

Purchasing of Books and Periodicals
—To Faculty and Staff—

Nagoya University Library

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1. Purchasing of Books and Periodicals

1-1. Handling of Books

Books are the foundation of the education and research at the university. They are therefore, in principle, university assets. However, items such as those indicated below which take the form of books but are handled as goods or services or are consumables are exceptions, and judgments regarding these items are made according to Nagoya University Library rules and regulations.

(1) Items handled as **books**

Materials used for education and research purposes

Books, periodical back issues, printed materials, CDs, DVDs, and other audiovisual materials, CD-ROMs, microfilms, etc.

Also included are e-books and databases that can be used throughout the university.

- Nagoya University Portal > Finance Menu > Financial Accounting System
Input order at Book Order/Advance Payment Application and Reference [B] (Books) screen and undergo receiving inspection at affiliated school library

(2) Items which take the form of books but are treated as **goods or services**

Materials used for purposes other than education and research

Books used in administration departments (e.g. Ministry of Education, Culture, Sports, Science and Technology National University Corporation Executives Directory)

Also included are e-books limited to individual use.

- Nagoya University Portal > Finance Menu > Financial Accounting System
Input order at Order/Advance Payment Application and Reference [A] (Goods and Services) screen and undergo receiving inspection at Receiving Inspection Center

(3) Asset/Consumable Classification of Books

According to the “National University Corporation Accounting Standards” and “National University Corporation Accounting Standards Annotations,” books which the university, as a corporation, intends to use for at least one year are considered assets. (See Reference Material)

Judgment as to whether purchased books are classified as assets or consumables are made according to the guidelines outlined on the following page and Nagoya University rules and regulations.

Reference Material

- ◆ What are books
Books are documents or images reproduced with printing or other methods, or text, video, or audio recorded by electronic methods, magnetic methods, or other imperceptible methods and can be managed as goods. Therefore, books include CD-ROMs, microfilms, video tapes, etc. (excerpt from Document 1 Chapter 2 Q10-1 A(5)).
- ◆ Evaluation Method of Book
Books are the foundation of a national university corporation's education and research, and with the exception of periodicals or pamphlets which have only temporary significance for education and research, these shall be listed on the statement of assets and liabilities with acquisition costs indicated as tangible fixed assets.
(excerpt from Document 2 Chapter 3 No. 37 <Note 34>)
- ◆ Q. For books, what does "only temporary significance for education and research" mean?
A:
 - 1 "Only temporary significance for education and research" means that even if the book is presented for education or research purposes, judgment on these items is based on whether the book's intended period of use at the time of acquisition is less than one year.
 - 2 Judgment based on whether the intended period of use is less than one year is not made uniformly according to the book's format or binding, but also according to the degree of obsolescence of its content over time, wear and tear, and whether, as a corporation, the university intends to use the book for at least one year. For example, even if a book has a robust cover, it will be treated as a consumable if it is intended to be used for less than one year at the time of its acquisition. Even periodicals such as monthly or seasonal publications will be handled as books if they are intended to be used in the same state as at the time of acquisition with no significant changes for at least one year. (Document 1 Chapter 3 Q37-7)

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Document 1. Operational guidelines related to "National University Corporation Accounting Standards" and "National University Corporation Accounting Standards Annotations"

(Final revisions made December 24, 2020)

https://www.mext.go.jp/content/20201223-mxt_hojinka-100001048_2.pdf

Document 2. "National University Corporation Accounting Standards" and "National University Corporation Accounting Standards Annotations" Report

(Final revisions made June 11, 2018)

https://www.mext.go.jp/component/a_menu/education/detail/_icsFiles/afieldfile/2019/09/27/1289344_04_2.pdf

Please carefully check the rules for using each external fund.

1-2. Purchasing of Books

(1) Ordering from bookstores

In addition to retailers such as Nagoya University Co-op Bookstore, Maruzen-Yushodo Nagoya Branch, and Kinokuniya Chubu Sales Department, many bookstores accept purchases made with public funds. Please confirm with the bookstore. The documents required for payment are the same as those required for goods (one quotation, one statement of delivery, and one invoice).

(2) Selecting books over the counter

At the Nagoya University Co-op Bookstore (Nanbu Bookstore, Books Fronte, and School of Medicine Bookstore), books can be purchased over the counter using university funds and taken directly from the store. At the store, please state that you would like to make a purchase using public funds. Receive a quotation, statement of delivery, invoice, and the good, prepare an order form from the Financial Accounting System **Book Order/Advance Payment Application and Reference [B] (Books)**, and bring the order form, quotation, statement of delivery (requires seal of individual with budget authority), invoice, and book to the affiliated school library to undergo a receiving inspection.

By registering on the Nagoya University Co-op My Page (Nagoya University's Public Funds Information Website), you can extract the CSV data required to prepare the order form. There are other bookstores which will accommodate over-the-counter book selection, so please consult with the bookstore.

(3) Order online

Books purchased at Nagoya University Co-op Bookstore, Maruzen-Yushodo Nagoya Branch, Kinokuniya Chubu Sales Department, and other stores can be paid for using public funds.

- **Examples of stores which allow online purchases with public funds**
 - Nagoya University Co-op Books Internet Service
 - Knowledge Worker (Maruzen-Yushodo)
 - Book Web Pro (Books Kinokuniya)
 - Neutrino Web

Once delivered, please bring the good, an order form printed from the Financial Accounting System **Book Order/Advance Payment Application and Reference [B] (Books)**, payment documents (quotation, statement of delivery, and invoice) to the affiliated school library and undergo a receiving inspection.

(4) Advance payment

If you made an advance payment to purchase books from stores at business trip destinations or stores which do not accept purchases with public funds, input relevant information into **Advance Payment Invoice** at **Book Order/Advance Payment Application and Reference [B] (Books)**, print an "Advance Payment Invoice," and bring the books together with documents serving as proof of the advance payment to your affiliated school library and undergo a receiving inspection.

For other matters or for questions regarding book purchases, please contact your affiliated school library.

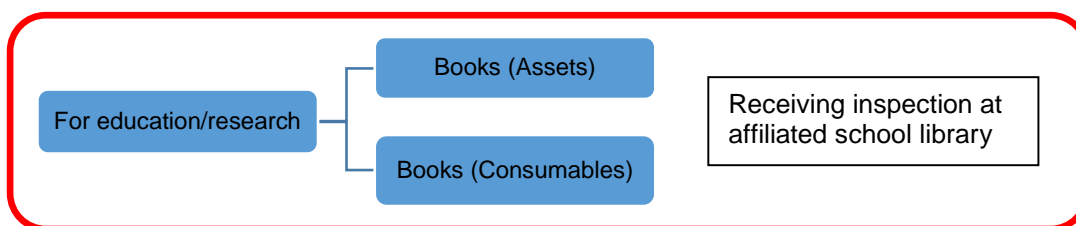
1-3. Receiving Inspection of Books

Purchased books must undergo a receiving inspection at the library.

(1) **Items which undergo receiving inspection as books** **Materials used for education or research purposes**

Printed items such as books and back issues of periodicals, audiovisual materials such as CDs and DVDs, as well as CD-ROMs, microfilms, etc.

Books



E-books and databases accessible throughout the university

Receiving Inspection at affiliated school library

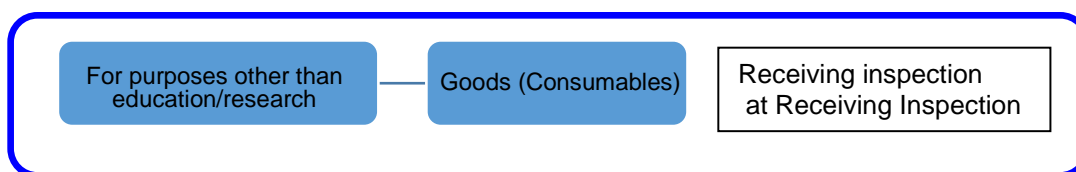
(Contractual procedures are conducted at Nagoya University Library, so please consult with your affiliated school library before placing an order.)

(2) Items treated as **goods or services** even if in book form

Materials used for purposes other than education or research

Books used in administration departments (e.g. Ministry of Education, Culture, Sports, Science and Technology National University Corporation Executives Directory)

Goods



E-books and Databases for Individual Use

Kindle e-books and other e-books for individual use are treated as **goods and services**. Please bring a screenshot for the receiving inspection at the Receiving Inspection Center.

(3) Items required for book receiving inspection

- Book materials
- Order form printed from Financial Accounting System or advance payment invoice
- One quotation, one statement of delivery (requires seal of individual with budget authority), and one invoice or documents serving as proof of advance payment (receipt, credit card statement, etc.)

(4) Section in charge of receiving inspection

Affiliated school library

Precautions

- In principle, books cannot be purchased using multiple expenses. However, books treated as consumables may be purchased using multiple expenses, so please consult with the respective library.
- For the receiving inspection, please bring a finalized order form (without “unapproved” marking).
- We work to quickly process book receiving inspections but they may take several days to complete.

1-4. Academic Journal Subscriptions

If you would like to subscribe to an academic journal (printed or electronic journals), please contact your affiliated school library.

A survey to evaluate requested subscriptions takes place once a year between summer and autumn.

Electronic journals currently available can be found through the Nagoya University Library website.

○ **Nagoya University Electronic Journal Access Service**

<https://sfx9.usaco.co.jp/nagoya/az/?lang=eng>

Precautions

- Please use general funds for academic journal subscriptions.
- Subscriptions are yearly contracts and cannot be terminated in the middle of the fiscal year. Please apply after securing funds for one year’s worth.
- All payment procedures for academic journal subscriptions based on the survey for evaluating requested subscriptions will be conducted at the school library.
- Newspaper subscriptions and other subscriptions (not for research purposes) at research offices are treated as goods.
- For back issues, irregularly purchased journals, and journals purchased directly from bookstores or academic associations by research offices, please undergo order and receiving inspection procedures in the same way as the procedures for book purchases.

2. Management of Books After Purchase

2-1. Online Public Access Catalog (OPAC) Search

After books that are deemed to be the university assets undergo a receiving inspection, they will be searchable through Nagoya University Library Search (OPAC). As a result, books shelved in research offices may be requested for use by the university students and other university libraries.

If you are not currently using them, please cooperate in loaning these books.

2-2. Inspection and Inventory Check

Books shelved in research offices are subject to various inspections. Planned inventory check is conducted at each library. For books shelved in research offices, please manage them appropriately and cooperate with inspection and inventory check requests.

2-3. Transfer Procedures

For requests to transfer books to the institution which you are transferred to, please contact the affiliated school library early in advance. Gratuitous conveyance to a different institution is, in principle, possible if all of the following apply.

- The institution is a non-profit institution
- Books were acquired after incorporation (April 1, 2004) with external funding (※However, external funding rules may prevent transfers from being approved)
- The book is needed for the advancement of research work of the faculty requesting gratuitous conveyance and will not hinder education or research at Nagoya University
- Conveyance is approved by library committees

For requests to return or dispose of books or periodicals shelved in research offices or to change the primary users of such materials, please contact the affiliated school library.

3. Maintenance of Central Library Study Books

3-1. Study Books Recommendation System

Study books at the central library are organized with an emphasis on relevancy with university courses and targeted at undergraduate and master's students. Recommendations are accepted from faculty as part of the maintenance of these study books. If there is a book you would like to recommend as a Central Library study book (printed or electronic book), please make the recommendation at the URL below. Study books are shelved on the Central Library's third floor (some are shelved on the second floor).

- **Central Library Faculty Book Recommendation Application Form**
https://www.nul.nagoya-u.ac.jp/guide_c/newbook/gakusyuhp1_e.html

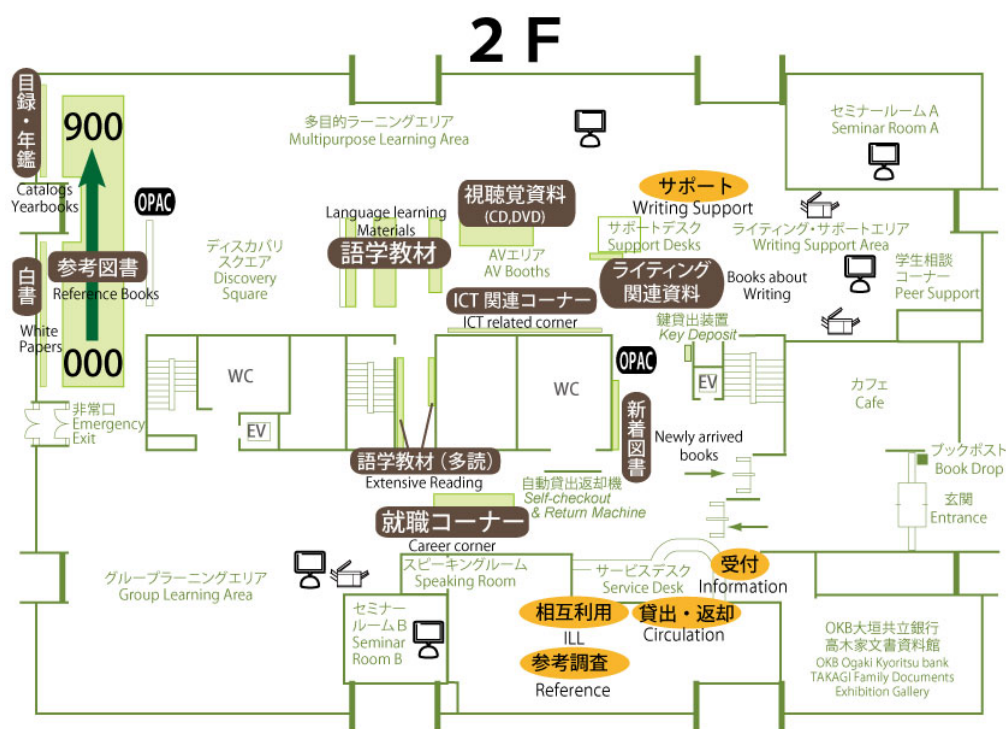
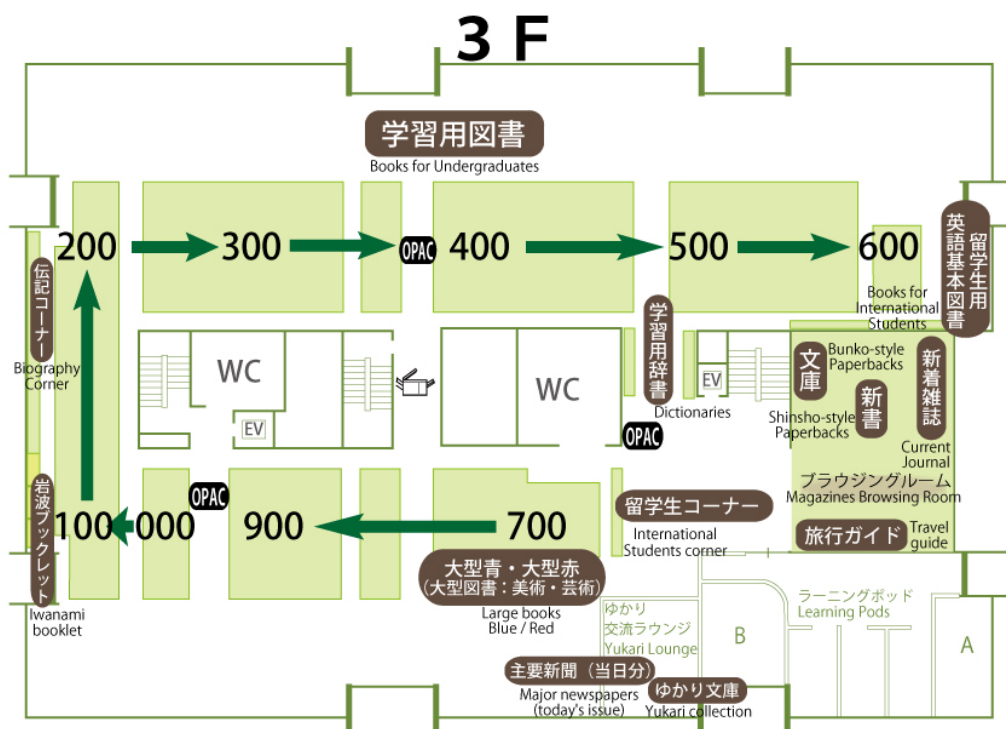
3-2. Central Library Study Books Shelving Status

- **Study Books (Japanese and Western books) 3F**
General materials for each field are organized and shelved by classification. Paperback books, pocket paperback books, study-purpose dictionaries, and general English books for international students are placed separately.
- **Textbooks and reference books listed in syllabuses 3F**
As with textbooks and reference books listed in the Liberal Arts and Sciences course syllabus are shelved by classification in the same way as the classification for study books. If you do not wish to have the educational materials for the course you are in charge of shelved at the library, please contact the Library Material Control Section (ext. 3672)
- **Newly published study e-books (Japanese and Western books)**
Newly published e-books for study books that are checked out frequently or for in-demand fields are available. Many e-books are available from Maruzen ebook Library (Japanese books) and overseas publishers such as Wiley, Springer, and Elsevier. Please see the page below for more information.
https://www.nul.nagoya-u.ac.jp/db/ebook/ebook_e.html
E-books can also be searched for through the OPAC Search and Nagoya One Search.
- **Academic writing support books 2F Writing Support Area**
Books related to academic writing are shelved near the 2F support counter and are used also for thesis guidance (cannot be checked out). The same books are shelved at the 3F study book area and can be checked out.
- **Language-learning and extensive reading materials 2F Multipurpose Learning Area**
Language learning materials for Japanese, English, and other languages are shelved at the 2F multipurpose learning area. Extensive reading materials include those in English (Oxford, Cambridge, Pearson, etc.), Chinese, German, French, Spanish, Italian, etc.
- **ICT related corner books 2F Multipurpose Learning Area**
Books related to ICT and programming are shelved at the 2F multipurpose learning area.
- **Audiovisual materials 2F Multipurpose Learning Area**
Audiovisual materials include those which can and cannot be checked out from the library. Materials that cannot be checked out can be used at the audiovisual booths inside the library.
- **Career corner books 2F Group Learning Area**
In cooperation with the career advising department, the library has made available materials useful in forming students' career path and job-hunting activities.

○Other

Newly arrived periodicals, travel guides, and other materials are shelved at the 3F Browsing Room. There is a corner for introducing Japanese culture to international students and the Yukari Lounge which houses writings with ties to Nagoya University.

<Map of Study Book Placement>



Contact Information of School Libraries

<Higashiyama Campus>

Humanities & Social Sciences Libraries Administration Office (ext. 2245/5931)

Humanities & Social Sciences Libraries (ext. 2208)

School of Education Library (ext. 2608)

Nagoya University Affiliated Upper and Lower Secondary Schools (ext. 2674)

Law Library (ext. 2318)

Asian Law Library

Economics Library (ext. 4922)

Economic Research Center Library (ext. 4941)

Library of Informatics and Languages (ext. 4730)

GSID Library (ext. 5065)

Science Library (ext. 2430/2830)

Central Engineering Library (ext. 3411/3227)

Chemical and Biological Library

Electrical and Information Library

Mechanical and Aerospace Library

Civil Engineering Library

Bioagricultural Library (ext. 4975)

Research Institute Environmental Medicine Library (ext. 3995)

Solar-Terrestrial Sciences Library (ext. 6467)

Institute of Materials and Systems for Sustainability (ext. 4996)

Hydrospheric-Atmospheric Sciences Library (ext. 3458)

Information Technology Center Library (ext. 4360)

Research Center of Health, Physical Fitness and Sports Library (ext. 5766)

Pharmaceutical Sciences Library (ext. 6821)

Institute of International Education & Exchange Library (ext. 6535)

Gender Research Library (ext. 6981)

Central Library (Library Administration 3672 Circulation Section 3678)

<Tsurumai Campus>

Medical Library (ext. 81-2508)

<Daiko Campus>

Library of Health Sciences (ext. 82-1545)

Purchasing of Books and Periodicals
—To Faculty and Staff—

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Nagoya University Library Administration

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