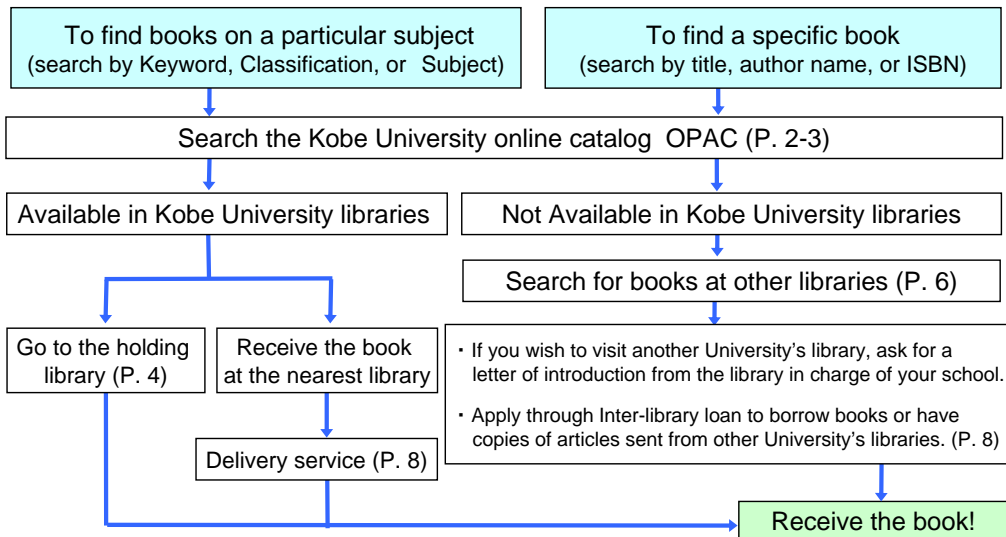


How To Find Books in the Library

Library Information Literacy Section
 literacy@lib.kobe-u.ac.jp
 April 1, 2011



1. Process



2. Find a book in Kobe University libraries

http://lib.kobe-u.ac.jp/www/modules/eng/

3. How to read the catalog? -Where can I find the book?-

Teaching effectiveness and teacher development : towards a new knowledge base / edited by Yin Cheong Cheng, Magdalena Mo Ching Mok, Kwok Tung Tsui

Bibliographic information

377.15-CH

Holding information

Location	Volume	Call No.	Barcode No.	Status	Reserve	Comments	ISBN	Printed	Restriction
Lib. for Social Sci. : Stacks		377.15-CH	011200800570				9789629490591		

An example of General and Intercultural libraries.

A list of libraries that has the book. Check also whether the book is shelved in open or closed stacks.

You can locate the book by the call number. Be sure to write the number down.

4. Frequently Asked Questions about Borrowing Books

Q1 What do I need to borrow a book?

- You must have a plastic student card (with magnetic strip) or a library card. Your User ID is on your plastic student card. If you don't have a plastic student card, we will issue you a library card at the loans desk. You can use it in all the Kobe University libraries.

Q2 How can I borrow a book?

- Please come to the loans desk. You can also use the Automatic Book Circulation System if you have a plastic student card.



Q3 How can I check which books I have on loan and when they are due back?

- You can check them via the borrowing status page on the library website. You need to log in with your ISTC-Login ID and password. * ISTC is short for Information Science and Technology Center.

5. If the book I want to borrow is ...

① Delivery Request /Reservation

Location	Volume	Call No.	Barcode No.	Status	Reserve	Comments	IS
Lib. for Social Sci. : Stacks	: hbk	331-BA-1	011200803313	貸出中[2011.01.10Due date]			97
Laboratory	: hbk	331-BA-1	011200900411				97
Lib. for Social Sci. : Stacks	: hbk	331-BA-1	011200803799				97

You can order or reserve an item by clicking the icon "Reserve" displayed at search result in OPAC.

The item will be delivered from available copies of libraries.

You will be informed by email when the requested items are ready. Items must be checked out at the selected library.

② a lab possession

Location	Volume	Call No.	Barcode No.	Status	Re
Laboratory		326-934-Z	061200900596		

They are placed in each laboratory, not libraries. Please ask at the loans desk of each library if you are eligible to borrow the book. The list below shows which library to contact for the material.

Libraries	The first and second digit of the Barcode No.								
	01	02	03	04	05	06	07	08/09	10
Social Sciences	Humanities	Science and Technology	Human Development Sciences	Medical Sciences	Intercultural Studies	Health Sciences	RIEB	Maritime Sciences	
Campus	R	R	R	R	K	R	M	R	F

* R: Rokkodai campus K: Kusunoki campus M: Myodani campus F: Fukae campus

6. No match found. Why?

Reason 1 The book is very old

→It hasn't yet been catalogued in OPAC. Please use the card catalog.

Reason 2 The material is not held at Kobe University library

→Please continue the search at other libraries.

国内の図書館の所蔵資料

● Nacsis Webcat / Webcat Plus

全国の大学図書館等が所蔵する図書・雑誌の総合目録データベースです。「Webcat Plus」では1986年以降の図書の目次や、帯・カバー等に書かれている情報も見ることができます。

● 国立国会図書館 資料の検索

国立国会図書館の所蔵資料を検索できます。日本語・欧米言語の資料を収録したNDL-OPACとアジア言語を収録したアジア言語OPACがあります。

Reason 3 Wrong keyword

→You cannot search *Hiragana* by *Kanji*. You can't search さげふ by 叫ぶ

→Title of articles is not recorded in the catalogue. Please search by the journal title.

Reason 4 Your topic might be too new or too specific.

→Try searching in journals and newspaper articles for new and specific topics.

7. Tips on Searching the Online Catalog

Use synonyms for keywords



書き方

書く

執筆

Dictionaries of synonyms would be helpful.

Use subject headings and classifications

The study skills handbook / Stella Cottrell
(Palgrave study skills)

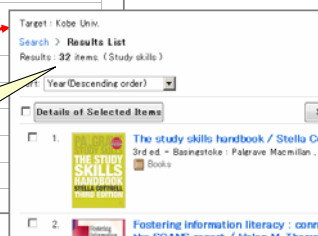
Hide details.

Edition	3rd ed
Publisher	Basinstoke : Palgrave Macmillan
Year	2008
size	viii, 351 p. : ill. : 25 cm
Notes	Includes bibliographical references (p. 346-347) and index
Authors	*Cottrell, Stella
Subjects	LCSH:Study skills
Classification	DC21:371.30281 Click
Language	English
Codes	ID=2001868923 NCID=BA85693601

Subject headings describe the contents of items by words and phrases from controlled list of subject headings.

Classification numbers represent the contents of the items by Decimal Classification.

32 records retrieved!



8. Borrow books from other libraries

User Service

- Check Status of Loan/Reservation
- InterLibrary Loan/Photocopy Request**
- Check Status of Loan/Photocopy Request
- Purchase Request
- Purchase Request (for Students)
- Change E-mail Address

Service	From	Fee	How to make a request	Notification
Delivery service (books)	Kobe Univ. Branch libraries	No charge	Requests can be made at search result in OPAC. (→page5)	Notification about these requests will be sent to your E-mail address. Please check your email daily.
InterLibrary Loan (books)	Other libraries	Delivery fees	Requests can be made via the library web site.	
Photocopy Request (articles)	Kobe Univ. Branch libraries Other libraries	20 yen per sheet Copying fee (about 40 yen per sheet) plus delivery fee	You can pick books and articles up at the loans desk of the library in charge of your school by 5 PM.	