

# Library Guide for Part-time Faculty at the Faculty of Science and Engineering 2017

Science & Engineering Library, Waseda University

For the latest information, please visit [Waseda University Library's website](#) and [Information for Part-time Faculty and Researchers](#).

Science & Engineering Library (B1, Bld. #51)

TEL: Extension 73-2249 Outside Line 03-5286-3889

Email: rikotosho-sennin<at>list.waseda.jp (change "at" to "@")

Service Hours during the Semester: Mon.-Fri. 9:00AM-9:00PM Sat. 9:00AM-7:00PM

For summer, winter and spring vacations, please check service days and hours on [the website](#).

## Part. A To Use Library Materials

1. Part-time lecturers can use all the libraries and students' reading rooms. They can borrow up to 60 materials. Renewal of due dates and placing holds on books which are already checked out can be conducted through [WINE](#).
2. To use library, library card is required. Please read [Terms of Library Use for Part-time Faculty](#). Please do not forget to bring faculty ID when you apply. To use Science & Engineering Library in Bld. #51, which the security gate is not installed, library card also must be shown. Almost all the libraries and students' reading rooms other than Science & Engineering Library have security gates opened by scanning the card.
3. As e-resources, over 200 databases, over 55,000 titles of e-journals, over 620,000 e-books can be used via [Waseda E-Resource Portal](#). They are for the use inside the campus. Off-Campus Access service is only for full-time faculty, full-time staff, and regular students. Please strongly advise students to use the e-resources appropriately.
4. Many of the journals which can be used online and also the old back numbers are stored in the Honjo Deposit Library in Honjo Campus (Saitama prefecture). Those in Honjo Deposit Library which cannot be used online can be requested to deliver to Science & Engineering Library.
5. You can request materials (books and photocopies) from non-Waseda libraries. Application can be submitted via Library Online Request Form on [MyWaseda](#). Pick up place is Science & Engineering Library in Bld. #51.
6. Material delivery service from campus libraries (Central Library, S. Takata Memorial Research Library, Toyama Library, Science & Engineering Library, and Tokorozawa Library) to the office of the Center for Advanced Biomedical Sciences is available. To use this service, please ask at TWIns office.

## Part. B Purchase Requests

1. Science & Engineering Library has selection criteria and discloses it on the website of Science & Engineering Library.  
<http://www.wul.waseda.ac.jp/RIKOU/toshosuisen.html> (in Japanese only)  
Application Forms can be downloaded from the site above too.
2. Requests to purchase books which cost less than 300,000 yen can be submitted through Library Online Request Form on [MyWaseda](#).
3. Science & Engineering Library and Students' Reading Room (School of Science and Engineering) collect books mainly in natural science field. Please submit purchase requests for the books in social science field and humanities filed to the Central Library. You can choose which library to submit your purchase request with Library Online Request Form on [MyWaseda](#).

## Part. C To Use Other Services

1. As reference management software, Waseda University Library subscribes to [RefWorks](#) and [EndNote® basic \(which is included in Web of Science\)](#). Personal registration is needed.
2. Information literacy course in class on topics such as how to collect materials and how to use reference management software is available. Personal tutorial to the lecturers can also be requested. Application must be submitted to the Science & Engineering Library two weeks before the first choice of the holding date. After the consultation about the content and the date, the course takes place.
3. On [Waseda E-Resource Portal](#), useful tools for information searching such as Research Navigation and Guides & Tutorials are available. Also on the website of Science & Engineering Library, PDF of the handouts used in the events like library orientation. Please tell your students to take advantage of these tools.
4. If you have any questions, please use online reference.

Library Online Request Form on MyWaseda  
Log in to MyWaseda and click Research tab,  
then you will find Library Online Form.  
Services listed below are available:

- ILL(Interlibrary Loans)
- Letter of Introduction (to visit non-Waseda university libraries)
- Purchase Requests (only for books)
- Request for books in "PROCESS" (you will be able to use them within few days)
- Online References