ジャーナルと、一部の日本語ジャーナルが収録されています。一部、無料一般公開のジャーナル類も含まれています。

- 利用にあたっては「データベース・電子ジャーナル等の利用上の注意」を必ずご確認ください。

IEEE transactions on professional communication (0361-1434) from 1972 to present in IEEE/IET Electronic Library (IEL)
Access Databases

Find databases by subject or resource type

Subject: All subjects
Resource type: All resource types

Recommended databases

Select a database

Find databases by title or keyword

Search for:

Find databases by title (A to Z list)

Browse databases by title (A to Z list)

Select a database

--- Find Books ---
1. University Libraries in Japan: CiNii Books
3. Keio University: KOSMOS
4. Libraries worldwide: WorldCat.org

--- Find Journal Articles ---
5. Japanese articles: CiNii Articles
6. English articles: Web of Science
7. English articles: Scopus
8. Articles in Sci, Tech, Med.: JDreamIII
9. Asahi Shimbun: Kikuzo II Visual
10. Yomiuri Shimbun: YOMIDAS
11. Mainichi Shimbun: MAISAKU
12. Nikkei Shimbun: NIKKEI TELECOM21
13. US & UK newspapers: Proquest Newspapers

--- Others ---
14. Encyclopedias, dictionaries: JapanKnowledge Lib
15. Japanese law reports: LEX/DB
How about electronic books?
<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early English Books Online (EEBO)</td>
<td>Digital facsimile page images of virtually every work printed in England, Ireland, Scotland, Wales and British North America and works in English from 1473-1700.</td>
</tr>
<tr>
<td>eBook Collection (NetLibrary) / EBSCOhost</td>
<td>Electronic book (eBook) service that EBSCO provides. Only one person can use (view) an eBook at the same time.</td>
</tr>
<tr>
<td>ebrary</td>
<td>Fulltext access to 120,000 books published by world's leading academic publishers.</td>
</tr>
<tr>
<td>JapanKnowledge Lib</td>
<td>Encyclopedias, dictionaries and Databases</td>
</tr>
<tr>
<td>KOTENSEKI SOGO Database (Japanese &amp; Chinese Classics)</td>
<td></td>
</tr>
</tbody>
</table>
Fulltext access to 120,000 books published by world's leading academic publishers
Off-Campus Access

What is Off-Campus Access?

Off-campus access service allows you to connect to the Waseda licensed databases and e-books remotely from home or while traveling.

New "Off-Campus Access (EZproxy)" service is now available for beta testing.

Off-Campus Access service.

Please note that service may change or may be temporarily suspended for maintenance during the beta-testing period.

Terms and Conditions for Use of Licensed Electronic Resources

- Copyrights for databases and electronic journals belong to the authors or service providers and are protected under the copyright laws and international agreements.
- Databases and electronic journals are restricted for use by Waseda University students, faculty, and staff only.
• If any of the above terms are violated, the provider may suspend access by the entire university to the service. Library may make a claim for the damages, report the matter to your school/department or take an appropriate action.

Two servers for Off-Campus Access service are available. Select either EZproxy1 or 2.

• On the first Tuesday of every month, from 10:30 am to 11:00 am, Off-Campus Access service will be temporarily unavailable for system maintenance.

• Note that not all e-resources are available from off-campus due to licensing or technical restrictions. For some e-resources, off-campus access is limited to certain users or it may take some time before they are available from off-campus.

• Library automatically collects access logs for statistical analysis. These statistics will not include any personal information. If an inappropriate use of the service is confirmed, the library will use the logs for necessary investigation.

• To view on-campus only web pages other than library e-resources, use "Off-campus access using VPN" provided by IT Center.
Reference Services

• Support for your material searching

• Interlibrary Loan (on campus, other university libraries or institution in Japan & abroad)

• A letter of introduction to school libraries and to outside Waseda libraries

→ Requests can be made via MyWaseda
Library Online Request Services
Library Online Request Form

Basic information

(*) Required

ID Number : XXXXX1X0031
Affiliation : School of Creative Science and Engineering
Name : 早稻田 一郎
Name (in Alphabet) : WASEDA, Ichiro
E-mail address : ～～～～@toki.waseda.jp
Status (*) : Graduate Student (Master’s Program)
Grade (*) : 1
Select your inquiry (*) : --- Please select ---

ILL (Interlibrary Loan)
Letter of Introduction
Purchase Requests
Request for books in "PROCESS"
Online References
Handle library materials with Care!

- Spill liquid on a book
- Wash a book with laundry
- Draw lines with a marker
DOs and DON’Ts

- Keep Your Student ID Card with you all the time.
- Be sure that your locker is locked.
- No smoking, eating nor talking on the cell-phone.
- Refrain from talking. (You can have discussions in the Orange Zone in the Central Library)
Today's Guidance Material available on our website
Evaluation Sheet

• Please fill out the evaluation sheet.
• It will help us improve the lecture.

When you have any questions on the library, please feel free to ask at the reference desk or to ask through Library Request on MyWaseda.
Thank you!

“Library is a treasure house of knowledge.”