

# Library Guide for Full-time Faculty

## at the Faculty of Science and Engineering 2025

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Science and Engineering Library, Waseda University

☆For the latest information, please use [the library website](#) and [user-specific information: faculty & staff](#).

Science and Engineering Library (B1 floor, Building No. 51)

Tel: Extension 73-2249 Outside line 03-5286-3889

Email riko-tosho<at>list.waseda.jp (change “<at>” to “@”)

Open during class periods: Mon~Fri 9:00-21:00 Sat 9:00-19:00

for changes during long holidays\*[Please check the library website](#).

### Part A. To Use Library Materials

- 1.All libraries on campus are available, and up to 60 materials can be borrowed in total. You can extend the due dates and placing holds on materials which are already checked out on [WINE](#) (integrated search system).
- 2.A faculty member ID card is required to use the library. Almost all libraries on campus have entrance equipment. So please bring your faculty ID when you use libraries.
- 3.More than 250 types of databases, more than 160,000 titles of electronic journals, and more than 670,000 e-books are available through [Waseda E-Resource Portal](#). Full-time faculty and students can use most of them at home or on business trips if they log in from "[off-campus access](#)". In addition, please make sure that students are aware of the appropriate use of electronic materials.
- 4.Many of the old back number journals in the Science and Engineering Library which can be used online are stored in the Honjo Deposit Library on the Honjo Campus (Honjo City, Saitama Prefecture). Journals in the collection that cannot be used electronically can be ordered in kind.
- 5.You can also request materials (books and photocopies) from libraries inside and outside the university. Please log in to [MyWaseda](#) and apply from the research tab > the library application form (right corner of the screen). To order books from Central Library, Takata Memorial Research Library, Toyama Library, Tokorozawa Library, and other reading room located in Waseda Campus, please use “Request” function after logging in WINE. The pick-up location is the Science and Engineering Library in Building No. 51.
- 6.You can also order books from on-campus libraries (Chuo, Takata, Toyama, Science and Engineering,

and Tokorozawa) to the Office of the Center for Advanced Biomedical Sciences. Only in this case, please apply directly at the TWIns office.

### **Part B. Purchase Requests**

1. The Science and Engineering Library has established "[https://www.waseda.jp/library/libraries/sci-eng/#anc\\_26](https://www.waseda.jp/library/libraries/sci-eng/#anc_26)" and publishes them on its website. You can also download various application forms.
2. For books under 300,000 yen, please send us your request to purchase [MyWaseda](#)'s library application form.
3. The Science and Engineering Library (including the Science and Engineering Student Reading Room) focuses on natural science fields. For the fields of humanities and social sciences, please apply to the Central Library. [MyWaseda](#)'s library application form allows you to select the library you wish to apply for.

### **Part C. To Use Other Services**

1. As reference management software, Waseda University Library subscribes to [RefWorks](#) and [Mendeley](#). Personal registration is required to use the service. For details, please refer to the "Please be sure" section of each tool. You can also use EndNote as an ancillary service to the contract database "[Web of Science](#)".
2. We accept lectures on how to find information and how to use literature management software by individual faculty members or library staff in classes and seminars. If you wish, please apply to the Science and Engineering Library at least one month before the desired date of the event. We will hold the event after consulting about the content and date and time.
3. Various material search guides such as "Research NAVI" and "Guides & Tutorials" are also posted in [Waseda E-Resource Portal](#). In addition, the Guide to Use on [the Science and Engineering Library website](#) contains library guidance and other materials in PDF format. Please inform students.
4. If you have any problems finding materials, please use our online reference.

#### **MyWaseda's Library Application Form**

Log in and go to the "Library Application Form" at the right end of the research tab.

The following services are available:

- Online reference (answered by email)
- Issuance of letters of introduction (use of other university libraries, etc.)
- Ordering materials from libraries inside and outside the university
- Purchase request (books only)