



# Science & Engineering Library

## Library Guidance

Fall 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 heading "Libraries" is displayed on a dark red background. To the right of the heading is a photograph of a modern building with a grid-like facade. Below the heading, a list of libraries is shown: Central Library, S. Takata Memorial Research Library, Toyama Library, Science & Engineering Library (which is highlighted), Tokorozawa Library, and Libraries & Reading Rooms. To the right of this list, the text "Science & Engineering Library" is displayed in a large, green font. Below this, a horizontal menu contains links: News, Open Hours, Library Overview, Services, For Visitors, Guide (Help), Requests, Collection Guide, and Facility. At the bottom, the word "News" is displayed in a large, bold font.

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





## 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

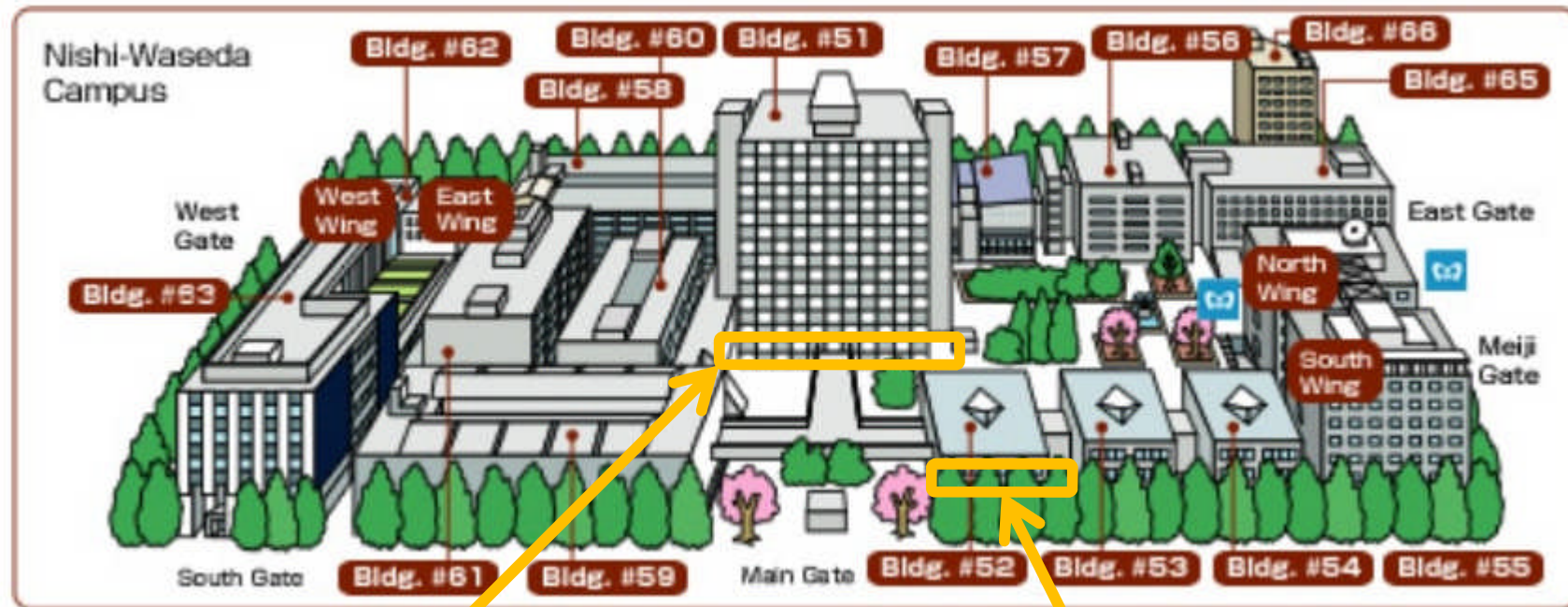
**\*Open on Sundays 10:00 - 17:00**





# Science & Engineering Library and Students' Reading Room

## Nishi-Waseda Campus



**1<sup>st</sup> Basement  
Science & Engineering  
Library**

**1<sup>st</sup> Basement  
Students'  
Reading Room**



# Science & Engineering Library

(Basement of Bldg. No. 51)

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

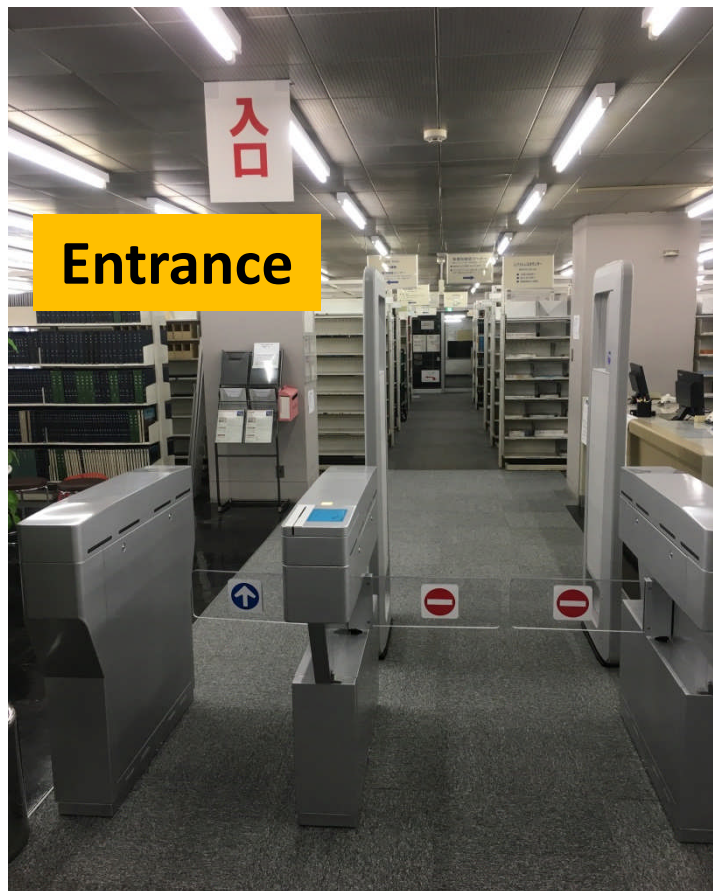
**From October 1, 2019**



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**



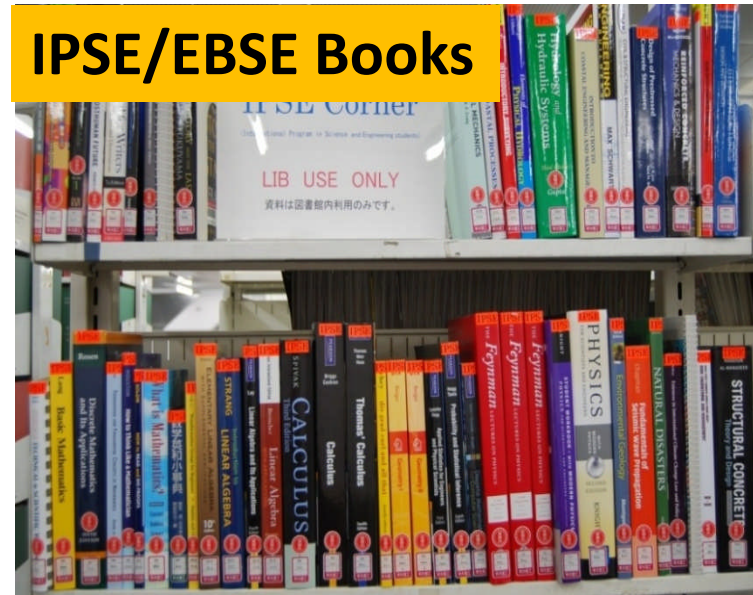


# Science & Engineering Library (Bldg. No. 51)

**Search Terminals**



**IPSE/EBSE Books**





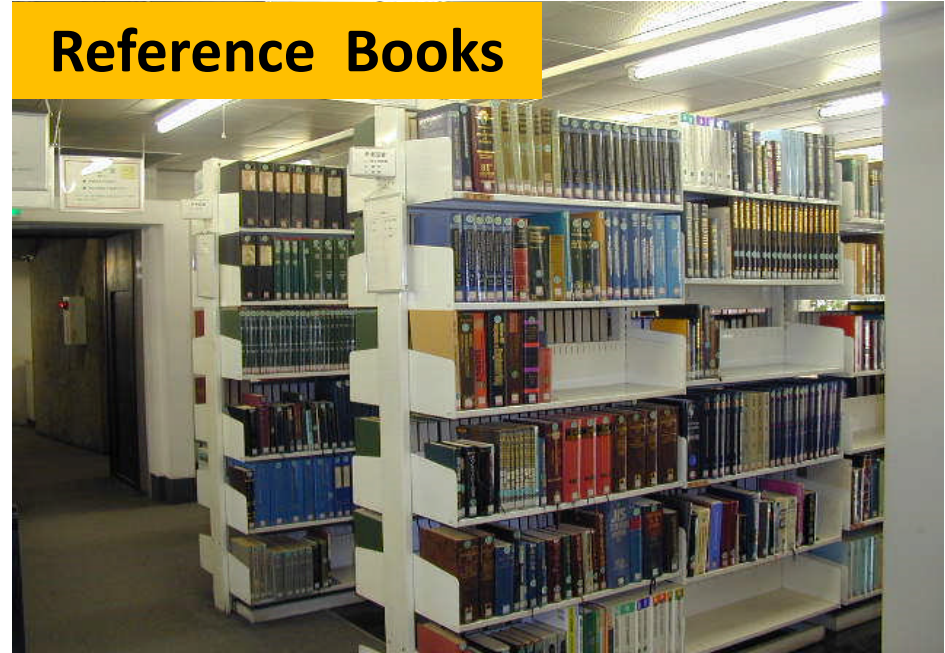
# Science & Engineering Library

(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

**WINE**  
Waseda University Library

NEW SEARCH JOURNAL SEARCH WASEDA E-RESOURCE PORTAL OFF-CAMPUS ACCESS BROWSE SEARCH FETCH ITEM ...

Sign in Menu

Search anything  ADVANCED SEARCH

All items that contain my query words anywhere in the record

**Waseda University Library**  
早稲田大学 図書館

**About WINE**

WINE is the Waseda University Library's main search interface for Library collections and academic resources.

**WINE User's Guide**

If you belong to Waseda University, you can ask a Librarian about searching materials and library services. (Reference Service)

**Sign in**

If you are belong to Waseda University, please sign in to WINE. Once you sign in, you can see the full search results, save your results, and do more. For more information, please refer to the [WINE User's Guide](#).

**お知らせ News**

- 「まもなく返却期限日」通知の誤送信 / Courtesy Notices Sent erroneously September 4, 2019
- 図書館カード(緑・青)等をお持ちの方へ (パスワード変更とメールアドレス確認のお願い) To library card users (Green or Blue) (Notice about Password and E-mail) September 1, 2019

[さらに見る View More Results](#)

**メンテナンス情報 Maintenance Information**

該当するお知らせはありません。 Currently

HELP ?

# How to find location / check status on WINE

The screenshot displays the WINE (Waseda University Network Information) library catalog interface. The top section shows the book details for "A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for students and researchers" by Kate L. Turabian, 8th edition, published by the University of Chicago Press. The book is available at the CENTRAL Library, CENTRAL LIB-B2 Research Collections (F836 00150) and other locations.

The "LOCATION ITEMS" section is highlighted with a red box. It shows the book is available at the "SCIENCE & ENGINEERING Library" (Call# SCI & ENG LIB-IPSE Books TE Man). The status is "Available". The location details are "SCIENCE & ENGINEERING Library" and "Available, SCI & ENG LIB-IPSE Books; TE Man".

Red arrows and labels point to specific elements in the "LOCATION ITEMS" section:

- Location**: Points to the "SCIENCE & ENGINEERING Library" text.
- Status**: Points to the "Available" text.
- Details**: Points to the "Available, SCI & ENG LIB-IPSE Books; TE Man" text.
- Call#**: Points to the "TE Man" text.

The bottom section shows a list of locations where the book is available, including the CENTRAL Library, SOCIAL SCIENCES Student Reading Room, and the CENTRAL LIB-B2 Research Collections. Each location has a "LOCATION DETAILS" link.

19



## 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.







## 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

Sign in if you belong to Waseda University



Sign in



DISMISS

Login using:

Student/Faculty ☒

Others (Who owns Library card, Professor Emeritus) >

Will become available after  
the entrance ceremony!

# Access Databases

Waseda University Library

Search

Login to Off-Campus Access

Show more

### Find databases

#### Database List

Enter Search Words Search

**Q 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

Guides & Tutorials for library services, databases, and tools.

### Citation management tool

**RefWorks** 目 W 利用案内 / Guide  
WEBベースの文献情報管理ツール  
Online Personal Database and Bibliography Creator

**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

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

### Find databases

#### Database List

#### Advanced Search

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

#### Recommended databases

### Research Guides

#### Research NAVI

Research Navigation : Subject guides

#### Guides & Tutorials

Guides & Tutorials for library services, databases, and tools

### 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.'

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



# 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 on the left, the text "Date Last Used: 02/29/2016 14:46" and a user profile icon labeled "Waseda TaroRIKO" on the right. Below the header is a navigation bar with tabs for "Home", "Classes", "Research" (which is highlighted in red), "Student Affairs", and "IT Services". On the left side, there is a sidebar menu with items: "Research Management", "Chemicals Control", and "Research activity report for Science and Engineering Students". The main content area is currently displaying the "Research" section, which includes an "Announcements" header, a "Research" sub-header with a "Go to List..." link, and a box stating "No Announcement". On the right side, there is a "Research Resources" section with a dropdown menu. The dropdown menu is open, showing "Library Online Request" as the selected option, which is highlighted with a red rectangular box.

## 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



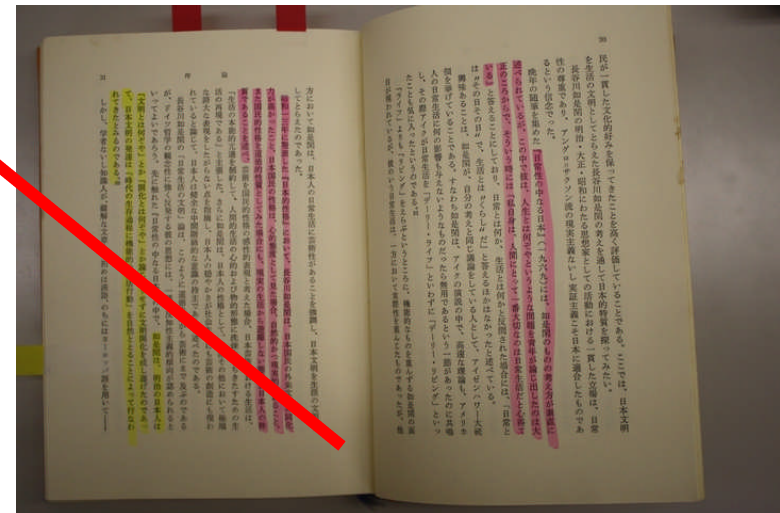
# Use library materials with Love!



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

**Spilling  
liquid on  
books**

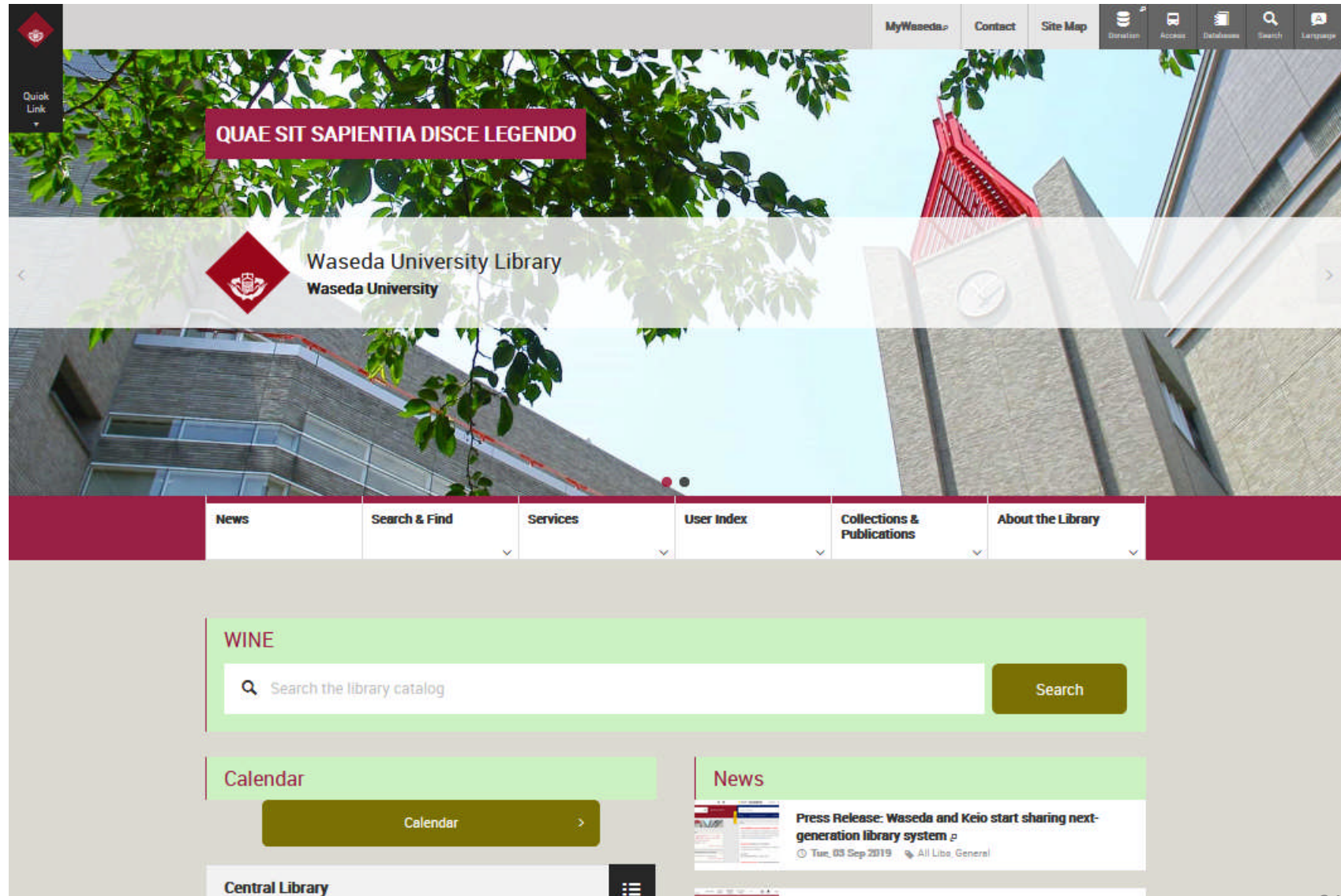
**Washing  
books with  
laundry**



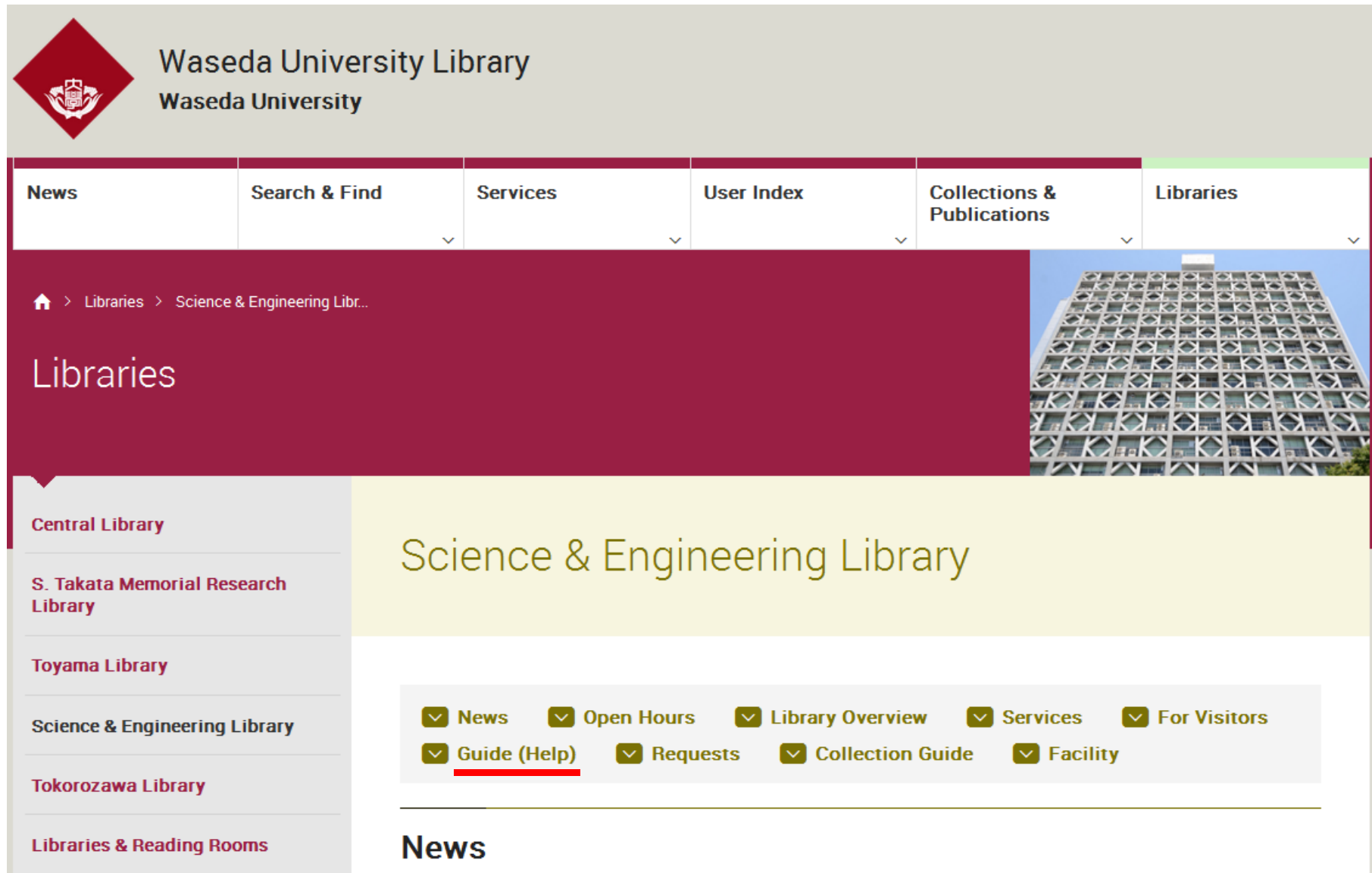
# **DOs and DON'Ts**

- **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



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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.”**