

# LIBRARY QUICK GUIDE



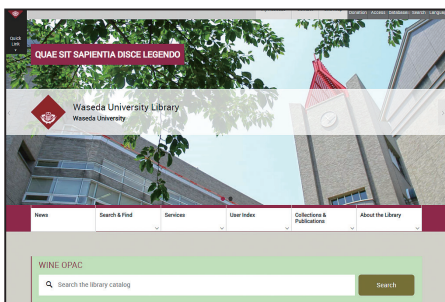
Central Library  
(Waseda Campus Bldg. 18)

Waseda University Library is one of the most extensive university libraries in Japan, holds over 6 million books, 55,000 journals, and available around 900,000 electronic resources.

Waseda University Library consists of over 20 libraries including Central Library, Campus Libraries, School Libraries, and Student Reading Rooms.

## LIBRARY WEBSITE

<https://www.waseda.jp/library/en/>



### ◆ Search & Find

This page introduces useful research tools such as the following:

- **WINE**
- **E-Resource Portal etc.**

### ◆ Services

This page introduces library services which include borrowing & renewing, interlibrary loans (ILL), reference, etc. You can check the library calendar and the news on the top page of the website.

### ◆ Collections & Publications

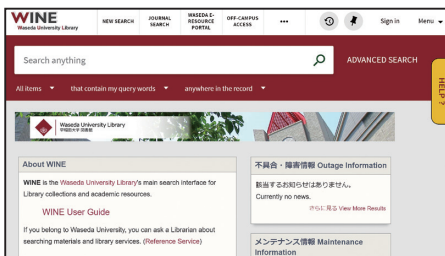
This page introduces the collection of the Library. With **Kotenseki Sogo Database (Japanese & Chinese Classics Online)**, you can browse bibliographical information, related scholarly materials, full-text images of the main valuable materials held by the Library, including two national treasures and five important cultural properties. **Waseda University Repository** is an electronic archive of the University's research output.



## WINE

<https://waseda.primo.exlibrisgroup.com/>

\* You can change language from upper right "Menu".



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

It includes:

- Waseda University Library's catalog (bibliographies and library holdings).
- E-journals, E-books, and databases subscribed by Waseda University.
- Articles and book chapters (by searching within subscribed databases).
- Keio University Library's catalog (consortia member library).

### ◆ Search Scope / Tweak your results

When searching, you can select the scope of your search from the drop-down list on the right of the search box, such as "Library Catalog and E-Resources" or "Articles", etc.

After searching, you can narrow down your search results with "Tweak your results" such as languages or material types.

### ◆ Sign in / My Library

If you belong to Waseda University, please sign in to WINE.

You can:

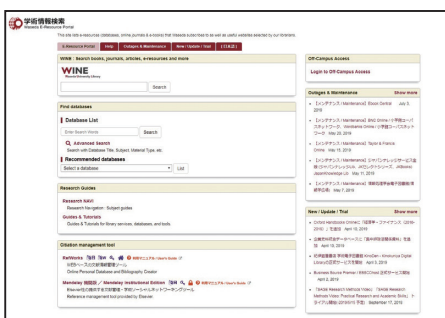
- browse ALL results including restricted contents.
- save your search results ("My Favorites").
- view and renew the due dates of the materials you borrowed ("My Library").
- place holds on items borrowed by other users or request items of some libraries.

Please refer to **WINE User Guide**  
for more information

[https://waseda-jp.libguides.com/winehelp\\_en](https://waseda-jp.libguides.com/winehelp_en)

## WASEDA E-RESOURCE PORTAL

<https://waseda-jp.libguides.com/imas-e>



This portal website provides an easy way to access online databases, e-journals and e-books to which Waseda University subscribes, as well as open-access e-resources.

**Databases** include newspaper databases (Asahi, Yomiuri, Mainichi, Nikkei, the world's major papers), article databases (Web of Science, Scopus, CiNii Research), dictionaries, etc.

**E-Journals** include *Nature*, *Science* and other essential academic and professional journals published in Japan and overseas countries.

**E-Books** include encyclopedias, dictionaries, classic literature, academic books (eBook Collection, SpringerLink, Ebook Central, Maruzen eBook Library, KinoDen), etc.

## HOW TO USE THE LIBRARIES & READING ROOMS

A **Student/Faculty ID card**, or **Library card** is required to enter libraries, borrow materials and use other library services. Please keep it with you at all times when you use Waseda University libraries. Some libraries have limited access policies according to user's status. For details, see "**Libraries & Reading Rooms**":

《Library's website → About the Library → Libraries & Reading Rooms》



## BORROWING & RETURNING

### ◆ Borrowing

To borrow books or other materials, please visit the library where the item is located. The maximum number of items that can be borrowed depends on the user's status. Library materials are the university's property. Please treat them with respect. (Undergraduate students: 15 items / Graduate students: 30 items / Faculty/Staff: 60 items)

For details, see "**Borrowing, Returning, Renewing, and Holding**" :

《Library's website → Services → Borrowing, Returning, Renewing, and Holding》



### ◆ Return Anywhere Service

With the "**Return Anywhere Service**", the items borrowed from Central Library, campus libraries (Takata Memorial, Toyama, Science & Engineering, Tokorozawa) and student reading rooms can be returned at any of these libraries. For details, see "**Return Anywhere Service**":

《Library's website → Services → Borrowing, Returning, Renewing, and Holding → Return Anywhere Service》



## COMPUTERS IN THE LIBRARIES

In some libraries, PCs with access to the Internet are available, and you can also bring your PC and use wireless Internet. For details, please refer to the website of each library or "Information Technology Service Navigation".

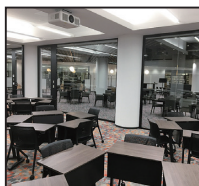


## PHOTOCOPY

Photocopies respecting Japanese copyright law are allowed. Self-service copy machines are available in the library. Pre-paid copy cards, 1,000 yen and 2,000 yen cards, can be purchased at the vending machines. They can be used only at Waseda University Library. We also have some coin-operated machines.

## GROUP STUDY

There are designated areas where you can discuss with others. Please ask at each library's desk for more details.



## ONLINE REQUESTS

Students and faculty can request the following via MyWaseda. For details, see "**Online Requests**":

- Interlibrary loans (ILL)
- Letter of introduction to other libraries
- Purchasing books
- Online reference service

《Library's website → Services → Online Requests》



## RESEARCH NAVI

Research Navigation is a guide which introduces the ways to find information you need by using books, periodicals, databases, etc. This guide is organized by material types and topics.

**Material Types** include: books, journals, newspapers, doctoral dissertations, master's theses, etc.

**Topics** include: biographies, statistics, translated works, government documents, etc.

《Library's website → Search & Find → Research NAVI》



## OFF-CAMPUS ACCESS

Current students and full-time faculty/staff who have a Waseda ID (Login ID for MyWaseda) can access the library's online subscription resources from anywhere off campus via Off-Campus Access. For details, see "**Off-Campus Access**":

《Library's website → Search & Find → Off-Campus Access》



Go to: MyWaseda  
→ Research (or Tasks)  
→ Library Online Request

\*The application process may change depending on the situation. In such cases, information will be posted on the website.

## NEED HELP?

When you need help locating items or figuring out how to find resources, librarians at the Reference Desk will answer your questions and requests such as the following:

- How to use libraries
- How to find resources
- How to use databases
- Letter of introduction to other libraries (including libraries in Waseda)
- Interlibrary loans (ILL)

### ◆ REFERENCE DESK

- Central (Bldg.18/2F)
- Toyama (Bldg.38/1F)
- Science and Engineering (Bldg.51/B1F)
- Tokorozawa (Bldg.100/4F)

