# Introduction to Kobe University library



How to Search for Information Resources for Writing Reports

## **Purpose**

- Learn about library website functions
- Search for appropriate materials using OPAC
- Learn about basic rules of academic writing such as citation rules and how to write references

#### **Contents**

#### **About**

- Library Website
- Academic Library
   Kobe University Library

## **Search for Books Using OPAC**

- Simple Search
   Location of Books
- Tips for information searching
   Advanced Search

## Learn about Academic Writing

- What is Academic Writing?
- Citation Rules
   List of References

## **Other Library Services**

#### **About**

#### **About**

- Academic Library
- Library Website

Kobe University Library

## **Search for Books Using OPAC**

- Simple Search
   Location of Books
- Tips for information searching
   Advanced Search

## **Learn about Academic Writing**

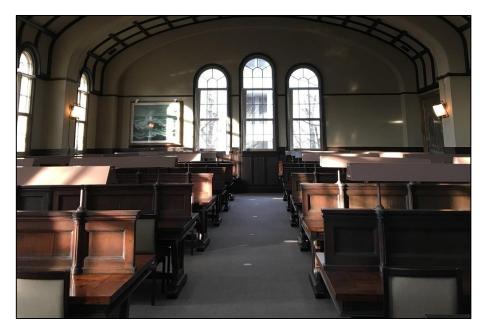
- What is Academic Writing?
- Citation Rules
   List of References

## **Other Library Services**

## **About Academic Libraries**

An academic library is established to support learning, education and research of students, staff members and professors. It has a lot of academic books, journals and e-resources such as databases for the above purpose.

The library has several kinds of spaces for different purposes. (e.g., browsing rooms, group study rooms and learning commons)

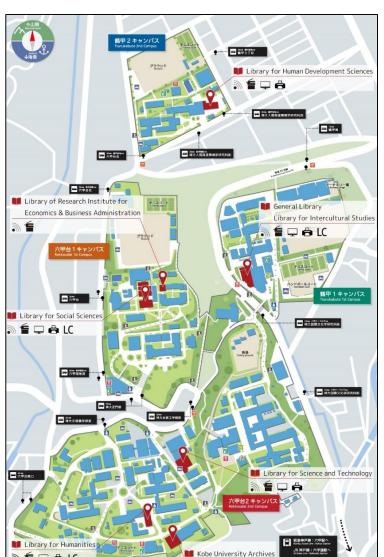




## **About Kobe University Library**

- General Lib. /
   Lib. for Intercultural Studies
- Lib. for Social Sciences
- Lib. for Science and Tech.
- Lib. for Humanities
- Lib. for Human Dev. Sci.
- Lib. Research Institute for Econ. & Business Admin.
- Lib. for Medical Sciences
- Lib. for Health Sciences
- Lib. for Maritime Sciences

You can borrow books from all libraries and return them at any Kobe Univ. Libraries.









## **Library Website**

#### Information on top page

- 1 Search for Library Resources
  You can find and access library resources.
- 2 Menu

You can look up information about library services.

- 3 Notifications / Tweets
  Notifications from the library.
- 4 Each Library's Information Each library's weblinks and open hours.
- **5** Digital Archives

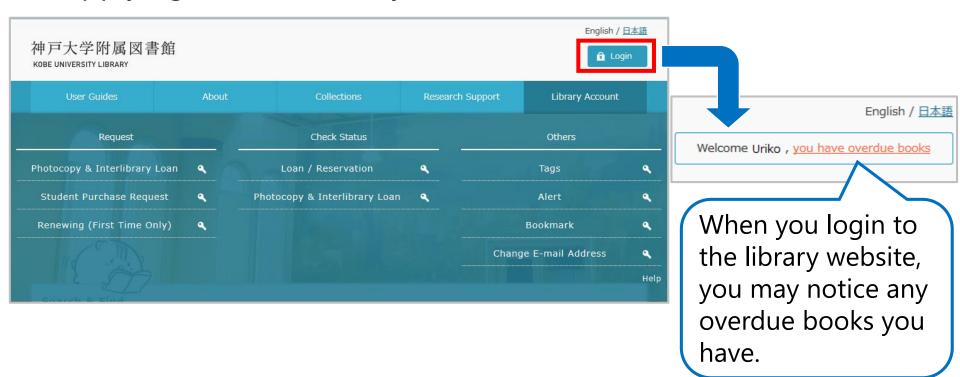
The library's digitized materials can be searched for and viewed.



## **Library Account**

When you login to the library account, you can use the following services.

- Confirming your borrowed books and their due date
- Extending due date (for the first time only)
- Applying for InterLibrary Loan



# **Search for Books by Using OPAC**

#### **About**

- Library Website
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## **Search for Books Using OPAC**

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   Location of Books
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   Advanced Search

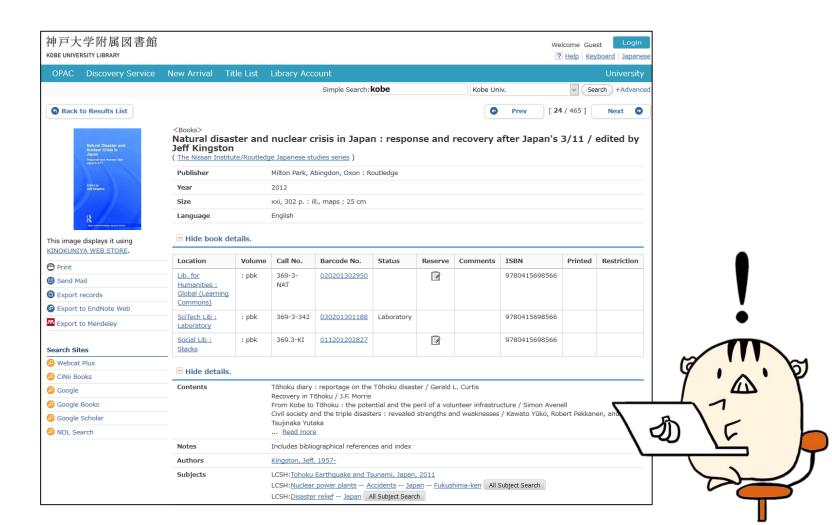
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## **Other Library Services**

## **OPAC (Online Public Access Catalog)**

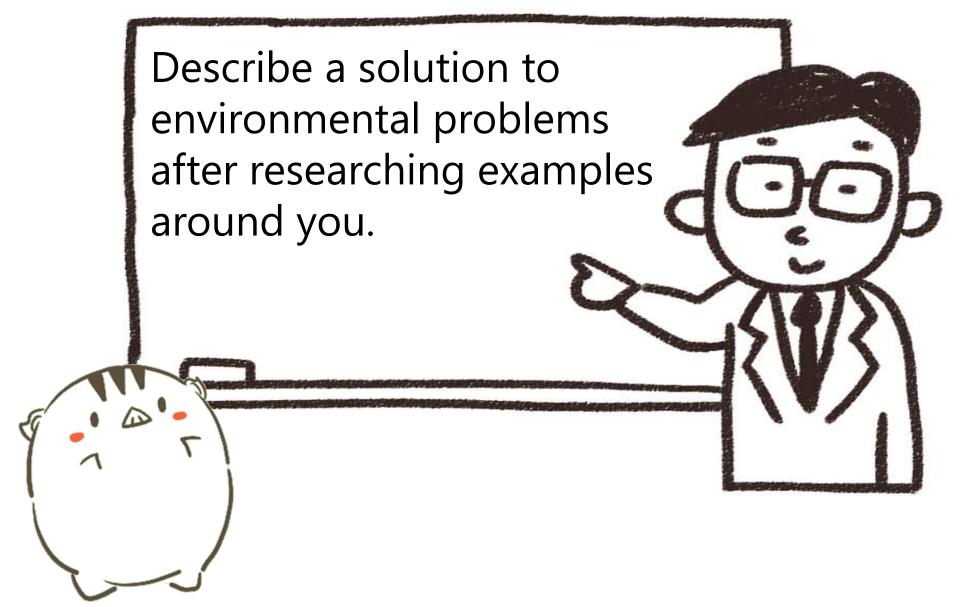
By using OPAC, you can search for Kobe University Library holdings and check their locations.



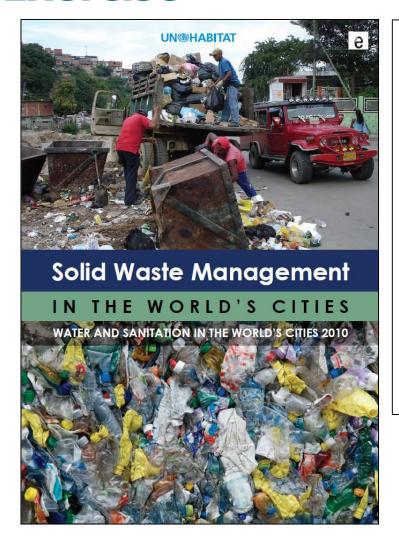


OPAC can find not only books and journals but also newspapers, audiovisual materials, e-resources and so on.

# A Writing Assignment was given...



#### **Exercise**



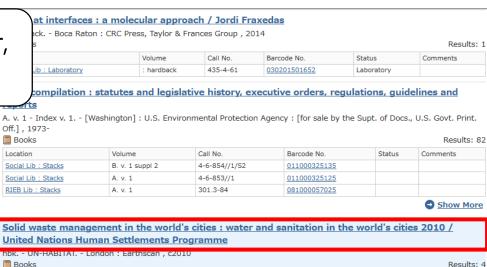
**Title:** Solid waste management in the world's cities

**Author:** United Nations Human Settlements Programme

Let's search for this book by using OPAC.



When you find an item you search for, please click its title link.



Barcode No.

011201201210

047201100584

081090900329

Status

in-library use only

人間図推薦図書,大型図書

Show More

Call No.

519.7-2

518.52-UN

UN-10-III.O-sol

pbk.

pbk

pbk.

Books Location Social Lib: Stacks Human Dev Lib: Browsing Room Solid waste management in the world's cities : water and sanitation in RIEB Lib: U.N. United Nations Human Settlements Programme Publisher London: Earthscan Year c2010 xxviii, 228 p.: ill. (some col.), maps (some col.); 30 cm Size Language English Hide book details. Location Volume Call No. Barcode No. Status Reserve Comments ISBN Printed Restriction Social Lib 518.52-UN 011201201210 9781849711708 Stacks Human Dev pbk. 519.7-2 047201100584 人間図推薦図 9781849711708 Lib: 書,大型図書 Browsing Room 禁帯出 RIEB Lib: UN-10-081090900329 in-library 9781849711708 III.Q-sol U.N. **Human Dev** 519.7-2A 040201200436 Laboratory 9781849711708 Lib: Laboratory

> The three key integrated sustainable waste management system elements in the reference cities Integrated sustainable waste management governance features in the reference cities

Hide details.

Contents

Introduction and key concepts

Reflections and ... Read more

Profiling the reference cities

Location of the materials are written on the "book detail".

## **Book Details**

You can check location and status of a book.

Location	Volume	Call No.	Barcode No.	Status	Reserve	Comments	ISBN	Printed	Restriction
Social Lib : Stacks	pbk.	518.52-UN	011201201210		<b>3</b>		9781849711708		
Human Dev Lib : Browsing Room	pbk.	519.7-2	047201100584		3	人間図推薦図 書,大型図書	9781849711708		
RIEB Lib : U.N.	pbk.	UN-10- III.Q-sol	081090900329	in-library use only			9781849711708		禁帯出
Human Dev Lib : Laboratory		519.7-2A	040201200436	Laboratory			9781849711708		

**Location** • • • Which library has this material?

Call No. • • • Where is this shelved?

**Status** • • • Can I use this?



You should confirm **status** and take a note about **location** and **call number** in advance of going to the shelves.

## **Browsing Room & Stacks**

Kobe University Library has approximately 3.8 million books and more than 5,000 journal titles, and most of them are shelved in stacks.

e.g., Library for Social Sciences



Approx. 70K books are shelved **in Browsing Room** 



Approx. 1,300K books are shelved **in Stacks** 

## **Call Number**

The call number is the symbols printed on the label pasted on the spines of books. It also means classification of books.

General & Intercult Lib: Stacks

519-5-K



e.g.) In case of "519"

"500" = Technology. Engineering.

"510" = Construction. Civil engineering.

"519" = Pollution. Environmental engineering.

Library materials are ordered by call number and therefore related books are grouped together.



#### Reservation

You can reserve a book if it is on loan.

## **Delivery**

You can order a book from a remote library to the library you selected.

Location	Volume	Call No.	Barcode No.	Status	Reserve	Comme		tion
Social Lib : Stacks	pbk.	518.52-UN	011201201210				reservation by clicking this icon.	
Human Dev Lib: Browsing Room	pbk.	519.7-2	047201100584			人間図推 書,大型図		

You can receive notice when a reserved book is returned.

If a book you want is held at a remote library...

I can get it at a nearby library.

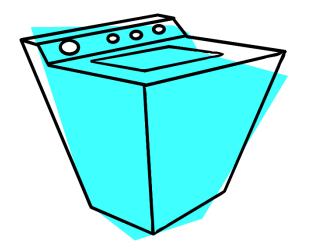




I'll borrow it soon.

# **OPAC: Tips and Advanced Search**

Let's search for books that are written about "Domestic Sewage" using OPAC.



I decided my assignment's theme.
I will write about "Domestic Sewage".



# **Tips for Search**

Results: 1items

(domestic sewage)

You will get only a few results if you search by "domestic sewage".

**Point 1** Search by keyword only.

e.g.) Search by "sewage"

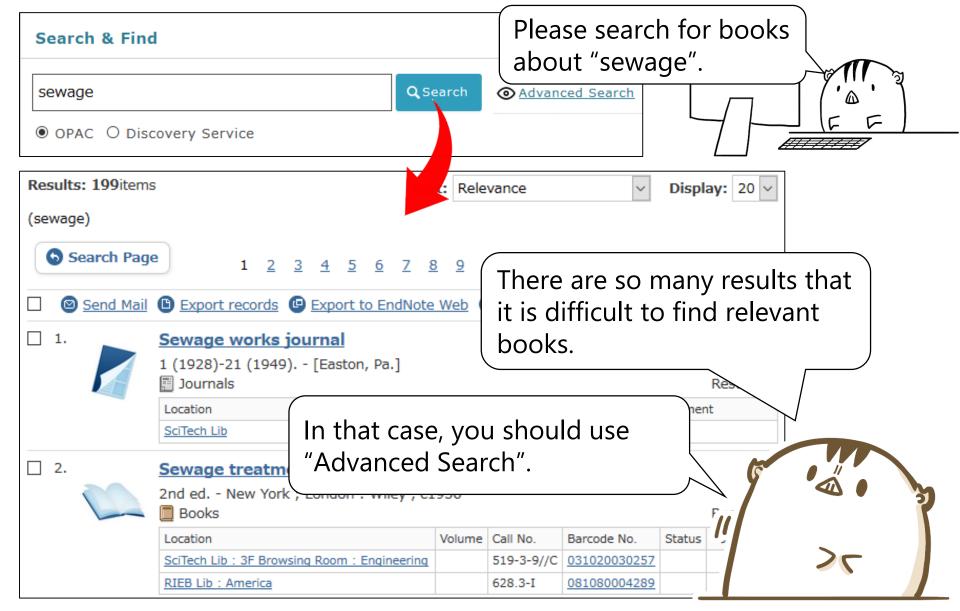
**Point 2 Search by using broader / narrower terms.** 

e.g.) wastewater > sewage ⇒ Search by "domestic wastewater"

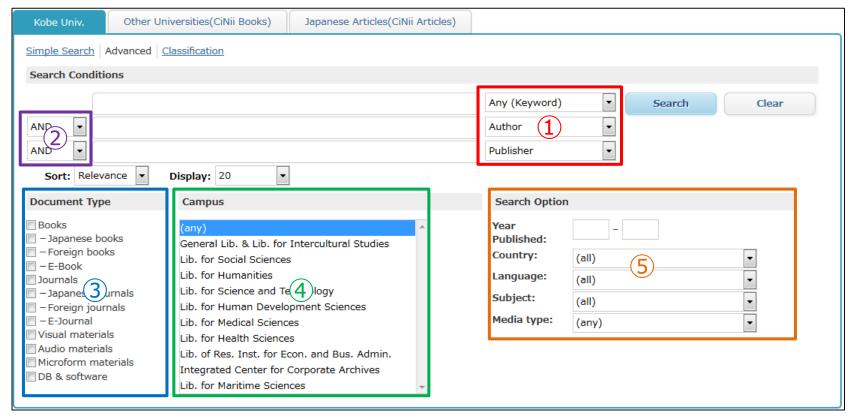
**Point 3 Search by using related terms or synonyms.** 

e.g.) Search by "sewerage"

**Obtain Books Regarding the Assignment** 

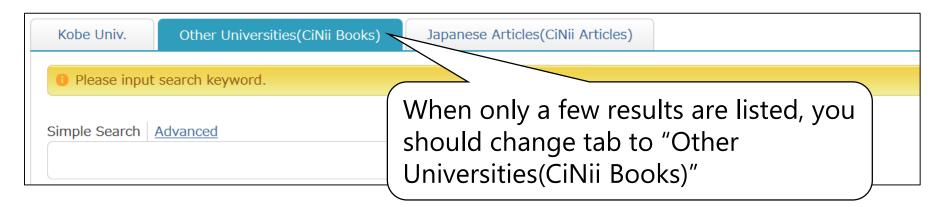


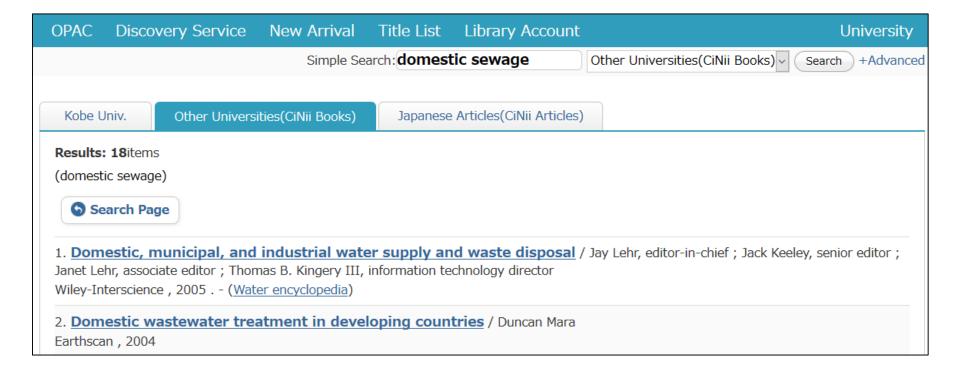
## **Advanced Search**



- 1 Select Search Field
- ② Boolean Operations (AND / OR / NOT)
- 3 Specify Document Type
- 4 Select Library
- 5 Other Search Options (year published, language and so on.)

## **CiNii Books**





## **Search Other Libraries (CiNii Books)**

You can search not only Kobe University holdings but also other libraries in Japan with CiNii Books. <a href="https://ci.nii.ac.jp/books/">https://ci.nii.ac.jp/books/</a>

CINII Books										
,	Book & Journal Au	thor Content								
	Freeword					Search				
	Books and Journa	als	Books	Journals						
Title				Exact Title Match	Include Unifor	m Titles				
Author				Include Alias Name	es					
Author ID		Uniform Title ID			Publisher					
ISBN		ISSN			NCID					
Subject		Classification			Note					
Format	Any Formats 🗸	Language	Any Languag 🗸	Code	Year from	to				
Library ID		Organization ID			Area Any A	Areas 🗸				
		Reme	mber Lib. ID / Org. ID /	Area 🔲 Romaji to	Kana					

Search & Find

Search library resources

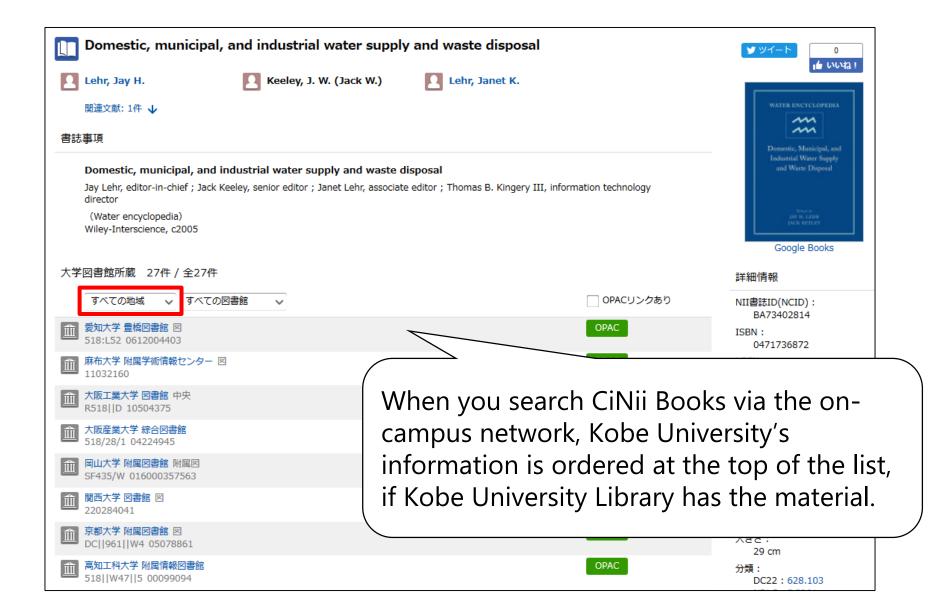
OPAC Discovery Service

QSearch Advanced Search KULIP Databases

NOTE: The property of the property o

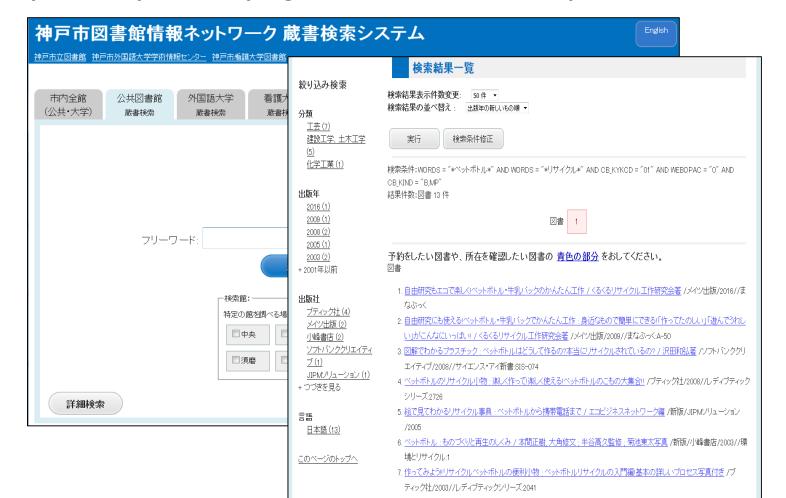
You can access CiNii Books via the "Databases" link on the library top page.

## **CiNii Books**



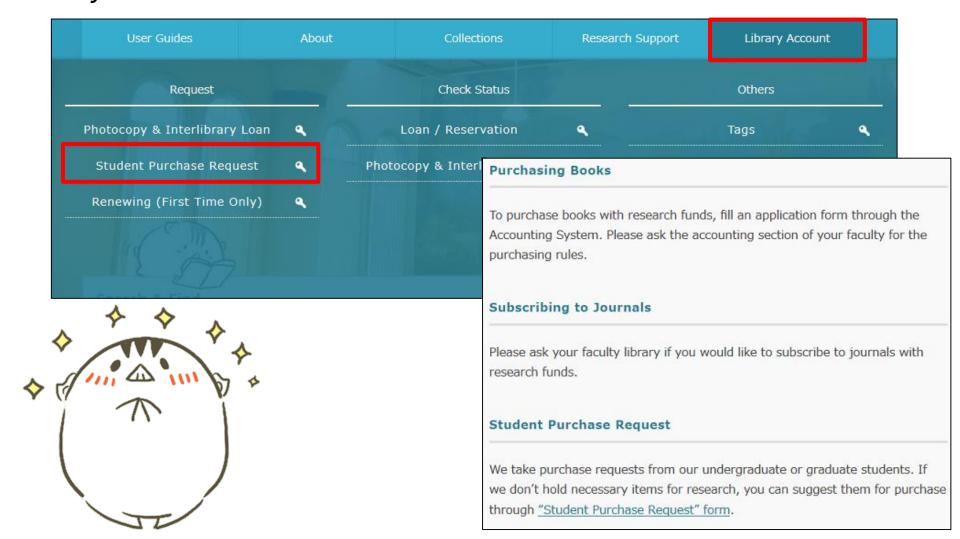
## **Use Public Libraries**

When the Kobe University Library does not have a book you want, you should also use public libraries such as Kobe City Library and Hyogo Prefectural Library.



## **Student Purchase Request**

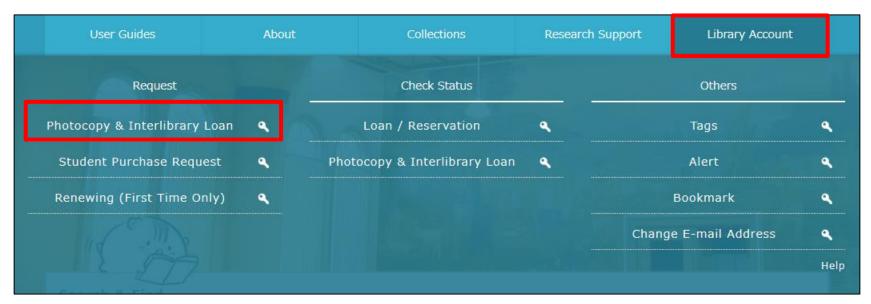
You can request that the library buy a book which is needed for study or research.



## Order Other Libraries' Resources (ILL)

You can order a book that is not held in Kobe University Library from other institutes or University libraries.

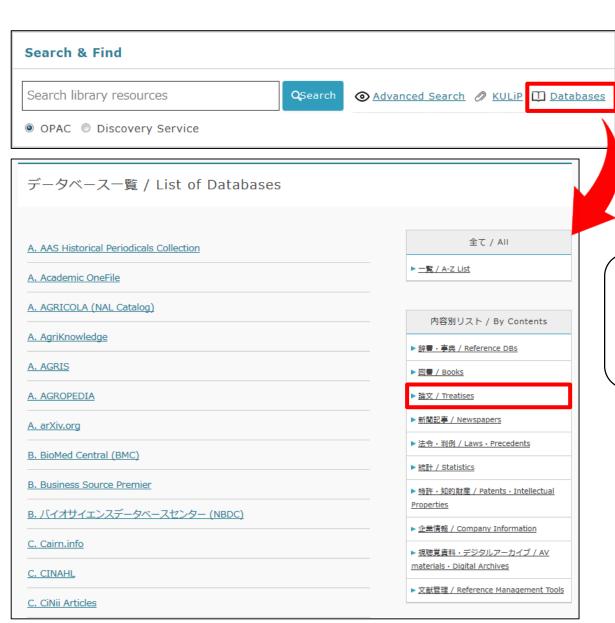
XThis service is charged.





You can also visit other university's libraries. In that case, please consult a library staff member of Kobe University Library in advance.

## **Search for Journal Articles**



When you search for articles, you should use article databases.

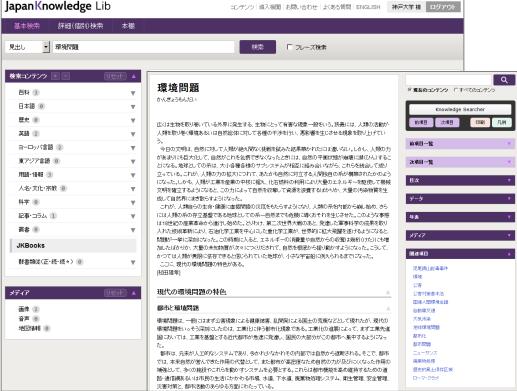


#### **Databases**

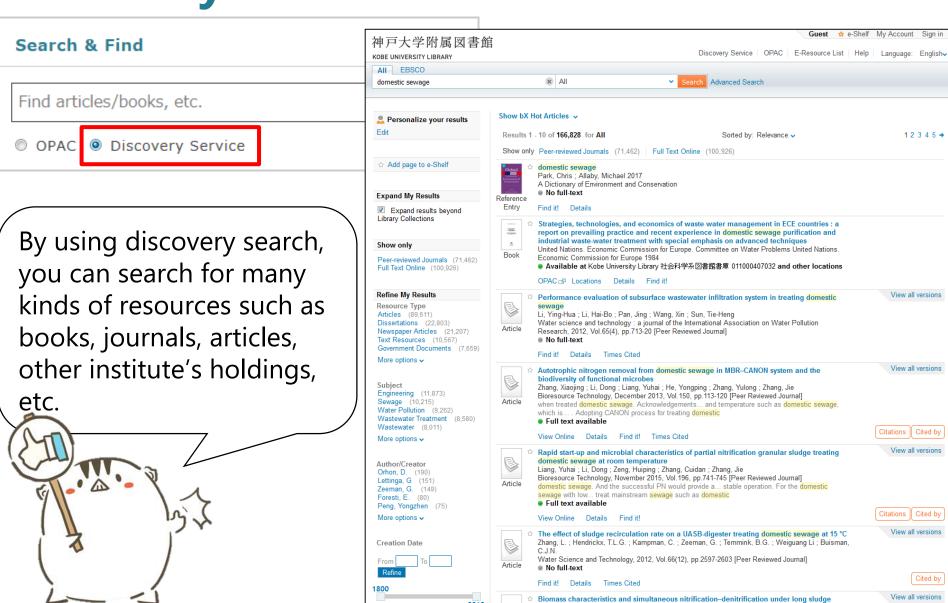
 Q 検索
 ② 詳細検索
 ② KULiP
 ① データベース一覧

 ⑤ OPAC (所蔵資料検索)
 ○ ディスカバリ





# **Discovery Service**



2018

retention time in an integrated reactor treating rural domestic sewage

## **Learn About Academic Writing**

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## **Search for Books Using OPAC**

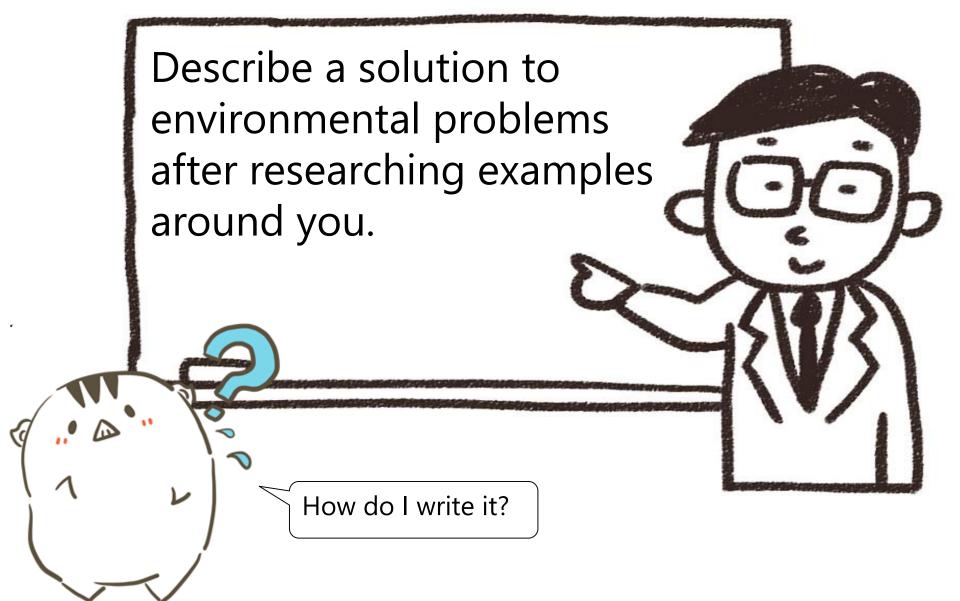
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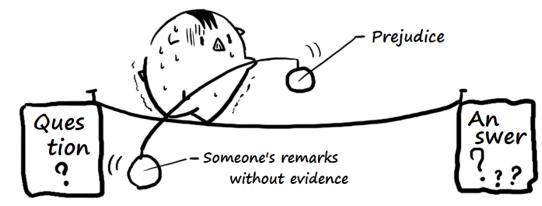
## **Other Library Services**

# A Writing Assignment was given...



## What is a Report? Before Writing

- A report is an academic document.
- It consists of logical sentences based on various facts and information and provides a conclusion or hypothesis.
- Do not write your impressions and opinions. You need arguments based on fact.
- You must specify references when you quote or refer to someone's work or data.



## **Citation Rules**

When you cite or refer to another's work, you must......

- Indicate the part you cite / refer to
- Add a note in the text
- Indicate information about the citation source as a reference

If you cite literature without indicating sources, this may be interpreted as stealing another person's words or ideas.

In the above case, you may receive academic penalties such as a failing grade.

## **Citation Rules**

- **1** You should only cite when necessary
- **2** You should not cite in excess

The sentences that you write yourself should be the main content of your work.

**3 You should distinguish between sentences you write and quotations** 

When you quote a short sentence, you should enclose it in double quotation marks. For a long sentence, you should use line breaks or leave space between lines.

4 You should include information about the source and author

## **How to Cite**

- 1. .....regarding this point, Floridi, L (2018) says "the digital revolution transforms our views about values and their priorities" \*1 and hence.....
  - \*1 Floridi, Luciano. "Soft Ethics and the Governance of the Digital," Philosophy & Technology 31, no.1 (February 2018): 1-8, https://doi.org/10.1007/s13347-018-0303-9.
- 2. .....and in current days, our views about values and their priorities have been changing due to the digital revolution (Floridi 2018)\*1. Yet the revolution may cause.....
  - \*1 Floridi, Luciano. "Soft Ethics and the Governance of the Digital," Philosophy & Technology 31, no.1 (February 2018): 1-8, https://doi.org/10.1007/s13347-018-0303-9.

## **Citation Styles (Books)**

#### **MLA Style**

Author. Title. [Edition.] Publisher, Year.

## **Chicago Style**

Author. Title. [Edition.] City name: Publisher, Year.

#### **Harvard Style**

Author. (Year) Title. [Edition.] City name, Publisher.

## **APA Style**

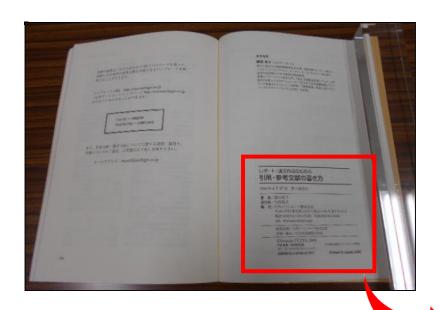
Author. (Year). *Title* [(Edition)]. City name: Publisher.

## SIST02 Style

Author. Title. [Edition,] City name, Publisher, Year, Total pages.

## **Check Information Sources**

Bibliography of Japanese books is often written on the next-to-last page (奥付).



レポート・論文作成のための

#### 引用・参考文献の書き方

2009年4月27日 第1刷発行

著 者/藤田節子 発行者/大高利夫

発 行/日外アソシエーツ株式会社

〒143-8550 東京都大田区大森北 1-23-8 第3下川ビル 電話 (03)3763-5241(代表) FAX(03)3764-0845 URL http://www.nichigai.co.jp/

組版処理/日外アソシエーツ株式会社 印刷・製本/大日本印刷株式会社

©Setsuko FUJITA 2009 不許複製・禁無断転載 <落丁・乱丁本はお取り替えいたします>

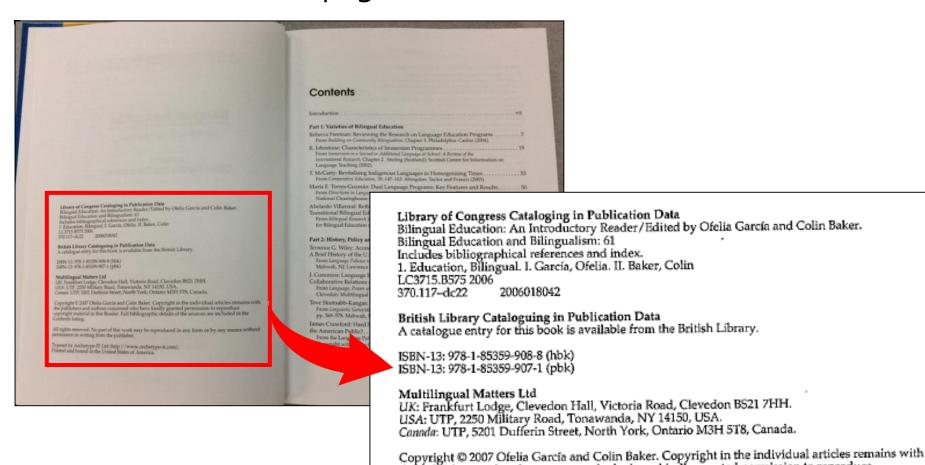
ISBN978-4-8169-2179-7

(中性紙北越淡クリームキンマリ使用)

Printed in Japan,2009

## **Check Information Sources**

The bibliography of many western language books is written on the verso of the title page.



Contents listing.

the publishers and authors concerned who have kindly granted permission to reproduce copyright material in this Reader. Full bibliographic details of the sources are included in the

## **List References**

#### Harvard referencing (parenthetical referencing)

References are listed by alphabetical order of author's family name.

#### [Text]

Furuya (2007, p.155-161) refers to conservativity and innovativity of standard. In addition, "One of the roles of references is [...] revealing reliability, novelty and originality of author's claim" (Fujita, 2009, p.2)......

#### [References]

- Fujita, Setsuko. How to write references for papers.
   Nichigai Associates: 2009.
- Furuya, Minoru. "Revised 'Description of Bibliographic References': SIST 02-2007 Edition." Journal of Information Processing and Management 50, 3 (2007): 155-161.

#### Vancouver system (author-number system)

References are listed in order of appearance in the text.

#### [Text]

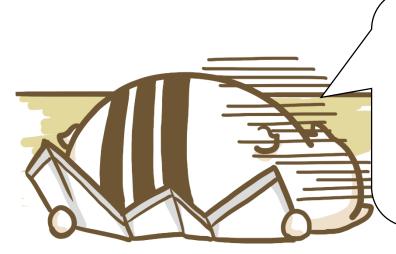
Furuya refers to conservativity and innovativity of standard\*1. In addition "One of the roles of references is [...] revealing reliability, novelty and originality of author's claim"\*2.....

#### [References]

- 1. Furuya, Minoru. "Revised 'Description of Bibliographic References': SIST 02-2007 Edition." Journal of Information Processing and Management 50, 3 (2007): 155-161.
- 2. Fujita, Setsuko. *How to write references for papers*. Nichigai Associates: 2009.

## **Cautions for Making a Reference List**

- Information is incorrect
- Information is insufficient
- Citation styles are varied within an article
- Journal title is abbreviated by uncustomary style



If a reference list has mistakes or a lack of information, readers may not be able to search for information about sources. Hence, when you make a reference list, please be careful to write it accurately by following the defined formats.

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## **Ask a Librarian Service**

If you have any questions like those below, please do not hesitate to ask a librarian.

- How to search for library materials
- How to search for information
- How to use databases, etc.



## References

木下是雄『レポートの組み立て方』筑摩書房, 1994.

小笠原喜康『大学生のためのレポート・論文術』新版, 講談社, 2009.

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石井一成『ゼロからわかる大学生のためのレポート・論文の書き方』ナツメ社, 2011.

慶應義塾大学日吉メディアセンター『KITIE—KEIO Interactive Tutorial on Information Education』 < <a href="http://project.lib.keio.ac.jp/kitie/index.html">http://project.lib.keio.ac.jp/kitie/index.html</a> >, (2014-12-1)

大阪大学附属図書館『情報活用基礎 「図書館活用法」』 < <a href="http://www.library.osaka-u.ac.jp/others/tutorial/kougi2016/index.html">http://www.library.osaka-u.ac.jp/others/tutorial/kougi2016/index.html</a> (2014-12-1)