

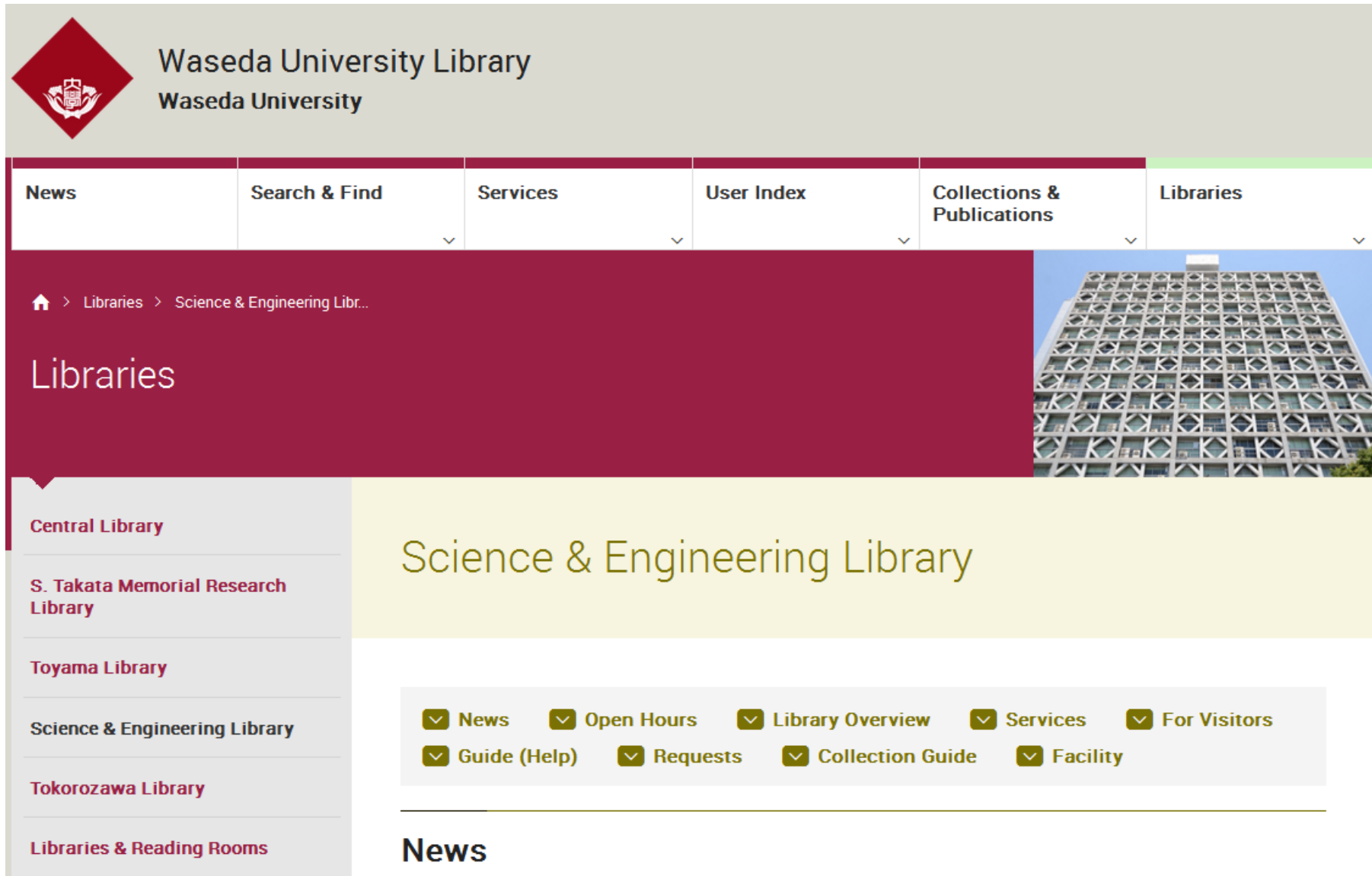


Science & Engineering Library

Library Guidance

Spring 2019

Today's PowerPoint will be uploaded to the website



The screenshot displays the Waseda University Library website. At the top, the Waseda University Library logo is on the left, and the text "Waseda University Library" and "Waseda University" is on the right. Below this is a navigation bar with links: News, Search & Find, Services, User Index, Collections & Publications, and Libraries. The Libraries link is highlighted. Below the navigation bar, a breadcrumb trail shows "Home > Libraries > Science & Engineering Libr...". The main content area is titled "Libraries" and features a large image of a modern building. Below the image, the "Science & Engineering Library" is highlighted. On the left side, a sidebar lists various library locations: Central Library, S. Takata Memorial Research Library, Toyama Library, Science & Engineering Library (highlighted), Tokorozawa Library, and Libraries & Reading Rooms. At the bottom, a footer contains a grid of links: News, Open Hours, Library Overview, Services, For Visitors, Guide (Help), Requests, Collection Guide, and Facility. The word "News" is also displayed below the footer.

Waseda University Library
Waseda University

News Search & Find Services User Index Collections & Publications Libraries

Home > Libraries > Science & Engineering Libr...

Libraries

Central Library

S. Takata Memorial Research Library

Toyama Library

Science & Engineering Library

Tokorozawa Library

Libraries & Reading Rooms

Science & Engineering Library

News Open Hours Library Overview Services For Visitors
Guide (Help) Requests Collection Guide Facility

News

Today's Goals

- 1 To get the overview of Waseda University Library**
- 2 To understand how to use Science & Engineering Library**
- 3 To understand how to use WINE, Waseda's Library Catalog**



How many libraries are there in WU?

More than 20



Campus Libraries



Central Library



Other Libraries
and Reading Rooms





How many books does WUL have?

over
5,800,000
books!





Are there any rare materials?

Cultural Heritages

2 National Treasures

5 Important Cultural Properties





Service Hours?

Service Hours During the Term

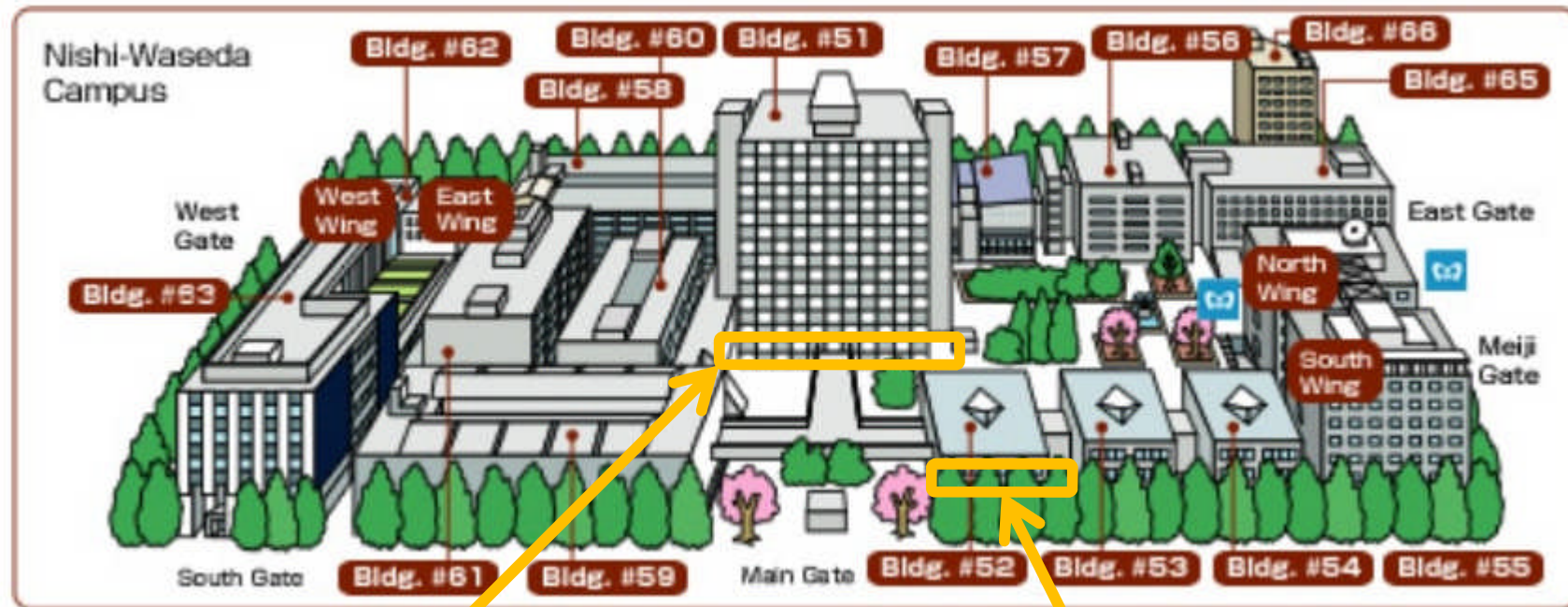
Science & Engineering Library	Mon. - Fri.	Sat.
	9:00 - 21:00	9:00 -19:00
Central Library(*)	9:00 - 22:00	9:00 -22:00

***Open on Sundays 10:00 - 17:00**



Science & Engineering Library and Students' Reading Room

Nishi-Waseda Campus



**1st Basement
Science & Engineering
Library**

**1st Basement
Students'
Reading Room**

Science & Engineering Library

(Basement of Bldg. No. 51)

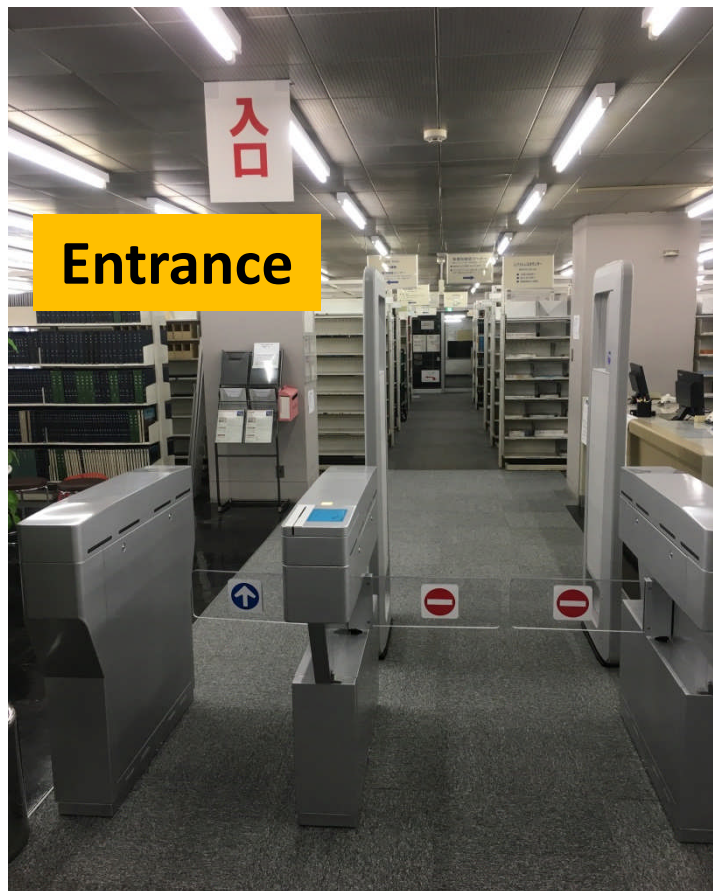
- Research Library
- Many Books & Journals, including English materials
- Reference Service



Stairs to the Sci. & Eng. Library

How to enter the Library

Science & Engineering Library entrance is operated by the automated entrance system. Scan your ID card to enter.



Science & Engineering Library

(Bldg. No. 51)

Circulation Desk



Reference Desk

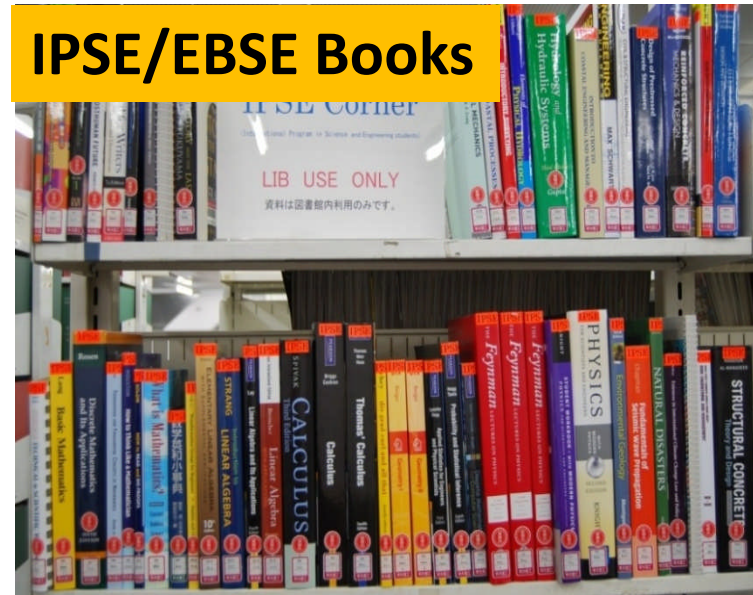


Science & Engineering Library (Bldg. No. 51)

Search Terminals



IPSE/EBSE Books



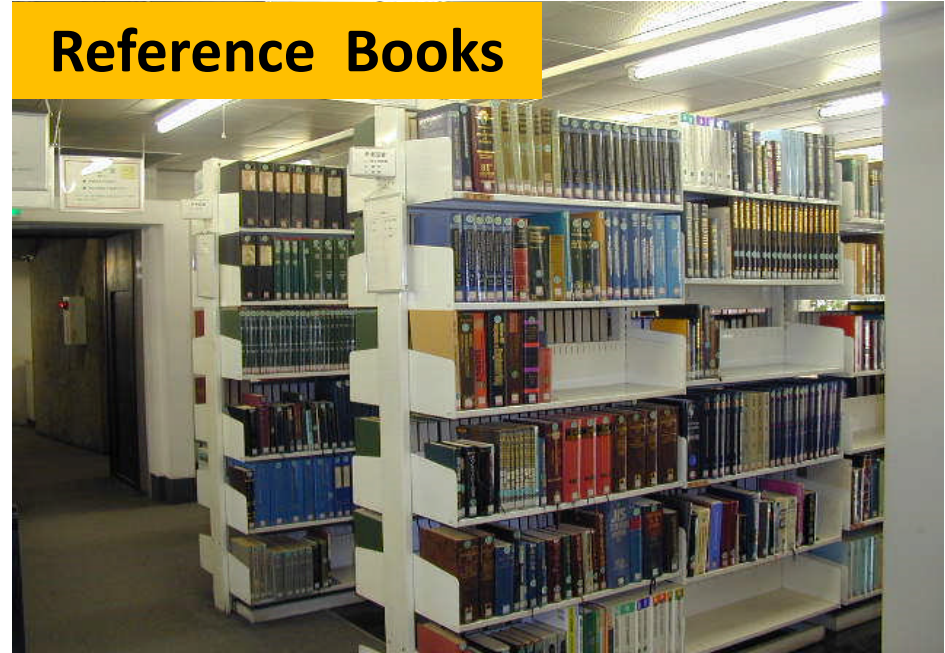
Science & Engineering Library

(Bldg. No. 51)

Newly Arrived Journals



Reference Books



Science & Engineering Library

(Bldg. No. 51)

B1 Study Space



B2 Study Space



Science & Engineering Students' Reading Room

(Basement of Bldg. No.52)

- Science and engineering books related to the courses
- Multiple copies for frequently used books
- Most books are in Japanese



Center for Japanese Language Students' Reading Room

- Bldg. No. 22 (3F) in Waseda Campus
- Many books and AV materials for learning Japanese
- Materials can be borrowed



How to Search Library Materials




Waseda University Library
早稲田大学 図書館

JAPANESE

Search WINE OPAC by	SERVICES	CATALOGS
<ul style="list-style-type: none">• TITLE• KEYWORD• AUTHOR• SUBJECT• ISBN/ISSN• OTHER INDEXES• LIMIT (by Location, Material type...)• Reserve Books Search by Course / by Instructor	<ul style="list-style-type: none">• Help (How to use, Locations etc..)• View Your Records (Check Due Dates, Renew, Hold...)• Mobile Site (Please use a smartphone or tablet.)• Broadcast Search [In Japanese] (Z39.50)• Books just arrived• Online Requests (ILL, Recommended purchases...)	<ul style="list-style-type: none">• Newspapers [In Japanese]• Microforms [In Japanese]• Doctoral Thesis• Master's Thesis• *Unavailable resources through WINE terminals in the libraries.• *WINE Plus(Discovery Service)• *Electronic Resources• *e-Journal e-Book List

How to find location / check status on WINE

Waseda University Library Catalog 

[Start Over](#) [Request](#) [Export](#) [MARC Display](#) [Return to Browse](#) [Limit/Sort Search](#) [Another Search](#)

TITLE

Record 2 of 2
Record: [Prev](#) [Next](#)

Author [Turabian, Kate L.](#)
Title **A manual for writers of research papers, theses, and dissertations : Chicago Style for students and researchers / Kate L. Turabian ; revised by Wayne C. Booth ... [et al.].**
Imprint Chicago : University of Chicago Press, 2013.

LOCATION	CALL #	STATUS
A-CENTRAL/B2F KENKYU	F836 .00150	DUE 19-02-25
D-RIKOH/IPSE	TE Man	LIB USE ONLY
WH-SOC SCI/CJSP	HQ-6 G14 5	ON THE SHELF


Descript xv, 448 p. : ill. ; 24 cm.
dacontent
liated rdamedia


ISBN **0226816389** (paper : alk. paper)
alk. paper)
alk. paper)
alk. paper)
0226816389 (paper : alk. paper)


Series Chicago guides to writing, editing, and publishing
[Chicago guides to writing, editing, and publishing.](#)

Note "Portions of this book have been adapted from The Craft of Research, 3rd edition, by Wayne C. Booth, Gregory C. Colomb, and Joseph M. Williams, c1995, 2003, 2008 by The University of Chicago; and The Chicago Manual of Style, 16th edition, c2010 by The University of Chicago"--T.p. verso.

Bibliog. Includes bibliographical references (p. [409]-433) and index.


Location


Call #


**Status:
on the shelf, missing,
due date, In transit, etc...**



Any rules for borrowing and returning?

- You need your **student ID card** to enter the library and borrow books.
- How many books can I borrow at once?
⇒ Up to **15 books** for undergraduate students.
30 books for graduate students.
- What happens if I don't return books by the due date?
⇒ You receive **1 penalty point** per item per day.



#User's library privileges are suspended for 14 days every 50 penalty points.





Search WINE OPAC by	SERVICES	CATALOGS
• TITLE	Help (How to use, Locations etc..)	Newspapers [In Japanese]
• KEYWORD	View Your Records (Check Due Dates, Renew, Hold...)	Microforms [In Japanese]
• AUTHOR	Mobile Site (Please use a smartphone or tablet.)	Doctoral Thesis
• SUBJECT	Broadcast Search [In Japanese] (Z39.50)	Master's Thesis
• ISBN/ISSN	Books just arrived	*Unavailable resources through WINE terminals in the libraries.
• OTHER INDEXES	Online Requests (ILL, Recommended purchases...)	*WINE Plus(Discovery Service)
• LIMIT (by Location, Material type...)		*Electronic Resources
• Reserve Books Search by Course / by Instructor		*e-Journal e-Book List

View Your Record - Renewal, Check or Cancel Your Requests -

Form A - Student, Faculty

Waseda ID (Not your email address)

MyWaseda password

*When you cannot log in, please read [this page](#).

Form B - Others (Who owns Library card, Professor Emeritus)

Library card number etc.

00001234560 (11 digits)

Y0001234560 (11 digits)

Password

*When you cannot log in, please read [this page](#).

Enter from either Form A or Form B, then click

SUBMIT

Notice

1. Form A is unavailable since March 28th, 2017 for professor emeritus or retired. For more details, please read [this page \(in Japanese\)](#).
2. You can't see your penalty from here. Please ask at the counter in the library.
3. After making any request such as renewal, please make sure it is successful.
4. This feature needs a browser which supports Javascript and SSL.
5. This service is not available due to system maintenance from 2:00am to around 2:30am.

How to check your borrowing materials of the Theatre Museum Library

1. Fill the following information in Form B (on the right of the screen).
2. Type the Library Card number (11 digits) on your

Will become available after the entrance ceremony!

[Start Over](#)

How to Access E-Resources

- [Waseda University e-Journal e-Book List](#)
for E-journals and e-books
- [Waseda E-resource Portal](#)
for Databases



Search WINE OPAC by	SERVICES	CATALOGS
• TITLE	Help (How to use, Locations etc..)	Newspapers [In Japanese]
• KEYWORD	View Your Records (Check Due Dates, Renew, Hold...)	Microforms [In Japanese]
• AUTHOR	Mobile Site (Please use a smartphone or tablet.)	Doctoral Thesis Master's Thesis
• SUBJECT	Broadcast Search [In Japanese] (Z39.50)	*Unavailable resources through WINE terminals in the libraries.
• ISBN/ISSN	Books just arrived	*WINE Plus(Discovery Service)
• OTHER INDEXES	Online Requests (ILL, Recommended purchases...)	*Electronic Resources * e-Journal e-Book List
• LIMIT (by Location, Material type...)		
• Reserve Books Search by Course / by Instructor		

電子ジャーナル・電子ブックリストTOP
e-Journal e-Book List top page
図書館ホームページ
Library top page

WINE Plus
Waseda University Discovery Service

学術情報検索
Waseda E-Resource Portal

Language: [English](#)

- **[Notice]**
 - Registration of e-books on WINE will be terminated on 31 March 2018. E-books can now be found on this e-Journal / e-Book List and on [WINE Plus](#). E-books already registered on WINE remain searchable. (2018.3.12)
 - Electronic journals cannot be searched on WINE. You can search electronic journals on this Waseda University e-Journal / e-Book List. (2018.3.1)
- In order to access to licensed journals from **off-campus**, you need to log into "[Off-Campus Access](#)" service first.
- Contents included as follow:
 - E-journals: E-journals licensed by Waseda University are listed. Some open access journals are also included.
 - E-books: E-books licensee by Waseda University are listed. Some open access E-books are also included.
- Please read [Access and Use Restrictions](#) before using this service.

All Resources

E-Journals Only

E-Books Only

Find e-resources by title or ISSN/ISBN

Title begins with

A-Z Title List

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [その他](#)

電子ジャーナル・電子ブックリストTOP
e-Journal e-Book List top page
図書館ホームページ
Library top page

WINE Plus
Waseda University Discovery Service

学術情報検索
Waseda E-Resource Portal

Language: English ▼

All Resources

E-Journals Only

E-Books Only

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [その他](#)

[あ](#) [い](#) [う](#) [え](#) [お](#) [か](#) [き](#) [く](#) [け](#) [こ](#) [さ](#) [し](#) [す](#) [せ](#) [そ](#) [た](#) [ち](#) [つ](#) [て](#) [と](#) [な](#) [に](#) [ぬ](#) [ね](#) [の](#) [は](#) [ひ](#) [ふ](#) [へ](#) [ほ](#) [ま](#) [み](#) [む](#) [め](#) [も](#) [や](#)
[ゆ](#) [よ](#) [ら](#) [り](#) [る](#) [れ](#) [ろ](#) [わ](#)

Title begins with ▼

Search

-- Please select a subject category -- ▼

Search

1 record retrieved for the search: Title begins with "IEEE transactions on professional communication"

IEEE transactions on professional communication (0361-1434) [Look up Article](#) [More full text options](#)
from 1972 to present in [IEEE/IET Electronic Library \(IEL\)](#)

Access Databases

The screenshot shows the Waseda University Library homepage. At the top, there is a header with the library's name and a background image of a building. Below the header is a navigation bar with links: News, Search & Find, Services, User Index, Collections & Publications, and Libraries. The 'Search & Find' menu is open, showing a list of links: Library Catalog (WINE), Discovery Service (WINE Plus), E-Resource Portal (highlighted with a yellow box and a hand icon), e-Journal e-Book List, Research NAVI, and Off-Campus Access. To the left of the menu is a 'Calendar' section, and to the right is a 'News' section with a notice about the Tsubouchi Memorial Theatre Museum Library closure.

Waseda University Library
Waseda University

Quick Link

News Search & Find Services User Index Collections & Publications Libraries

Library Catalog (WINE)

Discovery Service (WINE Plus)

E-Resource Portal

e-Journal e-Book List

Research NAVI

Off-Campus Access

Calendar

News

Tsubouchi Memorial Theatre Museum Library will be closed (1 February 2019 – 27 September 2019)
Tue, 22 Jan 2019 General, Highlight

[Important Notice] Regarding the use of

Access Databases

[➔ Login to Off-Campus Access](#)[➔ Library Catalog WINE](#)[➔ e-Journal e-Book List](#)[➔ Research Navigation: Subject guides](#)[➔ Guides & Tutorials: for library, databases & tools](#)[➔ RefWorks: Citation management tool](#)[➔ Mendeley Institutional Edition: Citation management tool](#)

E-Resource Portal Help

[▶ About E-Resource Portal](#)[▶ Using this Site](#)[▶ Icons & Glossary](#)[▶ Proper use of E-Resources](#)[▶ Contact Us](#)

Find books or articles:WINE Plus

Search for:

Find databases by subject or resource type

Subject: All subjects

Resource type: All resource types

Recommended databases

Select a database

Find databases by title or keyword

Search for:

Browse databases by title (A to Z list)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Advanced Search

[➔ Go to Advanced Search](#)

Select a database

----- Find Books -----

1. University Libraries in Japan: CiNii Books
2. National Diet Library (Japan): [NDL Online](#)
3. Keio University: KOSMOS
4. Libraries worldwide: WorldCat.org

----- Find Journal Articles -----

5. Japanese articles: CiNii Articles
6. English articles: [Web of Science](#)
7. English articles: [Scopus](#)


8. Articles in Sci, Tech, Med.: JDreamIII


----- Find Newspaper Articles -----


9. Asahi Shimbun: Kikuzo II Visual
10. Yomiuri Shimbun: YOMIDAS
11. Mainichi Shimbun: MAISAKU
12. Nikkei Shimbun: NIKKEI TELECOM21
13. [US & UK newspapers: Proquest Newspapers](#)


----- Others -----


14. Encyclopedias, dictionaries: JapanKnowledge Lib
15. Japanese law reports: LEX/DB


 [Login to Off-Campus Access](#)


 [Library Catalog WINE](#)

 [e-Journal e-Book List](#)

 [Research Navigation: Subject guides](#)

 [Guides & Tutorials: for library, databases & tools](#)

 [RefWorks: Citation management tool](#)

 [Mendeley Institutional Edition: Citation management tool](#)

E-Resource Portal Help

[▶ About E-Resource Portal](#)

[▶ Using this Site](#)

[▶ Icons & Glossary](#)

[▶ Proper use of E-Resources](#)

[▶ Contact Us](#)

Find books or articles:WINE Plus

Search for:

Find databases by subject or resource type

Subject: All subjects
Resource type: All resource types

Recommended databases

Select a database


Find databases by title or keyword

Search for:

Browse databases by title (A to Z list)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#)
[P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Advanced Search

 [Go to Advanced Search](#)

News

What's New ▶

Update [The ORIENTAL ECONOMIST Digital Archives](#) is now available. - New contents are added to JapanKnowledge Lib 2019.2.1

New [Gale Lingo](#) is now available. 2019.1.24

New [Gale Opposing Viewpoints in Context](#) is now available. 2019.1.24

[»More](#)

Outages & Maintenance ▶

Maintenance [JapanKnowledge Lib](#), [Nihon Kindai Bungakukan \(Web\)](#) Sunday, February 24, 9:00 - 13:00 (Japan Standard Time) Service will be unavailable due to system maintenance. 2019.2.7

Outage [Factiva.com](#) The access to the Factiva.com through the Off-Campus Access is temporarily suspended. Thank you for your patience. (2019-2-5 11:00) 2019.2.5

Maintenance
- [Waseda University e-Journal e-Book List](#)
- Link resolver (e.g. "Find Fulltext")

These above services will be unavailable for a maximum of 24 hours from February 9, 10:00 a.m. because of the maintenance.

*For the use of electronic journals / e-books during the period, please log on the specific database via Waseda E-Resource Portal, or search by the

What is it?

Off-Campus Access service allows you to connect to the Waseda licensed databases, e-journals, and e-books remotely from home or while traveling.

Terms and Conditions for Use of Licensed Electronic Resources

- ◆ Copyrights for databases and electronic journals belong to the authors or service providers. These rights are protected under the copyright laws and international agreements.
- ◆ Databases and electronic journals are restricted for use by Waseda University students, faculty and staff only, unless otherwise noted.
- ◆ You must keep the terms and conditions of each service. Be sure to check the "Terms and Conditions" or "User Agreement."
- ◆ You can download or print out the contents for the purpose of your own investigation or research, and to the extent necessary to your use, unless otherwise stipulated.
- ◆ Users are strictly prohibited to download data through automatic programming, etc. Moreover, downloading a large volume of data in short period of time by hand and/or systematic downloading of specified journals may also be considered as 'inappropriate.'

Will become available after
the entrance ceremony!

...without the provider's permission unless you do it for
...suspend access by the entire university to the service.
...atter to your school/department or take an
...prevent unauthorized use of MyWaseda ID and password, please change your password regularly.
MyWaseda User Guide – Changing your Password

Accept the above terms and go to Login



[→ Login to Off-Campus Access](#)

[→ Library Catalog WINE](#)

[→ e-Journal e-Book List](#)

[→ Research Navigation: Subject guides](#)

[→ Guides & Tutorials: for library, databases & tools](#)

[→ RefWorks: Citation management tool](#)

[→ Mendeley Institutional Edition: Citation management tool](#)

Find books or articles:WINE Plus

Search for: [Search](#)

Find databases by subject or resource type

Subject: All subjects

Resource type: All resource types ▼

[List](#)

[Clear](#)

Recommended databases

Select a database ▼ [List](#)

Find databases by title or keyword

Search for:

Reference Services

- Consultation about the library service & materials
 - Interlibrary Loan
 - Letter of introduction to the libraries in Waseda and non-Waseda libraries
- Requests can be made via [MyWaseda](#), too

Library Online Request

The screenshot displays the MyWASEDA web application interface. At the top, the header includes the MyWASEDA logo, the user's name 'Waseda TaroRIKO', and the date 'Date Last Used: 02/29/2016 14:46'. Below the header is a navigation bar with tabs for Home, Classes, Research (highlighted in red), Student Affairs, and IT Services. On the left side, there is a sidebar menu with options: Home, Research Management, Chemicals Control, and Research activity report for Science and Engineering Students. The main content area shows a 'Research' section with an 'Announcements' header and a 'No Announcement' message. On the right side, there is a 'Research Resources' section with a 'Library Online Request' link highlighted by a red box. The overall layout is clean and professional, with a dark grey background and white text.

Library Online Request Form

Basic information

Basic information

Quit

- An incorrect action may occur if you process the request in several windows or tabs simultaneously.
- After you fill in/ select each box, press "NEXT".
- If you are a junior high school / high school student, do not use this form and please ask at the library of your school.
- Students of Art and Architecture School are not eligible to use this form. Please consult at the Reference Desk at each library.

(*)Required

ID Number : XXXXXX1X0031

Affiliation : School of Creative Science and Engineering

Name : 早稲田 一郎

Name(In Alphabet) : WASEDA, Ichiro

E-mail address : ~~~~~@toki.waseda.jp

Status (*) : Graduate Student (Master's Program)

Grade (*) : 1

Select your inquiry (*) : --- Please select ---

--- Please select ---

ILL (Interlibrary Loans)

Letter of Introduction

Purchase Requests

Request for books in 'PROCESS'

**ILL (Interlibrary Loan)
Letter of Introduction
Purchase Requests
Request for books in
"PROCESS"
Online References**

Next

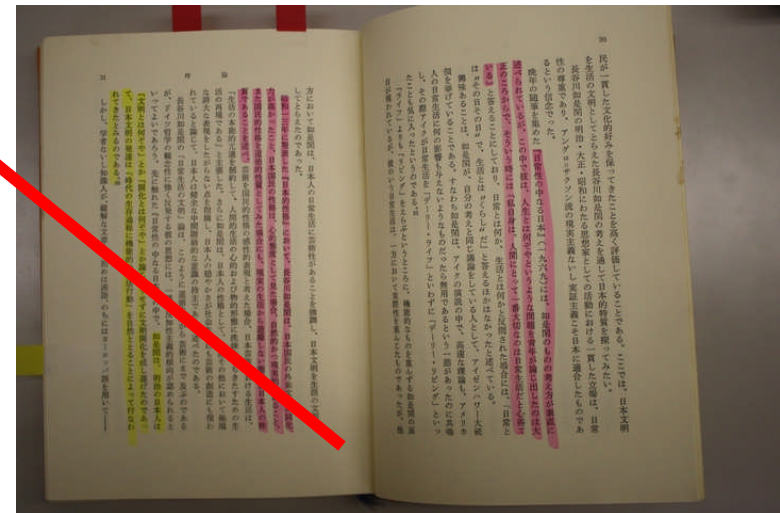
Use library materials with Love!



**Writing notes,
highlighting, or
putting sticky
notes**

**Spilling
liquid on
books**

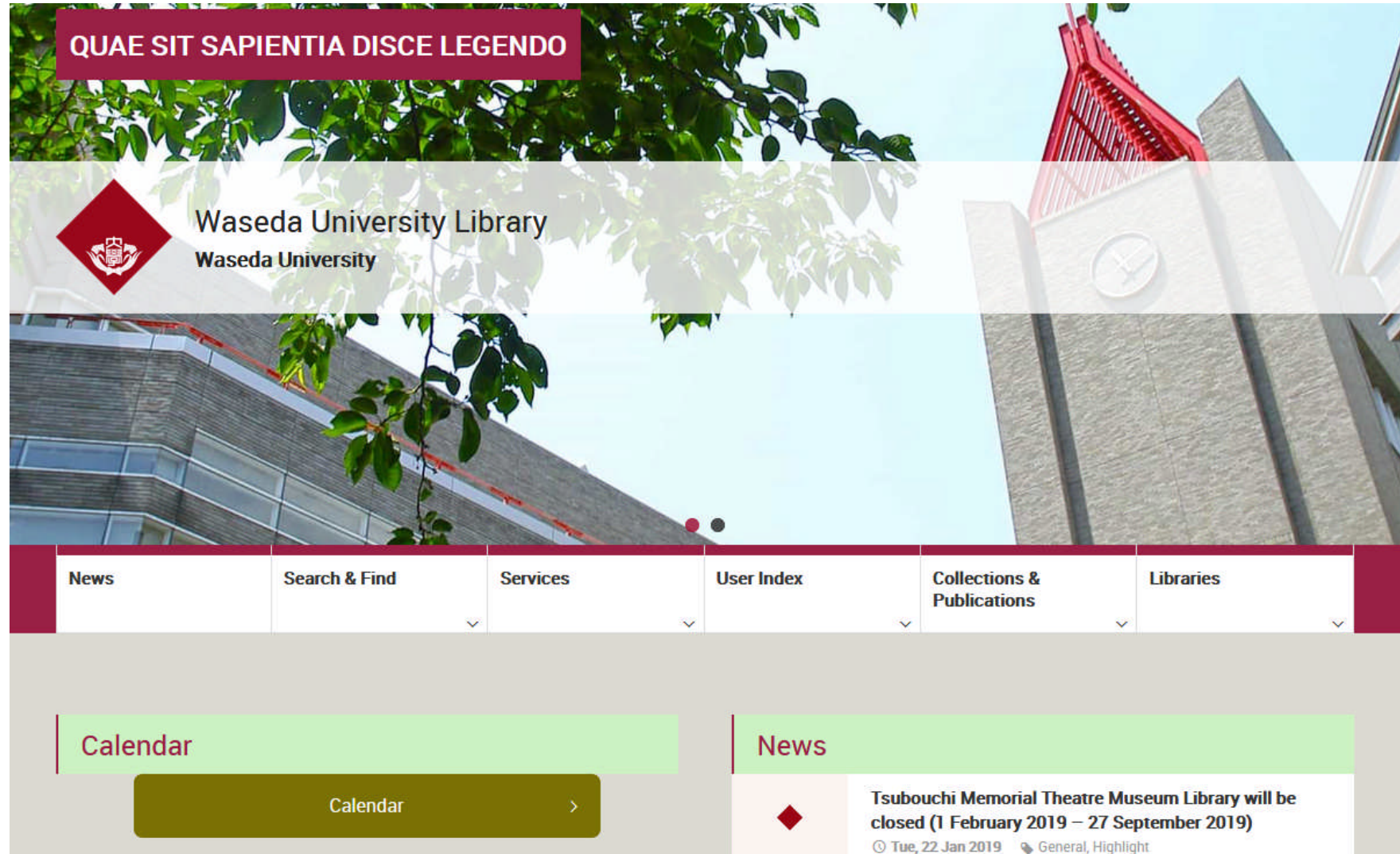
**Washing
books with
laundry**



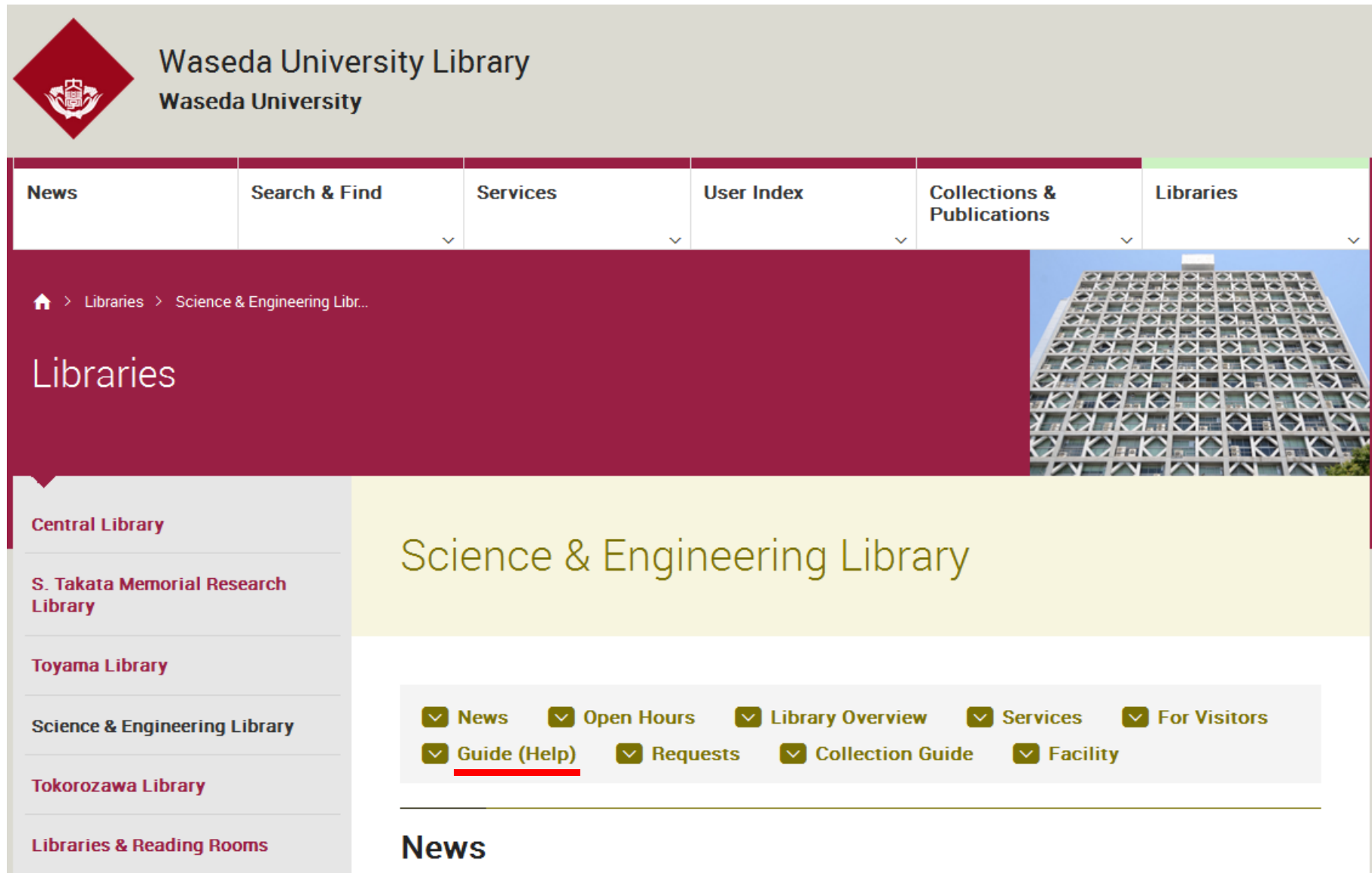
DOs and DON'Ts

- **Keep Your Student ID Card with you all the time.**
- **No smoking, eating, nor talking on the cell-phone.**
- **Refrain from talking. (You can have discussions in the Orange Zones in the Central Library)**

WU Library Website



Today's PowerPoint will be uploaded to the website



The screenshot displays the Waseda University Library website. At the top, the Waseda University Library logo is on the left, and the text "Waseda University Library" and "Waseda University" is on the right. Below this is a navigation bar with links: News, Search & Find, Services, User Index, Collections & Publications, and Libraries. The Libraries link is highlighted. Below the navigation bar, a breadcrumb trail shows "Home > Libraries > Science & Engineering Libr...". The main content area is titled "Libraries" and features a large image of a modern building. Below this, a sidebar on the left lists various libraries: Central Library, S. Takata Memorial Research Library, Toyama Library, Science & Engineering Library, Tokorozawa Library, and Libraries & Reading Rooms. The main content area also features a section titled "Science & Engineering Library" and a list of links: News, Open Hours, Library Overview, Services, For Visitors, Guide (Help), Requests, Collection Guide, and Facility. The "Guide (Help)" link is underlined.

Waseda University Library
Waseda University

News Search & Find Services User Index Collections & Publications Libraries

Home > Libraries > Science & Engineering Libr...

Libraries

Central Library

S. Takata Memorial Research Library

Toyama Library

Science & Engineering Library

Tokorozawa Library

Libraries & Reading Rooms

Science & Engineering Library

News Open Hours Library Overview Services For Visitors
Guide (Help) Requests Collection Guide Facility

News

Survey

- **Please fill out the survey and hand it to me or other staff. It will help us improve the lecture.**
- **When you have any questions about the Library, feel free to ask at the reference desks or through Library Request on MyWaseda.**

Thank you!



“Library is a treasure house of knowledge.”