

# Academic Information Literacy for Bachelor's and Master's Theses

*Science & Engineering Library  
Waseda University  
The Academic Year 2011*

# Contents

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- 7. Obtaining Literature Not Held at the Sci. & Eng. Lib.**

# 1. Research Activities and Academic Information

## 1) Selecting and deciding on a research theme

Searching academic information from past to present

## 2) Research activities: experiments, studies, analyses, etc.

Finding academic articles / collecting fact data

## 3) Compiling and presenting results (academic papers)

Academic society journals, conference presentations (proceedings), theses, technical reports, patents

## 4) Accumulating results

Databases

# **1.1. How to Find Relevant Academic Papers**

**1. References (listed at the end of books and articles)**

**2. Databases**

**Select academic articles on your theme.**

**Some journals are available to read full text online.**

## 1.2. What is “References” ?

- At the end of academic articles is a list of literature (references) the paper’s author either cited or referred to in the writing of the work.
- Much of the literature in reference lists is essential reading for anyone engaged in research on the same or similar theme.
- The style of notating references depends on the research field and the academic journal. It is imperative that you become acquainted with the referencing style in your field.

Ex. SIST 02

『参考文献の役割と書き方』 (A)

## 1.2.1 Roles of Bibliographies

**A p.4**

- **Show of your article's novelty, originality and credibility**
- **Show respect for previous authors (forerunners / predecessors)**
- **Clarify reference sources**
- **Provide information to readers**

## 1.2.2 How to read bibliographic data

★Ex. Journal article (in Japanese)

A p.9

松原茂樹、加藤芳秀、江川誠二. 英文作成支

*Authors*

援ツールとしての用例文検索システムESCRIT.

*Article title*

情報管理. 2008, vol.51, no.4, p.251-25

*Journal title, year of publication*      *vol.*      *no.*      *pages*

## 1.2.2 How to read bibliographic data

★Ex. Electronic Journal (in Japanese)

A p.11

松原茂樹、加藤芳秀、江川誠二. 英文作成支援ツールとしての用例文検索システムESCRIT. 情報管理. 2008,vol.51, no.4, p.251-259, doi:10.1241/johokanri.51.251.http://joi.jlc.jst.go.jp/JST.JSTAGE/johokanri/51.251,(参照2008-08-15)

DOI(Digital Object Identifier), URL, Date of access

## 1.2.2 How to read bibliographic data

★Ex. A Paper in a Book (in Japanese)  
A p.14

村主朋英. “医学分野における動向.”

*Author Article title*

電子メディアは研究を変えるのか. 倉田敬子編.

*Book Title*

*Writer & editor*

勁草書房. 2000, p.59–97

*Publisher Year of Pages  
publication*

## 1.2.2 How to read bibliographic data

### ★Ex. Abbreviation of English journal

J.Kido, *Appl.Phys. Lett.* 73,  
*Author J.title(abbreviated) vol.*  
2866 (1998)  
*Starting (Y. of publication)*  
*page*

## 2. Academic Journal

- **Published by academic societies & academic presses.**
- **Important to know the journals in your research field.**
- **Printed and Online journals are available.**
- **Online journal has become main source.**
- **Majority of foreign journals subscribed by Science & Engineering Library are available online only.**

## 2.1 Online Journals

- Online journals, electronic journals, or e-journals are available in full text online.
- The online journals are available only to the WU faculty members and students. They can be viewed on the University network.
- In order to connect from off-campus, please log on to [off-campus access](#). Please read [Terms and Conditions for Use of Licensed Electronic Resources](#) before accessing online journals.



## What is Off-Campus Access:

Off-campus access service allows you to connect to the library's subscription online databases, e-journals, and e-books remotely from home or while traveling.

## Who is eligible: [\[More...\]](#)

Off-campus Access is available to current Waseda University undergraduate students, graduate students, full-time faculty and staff. You will need your Waseda-net authentication ID and password for authentication. Part-time lecturers are not eligible for off-campus access.

### Terms and Conditions for Use of Licensed Electronic Resources

- Copyrights for databases and electronic journals belong to the authors or service providers. These rights 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.
- You must keep the terms of conditions of each service. Be sure to check the "Terms and Conditions" or "User Agreement".
- You can download or print out the contents for the purpose of your own investigation or research, and to the extent necessary to your use, unless otherwise stipulated.
- **Users are strictly prohibited to download data through automatic programming, etc. Moreover, downloading a large volume of data in short period of time by hand and/or systematic downloading of specified journals may also be considered as 'inappropriate.'**
- You must not reproduce, distribute or alter the contents without the provider's permission unless you do it for your personal use.
- 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.

# Firepass

## Remote Access Logon for Waseda University Library

認証 ID / Login ID (メールアドレス不可・半角小文字で入力):

Waseda-netのPassword:

Logon

\* [Switch to Japanese](#)

## 学外アクセス(早稲田大学図書館)

### 認証ID

\*すべて半角で入力してください

\*アルファベットは小文字に変換して入力してください

**教職員** w123456 (頭にwをつけて教職員番号6桁)

**学生** 1ㄗ06g1239 (学生証の番号から"."を除き9桁にする)

\*注意 学籍番号がすべて数字の方のみ、最後の桁を下の変換表のとおり変換して下さい。

40031234-5 --> 40031234f(末尾"5"を"f"に変換)

97031999-8 --> 97031999j(末尾"8"を"j"に変換)

変更前	0	1	2	3	4	5	6	7	8	9
変更後	a	b	c	d	e	f	g	h	j	k


### Login ID \*all in lowercase

**Faculty** w123456 (w + Your faculty ID number)


# Firepass


Home


## Web Applications


 **Japanese** [すべてのデータベースから選ぶ >> 学術情報検索トップページ](#)


 **Japanese** [電子ジャーナルを雑誌名から探す >> 電子ジャーナルポータル](#)

 **Japanese** [電子ブックを探す >> 図書館蔵書検索\(WINE\)](#)


 **English** [Select databases >> Access to Academic Information](#)


 **English** [Find E-Journals by Title](#)

 **English** [Find EBooks >> Library Catalog \(WINE\)](#)

 [LEX/DB \(TKC法律情報データベース\)](#)

 [第一法規法情報総合データベース](#)

 [Lexis.com](#)

 [朝日新聞記事データベース \(聞蔵II\)](#)

 [ロッキン1101 \(ロッキン1101新聞記事検索\)](#)

## 2.2 Advantages of Online Journals

- **No time lag in obtaining journals.**
- **Articles can be read on the Web before the print copy is issued.**
- **An increasing number of full-text articles and references are accessible directly from DBs.**
- **Articles can be accessed anytime from anywhere (No need to wait for journals that are in use by others or being bound.)**

## 2.3 Access Online Journals

- Links to online journals in **WINE**
  - Records with “**WEB**” after the title in the search results lead to online journals.
- **The Waseda Portal for Online Journals**
  - Addition to current and archived issues, field-specific lists of journals are also provided.
- Using the “**Access to Academic Information**” page on the Library’s Web site
  - Specific Databases are also searchable.

## 2.4 Search Academic Journals

**a Search the WU Library collections**

**Print + Online journals**

**b Search domestic libraries holding material**

**c Search overseas libraries holding material**

**d Retrieve on the Internet**

## 2.5 Searching Journals in WU

### WINE

**Print versions / Web versions**

**本庄 (*honjou*) : Honjo Deposit Library  
(in Saitama Pref.)**

**増設 (*zousetsu*) : One of the stack rooms  
in Sci. & Eng. Library (B2)**

### The Waseda Portal for Online Journals

**Online journals**

TITLE ▼

ieee transactions on professic

View Entire Collection ▼

Save Marked Records

Save All On Page

**Num Mark**

**TITLES (1-2 of 2)**

1



IEEE transactions on professional communication

2



IEEE transactions on professional communication (Online) : WEB

Save Marked Records

Save All On Page

Start Over

Extended  
Display

Limit/Sort  
Search

Search as  
Words

Another  
Search

TITLE ▼

ieee transactions on professic

View Entire Collection ▼

Record 1 of 2

Record: [Prev](#) [Next](#)

**Title** IEEE transactions on professional communication /  
Institute of Electrical and Electronics Engineers.  
**Imprint** New York : Institute of Electrical and Electronics Engineers,  
c1972-

<i>Identity</i>	31-45<1988-2002>:本庄 15-30<1972-1987>:増設01
<i>Location</i>	<a href="#">D-SCI. &amp; ENG. LIBRARY</a>
<i>Lib. Has</i>	15-45<1972-2002>

**Descript** v. : ill. ; 28 cm.  
**Pub Date** Vol. PC-15, no. 1 (Mar. 1972)-  
**ISSN** 0361-1434 0018-9405 0099-9474

Title begins with

-- Please select a sut

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1 record retrieved for the search: Title begins with "IEEE transactions on professional"

IEEE transactions on professional communication (0361-1434) [Look up Article](#)  
from 1988 to present in [IEEE/IET Electronic Library \(IEL\)](#)

## 2.6. Search Journals in Japan

### ○ NACSIS Webcat

catalog database of books/periodicals held by the libraries of universities and other institutions across the country.

### ○ NDL-OPAC (National Diet Library)

### ○ JST Holdings Catalogue

Search materials held by the Japan Science and Technology Agency.

Includes materials listed on "JDream II".

## 2.7. Search Journals Not Available in Japan

### Integrated Catalogue (The British Library)

- a system for retrieving the BL's collections
- one of the world's most extensive collections of science and engineering periodicals.

## 2.8. Search on the Internet

**Author's own site**

**Research group's site**

**Institutional repository etc...**

**Some full-texts available beyond publishers' or journal sites**

**Also useful for searching Google Scholar  
connecting with WU network**

## 2.9 Major E-Journal Sites

- [Sciverse ScienceDirect](#) [Elsevier Science]  
*about 2,000 journals*  
The world's largest publisher of natural science field
- [SpringerLink](#) [Springer]  
*about 1,240 journals*  
*Back number of about 880 journals are available*  
The second publisher of natural science field.

## 2.9 Major E-Journal Sites

- [informaworld](#) [Taylor & Francis]

*about 300 journals in the natural sciences and about 1,000 journals in the social sciences and humanities*

The largest academic publisher in UK

- [Wiley Online Library](#) [Wiley-Blackwell]

*about 700 journals in the natural sciences and about 700 journals in the social sciences and humanities*

A natural sciences publisher specialising in medicine and life sciences.

## 2.9 Major E-Journal Sites

- **Nature Publishing Group 17 journals**

*Nature*

**14 offshoot journals of Nature**

*(Nature Biotechnology, Nature Cell Biology, Nature Chemical Biology, Nature Chemistry, Nature Digest, Nature Genetics, Nature Materials, Nature Medicine, Nature Methods, Nature Nanotechnology, Nature Physics, Nature Reviews Molecular Cell Biology, Nature Structural and Molecular Biology, Polymer Journal)*

**EMBO Journal and EMBO Reports**

- **American Association for the Advancement of Science (AAAS) 1 journal**

**ScienceOnline by the publisher of Science**

## 2.10 Find abbreviation of journal titles

What is the full title of *Appl. Phys. Lett.*?

Search on WINE → *Applied Physics Letters*

What does *IEEE ultra symp proc* mean?

WINE → no matches

Add “\*” to each word to search on NACISIS Webcat.

*IEEE ultra\* symp\* proc\**

→ *IEEE Ultrasonics Symposium : proceedings*

TITLE ▼

appl phys lett

[View Entire Collec](#)

Save Marked Records

Save All On Page

**Num Mark**

**TITLES (1-2 of 2)**

1



[Appl. phys. lett :](#)

2



[Appl. phys. lett. \(Online\) :](#) WEB

Save Marked Records

Save All On Page

Start Over

Extended  
Display

Limit/Sort  
Search

Search  
Word

TITLE ▼

ieee ultra symp proc

[View Entire Collection](#)

No matches found; nearby TITLES are:  
Result page: [Prev](#) [Next](#)

Save Marked Records

Save All On Page

Mark	
<input type="checkbox"/>	<a href="#">IEEE Twenty-fifth Annual International Computer Software and Applications Conference :</a>
<input type="checkbox"/>	<a href="#">IEEE Twenty-fourth Annual International Computer Software and Applications Conference :</a>
<input type="checkbox"/>	<a href="#">IEEE Twenty-third Annual International Computer Software and Applications Conference :</a>
<input type="checkbox"/>	<a href="#">IEEE/UCS/SEMI International Symposium on Semiconductor Manufacturing [proceedings] / sponsored by the IEEE Electron Devices Society, the IEEE Components Packaging &amp; Manufacturing Technology Society and the IEEE Society of Semiconductor Engineers. :</a>
<p><b>Your entry <a href="#">ieee ultra symp proc</a> would be here -- See <a href="#">Full Text</a></b></p>	
<input type="checkbox"/>	<a href="#">IEEE Ultrasonics Symposium</a>

# NACISIS Webcat

Retrieval service for NACISIS-CAT Databases on World Wide Web

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NII has postponed the integration of Webcat service into the Webcat Plus (since 2006), which had been announced before.

Webcat is offered to non-profit-making users. Profit-making use is forbidden. Confirmation is recommended on libraries policy of copy/loan service before [\[About Webcat\]](#) [\[Manual\]](#) [\[Japanese version here\]](#)

---

Books and Serials  Books  Serials

Title Word :

Author :

Publisher :

Publication Year :

# NACISIS Webcat: brief record(s)

---

[\[Manual\]](#) || [\[Return\]](#)

---

28 record(s) hit.

---

1. [\\*\\*1979 IEEE Ultrasonics symposium proceedings / ed. J. deKlerk & B. R. McAvoy. -- IEEE, 1979](#)
2. [1981 Ultrasonics Symposium : proceedings : held October 14-16, 1981, at McCormick Inn, Chicago, IL / B.R. McAvoy, editor ; sponsored by the IEEE Group on Sonics & Ultrasonics. -- Institute of Electrical and Electronics Engineers, 1981](#)
3. [1982 Ultrasonics Symposium : proceedings : held October 27-29, 1982, at Town and Country Hotel, San Diego, CA / B.R. McAvoy, editor ; sponsored by the IEEE Group on Sonics & Ultrasonics ; v. 1, v. 2. -- Institute of Electrical and Electronics Engineers, 1982](#)

Record: [Prev](#) [Next](#)

**Conference** [IEEE Ultrasonics Symposium \(1996 : San Antonio, Tex.\)](#)

**Title** 1996 IEEE Ultrasonics Symposium proceedings : an international symposium ; November 3-6, 1996, Hyatt Regency Hotel, San Antonio, Texas / M. Levy, S.C. Schneider, B.R. McAvoy, eds. Sponsored by the Ultrasonics, Ferroelectrics, and Frequency Society.

**Imprint** New York : Institute of Electrical and Electronics Engineers, 1996.  
Piscataway, NJ : IEEE Service Center, c1996.

Click on the following to:

[Restricted to IEEE Xplore subscribers](#)

LOCATION	CALL #
<a href="#">D-RIKOH/HEIKA</a>	<a href="#">FA Iee</a> 35993:1 = v.1
<a href="#">D-RIKOH/HEIKA</a>	<a href="#">FA Iee</a> 35993:2 = v.2

BROWSE ▾

MY SETTINGS ▾

CART

TITLE HISTORY

Ultrasonics Symposium (IUS),  
2009 IEEE International

Ultrasonics Symposium, 2008.  
IUS 2008. IEEE

Ultrasonics Symposium, 2007.  
IEEE

Ultrasonics Symposium, 2006.  
IEEE

Ultrasonics Symposium, 2005  
IEEE

Browse > Conferences > Ultrasonics Symposium, 1996. P.

## Ultrasonics Symposium, 1996. Pro

Date: 7-7 Nov. 1996

Date:  ▾

GO



Download  
Citations



Email Selected  
Results



Print

Select All | Deselect All



### [1996 IEEE Ultrasonics Symposium](#)

Page(s): i - xxi

Digital Object Identifier : 10.1109/ULTSYM.1

### **3 Search academic papers in science and engineering**

- Search academic papers by using secondary DB information**
- Able to find important articles from abstracts, citation frequencies, relevant literature etc...**

**\* DBs are not mere web search engines.**

## 3.1 Retrieving Databases

### JDream II

([Japan Science and Technology Agency](#) : JST)

- **Able to search bibliographies on science and technology, medicine, and patents issued in Japan and abroad.**
- **Search by keyword, author, journal title, etc.**
- **Includes Japanese abstracts.**
- ***Limited to WU network; no off-campus access***

## 3.1 Retrieving Databases

### Web of Science (Thomson)

- A citation and bibliography DB
- Covering about 6,000 leading science and technology journals published around the world
- Searchable for articles from 1900 to the present
- Provides subject, author, and keyword searches
- Able to search article references as well
- Includes English abstracts
- Links to major online journals

## 3.1 Retrieving Databases

### SciVerse Scopus(Elsevier)

- **Covering 15,600 journals.**
- **Including abstracts for more than 27 million articles**
- **Covering data from 1966**
- **Easy access to full texts of articles**
- **Online tutorial and seminars are available**

## 3.1 Retrieving Databases

### Scitation(Free site)

- A comprehensive search site for e-journals provided by the American Institute of Physics and related societies.
- Free abstracts
- Full texts of relevant journals can be viewed with a subscription

## 4. Field-specific Databases

- In the science and engineering field, there are many DBs concentrating on specific areas.
- Full texts can be viewed with a subscription to the relevant journal

### Access to Academic Information

Lists by specific fields provided  
from top left on the screen

Able to keywords search

bottom left of the screen

### Find E-resources (500 Sites/DBs)

Select by SUBJECT: All

Material type: All

#### Books & Journals



[WINE](#)

Waseda University Library Catalog (OPAC)



[Gateway to Library Catalogs](#)

Keio University, [NACSIS Webcat](#), [National Diet Library](#) ...



[Online Journals](#)

Search e-journals by Title, Subject...



[LIST ALL](#)



#### Articles



[CiNii](#)

NII Scholarly and Academic Information Navigator



[Web of Science](#)

Articles and Citations



[SciVerse Scopus](#)

Articles, Patents, and Websites



[Asahi Shimbun](#)

Japanese newspaper database



[Yomiuri Shimbun](#)

Japanese newspaper database



[LIST ALL](#)



#### Encyclopedias & Dictionaries



[JapanKnowledge+NRK](#)

Japanese encyclopedias and dictionaries



[LIST ALL](#)



#### Others



[Digital collections at Waseda](#)

Researchers, Theses, Rare materials



[LIST ALL](#)



### Find e-resources by word(s) in title or description

Search Term: Words in title or description



[Advanced Search](#)



[LIST ALL: Licensed for Waseda](#)



[LIST ALL: All E-resources](#)

### Guide



[Library Quick Guide \(PDF\)](#)

Basic information about the Library services



[Research Navigation](#)

Books, journals, etc. at Waseda



[Guides & Tutorials](#)

Self-paced tutorials for tools & databases



### Tools



[RefWorks](#)

Citation management tool



[Off-Campus Access](#)

Access databases from home



### Popular E-Resources



[lexis.com](#)

Online databases in Law and Business areas



[ABI/INFORM](#)

Journals: Business, Management, and Economics



[Web of Science](#)

Articles across all disciplines with citations



# 5 Specialised Materials

- **Conference Proceedings**
- **Technical reports**
- **Theses and Dissertations**
- **Patents**
- **Standards**

## 5 Specialised Materials

Type of Materials	Terms Used in Bibliographies	Notation Example
Conference Proceedings	Proceedings (Proc.) Conference (Conf.) Symposium (Symp.)	Proc. 12th Int. Conf. Cryst. Growth Annu Conf IEEE Ind Electron Soc
Technical reports	Report IDs are combinations of letters and numbers	ORNL-TM1501
Theses and dissertations	Thesis (plural, Theses) Dissertation (Diss.)	M.D. Thesis Ph.D. Diss.
Patents	Patent (Pat.) Country code (JP, WO, EP, US, etc.) Published standard (特開)	US Pat.5,625,035 JP11001729 特開平10-123456
Standards	Standard (Stand. ) Abbreviated name(JIS, ISO, EN, ANSI, ASTM )	ASTM Stand. D 2487 ISO 9000

## 5 What are “Conference Proceedings”?

- Minutes of presentations at academic conferences and symposiums held by academic societies and research group
- Conferences in natural sciences is the fastest way to announce research result.
- Published or released without peer reviews
- Often published as special issues or supplements to books or journals (especially in the case of international conferences)

○ Ex: Cramton, P.; , "Electricity market design: the good, the *Author*

bad, and the ugly, (CSMAR08)“*System Sciences, 2003.*

*Lecture no.*

*Year of presentation*

*Proceedings of the 36th Annual Hawaii International Conference*  
*on* , vol., no., pp. 8 pp., *6-9 Jan.*

*Name and Date of the conf.(proc.)*

## 5.1.1. Finding Conference Proceedings

- WINE search

Keyword search with name of hosting academic society or organisation

- Databases of Science and Technology Journals and Proceedings [National Diet Library] (in Japanese only)

Catalogues science and technology journals, conference proceedings, and technical reports issued in Japan

- Tokyo Institute of Technology Digital Library Article Database [The Library of TITech]

You can search by article for international minutes and technical papers held by TITech

## 5.2 What are “Technical Reports” ?

- Individual report numbering schemes
- Published irregularly
- One article per report
- Very prompt announcement
- No page limits, and detailed contents
- Hard to obtain
- Issued without peer review, quality and content is not stable

ex.) Dunigan, T. PVM and IP multicast. ORNL/TM-13030,

<i>Author</i>	<i>Title</i>	<i>Report no.</i>
<u>1996</u>		
<i>Year of publication</i>		

## 5.2.1 Major Technical Reports in Japan

- **JAERI**  
Japan Atomic Energy Research Institute
- **KEK**  
High Energy Accelerator Research Organization
- **NIFS**  
Institute for Fusion Science
- **IEICE**  
Institute of Electronics, Information and  
Communication Engineers

## 5.2.2 Major Technical Reports in the U.S.

- **AD Reports**  
**National Defence**
- **DOE Reports**  
**Energy and nuclear energy**
- **NASA Reports**  
**Aerospace**
- **PB Reports**  
**General R&D (excluding AD, DOE, and NASA)**

## 5.2.3 Finding Technical Reports

- **JDream II** [Japan Science and Technology Agency]  
(in Japanese only)

**Note : JDream II title descriptions are sometimes different from those of WINE and the NDL-OPAC.**

- **Databases of Science and Technology Journals and Proceedings [National Diet Library]** (in Japanese only)  
**Detailed guide for finding materials.**

- **National Technical Information Service**

**NTIS Search (Reports of the US government ministries)**

**Able to search reports issued since 1990. Includes abstracts. Full text is available with a fee.**

## 5.3 Theses and Dissertations

- Very detailed and many are highly valued because they have undergone thorough examinations
- Most are not sold and are difficult to obtain
- Stored in bulk by the degree-granting organisation or other collection bodies

ex.: 沼田雅行. ACNU感受性CHO細胞のDNA修復欠損.

*Author*

*Title*

博士論文.

東北大学,

1993.

*Degree Granting organisation Year of degree*

ex : McCall,C.R. Selective dissolution...

*Author*

*Title*

Ph.D. thesis. Arizona St. Univ.,

2002.

*Degree Granting organisation Year of degree*

## 5.3.1 Finding Theses and Dissertations

- [“Find Dissertation” of Research Navigation on the WU Library webpage.](#)

**Detailed guide for retrieving dissertations of WU, and others in both Japan and abroad.**

## 5.4 Patents

- The patent system is intended to grant and protect the inventor's exclusive rights to an invention for a fixed period of time and to encourage further industrial development by making the details of inventions public.
- Patents are important materials for research in many fields, including chemistry, pharmacy, life sciences, and engineering.

ex: 東北大学長. 坂田昌弘ほか. 水素製造方法. 特開平10-251001  
*Applicant Inventor Invention title Number*

ex: A. Inoue, E. Makabe, Process and apparatus...  
*Inventor Invention title*  
US pat. 6,427,753, 1999  
*Country code Number Year*

# 5.4.1 Finding Patent Information

## Searching Japanese Patents

- The Industrial Property Digital Library (IPDL)  
[National Center for Industrial Property Information and Training] *contains patents from 1885 on*
  
- JDream II Unified Patent and Reference Database  
(in Japanese only)  
**permits simultaneous searches of both patent information and science and technology bibliographic information**

## 5.4.1 Finding Patent Information

### Retrieving International Patent Information

- The Industrial Property Digital Library  
(IPDL) Intellectual Property Digital Library (IPDL)  
[World Intellectual Property Organization (WIPO)]
  - Searchable for internationally filed patents
  - Contains patent information since 1997

## 5.4.1 Finding Patent Information

### Retrieving European Patent Information

#### ○ esp@cenet European Patent Office (EPO)

- Searchable across not only European patents but patents from around the world
- Full patent text in some cases are obtainable
- The initial year of stored patents differs between countries, but the database contains all WO and EP patents since 1978.
- A user guide is available in English / German / French / Japanese

# 5.4.1 Finding Patent Information

## Search Patent Information in the U. S.

- Patent Full-Text and Full-Page Image Databases  
[United States Patent and Trademark Office (USPTO)]
  - Search tool of the U.S. Patent and Trademark Office.
  - Full patent texts can also be obtained.
  - *contains patents since 1790*

## 5.5 Standards

Type	Acronym	Country / Organisation
International standards	ISO	International Organization for Standardization
Regional standards	EN	European Norm
National standards	ANSI	American National Standards Institute
	BS	British Standards Institution
	DIN	Deutsches Institut für Normung
	JIS	Japan
Industry standards	ASTM	American Society for Testing and Materials
	ASME	American Society of Mechanical Engineers
	IEEE	The Institute of Electrical and Electronics Engineers



## 5.5.1 Finding Standards

### *Finding International standards*

ex: ISO            9001 : 2000, Quality management systems

*Standard            No.    Year            Title*

- Japanese Standards Association (JSA)

Able to search through JIS, ISO, and IEC publications individually or collectively.

- Search for Standards & Technical Reports [National Diet Library]

Able to search JIS, international standards, national standards of various countries, and industry standards.

# 5.5.1 Finding Standards

## Regional Standards: EN

The Europe Standards, European Norm (EN) of the European Union are enacted by a joint body of the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC).

- [The European Committee for Standardization /Comite Europeen de Normalisation \(CEN\)](#)

You can find the EN enacted by CEN by following the ICS classifications.

Provides links to the catalogs of standards of each EU nation.

- [CENELEC Comite Europeen de Normalisation Electrotechnique \(CENELEC\)](#)

## 5.5.1 Finding Standards

### Finding Standards in the U. S.

- [NSSN](#) : A National Resource for Global Standards

American National Standards Institute(ANSI)

The site, administered by the American National Standards Institute (ANSI), allows you to search across ANSI standards and more than 800 standards worldwide, including international standards, national standards (JIS, EN, DIN, etc.), and industry standards.

## 6 Manage Bibliographic Information

### What is RefWorks?

1. An online tool for creating and managing bibliography information.
2. Allows you to export records that you found in bibliography data directly into RefWorks, where you can store and manage them under your own account.
3. The stored records can be used to automatically create reference lists in writing papers.
4. Able to adapt designated writing format by each journal
5. Able to draw footnotes in writing papers.

[Online Tutorial](#) is available on the Library webpage.

## 6.1. How to use Online Research Management Tool

Log in to [RefWorks](#) on the site of the WU Library website.

Able to narrow down search results from [SciVerse Scopus](#).

Bibliographies formatted with *Applied Physics Letters* are automatically generated.

# 7 Obtain Materials Not Held at the Sci. & Eng. Lib.

## What is ILL ?

### Interlibrary Loan

- Request copies of books and materials
- Request loans of books and materials
- Visit the library which holds the books and materials (a letter of introduction is necessary in some cases)
- Also Available to request materials from abroad

## 7.1 How to Request ILL

**Waseda-net portal**

**>System Services**

**> Library online requests**

**>(to select) ILL**

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Important news

【Important】Notice Prior to the Beginning of Spring Semester

HeadLine 2011/04/28 Waseda University

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NEWS

Registration for tutor

Student Life 2011/05/16 Student Affairs Section NEW

【Today】William Shakespeare "MUCH ADO ABOUT NOTHING" International Theatre Company London's 36th Japan Tour @ Okuma Auditorium ★Free, No registration required★ (Open: 4:00pm Start:4:40pm)

Int1 2011/05/16 International Community Center NEW

2011WOJUSS International Symposium "Japan and the United States in Changing Asia" (6/9)

Open Events 2011/05/16 Waseda University Organization for Japan-US Studies (WOJUSS) NEW

WOJUSS International Symposium Student Seminar (6/10)

Open Events 2011/05/16 Waseda University Organization for Japan-US Studies (WOJUSS) NEW

WOJUSS Business Seminar "Corporate Governance and Risk Management in an Environment of Heightened Uncertainty" (6/10)

Open Events 2011/05/16 Waseda University Organization for Japan-US Studies (WOJUSS) NEW

【This week】Student Staff Leader Recruiting Info Sessions (ICC lounge, Bldg.7)

Int1 2011/05/15 International Community Center NEW

【Next Week】ICC English Hour ~Meet other English speakers on campus!~ (May 18)

Int1 2011/05/13 International Community Center NEW

>>More

Regulations

Frequently Asked Questions and Answers (FAQs)

Manual

Notice(Japanese)

IT Center Help Desk Japanese

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## Information

### Database Trial Information

System Serv 2011/06/11 Dept. of Information Management

## 図書館オンライン申請フォーム / Library Online Request Form

基本情報入力

### 基本情報入力 / Basic information

- 以下の各欄について記入・選択が完了しましたら、「次へ」ボタンを押してください。
- 申請を中止する場合は「終了」ボタンを押してください。
- 中学生・高校生はこちらのフォームは使わず、在籍している学校の図書室に相談してください。
- After you fill in/ select each box, press "NEXT".
- Press "QUIT" to cancel the request.

#### (\*)必須/Required

利用者番号	: XXXXXX1X0031
所属	: 創造理工学部
氏名	: 早稲田 一郎
氏名(英字)	: WASEDA, Ichiro

## **7.2 Library Online Request Services**

**Interlibrary Loan**

**Letter of Introduction to Other Libraries**

**Purchasing Request**

**Online References**

**Inquiry (Reference & Confirmation,  
Change the contents of a request etc...)**

## 7.3 ILL Charges

### **Between WU libraries**

### **Obtaining copies of journal articles**

**Copies (Tokorozawa only) 10 yen /page**

**Electronically 20yen/page**

### **From non-WU libraries**

**Differs on the owning libraries**

## 7.3.1 ILL Charges & Payments

For university expenses, please provide full names and avoid using shortened forms such as “Prof. xxx”.

- “Individual Allowance (kojin kenkyu-hi)” and “WU Grant for Special Research Projects(tokutei kadai)”

*Affiliation (to be charged) and full name*

- “Research Laboratory Allowance(jikken jisshu-hi)” and “Grants-in-Aid for Scientific Research(kakenhi)”

*Details of the institution/office to be charged and full name*

- “Other university expenses” (kou-hi)

*Account name/expense description and full name of the person to be charged*

## 7.5 Request ILL

- Availability differs on holding libraries.

For details, please visit our webpages of

[Document copy requests through interlibrary loans \(ILL\)](#)

[Requests for books and other materials through interlibrary loans \(ILL\)](#)

## 7.5 Letter of Introduction

- **WU Libraries**

**Undergraduate students are required to access S. Takata Library & School Libraries**

- **Non-WU libraries**

**Required in many cases**

- **For details, please visit WU Library HP**

**[Using non-Waseda Libraries \(For Waseda users only\)](#)**

## 7.6 Before Requesting ILL

**Material you need is REALLY not to be obtained at WU?**

*Percentage of Cancellation : about 20 %*

**Please check again the following sources:**

**WINE**

**The Waseda Portal for Online Journals**

**NACISIS-Webcat**

**Google Scholar connecting to WU network**

# Thank you!

[WU Library HP](#)

[Guides & Tutorials](#) on Access to Academic Information

*How to use library and search information of Waseda Life ABC in CourseN@vi*