

LIBRARY QUICK GUIDE



Central Library (Bldg. 18)

Waseda University Library is one of the most extensive private university libraries in Japan, which holds nearly 5.6 million volumes. The Library has a long history started in 1882 when the University was originally founded as Tokyo Senmon Gakko.

Waseda University Library consists of over 20 libraries including the Central Library, Campus Libraries, School Libraries, and Student Reading Rooms.

LIBRARY WEBSITE <http://www.wul.waseda.ac.jp/>



◆ Mobile Site

Catalog and Library Hours
<http://www.wul.waseda.ac.jp/m/>

◆ **SEARCH & FIND** This page introduces useful research tools such as the following:

- **Library Catalog (WINE)**
- **Waseda E-Resource Portal**
- **Waseda Portal for Online Journals, etc.**

◆ **SERVICES** This page introduces library services which include borrowing & renewing, interlibrary loan (ILL), reference, etc. You can also check the library calendar and the news here.

◆ **COLLECTIONS** This page introduces the collection of the Library. With **Japanese & Chinese Classics Online**, you can browse the digital image of over 300,000 unique & rare items owned by the Library. **DSpace@Waseda University (Digital Repository)** provides the papers written by Waseda members.



◆ Twitter

https://twitter.com/waseda_univ_WUL



◆ Facebook

<https://www.facebook.com/WasedaU.WUL>



LIBLOG! (in Japanese only)

*Blog by the Library's Official Student Volunteers "LIVS"
<https://www.quon.asia/yomimono/waseda/toshokan/>

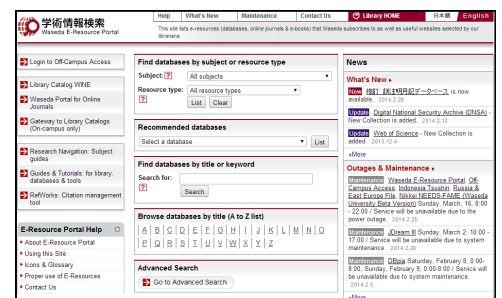
WASEDA E-RESOURCE PORTAL <http://www.wul.waseda.ac.jp/imas/index-e.html>

This portal website provides an easy way to access online databases, e-journals and e-books to which Waseda University subscribes, as well as open access e-resources. Over 35,000 e-journals and 480,000 e-books are available at Waseda.

Databases include newspaper databases (Asahi, Yomiuri, Mainichi, Nikkei, World's major papers), article databases (Web of Science, CiNii Articles, Scopus, ABI/Inform), dictionaries, etc.

E-Journals include *Nature*, *Science* and other essential academic and professional journals published in Japan and overseas countries.

E-Books include encyclopedias, dictionaries, classic literatures, academic books provided by eBook Collection, SpringerLink, ebrary, etc.



RESEARCH NAVIGATION

Research Navigation is a collection of the research guides which introduces the ways to find information you need by using books, periodicals, databases, etc. The research guides are organized by material types and topics.

Material Types include: books, journals, newspapers, doctoral dissertations, masters theses, databases, etc.

Topics include: statistics, translated works, book reviews, western history, psychology, gov. docs., etc.

OFF-CAMPUS ACCESS

Current students and full-time faculty/staff who have Login ID for Waseda-net portal can access library resources from anywhere off campus via Off-Campus Access.

For detail, see **Off-Campus Access:**
<http://www.wul.waseda.ac.jp/imas/remote/index-e.html>

WINE (LIBRARY CATALOG) <http://wine.wul.waseda.ac.jp/search/>

WINE is the online catalog (OPAC) of Waseda University Library. It contains records of books, journals, audio-visual materials, dissertations, and some of the online resources.

◆SEARCH ON WINE

You can search WINE by title, keyword, subject, and author.

◆USEFUL FUNCTIONS

View Your Records

You can view and renew the due dates of the materials you borrowed.

Place Holds

You can place a hold on the item which is currently borrowed or placed holds by others. Click 'Request' on the record screen of the item you wish to place a hold.

Help

How to use WINE, how to see the record, the data coverage of WINE, etc. are introduced.

Search WINE OPAC by	Services	Catalogs
* TITLE Search	Help (How to use, Locations etc...)	Newspapers [In Japanese]
* KEYWORD Search	VIEW YOUR RECORDS (Check Due Dates, Renew books, Hold...)	Micro forms [In Japanese]
* AUTHOR Search	UNICODE OPAC (Chinese, Korean, etc...)	Doctoral Thesis [In Japanese]
* SUBJECT Search	Broadcast Search [In Japanese] (229.9)	Master's Thesis
* ISBN/ISSN Search	Books just arrived	# Unavailable resources through WINE terminals in the libraries.
* Search by OTHER INDEXES	Online Requests (ILL, Recommended purchases...)	# Electronic Resources
* LIMIT Search (By Location, Material type...)	Reserve Books Search by Course / by Instructor	# Online Journals
		# Waseda University
Information		Link
* PROBLEM: We have found out that a notice for coming due date which is to be sent to all library users on loan status 5 days prior to their due date via email, is not delivered to all properly. Please confirm your due date through 'View Your Record' on WINE by your own. Thank you for your cooperation.		# National Diet Library (OPAC)
* NOTICE: Date format in the system is "YY-MM-DD". For example, "05-06-01" means "1st June, 2005".		Library Services(PDF) (Locations, Service hours, etc...)
		Library TOP Page

HOW TO USE LIBRARY

Student/Faculty ID card, or **Library card** is required to enter libraries, borrow materials and use other library services. Please have your ID card with you all the time.

*Some libraries have limited access policies as user's status.

For detail, see [Libraries & Reading Rooms](#):

<http://www.wul.waseda.ac.jp/etclibs/index-e.html>

BORROWING & RETURNING

◆Borrowing

To borrow books or other materials, please visit the library where the item is located. The maximum number of items that can be borrowed depends on user's status.

- Undergraduate student: 15 items
- Graduate student: 30 items
- Faculty/Staff: 60 items

◆Returning

Checked out items must be returned before or on the due date. You can view and renew your due date online via 'View Your Records' on WINE. Overdue items and on-hold items cannot be renewed.

Return Anywhere Service

With "Return Anywhere Service", the items borrowed from Central Library, campus libraries (Takata Memorial, Toyama, Science & Engineering, Tokorozawa) and student reading rooms can be returned at any of these libraries.

*For detail, see [Borrowing, Returning, Renewing, and Holding](#):
<http://www.wul.waseda.ac.jp/Services/borrowing-e.html>

ONLINE REQUESTS

You can request the followings via *Waseda-net portal*.

- ◆ Reference service
- ◆ Letter of introduction to other university libraries
- ◆ Interlibrary loans (ILL)
- ◆ Purchasing materials
- ◆ Using the book in "Process" on WINE



Go to: *Waseda-net portal*
→ System Services
→ Library online request

PHOTOCOPY

Photocopies respecting the Japanese copyright law are allowed. Self-service copy machines are available in the library. Pre-paid copy cards, 1,000 yen card and 2,000 yen card, can be purchased at the vending machines. They can be used only at Waseda University Library.

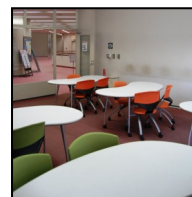
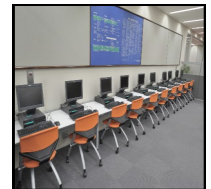
*Please note that in the Student Reading Room of the School of Law, only the copy card sold by Waseda Univ. COOP can be used.



COMPUTERS IN THE LIBRARIES

In some libraries, PCs with access to the Internet are available, and you can also bring your PC and use wireless Internet.

Please ask at each library's desk for more detail.



GROUP STUDY

There are designated areas where you can discuss with others. Please ask at each library's desk for more detail.

NEED HELP?

Do you need a help for locating items or figuring out how to find resources?

Librarians at Reference Desk will answer your questions and requests such as the following:

- ◆ How to use libraries
- ◆ How to find resources
- ◆ How to use databases
- ◆ How to use other libraries
- ◆ Interlibrary loan (ILL)
- ◆ Letter of introduction to other libraries (including libraries in Waseda)

REFERENCE DESK

- ◆ Central (Bldg.18/2F)
- ◆ Toyama (Bldg.38/1F)
- ◆ Science and Engineering (Bldg.51/B1)
- ◆ Tokorozawa (Bldg.100/4F)

