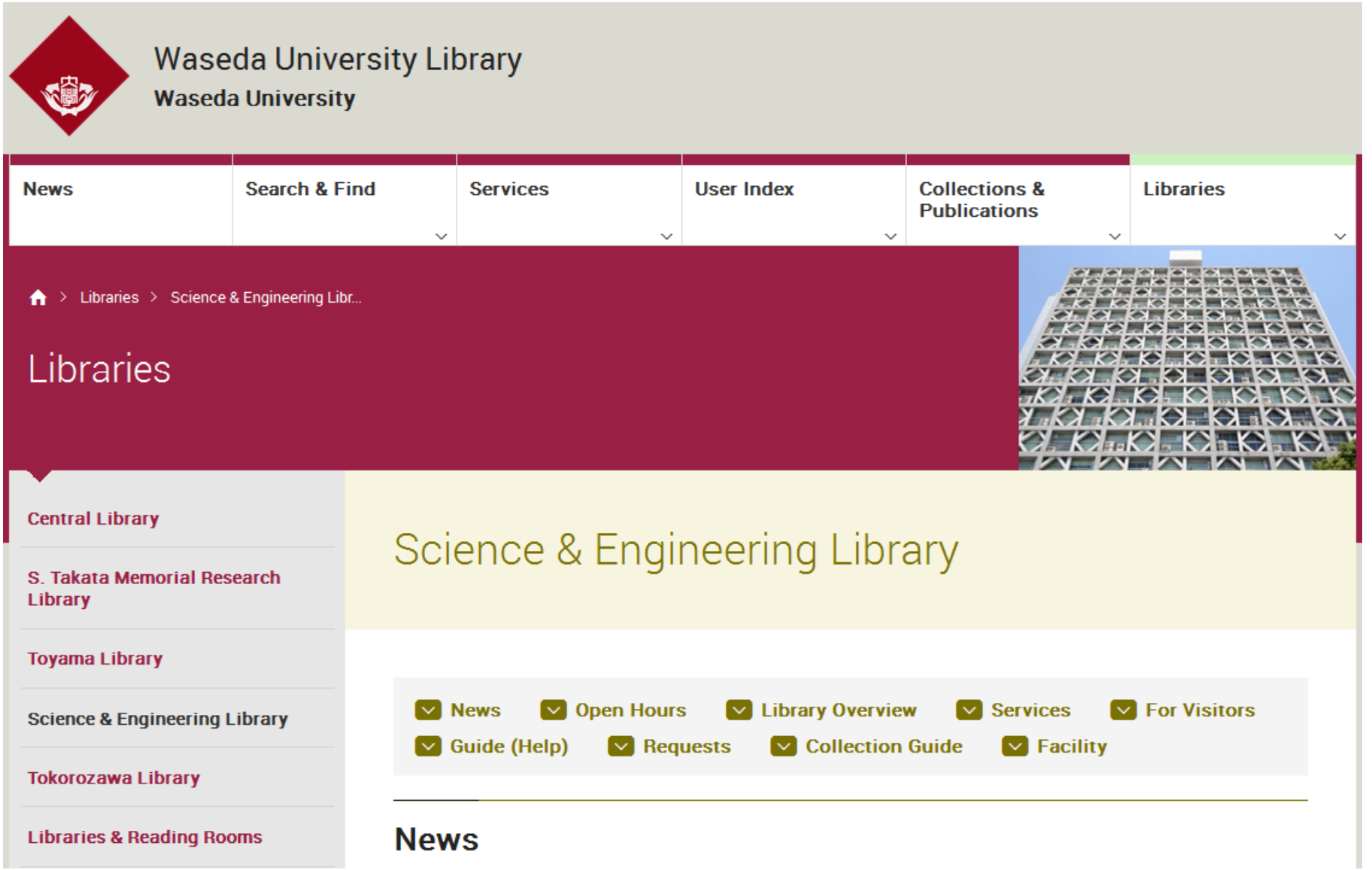
Science & Engineering Library

Library Guidance

Fall 2019

Today's PowerPoint will be uploaded to the website



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?

Are there any rare materials?

Cultural Heritages

2
National Treasures

5
Important
Cultural Properties

Service Hours?

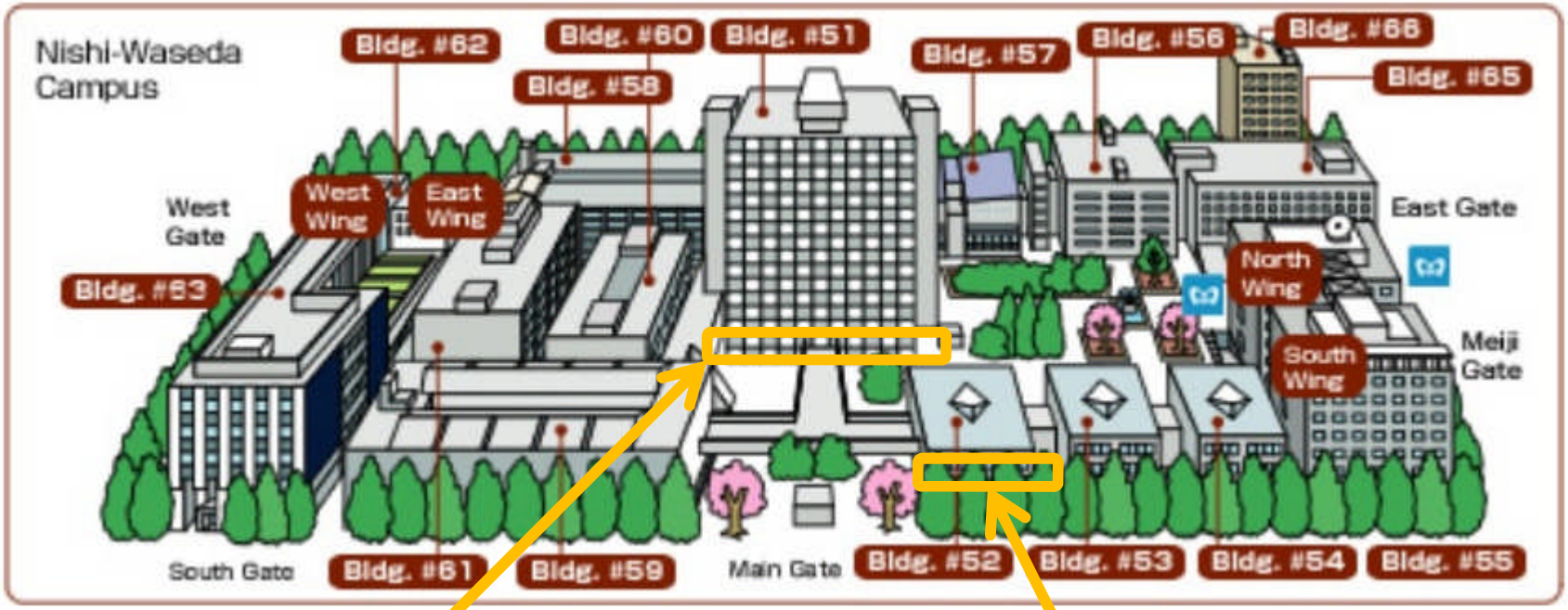
Service Hours During the Term

Science & Engineering Library	Mon. - Fri. 9:00 - 21:00	Sat. 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**
- **Learning Commons**

  From October 1, 2019

Stairs to the Sci. & Eng. Library

How to enter the Library

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

Science & Engineering Library

(Bldg. No. 51)

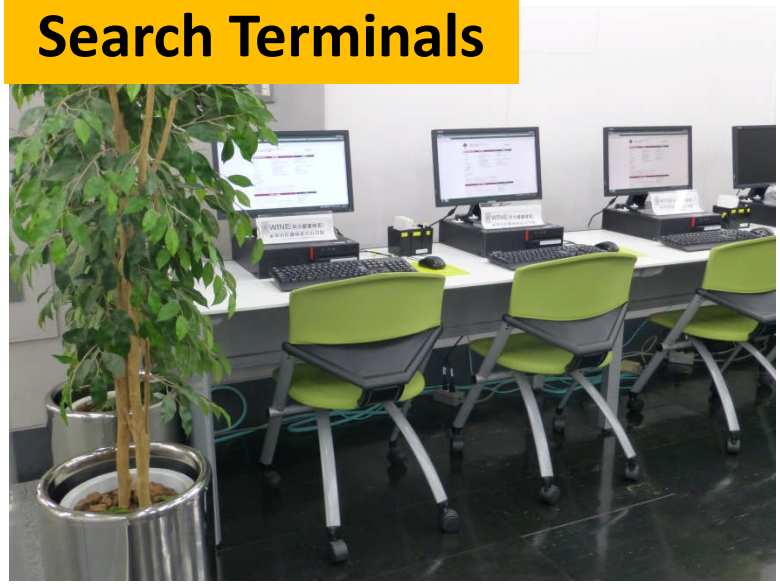
Circulation Desk

Reference Desk

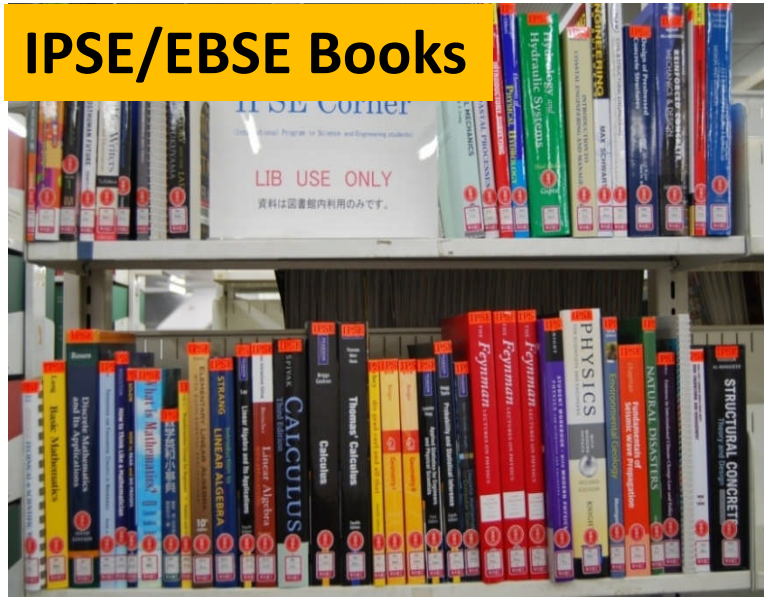
Science & Engineering Library

(Bldg. No. 51)

Search Terminals



IPSE/EBSE Books

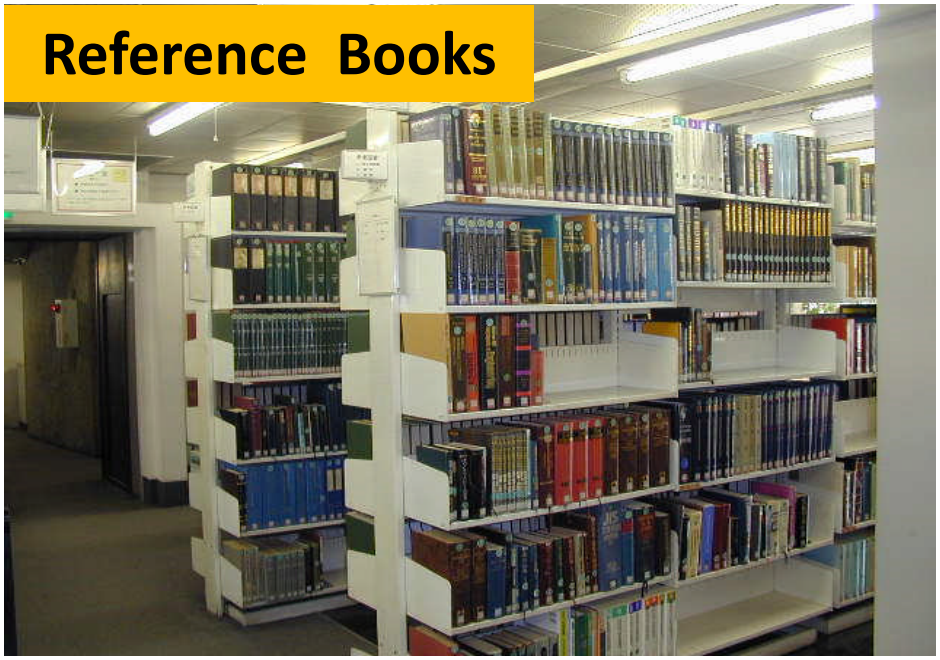


Science & Engineering Library

(Bldg. No. 51)

Newly Arrived Journals

Reference Books

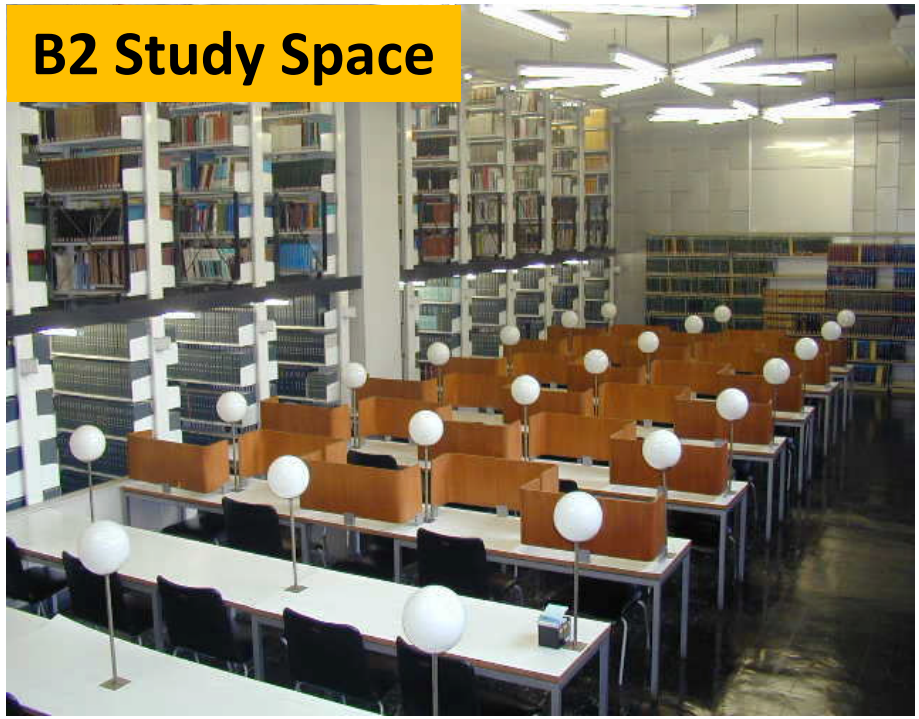


Science & Engineering Library

(Bldg. No. 51)

B1 Study Space

B2 Study Space



Science & Engineering Library

(Bldg. No. 51)

B1 image after renovation

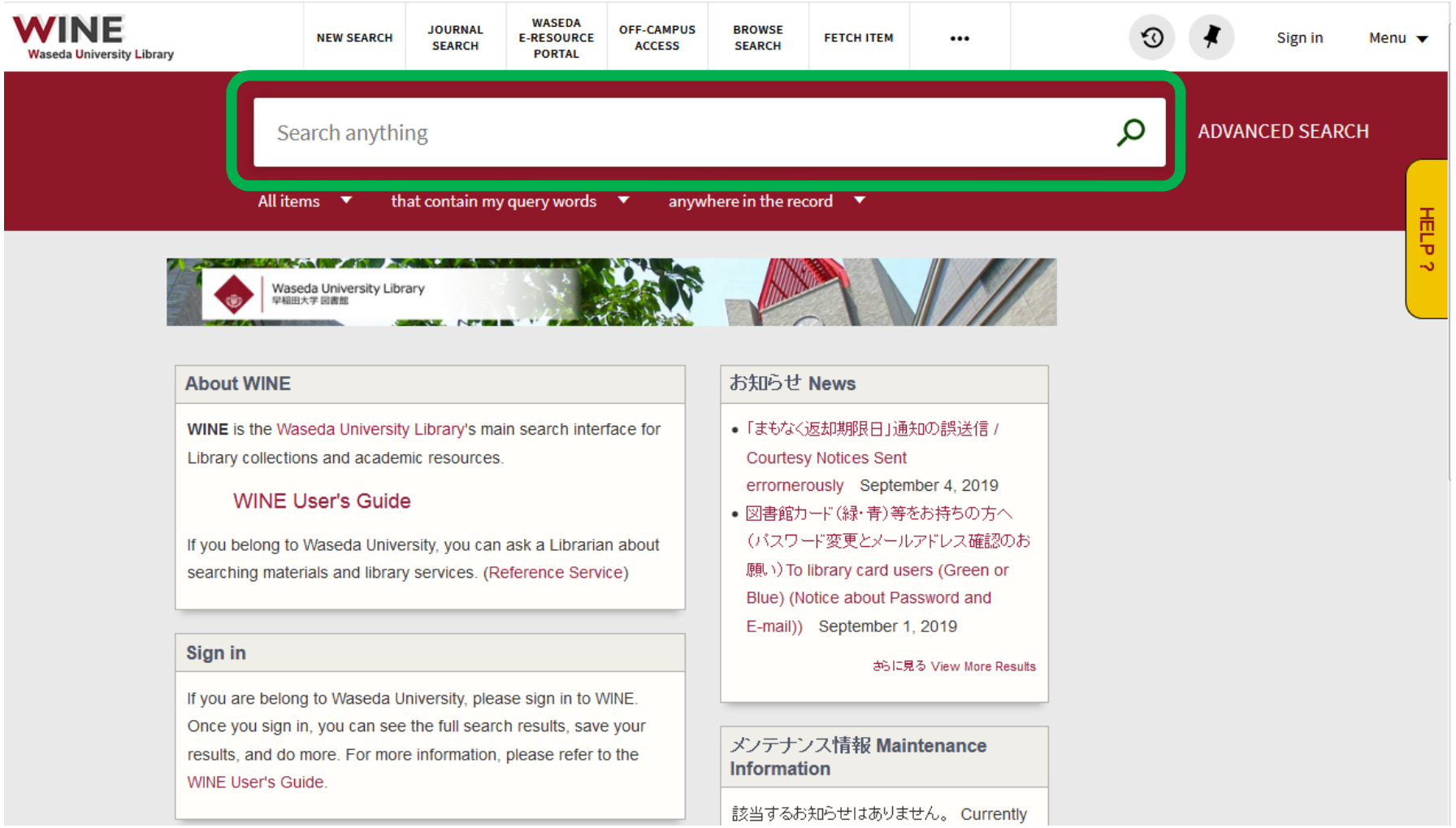
Science & Engineering Students' Reading Room
(Basement of Bldg. No.52)

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

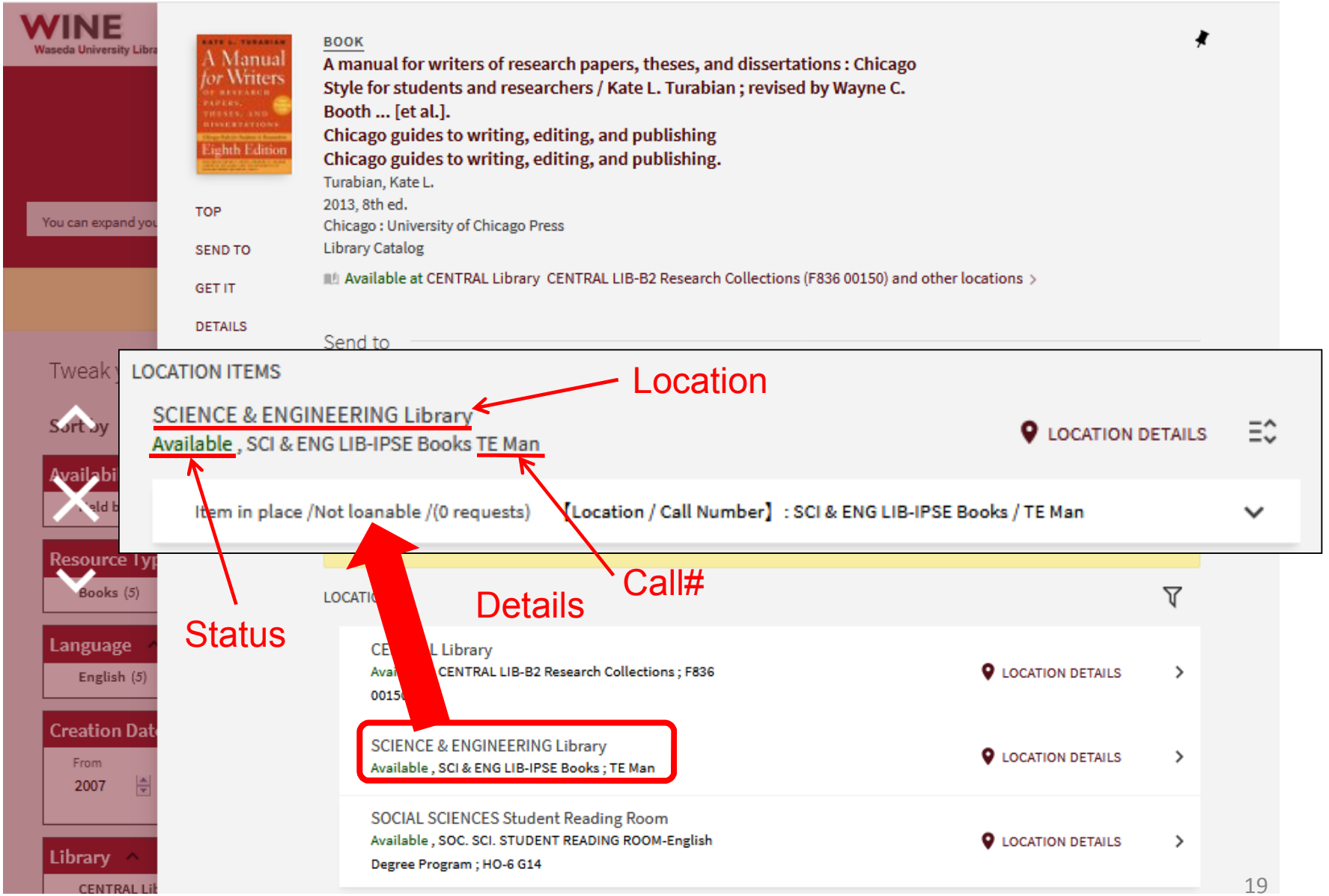
Center for Japanese Language Students' Reading Room

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

How to Search Library Materials



How to find location / check status on WINE



Any rules for borrowing and returning?

- You need your student ID card to enter the library and borrow books.

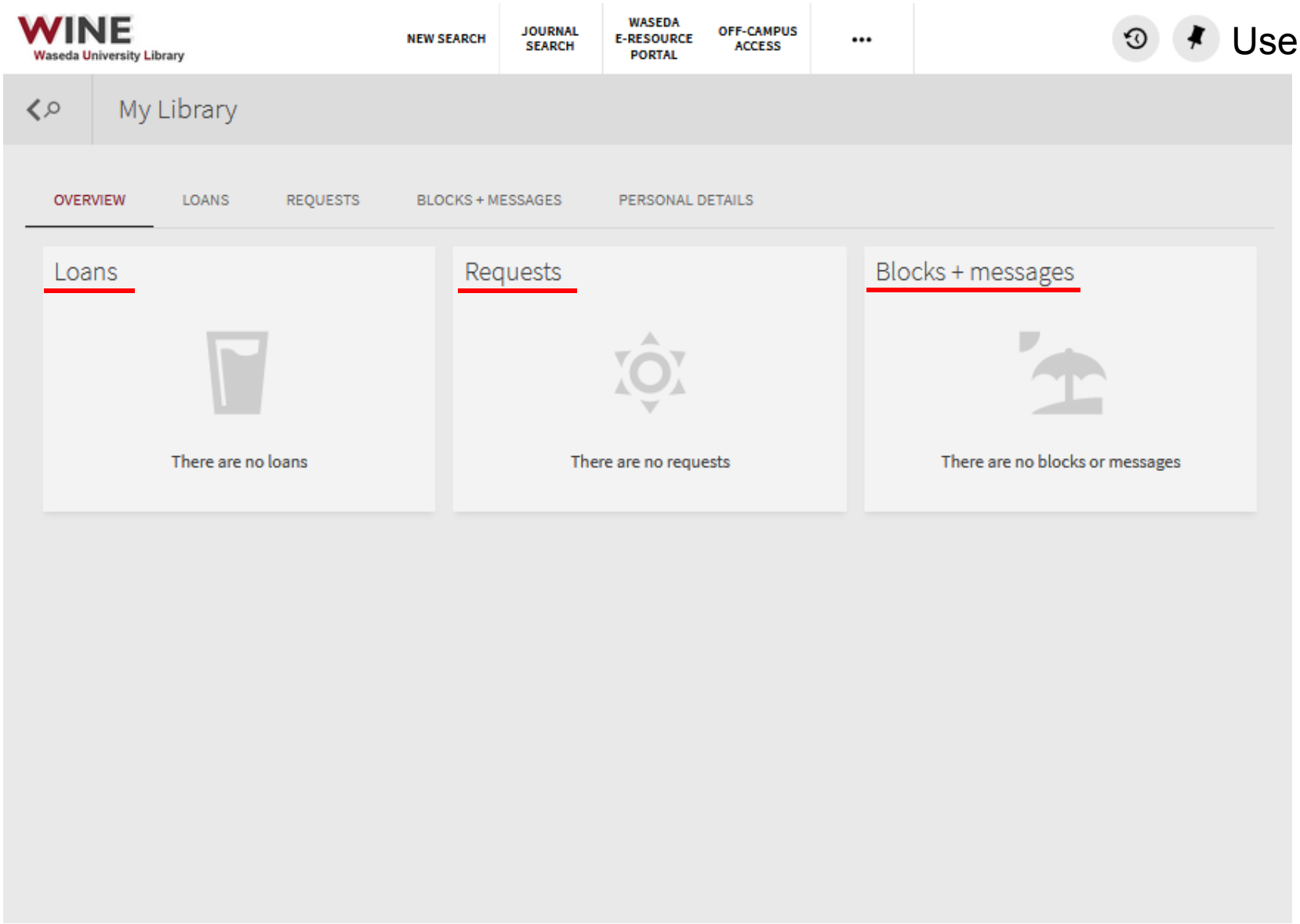
- How many books can I borrow at once?

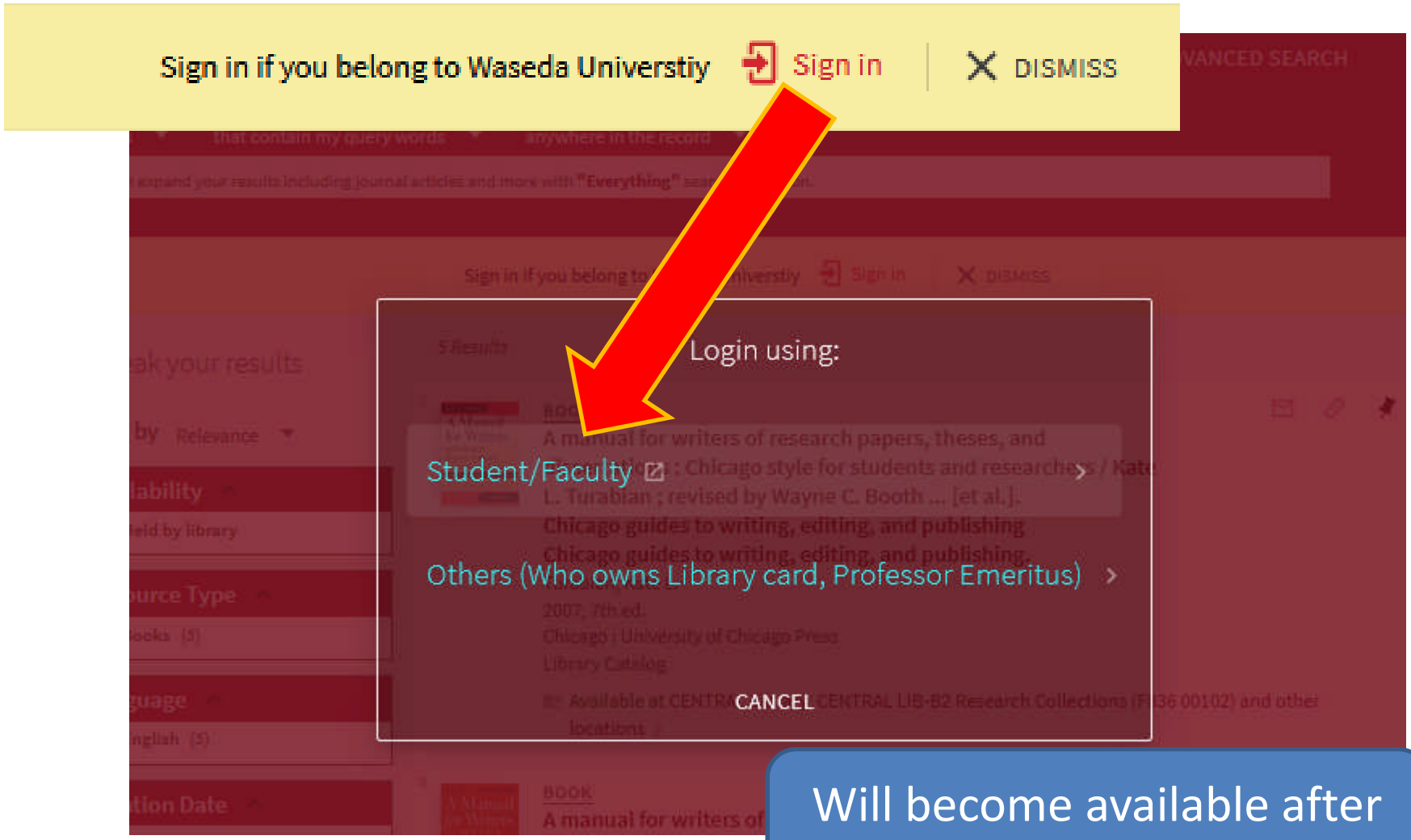
  ⇒Up to 15 books for undergraduate students.

  30 books for graduate students.

- What happens if I don't return books by the due date?

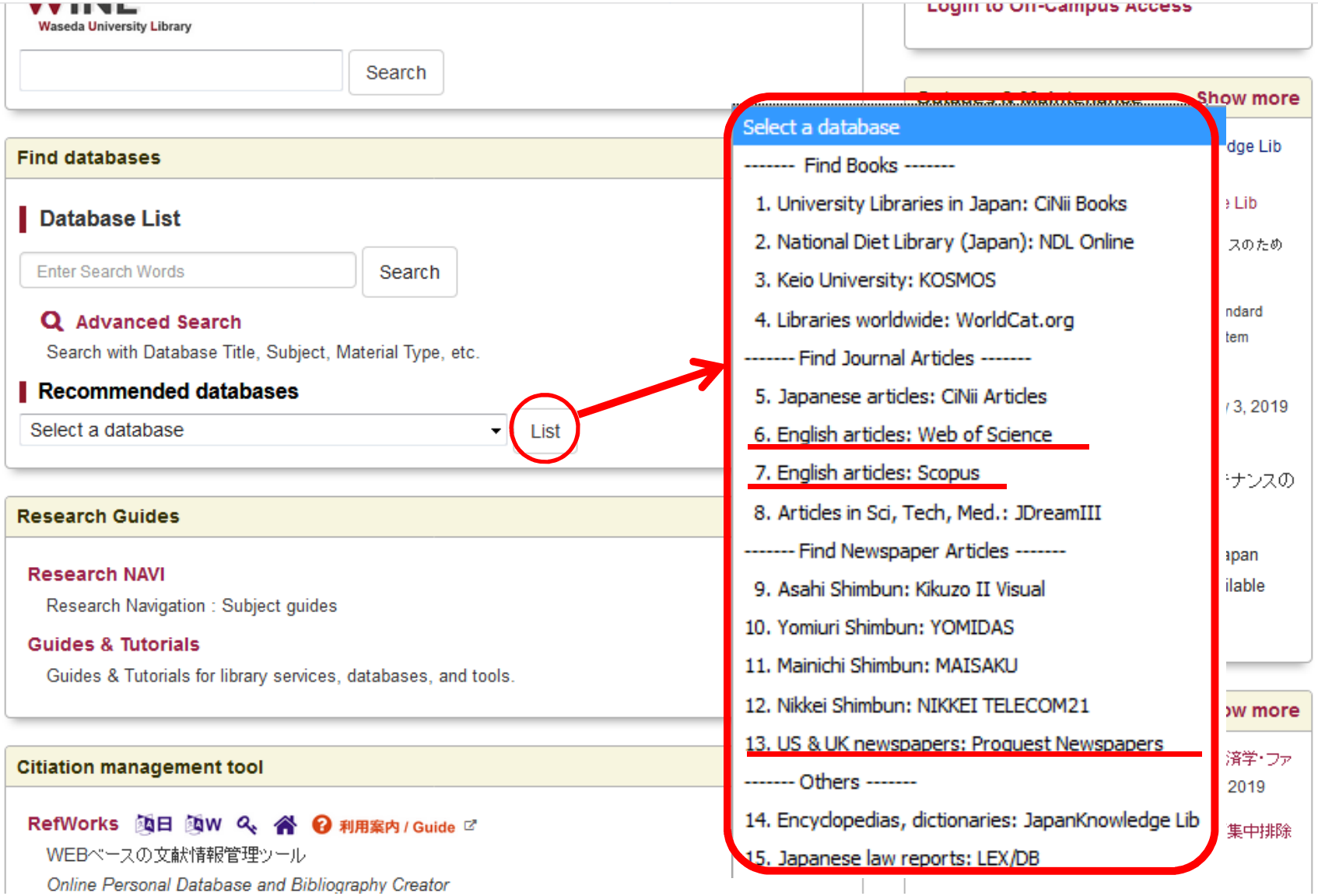
  ⇒If materials are not returned 4 days after the due date, library privileges will be suspended.


WINE
Waseda University Library
NEW SEARCH
JOURNAL SEARCH
WASEDA E-RESOURCE PORTAL
OFF-CAMPUS ACCESS
User Name
My Library
OVERVIEW
LOANS
REQUESTS
BLOCKS + MESSAGES
PERSONAL DETAILS
Loans
There are no loans
Requests
There are no requests
Blocks + messages
There are no blocks or messages



Will become available after the entrance ceremony!

Access Databases



学術情報検索
Waseda E-Resource Portal

This site lists e-resources (databases, online journals & e-books) that Waseda subscribes to as well as useful websites selected by our librarians.

E-Resource Portal | Help | Outages & Maintenance | New / Update / Trial | [日本語]

WINE : Search books, journals, articles, e-resources and more

WINE
Waseda University Library

Search

Find databases

Database List

Enter Search Words | Search

Advanced Search
Search with Database Title, Subject, Material Type, etc.

Recommended databases

Select a database | List

Research Guides

Research NAVI
Research Navigation : Subject guides

Guides & Tutorials

Off-Campus Access

Login to Off-Campus Access

Outages & Maintenance Show more

- ジャパンナレッジLib ／ JapanKnowledge Lib 【メンテ Maint.】 July 25, 2019
  ジャパンナレッジLib ／ JapanKnowledge Lib
  8月25日 (日) 9:00～17:00 システムメンテナンスのためサービス停止 (予定)
  Sunday, August 25, 9:00 - 17:00 (Japan Standard Time) Service will be unavailable due to system maintenance.
- Ebook Central 【メンテ Maint.】 July 3, 2019
  Ebook Central
  7月21日(日) 1:00～4:00システムメンテナンスのためサービス停止(予定)
  Sunday, July 21, 2019 1:00 - 4:00 (Japan Standard Time) Service will be unavailable due to system maintenance.

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.'
- ...s 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.
...yWaseda User Guide – Changing your Password

Accept the above terms and go to Login ›

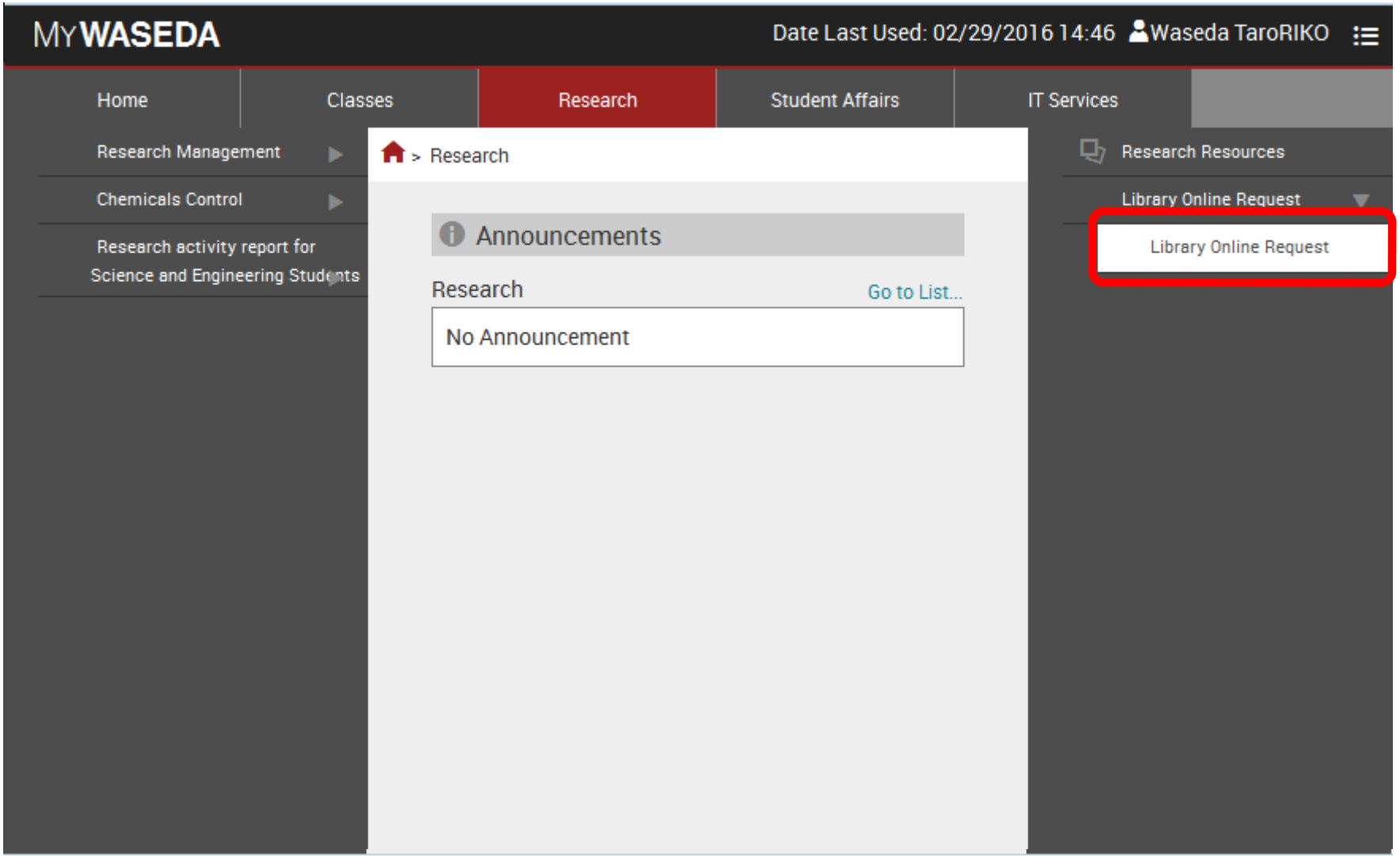
Will become available after the entrance ceremony!

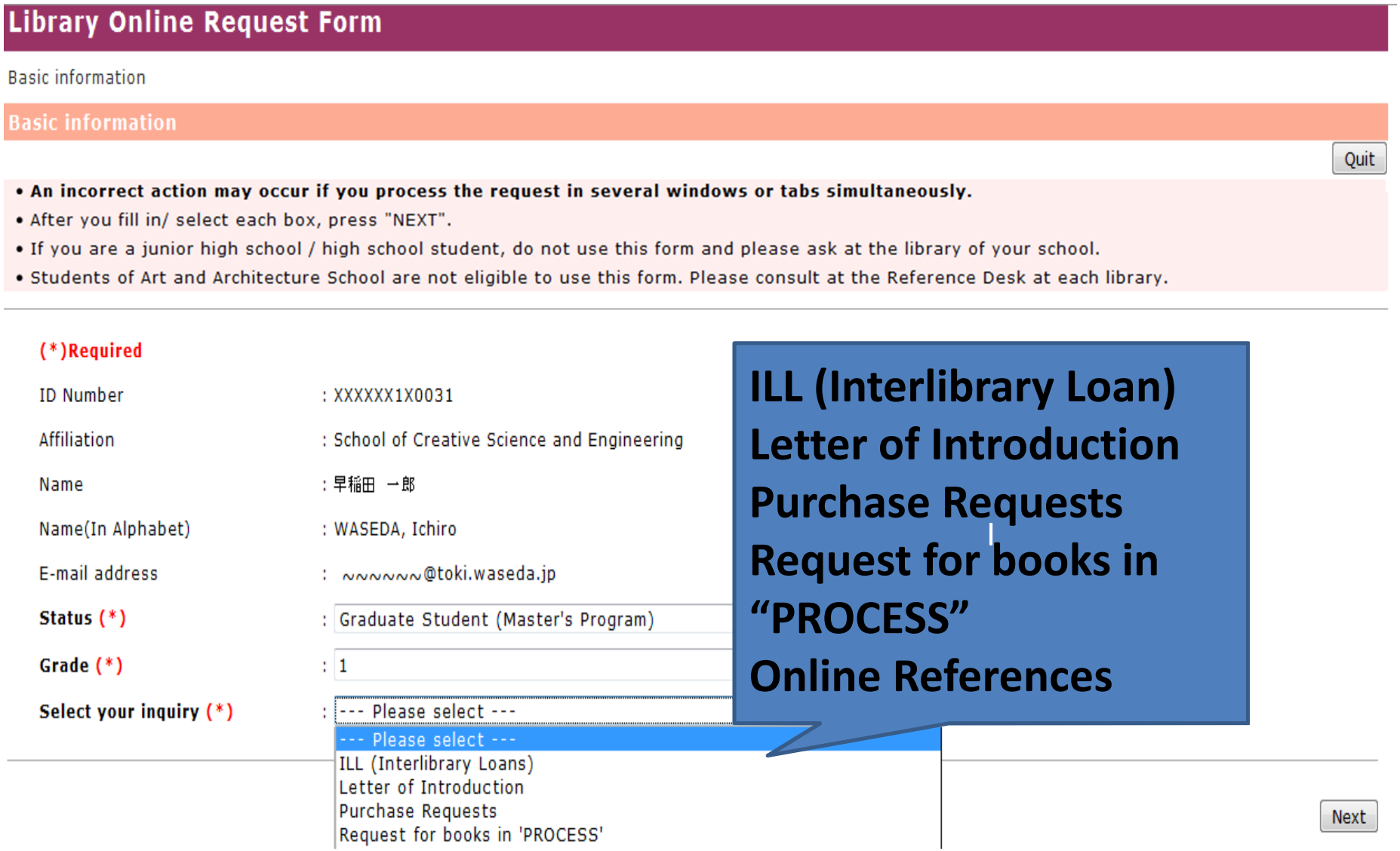
Reference Services

- **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



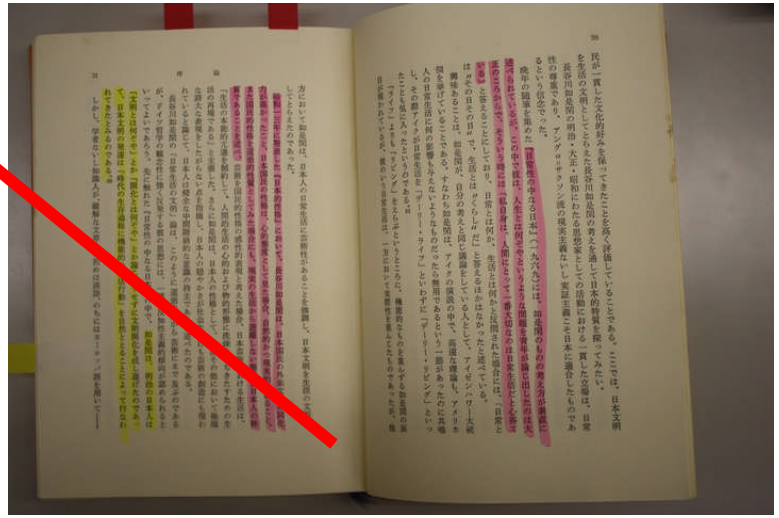

Library Online Request Form
Basic information
Basic information
Quit
• An incorrect action may occur if you process the request in several windows or tabs simultaneously.
• After you fill in/ select each box, press "NEXT".
• If you are a junior high school / high school student, do not use this form 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'
Next
ILL (Interlibrary Loan)
Letter of Introduction
Purchase Requests
Request for books in “PROCESS”
Online References

Use library materials with Love!

Spilling liquid on books

Washing books with laundry

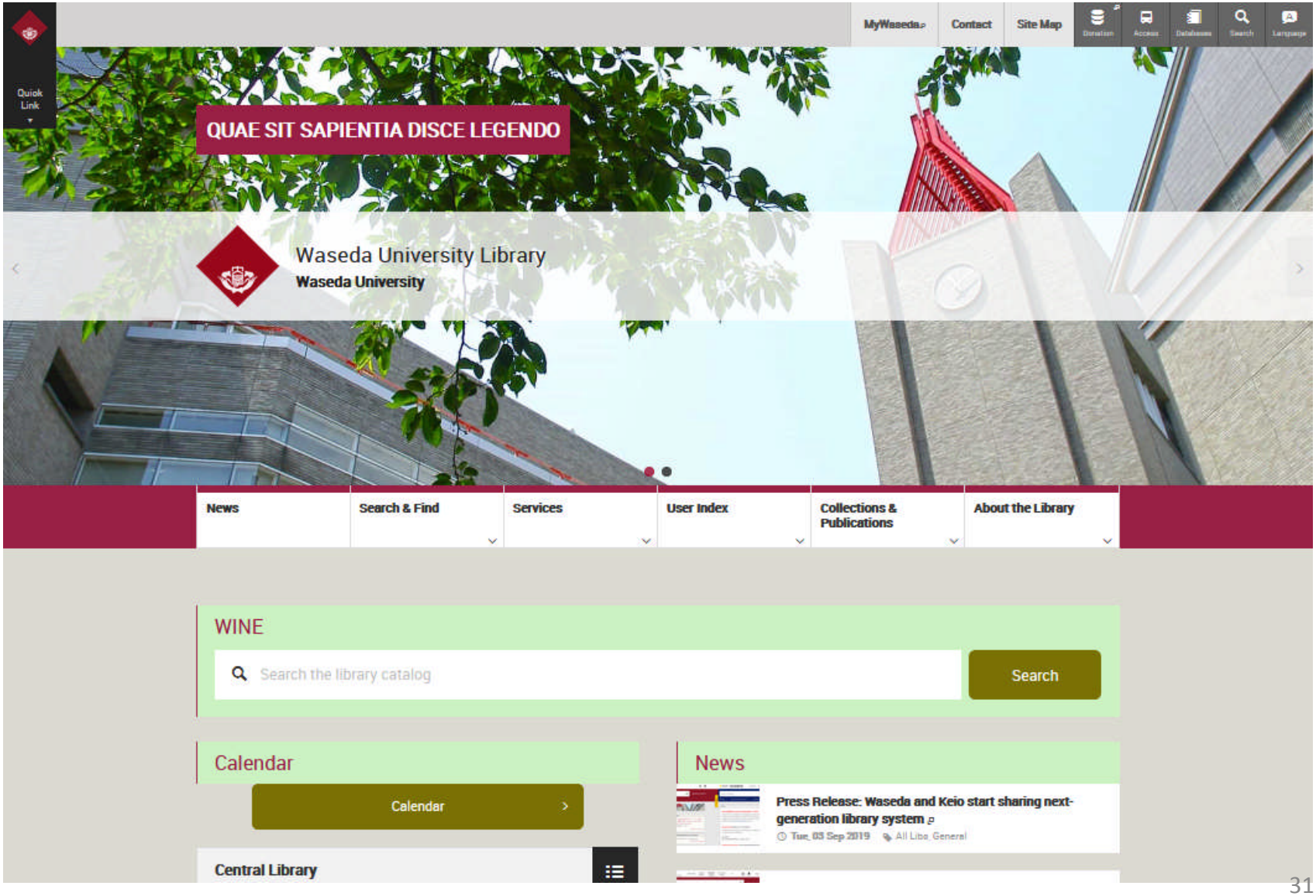
Writing notes, highlighting, or putting sticky notes



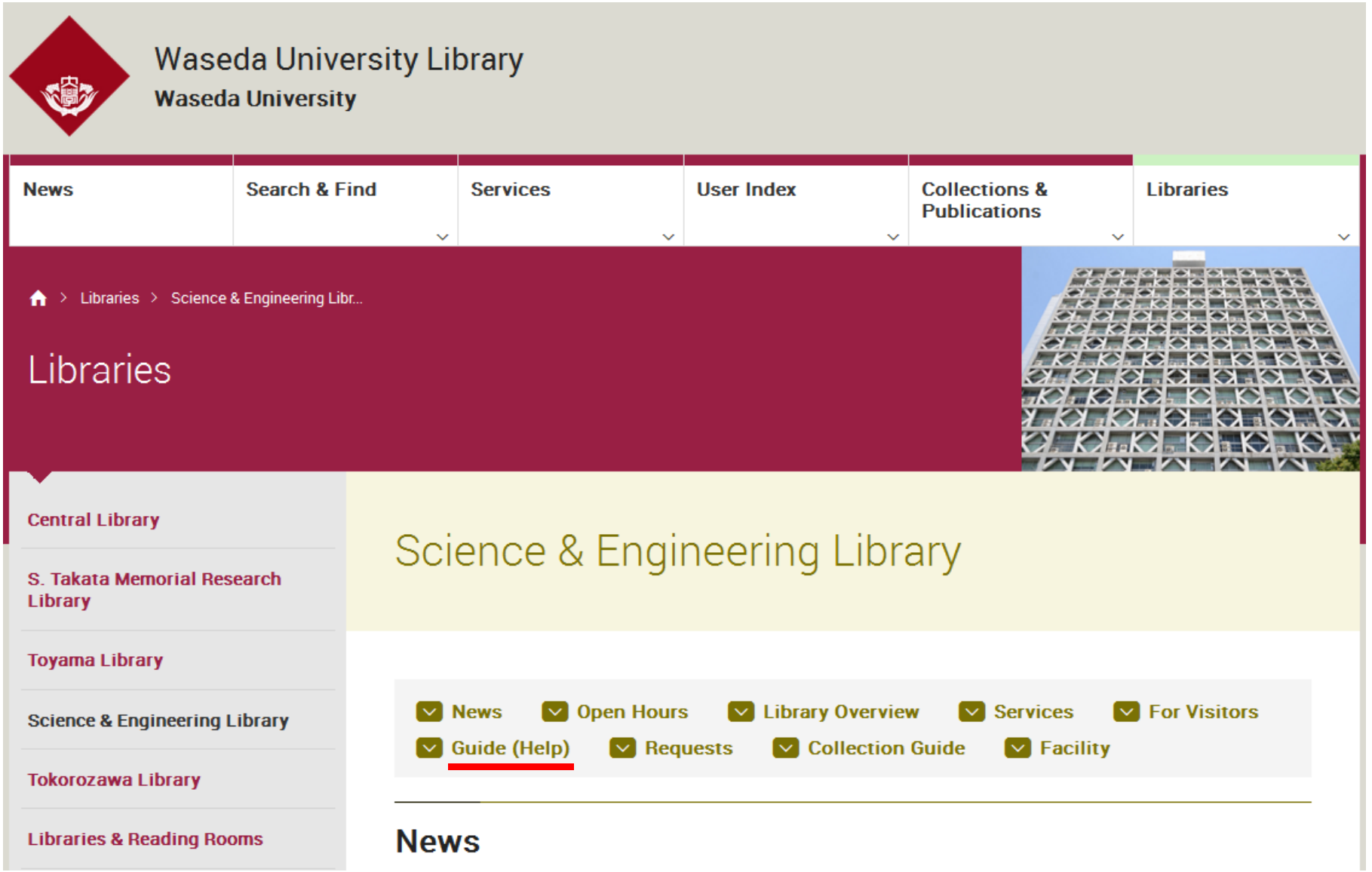
DOs and DON'Ts

- **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



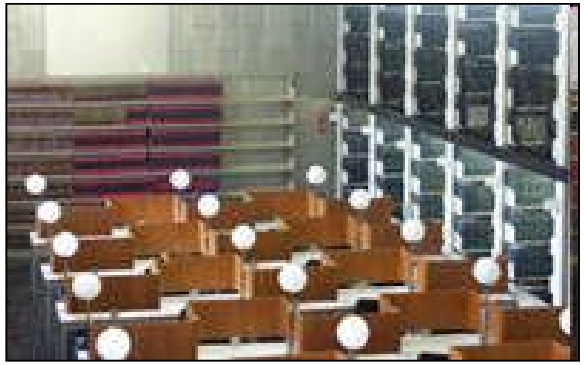
Today's PowerPoint will be uploaded to the website



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.”