

# Central Library Tour for New Students

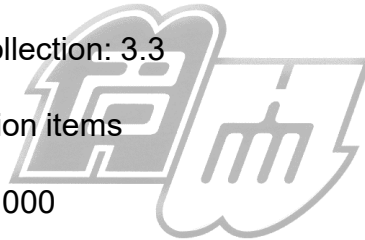
## Basic Information

Nagoya University Library total collection: 3.3 million items

Central Library collection: 1.2 million items

Central Library's area: 15,000m<sup>2</sup>

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](http://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**

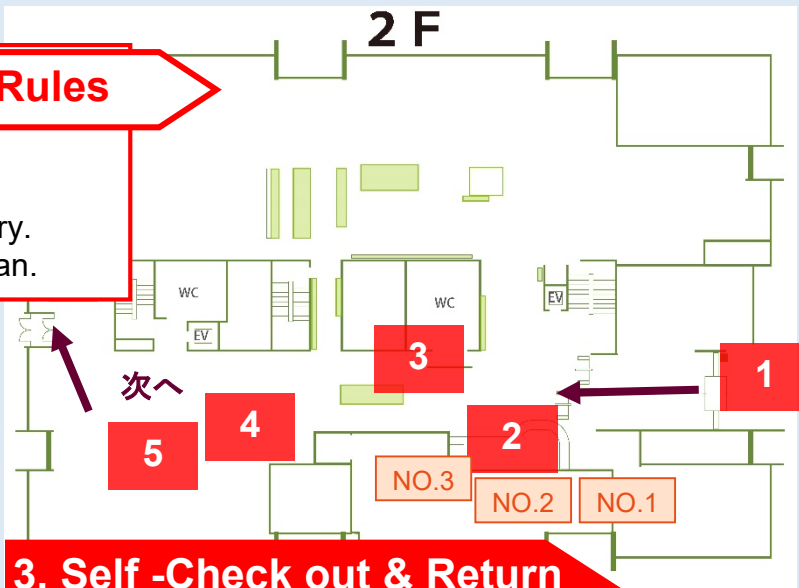
**Usage may be restricted due to COVID-19. Information regarding the changes of services, see the News from our website.**

2021

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  
• 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

Demo

## 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

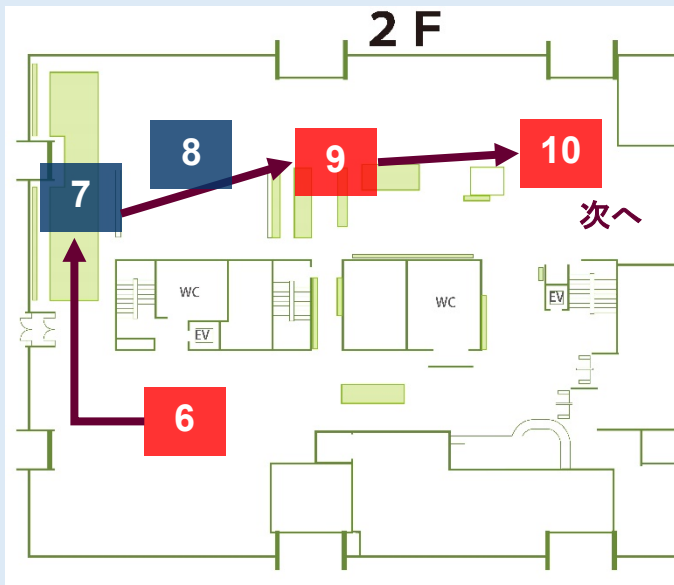
Demo

- ◆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.

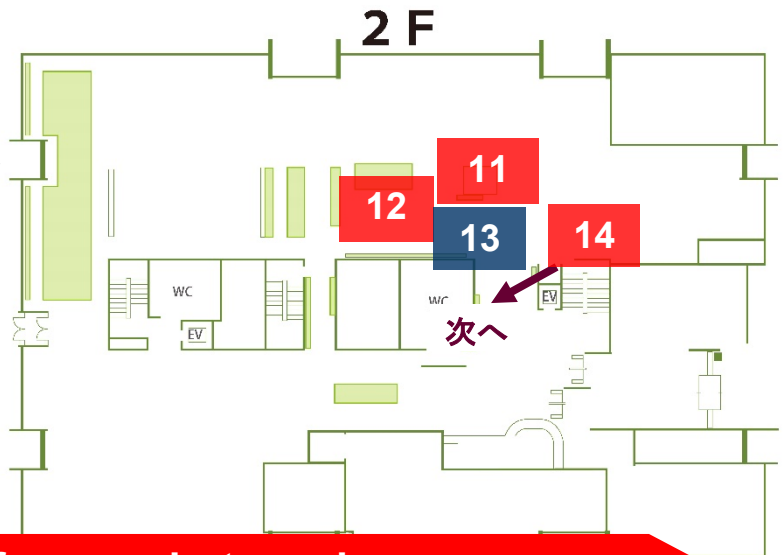
(2~3 books)

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'

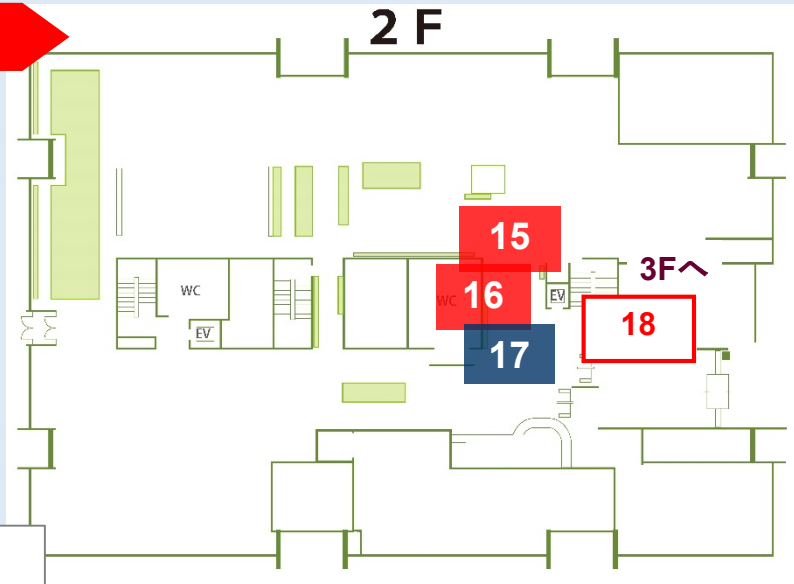
• Refill paper yourself when it runs out

✗ 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

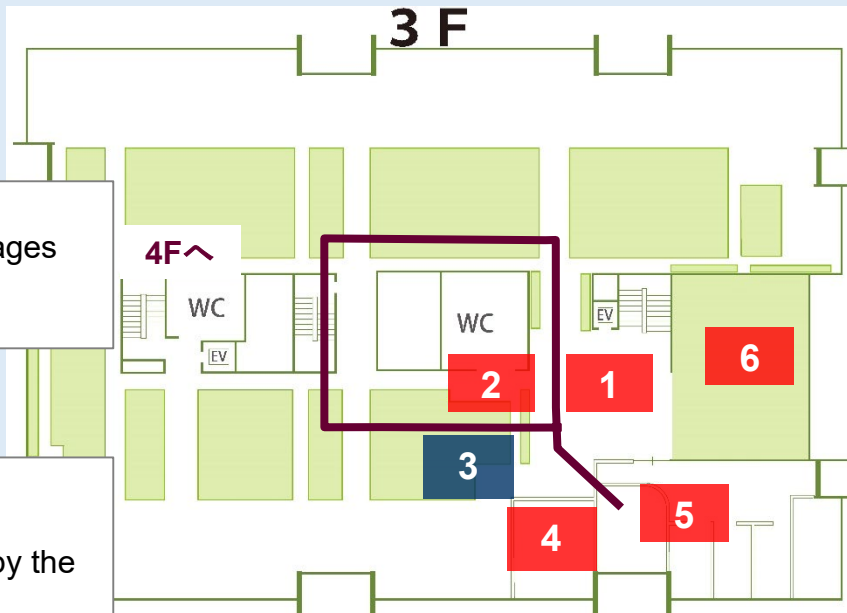
**! Check the 'Location', 'Call No' and 'Status'**

## 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 →
- Classification number indicates subject of the book. Books placed near have same subject

名大中央
468
M
學習

## 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"