LIBRARY QUICK GUIDE

Waseda University Library is one of the most extensive university libraries in Japan, holds around 6 million books, 55,000 journals, and available around 1 million electronic resources.

Waseda University Library consists of over 20 libraries including Central Library, Campus Libraries, School Libraries, and Student Reading Rooms.
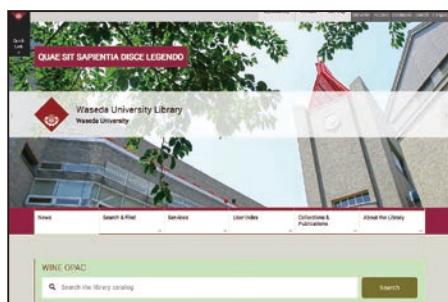
The library materials are a valuable asset of the university. Each user is responsible to treat them with care and make good use of them.

Central Library
(Waseda Campus Bldg. 18)

LIBRARY WEBSITE

https://www.waseda.jp/library/en/

Check out the latest info on the library's social media.

◆Search & Find
This page introduces useful research tools such as the following:
- **WINE**
- **E-Resource Portal etc.**

◆Services
This page introduces library services which include borrowing & renewing, interlibrary loans (ILL), reference, etc. You can check the library calendar and the news on the top page of the website.
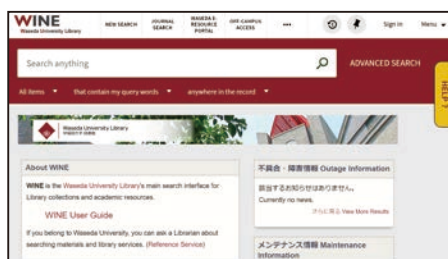
◆Collections & Publications
This page introduces the collection of the Library. With **Kotenseki Sogo Database (Japanese & Chinese Classics Online)**, you can browse bibliographical information, related scholarly materials, full-text images of the main valuable materials held by the Library, including two national treasures and five important cultural properties. **Waseda University Repository** is an electronic archive of the University's research output.

WINE

https://waseda.primo.exlibrisgroup.com/
* You can change language from upper right "Menu".

Please refer to WINE User Guide for more information

https://waseda-jp.libguides.com/winehelp_en

WINE is the Waseda University Library's main search interface for library collections and academic resources.
It includes:
- Waseda University Library's catalog (bibliographies and library holdings).
- E-journals, E-books, and databases subscribed by Waseda University.
- Articles and book chapters (by searching within subscribed databases).
- Keio University Library's catalog (consortia member library).

◆Search Scope / Tweak your results
When searching, you can select the scope of your search from the drop-down list on the right of the search box, such as "Library Catalog and E-Resources" or "Articles", etc.
After searching, you can narrow down your search results with "Tweak your results" such as languages or material types.
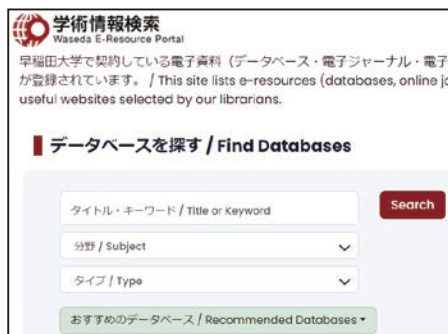
◆Sign in / My Library
If you belong to Waseda University, please sign in to WINE.
You can:
- browse ALL results including restricted contents.
- save your search results ("My Favorites").
- view and renew the due dates of the materials you borrowed ("My Library").
- place holds on items borrowed by other users or request items of some libraries.
- Waseda full-time faculty & staff, emeritus professors, and graduate students are eligible to submit a request to pick up Keio University's holding materials (personal borrowing request) at the Waseda University Library.

WASEDA E-RESOURCE PORTAL

https://waseda-jp.libguides.com/az/databases

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.

Databases include newspaper databases (Asahi, Yomiuri, Mainichi, Nikkei, the world's major papers), article databases (Web of Science, Scopus, CiNii Research), dictionaries, etc.

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

E-Books include academic, general and reference books written mainly in English or Japanese. (Ebook Central, Springer Nature Link, Maruzen eBook Library, KinoDen, etc.)

HOW TO USE THE LIBRARIES & READING ROOMS

◆Using the Library

A Student/Faculty ID card, or Library card is required to enter libraries, borrow materials and use other library services.

《Library's website → User Index

◆Borrowing and Returning

To borrow books or other materials, a Student/Faculty ID card, or Library card is required.

《Library's website → Services → Borrowing, Returning, Renewing, and Holding》

Number of Materials you can borrow

Category of borrower	Faculties and Staff	Graduate Students	Undergraduate Students
Number of materials you can borrow	60	30	15

*The number of books you can borrow depends on the library and the type of material. Please see the general circulation policy on the library website for details.

Return Anywhere Service

With the "Return Anywhere Service", the items borrowed from Central Library, campus libraries and student reading rooms can be returned at any of these libraries.

Lost or Damaged Books

Users are required to pay for compensations following the library rules if items are lost or damaged.

COMPUTERS IN THE LIBRARIES

There are areas with PCs connected to the internet, as well as libraries and reading rooms where users can bring their own laptops and connect to Wi-Fi. For details, please visit the library's website and the Waseda IT Service Portal.

PHOTOCOPY

Under the Act of Copyright Law, users can photocopy library materials. Please use a pre-paid copy card which is common to all libraries on campus. 1,000 yen and 2,000 yen cards are available. Some libraries have coin-operated or e-money machines.

GROUP STUDY

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

ONLINE REQUESTS

Students and faculty can request the following via MyWaseda.

《Library's website → Services →Online Requests》

◆Services that can be requested online

- Interlibrary loans (ILL)
- Letter of introduction to other libraries
- Purchasing books
- Online reference service

◆Where to find the application form on MyWaseda

Go to: MyWaseda
→ Research (or Tasks)
→ Library Online Request

RESEARCH NAVI

Research Navigation is a guide which introduces the ways to find information you need by using books, periodicals, databases, etc. This guide is organized by material types and topics.

◆Material Types

Books, journals, newspapers, doctoral dissertations, master's theses, etc.

◆Topics

Biographies, statistics, translated works, government documents, etc.

《Library's website → Search & Find→Research NAVI》

*The application process may change depending on the situation.
In such cases, information will be posted on the website.

OFF-CAMPUS ACCESS

Current students and full-time faculty/staff who have a Waseda ID (Login ID for MyWaseda) can access the library's online subscription resources from anywhere off campus via Off-Campus Access. For details, see "Off-Campus Access":
Be sure to turn off the VPN connection.

《Library's website → Search & Find→Off-Campus Access》

NEED HELP?

When you need help locating items or figuring out how to find resources, librarians at the Reference Desk will answer your questions and requests such as the following:

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

◆REFERENCE DESK

- Central (Bldg.18/2F)
- Toyama (Bldg.38/1F)
- Science and Engineering (Bldg.51/B1F)
- Tokorozawa (Bldg.100/4F)