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
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  • Library Website

Search for Books Using OPAC
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  • Tips for information searching  • Advanced Search

Learn about Academic Writing
  • What is Academic Writing?
  • Citation Rules  • List of References

Other Library Services
About

- Academic Library
- Kobe University Library
- Library Website

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

When you login to the library website, you may notice any overdue books you have.
Search for Books by Using OPAC

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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 Simple Search

You can use OPAC wherever internet is available.

The search box is on the library top page.

You can search OPAC by entering keywords in the search box.

OPAC can find not only books and journals but also newspapers, audio-visual materials, e-resources and so on.
A Writing Assignment was given...

Describe a solution to environmental problems after researching examples around you.
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.

Location of the materials are written on the “book detail”.
# Book Details

You can check location and status of a book.

<table>
<thead>
<tr>
<th>Location</th>
<th>Volume</th>
<th>Call No.</th>
<th>Barcode No.</th>
<th>Status</th>
<th>Reserve</th>
<th>Comments</th>
<th>ISBN</th>
<th>Printed</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Lib : Stacks</td>
<td>pbk.</td>
<td>518.52-UN</td>
<td>011201201210</td>
<td></td>
<td></td>
<td></td>
<td>9781849711708</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Dev Lib : Browsing Room</td>
<td>pbk.</td>
<td>519.7-2</td>
<td>047201100584</td>
<td></td>
<td></td>
<td></td>
<td>9781849711708</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIEB Lib : U.N.</td>
<td>pbk.</td>
<td>UN-10-III.Q-sol</td>
<td>08109090329</td>
<td>in-library use only</td>
<td></td>
<td></td>
<td>9781849711708</td>
<td></td>
<td>禁帯出</td>
</tr>
<tr>
<td>Human Dev Lib : Laboratory</td>
<td></td>
<td>519.7-2A</td>
<td>040201200436</td>
<td>Laboratory</td>
<td></td>
<td></td>
<td>9781849711708</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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.

<table>
<thead>
<tr>
<th>Location</th>
<th>Volume</th>
<th>Call No.</th>
<th>Barcode No.</th>
<th>Status</th>
<th>Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Lib : Stacks</td>
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</tr>
<tr>
<td>Human Dev Lib : Browsing Room</td>
<td>pbk.</td>
<td>519.7-2</td>
<td>047201100584</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can apply for reservation by clicking this icon.

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.
I decided my assignment’s theme. I will write about “Domestic Sewage”.

Let’s search for books that are written about “Domestic Sewage” using OPAC.
Tips for Search

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

Please search for books about “sewage”.

There are so many results that it is difficult to find relevant books.

In that case, you should use “Advanced Search”.
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.)
When only a few results are listed, you should change tab to “Other Universities(CiNii Books)”
Search Other Libraries (CiNii Books)

You can search not only Kobe University holdings but also other libraries in Japan with CiNii Books. [https://ci.nii.ac.jp/books/](https://ci.nii.ac.jp/books/)

You can access CiNii Books via the “Databases” link on the library top page.
When you search CiNii Books via the on-campus network, Kobe University’s information is ordered at the top of the list, if Kobe University Library has the material.
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.

<table>
<thead>
<tr>
<th>Request</th>
<th>Check Status</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopy &amp; Interlibrary Loan</td>
<td>Loan / Reservation</td>
<td></td>
</tr>
<tr>
<td>Student Purchase Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewing (First Time Only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purchasing Books**

To purchase books with research funds, fill an application form through the Accounting System. Please ask the accounting section of your faculty for the purchasing rules.

**Subscribing to Journals**

Please ask your faculty library if you would like to subscribe to journals with research funds.

**Student Purchase Request**

We take purchase requests from our undergraduate or graduate students. If we don't hold necessary items for research, you can suggest them for purchase through “Student Purchase Request” form.
Order Other Libraries’ Resources (ILL)

You can order a book that is not held in Kobe University Library from other institutes or University libraries.※This 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.
When you search for articles, you should use article databases.
By using discovery search, you can search for many kinds of resources such as books, journals, articles, other institute’s holdings, etc.
Learn About Academic Writing

About
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Other Library Services
A Writing Assignment was given...

Describe a solution to environmental problems after researching examples around you.

How do I write it?
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
1. ......regarding this point, Floridi, L (2018) says “the digital revolution transforms our views about values and their priorities” *1 and hence......


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......

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).
Check Information Sources

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

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】
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


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.

河野哲也『レポート・論文の書き方入門』第3版, 慶應義塾大学出版会, 2002.

戸田山和久『論文の教室: レポートから卒論まで』新版, NHK出版, 2012.

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.
