

THE BASIC GUIDE OF TUFS LIBRARY

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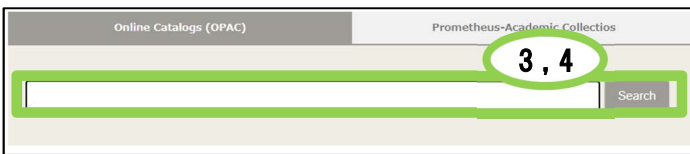
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1 : How to search for resources in T.U.F.S.



Search on the OPAC

<http://www-lib.tufs.ac.jp/opac/>

1. Open the T.U.F.S. Library's website.
2. Select "English".
3. Enter the required detail (e.g. title, author, ISBN etc.) into the search box.

Note: For best results, please search by journal and book titles.

(Article titles will not give any result)

4. Click "Search" button.



5. Select "English".
6. Refine the search by language, material format etc.
7. Click on the link of the material for more details.

Ainu : spirit of a northern people

Format: Book

Responsibility: edited by William W. Fitzhugh and Chisato O. Dubreuil

Language: English

Published: Washington, D.C. : Arctic Studies Center, National Museum of Natural History, Smithsonian Institution, c1999

Description: 415 p. : ill. (some col.) ; 29 cm

Authors: Fitzhugh, William W., 1943- <DA01453237>
Dubreuil, Chisato O. <DA12821398>

Catalog.Bib: BA44463688

ISBN: 9780295979120 [0295979127] (: cloth)
9780967342900 [0667342902] (: pbk)

Subject: Ainu--Exhibitions

Holdings

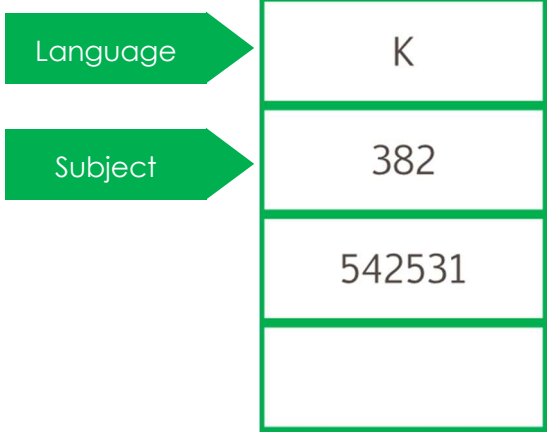
Status	Volume	Location	Call Number	Item ID	Return Date(Reserve)
Loanable	: cloth	3F Private Studies Area	K/382/542531	0000542531	

8. Check the Information about the item such as:
Status
Location
Call Number

8

Holdings

Status	Volume	Location	Call Number	Item ID	Return Date(Reserve)
Loanable	: cloth	3F Private Studies Area	K/382/542531	0000542531	



What is "Call number"?

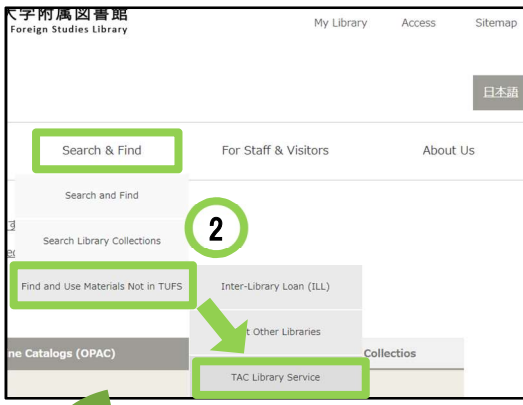
The call number labels are attached to the spine of library books. Each call number label consists of four columns.

First line of the label indicates the language in which the book is written, or the language on which the book is focusing. For example, "K" means English. Second line of the label indicates the subject. For example, 382 indicates "Customs, folklore and ethnology". Please refer the appendix for more details.

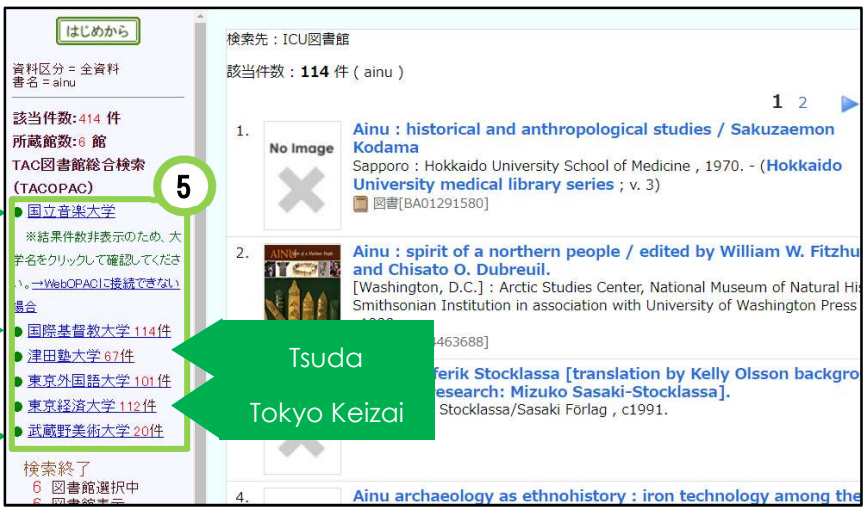
2 : How to use other libraries' resources

A : TLL (TAC¹ Library Lending) : <http://opac.icu.ac.jp/tacopac/>

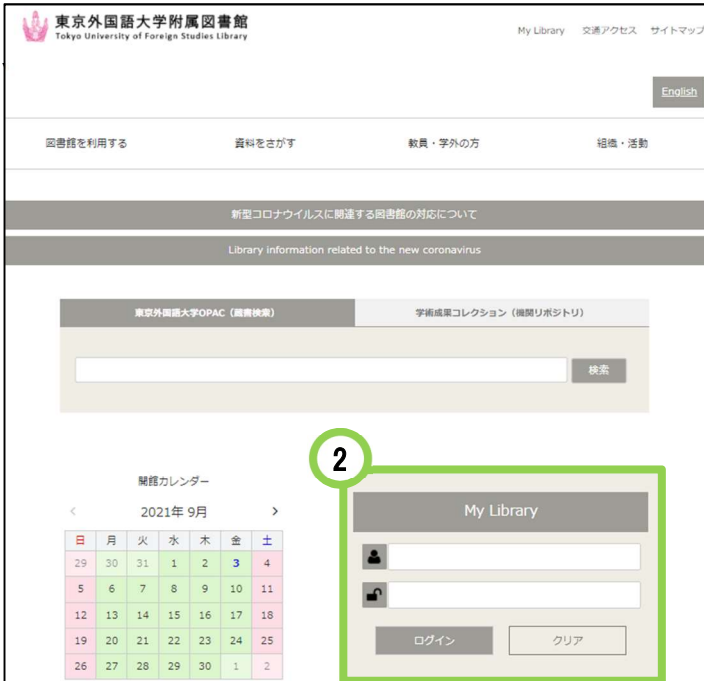
TLL (TAC Library Lending) is a mutual cooperation service, which allows you to use to borrow the materials held by other TAC libraries. You can get the materials from other institutions at the Tufs Library Service Counter. You don't have to pay any fees.
 To get the information of the materials, search on TACOPAC.
 *Please check in advance whether the materials are available in our library.



- ### Search on TACOPAC
1. Access Tufs Library's website.
 2. Select "TAC Library Service".
 3. Click on "TACOPAC".
 4. Search by title, author, publisher etc.
 5. Click on the name of the library you want to see.
 6. Click on the link of the result and check the details.
- *Regarding Tsuda University, there is no link to jump to each material's page directly. Click on the link for OPAC, and search for the material at Tsuda University's page.



¹ Tama Academic Consortium (TAC) is a consortium of six universities (Kunitachi College of Music, International Christian University (ICU), Tsuda College, Tokyo Keizai University, Musashino Art University and T.U.F.S).

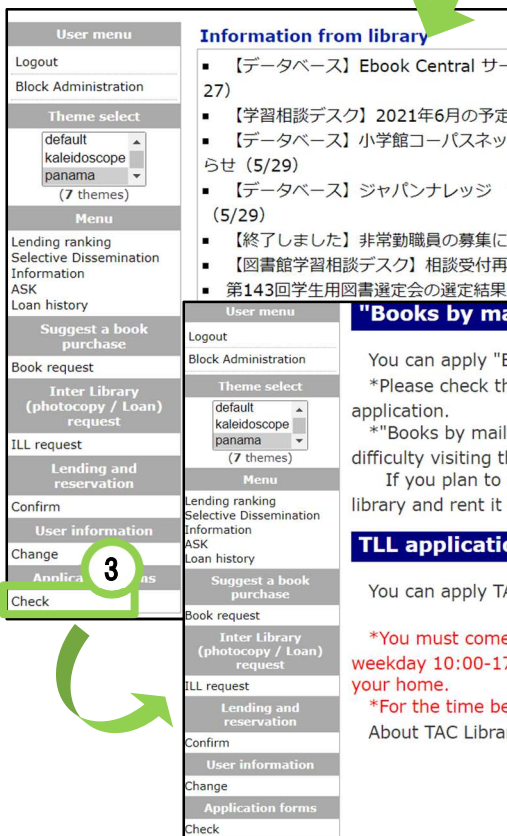


Request through My Library

<https://www-lib.tufs.ac.jp/portal/>

1. Access My Library from TUFFS Library's website.
2. Enter your ID and Password (the same ID/PASS to logging in to the campus PCs).
3. Click "Check" below "Application Forms".
4. Click "here" at "TLL application form".
5. Fill in the form and confirm it.
6. You will be notified when the material arrives at TUFFS.

***Please Note:** You are required to pick up or return the materials at the counter. ILL materials cannot be sent to your home.



"Books by mail" service

You can apply "Books by mail" service from here.
 *Please check the announcement from the library before your application.
 *"Books by mail" service is available only to those who have difficulty visiting the campus from the Fall Quarter.
 If you plan to come to campus for classes, please visit the library and rent it out.

TLL application form

You can apply TAC Library Lending(TLL) from here.

*You must come to the library for picking up and return on weekday 10:00-17:00. Please note that we do not mail them to your home.
 *For the time being, you can borrow up to two books.
 About TAC Library Lending(TLL) Service → Check here

5 利用者情報 / User information

氏名 / Name *必須

利用者区分 / Affiliation *必須

電話番号 / Phone number *必須

6 書誌情報 / Bibliography

※TACOPACや各大学のOPACを参考に、資料の情報を正確に必ず入力してください。
 ※1件につき1冊依頼してください。
 *Enter the information correctly with reference to TACOPAC and OPAC of each university.
 *Please request one book per one apply.
 ※TAC(読者の)図書を探検する / Search TAC libraries at once for an item :
 *TACOPAC: <http://opac.icu.ac.jp/tacopac/>

所蔵館 / Holding *必須

- 国際基督教大学 International Christian University
- 東京経済大学 Tokyo Keizai University
- 津田塾大学 Tsuda University
- 武蔵野美術大学 Musashino Art University
- 国立音楽大学 Kunitachi College of Music

書名・巻号等情報 / Title of book *必須

著者 / Author *必須

所在/配架場所 / Location *必須

ex1 : 2F-BOOK-SHELF ex2 : 同書架:自動書庫

請求記号 / Call Number *必須

ex : 311.6/A4653:21/2007

資料ID/登録番号 / Barcode No/Material ID *必須

※書籍IDではありません。
 *Not a NCID
 ex1 : 07413765 ex2 : 120295785

B : ILL (Interlibrary loan) / Photocopy request (CiNii Books):

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

ILL (Inter Library Loan) is a mutual cooperation service, which enables you to order photocopies or borrow books held by other institutions. You can get the materials from other institutions at the TUFS Library Service Counter.

To get the information of the materials, search on CiNii Books. This website provides information of the books and journals in universities & institutes in Japan.

*Please check in advance whether the materials are available in our library.

Search on CiNii Books

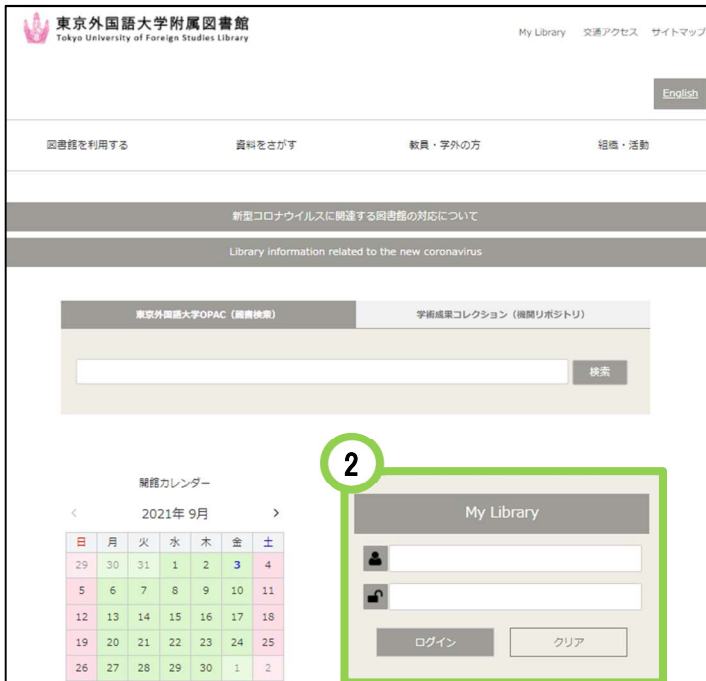
1. Access CiNii Books.
2. Enter the details of the item (e.g. title, author etc. of the books).
3. Click on the link of the result and check the information.

The screenshot shows the CiNii Books search interface. The search term 'ainu' is entered in the search box. The results show 'An introduction to Ainu studies' as the top result. The page includes navigation tabs for 'Book & Journal', 'Author', and 'Content'. There are also options for 'Books and Journals', 'Books', and 'Journals'. The search results section shows the title, author information, and availability at 3 libraries.

This block shows the detailed view of the book 'An introduction to Ainu studies'. The title is highlighted in green. The author is '北海道大学アイヌ・先住民研究センター' (Center for Ainu and Indigenous Studies Hokkaido University), also highlighted in green. The NCID is 'BB25945838', highlighted in green, with a note: 'NCID is a book or journal's ID.' The bibliographic information includes the title, author, and publication details. The 'Library list' section shows three libraries: Kyushu University Library, 札幌大学 図書館 (Sapporo University Library), and National Institute for Japanese Language and Linguistics, each with an 'OPAC' link. The right sidebar contains details such as NCID, ISBN, country code, title language code, text language code, place of publication, pages/volumes, size, subject headings, and parent bibliography ID. There are also social media links for Tweet and Like.

The footer section contains a search box with the text 'Ainu' and a 'Search' button. Below the search box are four links to external databases: 'CiNii Articles DB for Aritcles (Japanese)', 'TAC OPAC Partner universities (ICU etc)', 'CiNii Books Universities (Japan)', and 'Webcat Plus Want any result! World Cat Libraries (globally)'.

If you would like to search databases outside of TUFS, click on the links as shown above.

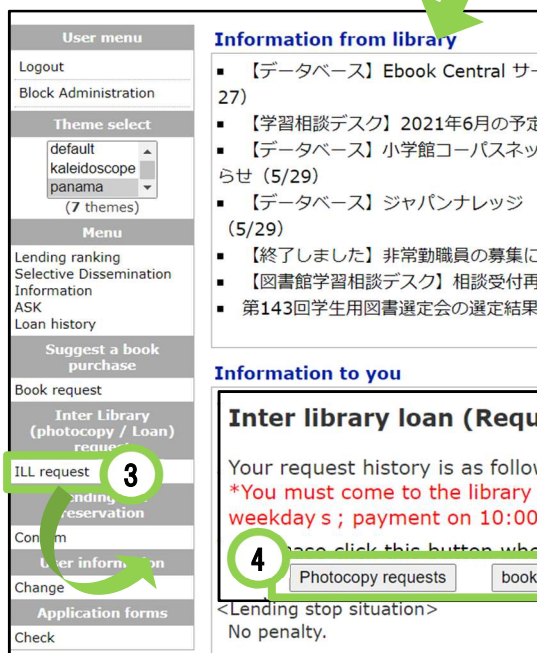


Request through My Library

<https://www-lib.tufs.ac.jp/portal/>

1. Access My Library from TUFFS Library website.
2. Enter your ID and Password (the same ID/PASS to logging in to the campus PCs)
3. Click "ILL Request" below "Inter Library (photocopy / Loan) request".
4. Select "photocopy requests" or "book loan requests".
5. Fill in the form and confirm it.
*Please select "private" for "Pay type" at the form.

6. You will be notified when the material arrives at TUFFS.
*Please note that you need to come to our counter to pick up and return the materials. ILL materials cannot be sent to your home.
*Postage is around ¥1000.



Inter library loan (Request lists)

Your request history is as follows.
*You must come to the library for picking up and return on **weekdays**; **payment on 10:00-15:00 weekdays**.
Please click this button when you hope new request.

Photocopy requests book loan requests

Pay type: Public Private
Expense item: [About the budget](#)
Sending method: Ordinary post Special delivery

Book/Serial: Serial Book
Title:
When you hope a specific version, Please specify it.
ISBN/ISSN: 10 digits(or 13 digits)Please input without Hyphen
NCID:
Publisher:
※Please input any of the above before You search.
Search in OPAC Search CINIi
Volume:
(example) : Vol.12 issue 3 = 12(3), 20巻5号 = 20(5)
Page:
Year:
author and title:
Search CINIi
 cover table publication data
Comment:
Authority: References cited Search information
 Magazine article index CINIi Other
Source: CINIi WebcatPlus NDL-OPAC Other
Did you confirm OPAC? Yes No

What is ISBN / ISSN?

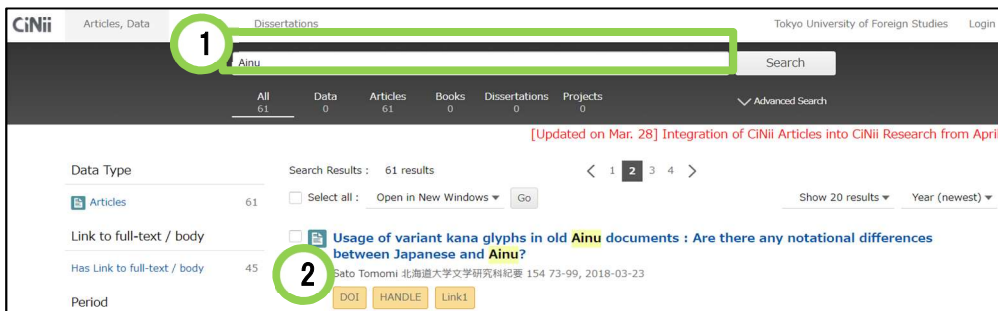
ISBN (International Standard Book Number) is a unique book number. ISSN is a journal number. Both numbers are useful for search and order.

3 : How to search for articles

A : Japanese articles (CiNii Research) : <https://cir.nii.ac.jp/?lang=en>

CiNii Research
 •CiNii Research enables users to search data from a wide range of databases.

1. Enter details of the item (e.g. title, author etc. **of the articles**).
2. Click on the title to confirm the detail.



Full text is available online

Check other availabilities
 NDL: National Diet Library
 CiNiiBooks: University libraries
 Find Paper Full Text: TUFFS OPAC

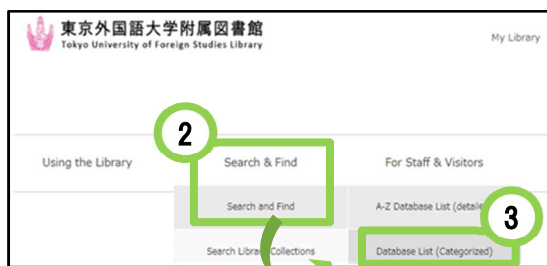
Name of journal, Periodical number & Date of publication

B : English articles (online databases) :

<https://www.tufs.ac.jp/library/en/top-2/search/database-category/>

Search on the databases

1. Access TUFs Library website
2. Hover the cursor over "Search and Find", and then hover the cursor over "Search and Find" from the list.



Title	Accessibility	Detail
TUFs Library Online Catalogue (OPAC)	Free	Detail
TAC OPAC	Free	Detail
CiNii Books	Free	Detail
カールル	Free	Detail
Webcat Plus	Free	Detail
NDL Search	Free	Detail

● ProQuest

Select Databases

Tip: Add database shortcuts, making it easier to select one or more favorite databases.

Select databases to search, then click **Use selected databases** to go to the search form.

Brief view | Detailed view | View by name | View by subject

Select all Full Text Included

- Linguistics and Language Behavior Abstracts (LLBA) (1973 - current) 1
Theoretical and applied linguistics, psycholinguistics, etc. - journal articles, book reviews, books, book chapters, dissertations and working papers
Subject Area(s): Literature & Language, Social Sciences
- MLA International Bibliography (1926 - current) 1
Modern languages and literatures, folklore and linguistics - journal articles, books, etc.
Subject Area(s): Literature & Language, The Arts
- New York Times (1980 - current) 1
New York newspaper
Subject Area(s): News & Newspapers
View title list
- Research Library 1
Multidisciplinary subject coverage from scholarly, trade, and consumer publications
Subject Area(s): Unassigned
View title list
- USA Today 1
Local and regional news coverage - newspaper
Subject Area(s): News & Newspapers
View title list

Use selected databases

ProQuest

Covers a wide range of core academic titles, from business and the sciences to literature and politics. The database is expanded daily and currently includes more than 6,000 titles, 75% of which are available in full text.

1. Change to the English mode
 2. Select the Databases
 3. Enter the keywords
- * When you search "Full text", check the box.
4. Check the details of your search item.

Article title
Japan's post-war Ainu policy. Why the Japanese Government has not recognised Ainu indigenous rights?

Author
Maruyama, Hiroshi

Full text is available online
Download PDF, Cite, Email, Print, Save

Name of journal, Periodical number & Date of publication
The Polar Record; Cambridge Vol. 49, Iss. 2, (Apr 2013): 204-207

How can we retrieve the articles without "Full text" link?

1. Access to T.U.F.S. OPAC.
2. Search by **the journal title**.
3. Check the periodical number & Date of publication.
4. Check the location.

*Books are arranged alphabetically by journal title.

東京外国語大学OPAC
T U F S Library Online Public Access Catalog

言語
日本語
英語 (1)

Journal of Chiba University Eurasian Society

Journal of Chiba University Eurasian Society (13), 17-19, 2011-08
千葉大学ユーラシア言語文化論講座

Holdings

Location	Call Number	Volumes	Years	OpacChuki
Japanese Bulletins (Stack Room Level 2)	大学紀要	10-16	2008-2014	Webで一部公開 Webで一部公開 Ciniiで一部公開

Receipt Binding List

Non Binding Info

KanGo	Contract Year	Location	Call Number	Item ID	CircStatus	Comment	Return Date (Reserve)
16 通号	2014	Japanese Bulletins (Stack Room Level 2)	大学紀要	2000005781	For reference only		
15 通号	2013	Japanese Bulletins (Stack Room Level 2)	大学紀要	2000001850	For reference only		
14 通号	2012	Japanese Bulletins (Stack Room Level 2)	大学紀要	0200129622	For reference only		
13 通号	2011	Japanese Bulletins (Stack Room Level 2)	大学紀要	0200129621	For reference only		
12 通号	2010	Japanese Bulletins (Stack Room Level 2)	大学紀要	0200129620	For reference only		

4 : How to use resources from outside of the campus

A : Print resources (Books by mail)

You can apply for "Books by mail" service from My Library. Please note that you can only apply for 2 books at once. You do not have to pay a service fee, but you need to pay a shipment fee when you return the books to the library.

"Books by mail" service

You can apply "Books by mail" service from here. 3

*Please check the announcement from the library before your

【宅配で受け取り】図書貸出申請フォーム

メールアドレス *必須

フォームの回答にはメールアドレスが必要になります。
メールアドレスを入力して次へを押してください。

4

Request from My Library

<https://www-lib.tufs.ac.jp/portal/>

1. Log in to My Library from the URL above.
2. Click "Check" below "Application Forms".
3. Click "here" at "Books by mail" service.
4. Enter your e-mail address into the window.
5. Fill in the form and confirm it.

*"Books by mail" is a temporary service during COVID-19 pandemic. The service is subject to change. Please check the announcement from the library before your application.

B : Online resources (VPN&GakuNin)

You can access the databases from outside of the campus with VPN or GakuNin services, even which you can only access from within the campus.

You can check the available databases from the Database list.

VPN and GakuNin

	VPN	GakuNin
available services	Free on campus / 学認 on campus	Free on campus / 学認
ID/PASS	ICC account Network Password (red)	ICC account ICC Password (blue)
How to start	Download the soft from TUFs website	Submit an application form at library website.

For more details:

VPN service : <https://www.tufs.ac.jp/library/en/top-2/search/vpn/>

GakuNin : <https://www.tufs.ac.jp/library/en/top-2/search/gakunin/>

Appendix : Classification and Call number

The majority of the books in the library's collection are classified according to two main concepts: language and subject. Based on these concepts, each book is assigned a call number, which is affixed to the spine of the book as a book label. The materials on each floor are arranged according to these call numbers.

Other collections, such as rare books and special collections, are also classified according to their own system.

A : Language Classification Table

A Japanese	N French[Romance languages in general]
B Chinese	P Spanish
C Korean	Q Portuguese
D [Hyperborean languages]	R Italian
E [Tibeto-Burman; Southeast Asian languages]	S Russian [Slavic languages in general]
F [Austronesian languages]	T [Baltic languages]
G [Altaic languages]	U Greek
H [Semitic languages]	V Latin
I [Indic Languages]	W [Uralic languages]
J [Iranian languages]	X [Other European languages]
K English	Y [Hamitic languages][African languages]
L German	Z [Artificial languages]
M [Other Germanic languages](Germanic languages in general)	

B : Subject Classification Table

a	Linguistics(individual)e.g.) a0: Generalities, Introduction, a3: Dictionaries, a5: Grammar
000	General workse.g.) 030: General encyclopedias, 080: General collections
100	Philosophye.g.) 160: Religion, 180: Buddhism, 190: Christianity
200	Historye.g.) 210: Japan, 220: Asia, 230: Europe, 240: Africa
300	Social sciencee.g.) 360: Sociology, 370: Education, 380: Customs and folklore
400	Natural sciencee.g.) 450: Earth sciences, Geology, 469: Biology, 480: Zoology
500	Technology, Engineeringe.g.) 580:Manufactures , 590: Domestic arts and sciences
600	Industry and commercee.g.) 610: Agriculture, 650: Forestry, 670: Commerce
700	The arts. Fine artse.g.) 750: Industrial arts, 760: Music, Theatrical dancing
800	Linguistics (general).....e.g.) 810: Linguistics, Philology, 820: History of language
9□-	Literature.....e.g.) 9□-1: Theory, 9□-8: Work(s) of an individual author
※"□"	stands for a code of the language classification table to classify literature of each language.
e.g.)	A/9K-2:History of English literature (written in Japanese)

For more detail, please refer <https://www.tufs.ac.jp/library/en/top-2/search/how-to-search/subject-classification/>