

Central Library Tour for New Students

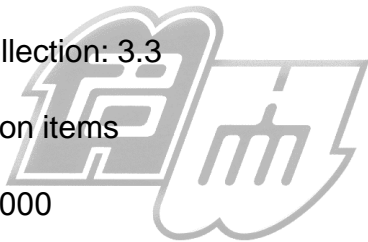
Basic Information

Nagoya University Library total collection: 3.3 million items

Central Library collection: 1.2 million items

Central Library's area: 15,000m²

Central Library's reading seats: 1,000



Time allocation

2nd floor south: 10 minutes

2nd floor west: 5 minutes

2nd floor north: 5 minutes

Searching OPAC: 10 minutes

3rd floor: 10 minutes

4th floor: 5 minutes

Basement floor: 5 minutes



Guide route is indicated by arrow.

3

The no. on the map corresponds to the explanation with the same no. on each side.

For further information,

Check the Library website

“www.nul.nagoyau.ac.jp/index_e.html”



Ask library staff !



Demo

Please demonstrate use at the point where the “Demo” mark is shown.

Please be sure to explain items with red heading.

If you did the OPAC search practice separately, please skip it during the tour.

Rules / Notes

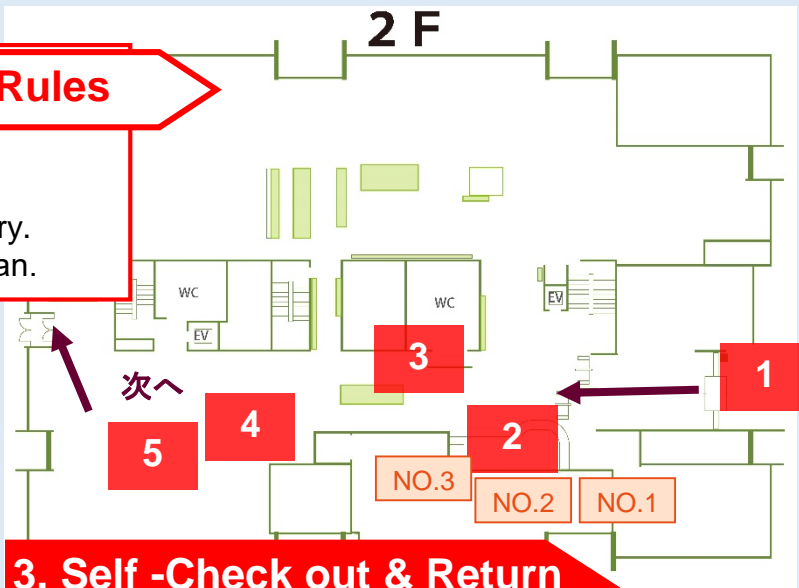
Usage may be restricted due to COVID-19. Information regarding the changes of services, see the News from our website.

2022

Nagoya University Central Library Information Service Division
Information Literacy Section

Rules

- ✕Eating and bringing drinks✕Smoking (bottled drinks OK!)
- ✕Mobile phone conversations (except in a designated areas)
- ! There is no garbage can inside the library.
→Please check the location of garbage can.



1. Entering

- ◆Entrance = 2F
- ◆Cafe
 - Allowed to bring own food or drink.
- ◆OKB Ogaki Kyoritsu bank TAKAGI Family Documents Exhibition Gallery
- ◆Entrance gate.

Student ID card required
swipe (magnetic strip)
or touch (IC chip)

Demo

3. Self -Check out & Return machines

Follow the directions on the screen

- ◆Check out
→NU ID card is required
- ◆Return
→Returned on the booktrucks

Demo

- Certain items cannot be checked out from machines.
- ! If you need help, ask staff at the Circulation Desk.

- ! Loan Periods & Limits→ check on the wall
- ! Renewing → online
- ! Penalty

Ex.:2days return books later
→ 2days can not borrow

2. Service Desks NO.1-3

- ◆Information Desk NO.1
- ! Forgot your ID card.
- ◆Circulation Desk NO.2
- Borrow and Return :audio-visual items /attached materials
- Apply :library facilities
- ◆Reference/Interlibrary Loan Desk NO.3
- Ask for advice on searching books and articles
- Request for ILL service
- Ask about photocopying

4. Using PCs

Demo

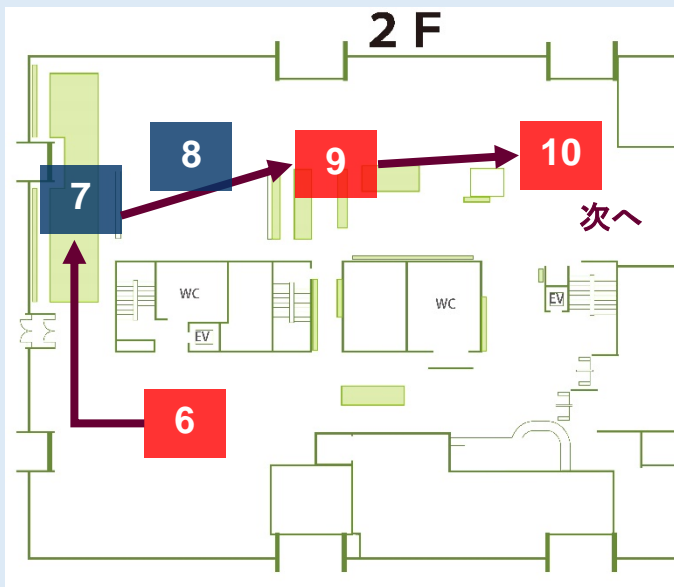
- ◆PCs (2F and 4F)
- ! Nagoya University ID is required.
- ! Take the 'Information Security Training for New students' and change the initial password.
- ◆Wifi (nuwnet)
- ! Register your profile at NUWNET user page.(required)
- ◆Seminar Room
 - No lecture= Can be used freely
 - Check the timetable on the door

5. Cloud On-demand Print

<https://cloudodp.fujixerox.com/guestweb/>

- | | |
|----|--|
| 🖨️ | Select "English" at [言語]. Input [User ID]:3cd-nanbuand [Password]: insatsu and login. |
| 🖨️ | Select file, input [Password](4-digitnumber), then click [Upload]. |
| 🖨️ | Select [Cloud On-demand Print] from the menu at multifunction device. |
| 🖨️ | Input [Print Reference Number] and [Password], then select [Print]. (A prepaid Co-op copy card is required) |
- ✕Printing from USB

- ! **Usually**, learning conversations are possible on the 2F
- ✗ Be quiet on other floors!
- ◆ Group Learning Area
 - Group learning, presentation practice, etc.
- ! Desks, chairs, and whiteboards can be laid out freely
- ! Projector application ... Circulation desk



9. Language learning materials & AV Booths

- ◆ Language learning materials (classified by language)
 - ! Attached CD Borrow/Return → Circulation Desk
 - Text books for language learning
- ◆ Extensive reading materials (classified by language)
 - Series of materials with accessible content and plain language

OPAC	Extensive Reading
Location	Central library, language learning materials
Call No	837 M ER

- ◆ Audio-visual Booth
 - See notice on desk
 - DVDs, CDs, Videos, International broadcasts can be used
 - ! Use AV Booths → Key deposit
 - ! Using DVDs → Circulation Desk

10. Learning Commons North Area

- ◆ Multipurpose Learning Area
 - For individual studies and using Computers
- ◆ Writing Support Area
 - For two people to work together on reports with computers.
 - ! PC s : Adobe software installed
- ◆ Seminar Room A
 - No lecture = Can be used freely
 - Check the timetable on the door

6. Work-pod /Library-maker-space

- Application at the service desk.
- ◆ Work-pod: private room for online meeting, course, etc.
- ◆ Library-maker-space: 3d printer, machine for designing, etc.

7. Reference Books

- ◆ Reference Books
 - Books for doing research Encyclopedias, dictionaries, handbooks, maps, white papers, etc.
 - ✗ Cannot be borrowed

8. Discovery Square

- ◆ Discovery Square
 - Open space for workshops, seminars, presentations,
 - Apply for use at Circulation Desk
 - ! No lecture = Can be used freely
 - Check the timetable

11. Support Desk

- Graduate student support staff

! Affiliation of each Staff: check info board

(Chinese, English, Japanese) (Weekdays 3 p.m.-7 p.m.)

◆ Writing Support

Reports
Presentation
Writing skill
Recommending books on writing

◆ Support on Search and Using library

Search for books and journals (OPAC)
Search for articles
How to use Library facilities
Study Counseling for Each Field of Study

◆ IT Support

Media Studies System
PCs
Such as Word and Excel
on-demand printers
Wireless LAN

12. Books on writing

Books on writing /
Making presentations /
Other academic writing

✗ Cannot be borrowed

! Same books on 3F

→ You can borrow them.

Please show a book for students.

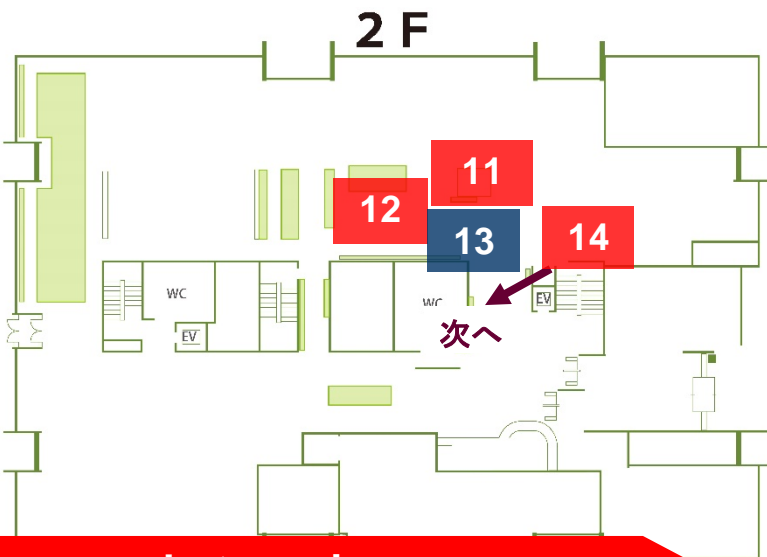
(2~3 books)

Ex.) "Academic Writing"

:A handbook international students"

830.36||B

Demo



13. ICT corner

- The books of guides, companions or manuals of information and computer literacy are placed at "ICT Corner".

- Location: 'Cent Lib ICT'
- Call No: e.g. '007.64||St||2005||ICT'

14. Self-serve photocopiers corner

◆ Photocopy machines

Card type machines	B1F、2F、3F
A coin-operated machine	Only located here
Co-op copy card vending machine	

! Follow the copyright law

(one person one copy, only less than half of material)

→ Fill out 'Application form of copy service'

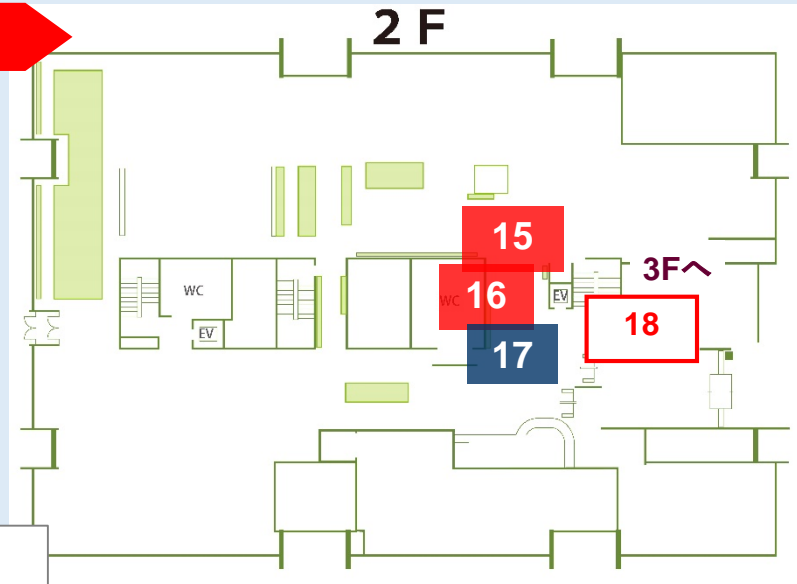
- Refill paper yourself when it runs out

✗ Photocopying personal Items such as Notebooks is not permitted

✗ There is no scanner in the library.

15. Key deposit machine

- For using AV booth
/4F Research Rooms.
(Student ID card is required)



16. Using OPAC

- ◆ PCs for searching OPAC
 - Online tool to find library items
 - ✗ Cannot print out
- ◆ "Library Services" (OPAC)
 - Reserving books on loan
 - Checking your loan record
 - Applying for Interlibrary service
 - Renewing loan period

! Nagoya University ID is required

17. Newly arrived books

Newly arrived books are placed here.
You can borrow them except for reference books.

Practicing "OPAC search"

Demo

- ① [Description of the library website](#)
- ② [Searching method explanation and demonstration](#)
- ③ [Practice on searching](#)

- Participants may search on their smart phones

[Practice]

"Theoretical ecology: principles and applications" 3rd ed.

Edited by May, Robert M., McLean, Angela R.

(Oxford University Press, 2007)

[Answer]

Cent Lib 3F 468||M

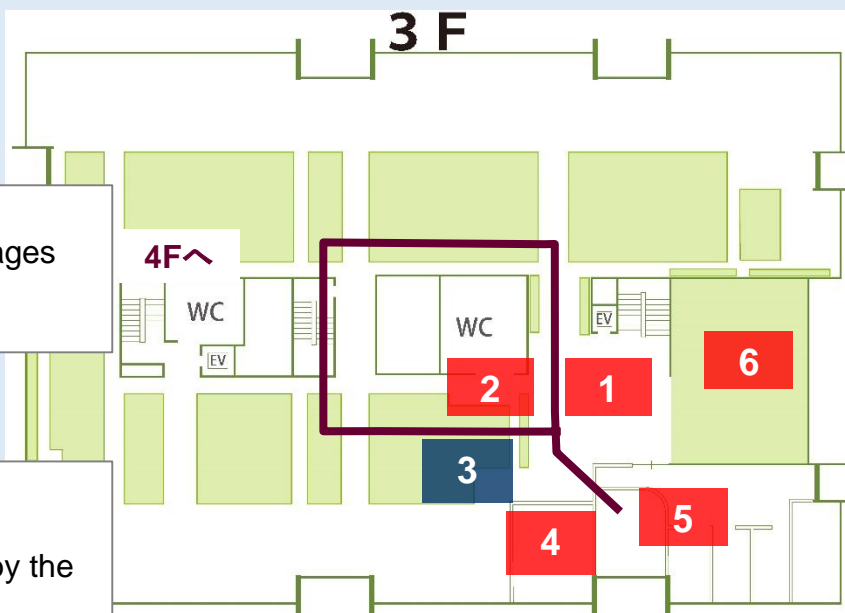
! Check the 'Location', 'Call No' and 'Status'

18. Notes

- ◆ Message board on the staircase wall
 - Library announcement
 - Library Workshops poster
- Central Library collaborates to instill academic skills that students?

! Autumn

How to Search for Scholarly Articles
Let's Talk in English!
How to Write a Research Proposal
Database etc.



1. International Students' Corner

- Books about Japan in English
- Japanese literature in foreign languages
- Location: 'Cent Lib BR'
- Call No: e.g. '302.1||D||留学生'

2. Books for Undergraduates

- Books for Undergraduate level.
- Location: 'Cent Lib 3F'
- You can find the location of a book by the call number on books spine label.
- The books with red labels are non-Japanese books.

Practicing "Book search"

- Find the book which you looked up using OPAC
 - Books are arranged by Call number
- Classification number →
- Author's symbol →
- | |
|------|
| 名大中央 |
| 468 |
| M |
| |
| 学 習 |
- Classification number indicates subject of the book. Books placed near have same subject

3. Books for international students

- Undergraduate level English, Extensive
- Location: 'Cent Lib Intl'
- Some books in English are here. More books in English can be found in different part of library.

4. Yukari Lounge

- ◆ Today's newspapers (*The Japan Times* and other major Japanese newspapers)
- ◆ Yukari Bunko (NU related materials)

5. Learning Pods

- ! Keep silence outside these pods on 3F.
- ! Apply for use → Circulation Desk

◆ Learning Pods A/B

- Freely change layouts of chairs.
- Projectors are available

◆ Learning Pods C

- * Responding to Covid-19
You can use your own PC for online classes.

6. Browsing Room

Demo

- ◆ Newly arrived journals/magazines
 - Current year's issues

Open the cover of the box, show previous issues inside it.

Show the TOC and the articles in the journal.

- Back numbers → B1F
- ✗ Cannot be borrowed
- ◆ Shinsyo-style and Bunko-Style paperbacks
 - Can be borrowed

OPAC	Shinsyo-style	Bunko-Style
Location	Cent Lib 3FS	Cent Lib 3FS
Call No	502.1 Y 新書	721.8 Ka 文庫

1. Satellite PC Lab

- There are 31 PCs and on-demand printer
- Can be used freely while no lecture is held.
→ Check the timetable on the door

2. Books for Researchers

- Books on specialized research subjects are organized by category
 - Arts and Humanities → 4F
 - Social Sciences → 1F
 - Natural Sciences → 1F
- ! Divided Japanese (Kanji based)
Books and non-Japanese (non-Kanji based) books

3. Research Rooms

- ! Use Research Rooms
→ Get the key using key deposit machine (2F) with your ID card.
 - Available rooms vary based on student status.
- Please check notes on the key deposit.



B1F

1. Back Numbers of Journals

- Back numbers of journals/magazines.
 - Japanese journals area (Kanji based)
→ Arranged Japanese syllabary by title
 - Non-Japanese journals area (non-Kanji based)
→ Arranged alphabetically by title
- ✕ Cannot be borrowed
→ you can make a copy of articles



2. Electric Bookshelves

Using electric bookshelves.

- ① Check if no one is between bookshelves in the same block (only one aisle can be opened at a time).
- ② Push the button to open the shelf you want to use
- ③ Take out the item you are looking for and walk out of the aisle immediately.
- ③ Push the button to turn off the light and to make block available for the next user.

! Do not leave a stool between the shelves (it will break).

! Do not read between the shelves (Others cannot use the shelves in the same block.)

Show the bound journals

Rules

◆ Learning seat
(B1~4F)

! When you are in the library, please keep your personal belongings safe for theft prevention.

✕ Leaving belonging on seat unattended.

◆ After you use books

→ Return to original location.

Please cherish our materials.

3. Newspapers

- Back numbers of newspapers
- Japanese newspapers for the past year
→ Located on the shelves in front of electric bookshelves
- Reduced-size newspapers
→ Located near the non-Japanese journals beginning with "A"