

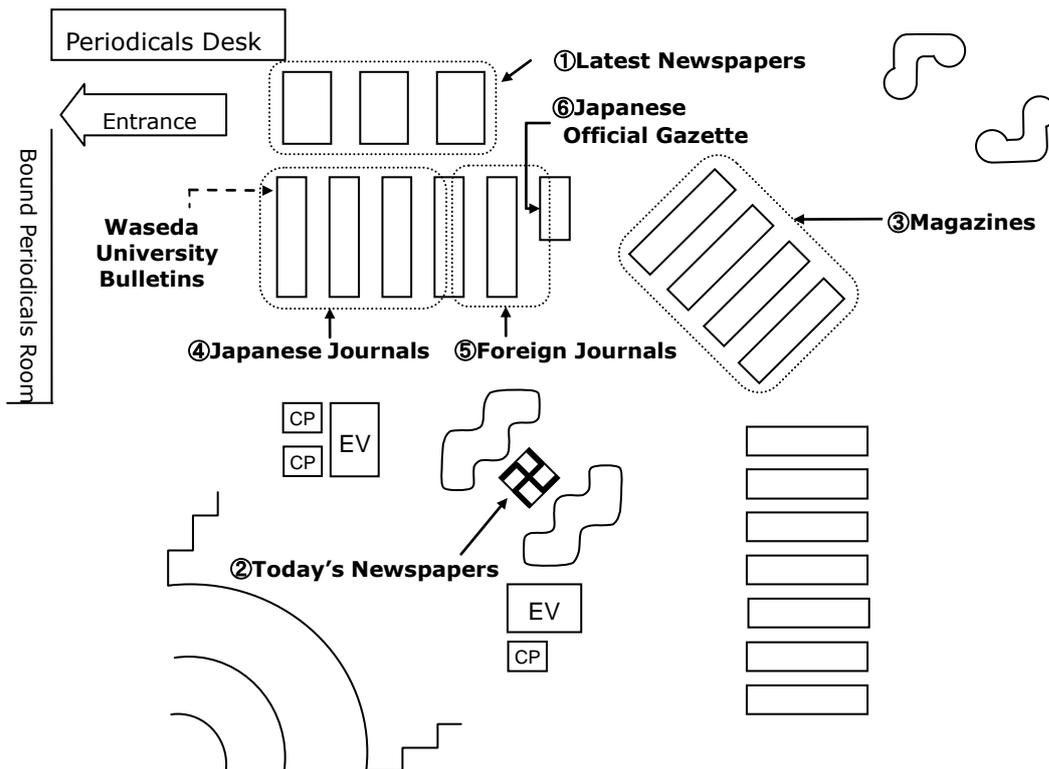


# Newspapers/Periodicals

User Guide No.7-E  
Waseda University Library  
As of 25th Jul., 2018

- Newspapers and periodicals cannot be checked out. Please return them to the right place after use.
- Newest issues and unbound issues are located in the respective areas.
- Back issues will be bounded and shelved in Bound Periodicals Room.

## 3rd Floor : Periodicals Area



①Latest Newspapers	Newest papers. (Preservation term may vary by titles.)
②Today's Newspapers	Major 13 papers issued today.
③Magazines	Frequently used Japanese and foreign magazines. Shelved in title order.
④ Japanese Journals	Bulletins of Waseda University and academic journals are shelved in title order. Bulletins of other Japanese universities are shelved in university name order.
⑤Foreign Journals	Foreign journals written in alphabet, Cyrillic alphabet, Chinese and Korean. Shelved in title order.
⑥Japanese Official Gazette	Last two year issues. Back issues are available in microforms or database (Kanpo joho kensaku sabisu). For details, please ask Periodical Desk.

## Types of Newspapers / Periodicals

\*Numbers indicated in the sentences below correspond to the numbers indicated in the diagram on the other side of this leaflet.

### Newly arrived Magazines/ Newspapers

- About 5,300 titles of journals/bulletins and about 150 titles of newspapers are shelved.
- Frequently used magazines are shelved in ③Magazines area (in title order). Other periodicals are shelved in ④Japanese journals area (Journals: in title order; University bulletins: in university's name order) and ⑤Foreign journals area (in title order).
- Newspapers are shelved in several areas. Newest issues are shelved in ①Latest Newspapers area. Only 13 major newspapers on the day are shelved in ②Today's newspapers area.

### Back issues

- Magazines/journals will be bound together and shelved in Bound Periodicals Room after certain period has past from their publication.
- Some newspapers will be discarded after certain period, while some papers will be preserved in reduced-size or microform.
- You can check the holdings of back issues by using WINE. Holding information of newspapers can also be searched on WINE. Please consult at the Periodical Desk for details.

### Microforms

- Microforms are films which enable to preserve materials such as books, magazines and newspapers for a long term in a compact size.
- Microforms in reel style are called "Microfilm", and microforms in sheet style are called "Microfiche."
- To use microforms of newspapers / periodicals, please ask at the Periodical Desk.

### Databases/Electronic Journals

- Large number of databases / electronic journals is subscribed to by Waseda University.
- Database is an organized collection of data with effective searching functions. There are many types of databases. (ex. Database for finding bibliography and holding data of books/journals, database for searching articles in journals / newspapers.)
- Electronic journals are digitized journals which enables you to read the full-text of the articles on the internet. They are also called "online journals" or "e-journals."
- Electronic resources can be read with internet devices located in learning commons area on the second floor (unavailable with WINE terminals). You can also browse them with your own laptop by connecting wireless / wired LAN prepared in the Central Library.
- If you want to use Waseda licensed e-journals from your home or while travelling, you need to connect to Off-Campus Access service.