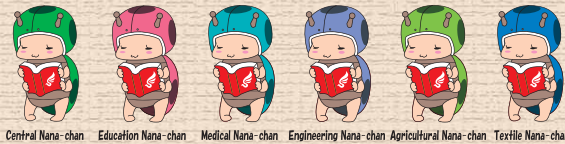


Library Guide

Guidance for Shinshu University Library, 2016



Guidance for Shinshu University Library, 2016

Issued March 31st, 2016

National University Corporation:
Shinshu University Library

3-1-1 Asahi, Matsumoto City, Nagano Pref. 390-8621

TEL : 0263(37)2172 FAX : 0263(37)2296

e-mail : library@shinshu-u.ac.jp

<http://www.shinshu-u.ac.jp/institution/library/>

Twitter: @ShinshuUnivLiv



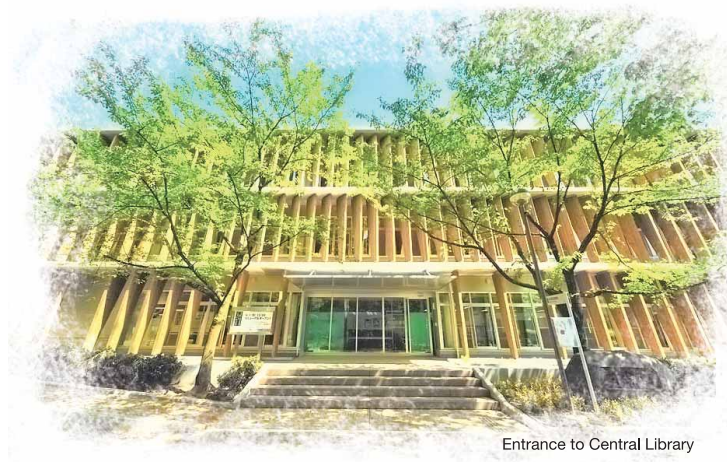
 Shinshu University Library



Shindai Nana-chan

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Entrance to Central Library

Using the Library



Information counter of Central Library

How to enter the library

- Place your student or staff identification card over the card reader of the entrance gate, to enter the library.
- If you do not have a student or staff identification card, please ask a librarian at the counter.

Borrowing

- Hand over the books you want to borrow and your student or staff identification card to a librarian at the counter, to complete the procedures for borrowing.
- With your student or staff identification card, you can use an automatic lending machine.
- For the maximum number of books and period for borrowing, see the page of each library.
- You cannot borrow the books that are designated as “for reference only” in OPAC.



Return

- Return the books you borrowed to the counter.
- You can return the books you borrowed from the library of another department, too.
- If you miss a deadline for returning books, you will receive some penalty, which varies among libraries. For example, you will become unable to borrow books next time.
- If you lose or deface a book you borrowed, consult with a librarian at the counter.

Extension of a borrowing period

- Before the deadline for returning, you can extend a borrowing period only one time, if the book you borrowed is not reserved. Complete the procedures for the extension at My Library (p.10), the counter, or an automatic lending machine.
- After a deadline for returning, you cannot extend the deadline.

For visitors

- Visitors can use this library for academic research, surveys, learning, etc. If you visit this library for the first time, bring your identification card, such as your driver's license and student identification card.
- You can browse the materials in a library freely, except special collections, etc. For details, see the page of each library.
- If you want to borrow a book, apply for the issuance of a library card at the counter. Library cards can be issued for general citizens who are over 18 years old (excluding high school students). A library card can be used at all of our libraries.

Copying of materials

● You can copy the materials inside a library only for the purpose of a survey or research once, as long as you do not violate the Copyright Act. (You are not allowed to copy your own notebook or the like.) When you copy a material, fill in "an application form for duplication" with necessary items. When you use a copying machine, please observe the following rules.

- (1) In the case of a book, you shall not copy all pages of the copyrighted work, but some of them.
- (2) In the case of a paper or article included in a periodical, you shall not copy all pages of the paper or article, but some of them. As for the periodicals published a while ago (as the following issues have been published or it has been 3 months after publication), you may copy all pages of one paper or article.
- (3) You can copy a material only one time.
- (4) The purpose of copying shall be limited to surveys and research.
- (5) You shall not recopy a material.
- (6) You shall fill in an application form for duplication with necessary items, after confirming provisions.

Article 31 of the Copyright Act Duplication in Libraries, etc.

In the following cases and as part of non-commercial undertakings at the National Diet Library or at a library or other facility specified by Cabinet Order whose purpose is to offer books, records, and other materials for the public to use (hereinafter referred to as a "library, etc." in this paragraph), it is permissible for a person to reproduce a work from a book, record, or other material of the library, etc. (hereinafter referred to in this Article as a "library material"):

- when providing a single user of the library, etc. with a single copy of a part of a work that has been made public (or the whole of a work that has been made public, if it is an individual work that has been printed in a periodical and a considerable period of time has elapsed since its publication) in response to the user's request and for the purpose of the user's research or studies

Interlibrary access

● If a library does not have a book you want, you can request the delivery of the book or its copy from a library of another department or university, National Diet Library, or the like. Please ask a librarian at the counter about how to do so, charges, etc.

Prohibited acts



No eating or drinking



No talking on a cellphone



No smoking



No leaving your belongings unattended



No talking loudly or chatting

Affiliated libraries

● We offer the following services in cooperation with Nagano Prefectural Library and other public libraries in Azumino City, Iiyama City, Ina City, Ohmachi City, Shiojiri City, Suzaka City, Matsumoto City, and Minamimino-mura, which are affiliated with our libraries.

Book search

● OPAC has the links to the book search site of each affiliated library in Nagano Prefecture.

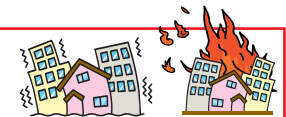
Request for the delivery of materials

- You can request the delivery of materials stored in an affiliated library to any library of our university. Please ask a librarian at the counter.
- There is a possibility that you will not be allowed to take the delivered materials out of the library.

Returning service

- You can return books to any of affiliated libraries and our libraries.
 - Libraries in Matsumoto City, Shiojiri City, Azumino City, and Ohmachi City ◀▶ Central Library
 - Library in Ina City ◀▶ Agricultural Library
 - Libraries in Iiyama City and Suzaka City ◀▶ Engineering Library
- For details, please contact a library.

If an earthquake or fire occurs in a library, ...



Earthquake

- If you sense a tremor, stay away from bookshelves and windows!
- During an earthquake, huddle under a table to protect yourself!
- Do not get out of the building hastily!

Fire

- Notify library staff of the fire!
- Stay away from the fire!
- Place a handkerchief or towel on your mouth, and stay low!

When you evacuate, please follow instructions from library staff.
Check the evacuation routes in libraries on a daily basis.

In Matsumoto Campus, it is possible to obtain the latest disaster information from one-segment broadcasting at the time of a disaster. For details, see "One-Segment Broadcasting in the Shinshu University Area."





Search Methods for Materials

Search with OPAC

OPAC search window

Simplified search window

Input a book title, author's name, or the like in the search box, to search.

You can log in to My Library (p.10) from here.



By clicking "Advanced search," you can narrow down subjects, material types, libraries, etc.

How to search

	Input Japanese	Input English
Prefix search	Just input a word and search. 外科 → 外科医 will be included in hits.	Input * (asterisk) just after a word. plastic* → plastic _s and plastic _{ally} will be included in hits.
Phrase search	Search without inputting a space. 世界遺産	Search after adding double quotation marks. "world heritage"
Exact match search	Input words in "Full Title" in the narrowed search, and search.	
AND search	Solar ₁ generation → Materials that include both "solar" and "generation" will be retrieved. *In this case, not only "solar generation," but also "solar power generation" will be included in hits.	
OR search	Cancer ₁ OR tumor → Materials that include either "cancer" or "tumor" will be retrieved.	
NOT search	Jomon ₁ NOT pottery → Materials that include "jomon," but not include "pottery" will be retrieved.	

What is the search engine OPAC?

With OPAC, you can check the locations of books, journals, audiovisual materials, e-Books, etc. stored in the libraries of Shinshu University.

URL : <http://www-lib.shinshu-u.ac.jp/opc/>



List of search results

Window for the list of search results

You can change the order and number of displayed hits.



This indicates the format, such as a book and a journal.

You can narrow down libraries, publication years, formats, etc.

This indicates the current status of the material (e.g. borrowed), its location, call number, etc.



How to see search results—Books

Click a book title from the list of search results, to display “the detailed info of the book.” You can check the storage state of the book by seeing the “Location” and “Call Number” in the storage state information.

OPAC's window for the detailed information on books

信州大学 附属図書館OPAC

自然保護の夜明け: デイブライソローからレイチェル・カーソンへ

フォーマット: 図書
責任表示: ホール・ブルックス (著); 上遠 聖子, 北沢久美訳
言語: 日本語
出版情報: 東京: 新思堂社, 2006.2
形態: 424, xviii p.; 20cm
著者名: Brooks, Paul <DA04928013>
上遠 聖子 <DA01614926>
北沢 久美
書誌ID: BA76076375
ISBN: 9784783502395 14783502390

状態	巻	所在	資料ID	請求記号	返却予定日 (予約済)	OPAC注記
貸出中		中央図書館 中央図書館 短期図書館	0011219649	519.853 B 76	2016/01/20	予約可能
研究室		中央図書館 金教構(言語)	0011575222	519.853 B 76		
貸出可		教育学部図書館 教育学部 図書(図書)	0710287715	519.853 B 76		
貸出可		工学部図書館 工学部図書 (図書)	2510316272	519.853 B 76		

Bibliographic information

Storage information

Status

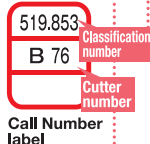
The status of each material, such as “Loanable” and “Checked out,” is indicated. If you want to use a book stored in a research room, please ask a librarian at the counter.

Location

The location of each book is indicated. In this case, we have several copies of the book, and store them at different libraries, departments, and divisions.

Call Number

This number represents the theme and location of each book. Books are placed on bookshelves of libraries in order of call numbers. The back cover of each book has a label, and so we recommend you to write down call numbers when searching bookshelves for books.



Reserve

You can reserve books that have been borrowed. You can also request the delivery of books from other libraries. Click the button for “Reserve,” and log in with the ID and password of ACSU.

How to see search results—Journals

Click a journal title from the list of search results, to display the “detailed information of the journal.” You can check the storage state of the journal by seeing the “location” and “volume/issue number and year” in the storage state information.

OPAC's window for the detailed information on journals

信州大学 附属図書館OPAC

National geographic = ナショナルジオグラフィック, 日本語

フォーマット: 雑誌
言語: 日本語
出版情報: 東京: 日経ナショナルジオグラフィック社, c1994.
ISSN: 13408390
巻次(年次): 創刊号特別号 (1994).
書誌ID: AN10479159

所蔵番号	所蔵年	所在	請求記号	OPAC注記
19	2013-2013	中央図書館 中央図書館 短期館	N	
20-21, 22(1)+	2014-2015	中央図書館 中央図書館 新館雑誌	N	
3-5	1997-1999	中央図書館 人文化		
15(4-12), 16(1-5, 7-12), 17-21, 22(1)+	2009-2015	教育学部図書館 教育学部 図書		

Bibliographic information
Storage information

In the case of journals, you need to check not only whether the journal you want is stored, but also the issue you want is available.

Volume/issue number and year

Each journal is indicated with volume/issue numbers, and years. Example: 15(4-12), 16(1-5, 7-12), 17-21, 22(1)+ ... 2009-2015

The issues published between 2009 and 2015 are available. The plus sign indicates that we still subscribe to the journal. We do not have Issue 3, Volume 15 or Issue 6, Volume 16, because these are missing issues.

Location

This indicates where the journal is stored. Some volumes may be stored at different locations. If you want to use a journal stored at other libraries, departments, or divisions, please ask a librarian at the counter.

The back numbers of journals are bound. We recommend you to write down journal titles and volume/issue numbers when searching bookshelves for journals you want.

If you cannot find a material you want in OPAC (search the libraries outside our university)

If a book or journal you want is not stored at our university, you can request the delivery of the book or its copy from another university or directly visit the university (p.4). In the following websites, you can search for the libraries that have a material you want.

Cinii Books You can search college libraries around Japan.

NDL-Search You can search National Diet Library.



My Library *Exclusively for those who belong to Shinshu University

How to log in

1. Click "Login" in My Library in the common menu at the right side of the website of the library of our university.
2. Input your ID and password for ACSU and click the login button.

There are two other entrances to My Library.

- After ACSU log in, click "Library Portal: My Library" in "Campus Life" at the left side.
- Click "My Library" in the menu at the upper part of OPAC, input your ID and password for ACSU, and log in.



Website of our university library.

How to use each menu

This window displays the notifications from the library.

My Library Home WEBサービス 信州大学 附属図書館 OPAC

WEBサービス

信州大学 My Libraryへようこそ

図書館からのお知らせ

あなたへお知らせ

E-mailアドレス

- 本サービスで利用するメールアドレスは taro@shinshu-u.ac.jp です。

延滞状況

- とくにありません。

取置状況

- 取置資料があります。2016/1/4までに図書館までお越し下さい。詳細は予約状況確認画面をご覧ください。

1 貸出状況確認

2 予約状況確認

3 リクエスト図書
ブックレビュー

4 ASKサービス
貸出履歴一覧
施設予約(中央図書館)

5 施設予約(医学部図書館)
利用者情報変更
パスワード変更

What is My Library?

My Library is the portal site of our library. With this, you can check your reservation and borrowing situations, etc. in the Internet.

URL : <https://www-lib.shinshu-u.ac.jp/portal/>



1 To check your borrowing situation

You can check the deadline for returning a book and extend the deadline. For extending the deadline, check the box to the left of the book you want to borrow for a longer period, and click "Extend the borrowing period."



2 To check your reservation situation

You can check the states of books you reserved or sent for. If "On Hold" is displayed, you can borrow the book anytime. While "Requested" is displayed, you can cancel your reservation.



3 To request a book

Undergraduate and graduate students can request our library to have some books they want.

4 ASK service

If there are any questions to our library, please send them from here. We will answer by e-mail.

5 To reserve a facility (Central/Medical Library)

This is used for reserving group study rooms or the like. Please ask each library about how to use facilities.



Use of e-Journals, e-Books, and Databases

Search for e-Journals and e-Books

Shinshu University has about 12,500 titles of e-Journals and about 1,300 titles of e-Books (as of fiscal 2015).

You can access each provider by inputting the title of a journal or book in "Publication Finder" in the website of our library. E-Books can be retrieved with OPAC, too.

Search results after inputting "Nature" in Publication Finder

The screenshot shows the 'Full Text Finder' search interface. The search term 'Nature' is entered in the search box. The results are displayed in a list format, showing the following items:

- 1. **Nature**
ISSN: 0028-0836, 1476-4687. Science (General).
■ 全文アクセス
■ Academic Search Premier 1997 - 現在 (全文掲載保留期間: 1年)
■ Nature Journals Online 1997 - 現在
- 2. **Nature Australia**
ISSN: 1324-2596. Earth & Atmospheric Sciences, Life Sciences.
■ 全文アクセス
■ Academic Search Premier 2001 - 2005
- 3. **Nature Conservation**
ISSN: 1314-6947, 1314-3301. Environmental Management & Protection.
■ 全文アクセス
■ DOAJ: Directory of Open Access Journals 2012 - 現在

A callout box on the right side of the screenshot lists the '電子情報サービス' (Electronic Information Services) available on the website of Shinshu University Library, including '電子ジャーナル' (Electronic Journals), '電子ブック' (Electronic Books), '電子ジャーナル検索 PublicationFinder' (highlighted with a red box), '学術情報データベース' (Academic Information Database), 'リモートアクセス利用方法' (Remote Access Usage Method), 'リンクゾルバ利用方法' (Link Resolver Usage Method), '更新情報' (Update Information), and 'トライアル中のサービス' (Services Under Trial).

- E-Journals and e-Books can be used inside Shinshu University in accordance with contracts.
- You can check available titles in Shinshu University in "e-Journals" and "e-Books" of the website of our library.
- There are also charge-free (freely accessible) titles. (In Publication Finder, the "Free" marks represent such titles.)

What is an e-Journal?

It means an academic journal published online. E-Journals can be easily retrieved and swiftly published compared with paper ones.

What is an e-Book?

It means the electronic version of a conventional paper book. Our library collects mainly academic and technical e-Books.

How to do remote access *Exclusively for those who belong to Shinshu University

The students and teaching staff of Shinshu University can browse e-Journals, etc. from outside the university, by logging in to ACSU.

After logging in to ACSU, you can access each site from "List of GakuNin Sites" on the left menu. For the details on how to use each site, please see "Remote access user guide" in the website of Shinshu University Library.

The screenshot shows the ACSU portal website. The main navigation menu includes 'リンク' (Links), which is expanded to show a list of links. The link '学認サイト一覧' (List of GakuNin Sites) is highlighted with a red box.

The screenshot shows the GakuNin portal website. The main content area displays a list of available services, each with a logo and a brief description:

- Cinii** (Cinii Articles): 論文や図書・雑誌などの学術情報が検索できるデータベースサービスです。日本の学術論文を中心に、本文や引用文献へのナビゲーション機能を提供しています。利用手順は [附属図書館ホームページ](#) をご覧ください。
- NII-REO** (NII-REO 人文社会科学コレクション): 論文や図書・雑誌などの学術情報が検索できるデータベースサービスです。日本の学術論文を中心に、本文や引用文献へのナビゲーション機能を提供しています。利用手順は [附属図書館ホームページ](#) をご覧ください。
- EBSCOhost** (EBSCO): EBSCO社提供の電子ジャーナル・データベースです。利用手順は [附属図書館ホームページ](#) をご覧ください。
- OvidSP** (Ovid): Ovid社の電子ジャーナル・データベースです。利用は、医学部所属の方限定です。利用手順は [医学部附属図書館ホームページ](#) をご覧ください。
- SciVerse ScienceDirect** (Elsevier): Elsevier社の電子ジャーナルパッケージです。利用手順は [附属図書館ホームページ](#) をご覧ください。
- SpringerLink** (Springer): Springer社の電子ジャーナルパッケージです。利用手順は [附属図書館ホームページ](#) をご覧ください。
- Web of Knowledge** (Thomson Reuters): Thomson Reuters社の文献・引用データベースです。利用手順は [附属図書館ホームページ](#) をご覧ください。
- DreamSpark** (Microsoft): Microsoft社のソフトウェア開発製品、アプリケーションデザイン製品などの無償提供プログラムです。Visual Studio や Windows Server, Expression などの製品を無償でダウンロードできます。利用手順は [Microsoft Academic Portal >>> DreamSpark](#) をご覧ください。

List of GakuNin sites



Available databases in Shinshu University

Academic information databases include those for retrieving the information on papers and literature, newspaper articles, dictionaries, encyclopedias, and research data. The available databases in Shinshu University are as follows.

Databases for papers and literature (all subjects)

Database title	Outline
CiNii Articles	An academic paper database including Japanese academic journals and bulletins. For some journals, you can see all pages of their papers.
Web of Science	A world-class academic literature database including even the citations among papers. You can retrieve data in the fields of natural and social sciences released in the 1990s or later. You can also use EndNote Basic, a tool for literature management.
Journal Citation Reports	A database for evaluating and comparing academic journals, which includes "Impact Factor," an index based on the citation information in Web of Science.
JDream III	A database of literature in the fields of science, technology, medicine, and pharmacy. This includes the collections of papers and proceedings. The function to search in Japanese is so enriched that a Japanese abstract is added to each paper.
Web OYA	A database of the magazine library "Oya Soichi Bunko." It includes the index of articles of mainly general magazines, such as weekly, women's, literary, and fashion magazines.

Databases for papers and literature (specific subjects)

Database title	Outline
SciFinder	A database of literature mainly in the chemical field. It also includes the information on scientific literature, patents, chemical substances and reactions. Such information can be retrieved from chemical structures and reactions, too.
MathSciNet	An academic paper database in the field of mathematics provided by American Mathematical Society.
Ichushi-Web: Japan Medical Abstracts	A database of literature in the medical field, including medicine, dentistry, pharmacy, nursing science, and veterinary medicine. Keywords are added in accordance with "Medical Term Thesaurus." (Limited to Matsumoto Campus)
Econlit	A database of papers in the fields of economics and business administration, produced by American Economic Association. It also includes the information on theses and working papers.
PsycINFO	A database of abstracts and papers in the field of psychology, produced by American Psychological Association. It also includes magazine articles, theses, and technical reports.

In a database for papers and literature, you can search for the papers and articles included in academic journals, etc. and other literature with titles, abstracts, and keywords. To obtain a paper or literature you want, please check its location by using the e-Journal search Publication Finder and the book search engine OPAC.

Databases for newspaper articles and encyclopedias

Database title	Outline
Japan Knowledge Lib	A database of dictionaries and encyclopedias, mainly Encyclopedia Nipponica. You can retrieve several contents of dictionaries and encyclopedias, such as "Shogakukan's Japanese Dictionary" and "Basic Knowledge of Modern Terms," and Toyo Bunko.
Kikuzo II Visual	A database of the full text of the articles of Asahi Shimbun. You can retrieve the articles of issues ranging from the inaugural issue in 1879, display newspaper images, and use Chiezo and Asahi Graph.
Nikkei Telecom 21	A database of newspaper articles and corporate information provided by Nikkei Inc. You can retrieve the information on companies and personnel affairs, as well as the 4 major newspapers of Nikkei.
Shinano Mainichi Shimbun Database	A database of the full text of the articles of local newspapers in Nagano Prefecture and Shinano Mainichi Shimbun. You can retrieve all issues ranging from the inaugural issue dated July 5, 1873. (Limited to the designated terminals in each library)
House of Commons Parliamentary Papers (HCPP)	A database of the full text of the materials of the House of Commons in the U.K. It includes the bills, House of Commons Papers, etc. produced in the 19th to 20th centuries (1801 to 2004) and the long 18th century (1688 to 1834).

- These databases can be used only inside Shinshu University.
- There are some other materials that can be browsed freely. To use them, please access "Research Papers and Articles" or "Facts and Date" in the website of Shinshu University Library.
- The database in each field is introduced also in the webpage of the library of each department (p.19-31).



Computer area in Central Library



Institutional Repository and Archives

Institutional repositories

Research outcomes, including academic papers, of research institutes are available online.

Institutional repository SOAR-IR https://soar-ir.repo.nii.ac.jp/	This offers the research outcomes, such as papers, of researchers who belong to Shinshu University, and the full text of the bulletins and reports of Shinshu University.
Repository of Shinshu https://shinshu.repo.nii.ac.jp/	This offers the research outcomes of 15 higher education institutions in Nagano Prefecture.
JAIRO, the portal site for the repositories of academic institutions http://jairo.nii.ac.jp/	You can retrieve research outcomes, including papers, accumulated in institutional repositories in Japan.

Archives

Please access archives from the banner links in "General Information" in the website of Shinshu University Library.

Mountain Archive of Early-Modern Japan http://www-moaej.shinshu-u.ac.jp/	This offers the materials published in the modern era, especially the Edo Period, among "KOTANI Collection" (p.17)
Comprehensive Database of Archaeological Site Reports in Japan http://sitereports.nabunken.go.jp/	This offers reports on excavated cultural property around Japan. Shinshu University Library registers the materials of Nagano, Yamanashi, and Niigata Prefectures, in cooperation with related municipalities.
Archive on Dakuryuu-no-ko for generations http://lore.shinshu-u.ac.jp/	This offers the materials regarding "Saburoku Disaster," which occurred in Inadani, Nagano Prefecture in 1961, based on the cooperation from "Tenryu River Learning Center Kawaranbe" and "Upstream Office of the Tenryu River."



Database of Japanese mountain-related publications in the modern era



Introduction of the Collections of Shinshu University Library

Collection title	Library that stores the collection	Outline
KOTANI Collection	Central	One of the largest collections of mountain-related materials in Japan. About 8,000 materials pertaining to mountaineering and mountains inside and outside Japan. These materials, mainly those of the Edo period, are offered by "Mountain Archive of Early-Modern Japan" (p.16).
ISHII Tsuruzo Collection	Central	This is a collection pertaining to the artist ISHII Tsuruzo who flourished as a sculptor and a book illustrator. It includes about 30,000 materials, such as his reference materials, sketches, works, letters, and favorite items for his creative activities.
KITA Morio Library	Central	About 600 books of KITA Morio a writer who graduated from the old Matsumoto High School. This library also includes many autographed books presented by other writers.
Collection of the old Matsumoto High School	Central	About 20,000 books collected during the days of the old Matsumoto High School, which is the predecessor of this university.
Paintings	Central	Paintings, including 19 works collected during the days of the old Matsumoto High School. They include "Landscape of Rome" of FUJISHIMA Takeji and "Spring of Shinano" of OKADA Saburosukeye.
Han Library	Education	124 titles and 1,180 books of antiquarian books used at Chozenkan in Takashima-han, Shinano Province, Dokushojo in Iida-han, Sokyokan in Matsumoto-han, and Shoyukan in Tatsuoka-han. The ji-gu-ge edition of Shi jing zhu shu in the Ming period, the Ruàn Yuán edition of huáng qing jing jiè published in the Daoguang years of Qing, etc. are included.



Source: KOTANI Collection



"Spring of Shinano" by OKADA Saburosukeye

Regarding the browsing of collections

It is necessary to complete the procedures for browsing collections. Before using a collection, please contact each Library (Central Library [p.19] and Library of Faculty of Education [p.22]) (9:00 to 17:00 on weekdays).



Description of Each Library



Central Library



Central Library

Free Learning Space in Central Library

Contact

TEL: 0263-37-2172 FAX: 0263-37-3633 e-mail: matsulib@shinshu-u.ac.jp

Opening hours

	Weekdays (Mon. to Fri.)	Sat.	Sun. and holidays
School period	8:45 - 22:00	10:00 - 19:00	10:00 - 19:00
Exam period	8:45 - 22:00	9:00 - 21:00	9:00 - 21:00
Vacation	8:45 - 17:00	10:00 - 17:00	10:00 - 17:00

Closing days

Summer vacation, year-end and New Year holidays, and extraordinary closing days (which will be announced via notices, websites, etc.)

Borrowing

Bring the materials you want to borrow and your student, staff identification, or library card to a librarian at the counter. With your student or staff identification card, you can use an automatic lending machine.

Borrowers	No. of books you can borrow	Borrowing period	Borrowers	No. of books you can borrow	Borrowing period
1 st to 3 rd -year students	Up to 10	Up to 14 days	Teaching staff, professors emeritus, et al.	Up to 20	Up to 30 days
4 th -year students	Up to 10	Up to 30 days	Researchers, audience, graduates, et al.	Up to 5	Up to 14 days
Graduate students	Up to 10	Up to 30 days	External users	Up to 2	Up to 14 days

Materials you cannot borrow

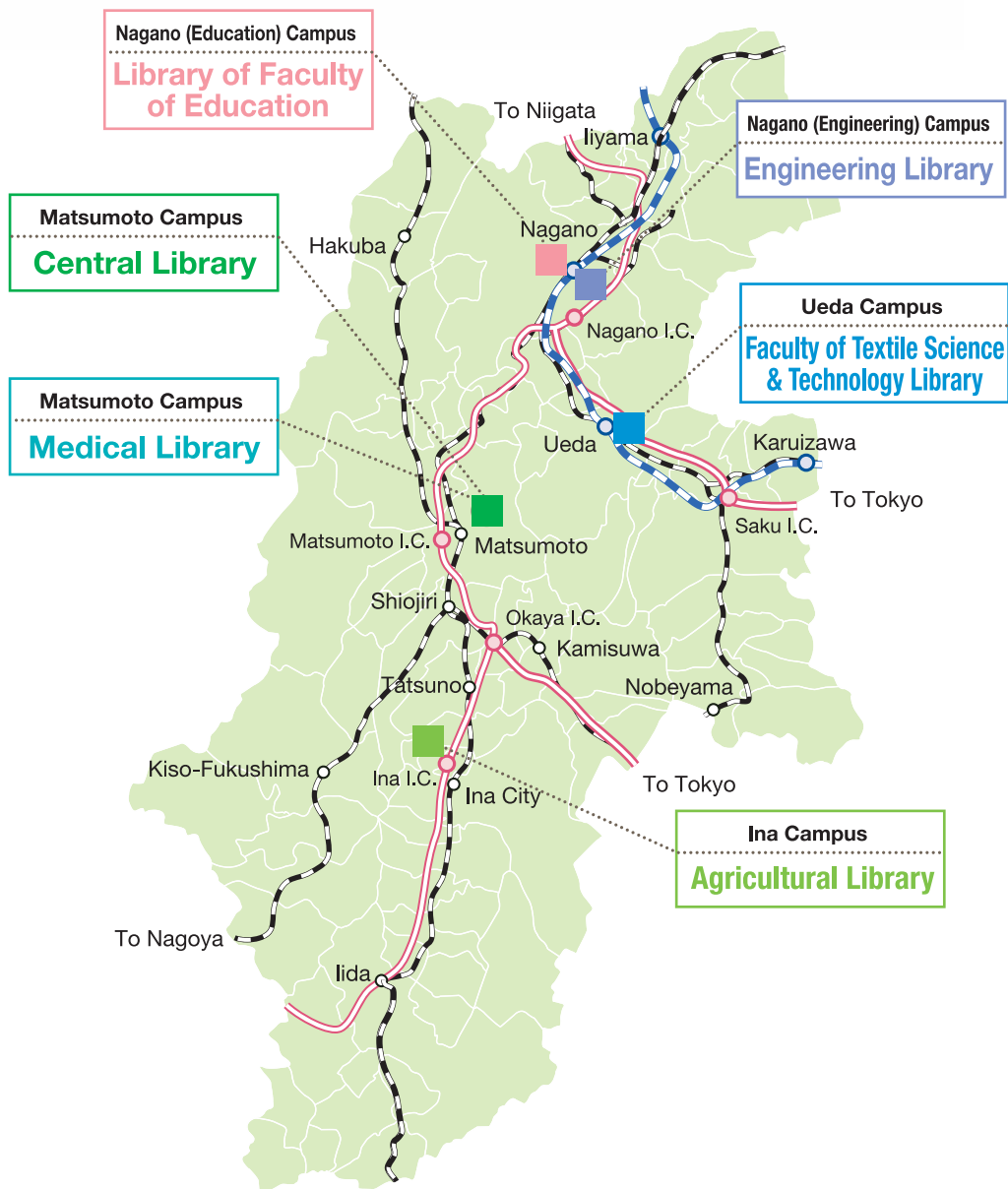
- Dictionaries, encyclopedias, etc.
- Books designated in syllabi (which have the "Designated Book" sticker)
- Newspapers and electronic information
- Materials stored in the special material room
- Other materials with the "For Reference Only" sticker



"Designated Book" sticker "For Reference Only" sticker

Return

- Return the materials you borrowed to the counter or the book postbox.
- If our library is closed, return the materials to the book postbox.
- If you miss a deadline for returning, you will not be able to borrow a material for the same period as your delay period.



Library equipment

- PCs for retrieving information: There are a total of 5 PCs in the South Bldg, including 2 PCs exclusively for OPAC.
- PCs for education: There are 30 PCs in the Computer Area on the second floor of South Bldg. Please use them with the ID for ACSU.
- Wireless LAN: You can use the wireless LAN of the ACSU network everywhere in our library.
- Group learning rooms: There are 4 group learning rooms on the second floor of South Bldg. You can reserve a room in My Library (p.10).
- Seminar room.: Located on the second floor of South Bldg. You can use this room as a browsing space, unless it is used for guidance, lectures, etc.
- Copying machines and multi-function printers: Located on the second floor of South Bldg. (You can use cash). Copying machines produce only monochrome copies. Multi-function printer can copy materials and print data via the Internet or USB.

Services

- Learning Advisors (LAs), who are graduate students, support undergraduate students in learning.
- You can borrow a laptop PC and a projector at the counter.
*Exclusively for those who belong to Shinshu University.
- The materials in the stacks are handled by librarians. If you want to use them, please ask a librarian at the counter (9:00 to 17:00 on weekdays)



Group study room of Central Library

Others

- Only Free Learning Space on the first floor, you can drink and eat a snack. In other places, you can bring a drink with a capped container, such as a plastic bottle and a water bottle. You can learn while talking in Free Learning Space on the first floor, Collaborative Learning Space, group study rooms, and the seminar room on the second floor. At other reading seats, please be quiet.
- The third floor is a space for learning quietly.
- In the silent zone, you are prohibited from using any electronic devices that generate noise, such as PCs.
- The latest issues of journals on the second floor and the journals stored in the material room on the second floor of North Bldg, are arranged in alphabetical order of titles for each of Japanese and foreign magazines.
- The university bulletins on the third floor are arranged in alphabetical order of universities.
- You can borrow three back numbers of journals only for one day. * Exclusively for those who belong to Shinshu University.

Frequently used databases

Digital transmission service of National Diet Library You can use about 1.31 million digitalized materials of National Diet Library. (Accessible from designated terminals in our library.)

Si-bu cong-kan and Siku Quanshu You can retrieve "Si-bu cong-kan" and "Siku Quanshu," the largest book series in China. (Accessible from designated terminals in our library.)

Database of official gazettes You can retrieve and browse any official gazettes issued during a period from 1947 to the present. (Please ask a librarian at the counter about the login ID and password.)

Database of Research Thesis in Japanese Literature This is a database of papers in the field of Japanese literature produced by National Institute of Japanese Literature.



[Evacuation sites]
First Playing Field (Green Field)
Third Playing Field (Ballpark)

Access to Central Library [Address] 3-1-1 Asahi, Matsumoto City, Nagano Pref. 390-8621

<In the case where you head for our library from JR Matsumoto Station>

- Exit JR Matsumoto Station from "Castle Exit [East Exit]," and go to the first floor of Ario, which is located ahead of the station on the right, and get on a bus for "Shindai Yokota Junkan Line" or "Asama Line" at Matsumoto Bus Terminal 1. We recommend you to alight at "Daigaku-Nishimon," which is the next stop after "Shinshu Daigaku Mae."

*You cannot park your car inside the campus of Shinshu University. To the north of our university, there is a municipal parking area. However, it is often occupied, and so please use public transportation as much as possible.



Library of Faculty of Education

Library of Faculty of Education



Inside of Library of Faculty of Education

Contact

TEL: 026-238-4061 FAX: 026-237-4390 e-mail: jed0101@shinshu-u.ac.jp

Opening hours

	Weekdays (Mon. to Fri.)	Sat.	Sun. and holidays
School period	8:45 - 21:00	10:00 - 17:00	Closed
Exam period 1	8:45 - 21:00	10:00 - 19:00	10:00 - 19:00
Exam period 2	8:45 - 21:00	10:00 - 20:00	10:00 - 20:00
Vacation	8:45 - 17:00	Closed	Closed

Closing days

Sundays, national holidays, the summer vacation, year-end and New Year holidays (Dec. 28 to Jan. 4), extraordinary closing days (which will be announced via notices, websites, etc.)

Borrowing

Bring the materials you want to borrow and your student, staff identification, or library card to a librarian at the counter. With your student or staff identification card, you can use an automatic lending machine.

Borrowers	No. of books you can borrow	Borrowing period	Borrowers	No. of books you can borrow	Borrowing period
1 st to 3 rd -year students	Up to 10	Up to 14 days	Teaching staff, professors emeritus, et al.	Up to 20	Up to 30 days
4 th -year students	Up to 10	Up to 30 days	Researchers, audience, graduates, et al.	Up to 5	Up to 14 days
Graduate students	Up to 10	Up to 30 days	External users	Up to 2	Up to 14 days

*The maximum borrowing periods for the following materials are different: musical scores (7 days), audiovisual materials (4 days)

Materials you cannot borrow

- Dictionaries, encyclopedias, statistics, and almanacs
- Magazines and newspapers ● Officially approved textbooks
- Books designated by teaching staff (with the "Designated Book" sticker)
- Valuable materials
- Other materials that have the "For Reference Only" sticker.



"Designated Book" sticker



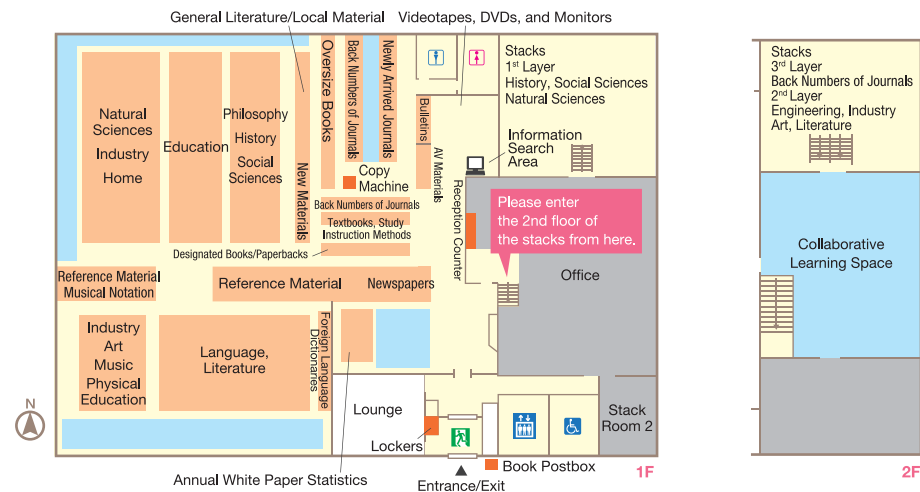
"For Reference Only" sticker

Return

- Return the materials you borrowed to the counter.
- If our library is closed, please return the materials to the book postbox at the entrance.
- If you miss a deadline for returning, you may become unable to borrow a material next time.

Library equipment and services

- PCs for retrieving information (the first and second floors): There are 7 PCs, including a PC exclusively for OPAC.
- PCs for education (the first floor): There are 7 PCs. Please use them with the ID for ACSU.
- Wireless LAN: You can use the wireless LAN of the ACSU network in every part of the library.
- Collaborative learning space (the second floor): Please enter this space from the door next to the counter.
- Stacks (the first to third layers): Please enter the stack room from the door at the depth of the collaborative learning space.
- Copying machines (your own expense): Only monochrome copies. A copying card of the co-op is required.
- You can bring a drink in a container that can be sealed to the inside of the library, and drink and eat a snack only in the lounge.



[Evacuation sites] Playing field of the Faculty of Education

Frequently used databases

- CiNii Articles** It includes academic journals and college bulletins in Japan. For some of them, the full text is available.
- Web of Science** A world-class academic literature database including even the citations among papers.

- psycINFO** A database of abstracts and papers in the field of psychology, produced by American Psychological Association.
- Shinano Mainichi Shimbun Database** A database of the full text of the articles of Shinano Mainichi Shimbun. You can retrieve all issues ranging from the inaugural issue dated July 5, 1873.

*You can also use the digitalized material transmission service of National Diet Library (which enables users to browse the full text of currently unavailable materials, such as out-of-print ones, among the books and magazines digitalized by National Diet Library, as digital images with a terminal at a library).

Access to Library of Faculty of Education [Address] 6-ro, Nishi-Nagano, Nagano City, Nagano Pref. 380-8544

<From JR Nagano Station>

- Exit JR Nagano Station from Zenkoji Exit, and get on a bus at Bus Stop No.1. Alight at the bus stop "Hana-no-kouji." Turn left at the "Taimon" intersection, and go straight for about 5 min. (about 300 m). You will see Nagano (Faculty of Education) Campus on the right.
- Exit JR Nagano Station from Zenkoji Exit, get on Nagano City Loop Bus "Gururin Go" (10 min.), and alight at the bus stop "Shindai Kyouiku-Gakubu-Mae." You will see Nagano (Faculty of Education) Campus across the road (1 min. on foot).



Medical Library

Medical Library

Contact

TEL: 0263-37-2584 FAX: 0263-37-2587 e-mail: lib5126@shinshu-u.ac.jp

Opening hours

	Weekdays (Mon. to Fri.)	Sat.	Sun. and holidays
School and exam periods	8:45 - 21:00	10:00 - 16:00	Closed
Early August	8:45 - 17:00	Closed	Closed

Closing days

Sundays, national holidays, the summer vacation, year-end and New Year holidays, extraordinary closing days (which will be announced via notices, websites, etc.)

Special use

The medical students (excluding first-year undergraduate students) and teaching staff who have received permission can enter this library, browse materials, etc. even when the library is closed. You can apply for the permission at the counter. Students need to attend a lecture about the use of this library.

Borrowing

Bring the materials you want to borrow and your student, staff identification, or library card to a librarian at the counter. With your student or staff identification card, you can use an automatic lending machine.

Borrowers	No. of books you can borrow	Borrowing period	Borrowers	No. of books you can borrow	Borrowing period
Students and teaching staff	Up to 3	Up to 14 days	External users	Up to 1	Up to 14 days

Materials you cannot borrow

- Materials with the "For Reference Only" sticker (such as dictionaries and encyclopedias)
- Magazines, journals and newspapers

*Those who belong to Shinshu University can borrow a magazine or journal (excluding the latest issues) for only one night.



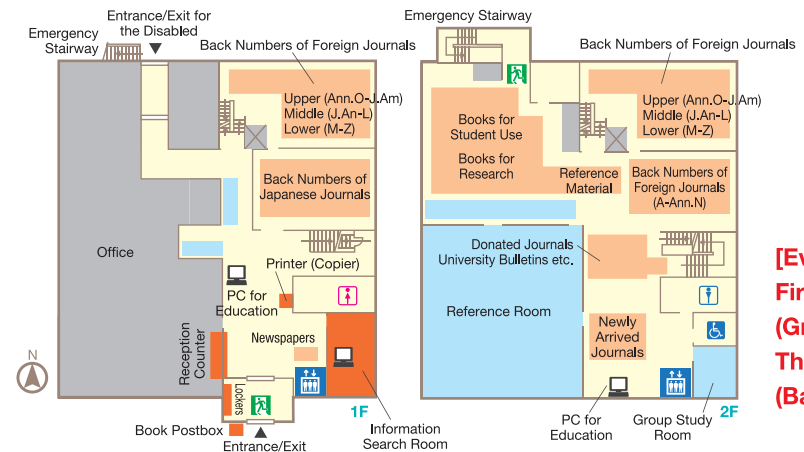
"For Reference Only" sticker

Return

- Return the materials you borrowed to the counter.
- If our library is closed, please return the materials to the book postbox at the entrance.
- If you miss a deadline for returning, you may be prohibited from borrowing a material next time.

Library equipment and services

- PCs for retrieving information (the information retrieving room on the first floor): There are 8 PCs. You can print information with Public Print.
- PCs for education (the first and second floors): There are 15 PCs. Please use them with the ID for ACSU.
- Locker (the first floor) and the compartment for placing users' belongings (the second floor): Please use them in a moderate way in accordance with the indicated rules. The library accepts no responsibility for any belongings in case of lost or stolen.
- Wireless LAN: You can use the wireless LAN of the ACSU network in every part of the library.
- Group study room (the second floor): You can reserve this room at the counter.
- Copying and printing machines (the first floor): You can copy materials at your own expense and paid in cash. (If you want to use public funds, please visit the clerks' office.) You can print a material with Public Print or a USB memory.
- You are prohibited from eating and drinking inside the library, except the designated place.
- Reading room of School of Health Sciences (the first floor of South School Bldg. of School of Health Sciences): opening hours on weekdays (8:45 to 19:00)



[Evacuation sites]
First Playing Field
(Green Field)
Third Playing Field
(Ballpark)

Frequently used databases

* For the details of "the website of Japan Medical Abstracts Society," refer to page 14.

PubMed	A world-class database in the fields of medicine and biology. It includes almost all kinds of journals around the world, especially English papers. New papers are added on a daily basis.	UpToDate	This is an electronic textbook in which experts offer commentaries regarding various clinical topics based on the latest well-substantiated information. (Accessible from Shinshu University Hospital only)
EBMR	A database of abstracts that includes necessary literature for evidence-based medicine, mainly Cochrane Library.	CINAHL	An academic paper database that includes about 3,000 titles of English journals in the fields of nursing care and health. (There are some restrictions on simultaneous utilization.)
Medical Online	A database of the full text of Japanese medical journals. There are many journals that are available only electronically. (Accessible from Shinshu University Hospital only)		

Access to Medical Library [Address] 3-1-1 Asahi, Matsumoto City, Nagano Pref. 390-8621

<From JR Matsumoto Station >

- At Matsumoto Bus Terminal, which is located 3 min. on foot from Castle Exit, get on Matsumoto Dentetsu Bus of "Shindai Yokoda Loop Line" or "Asama Line," and alight at "Shinshu Daigaku Mae" about 13 min. later. Walk for about 3 min.
- Get on Matsumoto Dentetsu Bus of "Kitashinai Line" at the nearest bus stop to Castle Exit. About 15 min. later in "Western Loop," alight at "Shindai Byouin Genkan Mae," and walk for about 3 min. or about 15 min. later in "Eastern Loop," alight at "Shindai Byouin Minamiguchi," and walk for about 6 min.



Engineering Library

Engineering Library

Contact

TEL: 026-269-5082 FAX: 026-269-5088 e-mail: kotosho@shinshu-u.ac.jp

Opening hours

	Weekdays (Mon. to Fri.)	Sat.	Sun. and holidays
School period	8:45 - 21:00	10:00 - 16:00	Closed
Exam period	8:45 - 21:00	10:00 - 17:00	10:00 - 17:00
Vacation	8:45 - 17:00	Closed	Closed

Closing days

Sundays, national holidays, the summer vacation, year-end and New Year holidays (Dec. 28 to Jan. 4), extraordinary closing days (which will be announced via notices, websites, etc.)

Special use

The engineering students and teaching staff who have submitted the application form for special use and attended a lecture for use can enter this library even during closing hours and days. (You cannot browse or borrow materials.) You can apply at the counter.

Borrowing

Bring the materials you want to borrow and your student, staff identification, or library card to a librarian at the counter. With your student or staff identification card, you can use an automatic lending machine.

Borrowers	No. of books you can borrow	Borrowing period	Borrowers	No. of books you can borrow	Borrowing period
1 st to 3 rd -year students	Up to 10	Up to 14 days	Teaching staff, professors emeritus, et al.	Up to 30	Up to 30 days
4 th -year students	Up to 10	Up to 30 days	Research students, occasional students, et al.	Up to 5	Up to 14 days
Graduate students	Up to 10	Up to 30 days	External users	Up to 2	Up to 14 days

Materials you cannot borrow

- Materials with the "In Library" sticker (including dictionaries, encyclopedias, statistics, and almanacs)
- Magazines, journals, and newspapers



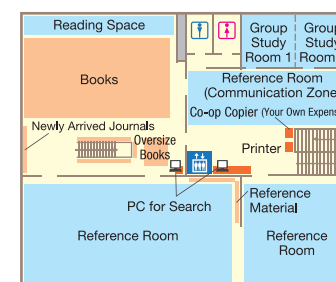
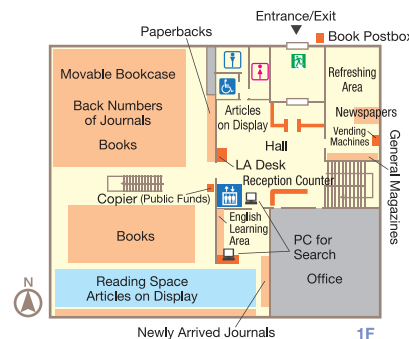
"In Library" sticker

Return

- Return the materials you borrowed to the counter.
- If our library is closed, please return the materials to the book postbox at the entrance.
- If you miss a deadline for returning, you may be prohibited from borrowing a material next time.

Library equipment and services

- PCs for retrieving information (black): There are 4 PCs.
- PCs for education (white): There are 5 PCs. Please use them with the ID for ACSU.
- Wireless LAN: You can use the wireless LAN of the ACSU network in the library.
- Group study room (the second floor): You can reserve this room at the counter, at least one day before the day you want to use it. You can use this room freely, when there are no reservations.
- Copying machines at your own expense (the second floor): There are a prepaid card type (only for monochrome copies) and a coin type multi-functional copier (colored copies can be produced). *With the multi-functional copier, you can use Public Print and a USB memory.
- Copying machine that use public funds (the first floor): Colored copies can be produced. A librarian at the counter will lend a copying card for public funds.
- Learning Advisors (the first floor): Learning advisors are stationed for two hours every weekday in the school period, to give advices about learning.
- You can bring a drink in a container that can be sealed to the reading room. For eating and drinking, please use the refreshing section on the first floor.



[Evacuation sites] Playing field of Faculty of Engineering

Frequently used databases

CiNii Articles	You can retrieve Japanese academic journals and college bulletins. For some papers, you can see the full text.	MathSciNet	A database on mathematical papers provided by American Mathematical Society. It includes the bibliographic data, abstracts, and reviews of academic papers.
SciFinder	You can retrieve a wide range of information on papers, patents, substances, and reactions in the field of material science. It also includes medical and biological papers.	JDream III	You can retrieve the literature in the fields of science, technology, medicine, and pharmacy. This includes the collections of papers and proceedings as well as academic journals. A broad range of scientific and technological literature in Japan is available. A Japanese abstract is added to each paper.
Web of Science	You can retrieve the information on papers of major academic journals. You can retrieve them, by using citation information.		
X-ray diffraction database	A database designed for analyzing inorganic materials with automatic X-ray diffraction equipment. It includes the ICDD powder data obtained through experiments and the data edited and standardized based on the database of NIST and ICSD. (Accessible from designated terminals in Engineering Library only)		

Access to Engineering Library [Address] 4-17-1 Wakasato, Nagano City, Nagano Pref. 380-8553

<From JR Nagano Station>

- Exit from the Zenkoji Exit of JR Nagano Station. Board a Kawanakajima Bus for "Matsuoka via Nisseki" (Bus Stop No. 2). Get off at Shindai Kogaku Mae and walk for 3 minutes to the library.
- Exit from the East Exit of JR Nagano Station. Board a Nagaden Bus for either "Mizuno Art Museum / Arcs Chuo via Nisseki" or "Hoshina Onsen" (Bus Stop No. 21). Get off at Shindai Kogaku Mae and walk for 1 minute.



Agricultural Library

Agricultural Library

Contact

TEL: 0265-77-1316 FAX: 0265-77-1317 e-mail: notosho@shinshu-u.ac.jp

Opening hours

	Weekdays (Mon. to Fri.)	Sat.	Sun. and holidays
School period	8:45 - 21:00	11:00 - 18:00	Closed
Exam period	8:45 - 21:00	11:00 - 19:00	11:00 - 19:00
Vacation	8:45 - 17:00	Closed	Closed

Closing days

Sundays, national holidays, the summer vacation, year-end and New Year holidays (Dec. 28 to Jan. 4), extraordinary closing days (which will be announced via notices, websites, etc.)

Borrowing

Bring the materials you want to borrow and your student, staff identification, or library card to a librarian at the counter. With your student or staff identification card, you can use an automatic lending machine.

Borrowers	No. of books you can borrow	Borrowing period	Borrowers	No. of books you can borrow	Borrowing period
1 st to 3 rd -year students	Up to 10	Up to 14 days	Teaching staff, professors emeritus, et al.	Up to 20	Up to 30 days
4 th -year students	Up to 10	Up to 30 days	Research students, occasional students, et al.	Up to 5	Up to 14 days
Graduate students	Up to 10	Up to 30 days	External users	Up to 2	Up to 14 days

Materials you cannot borrow

- Dictionaries, encyclopedias, statistics, and almanacs
- Books listed in syllabi (with the "Reference" sticker)
- Magazines, journals, and newspapers
- Videotapes, DVDs, and CD-ROMs
- Other materials with the "For Reference Only" sticker



"Reference" sticker



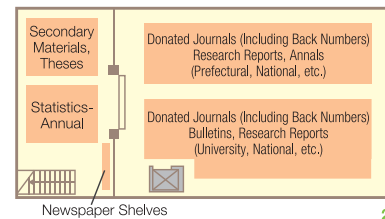
"For Reference Only" sticker

Return

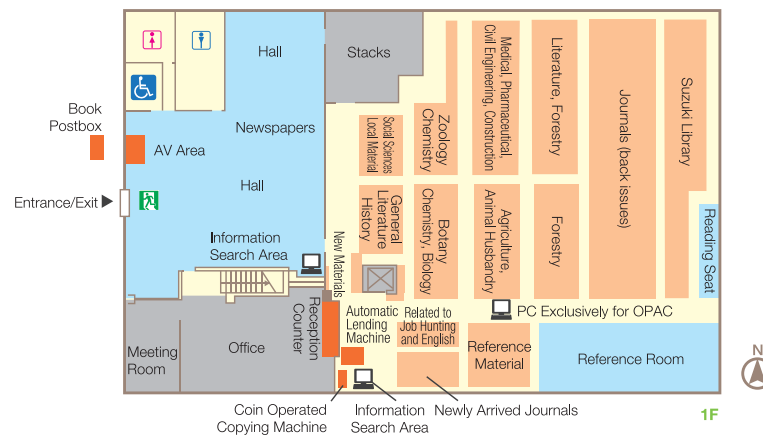
- Return the materials you borrowed to the counter.
- If our library is closed, please return the materials to the book postbox at the entrance.
- If you miss a deadline for returning, there will be some penalty.

Library equipment and services

- PCs for retrieving information: There are 6 PCs, including 1 PC exclusively for OPAC.
- Wireless LAN: You can use the wireless LAN of the ACSU network in every part of the library.
- Copying machines at your own expense: A coin type only for monochrome copies.
- You can bring a drink in a container that can be sealed to the reading room. In the hall, you can drink and eat a snack.



[Evacuation sites]
Gymnasium of Faculty of Agriculture



Frequently used databases

CiNii Articles

You can retrieve Japanese academic journals and college bulletins. For some papers, you can see the full text.

Web of Science

You can retrieve the information on papers of major academic journals. You can retrieve them, by using citation information.

SciFinder

You can retrieve a wide range of information on papers, patents, substances, and reactions in the field of material science. It also includes medical and biological papers.

Access to Agricultural Library [Address] 8304 Minami-Minowa Village, Kamiina-County, Nagano Pref. 399-4598

<By Highway Bus>

- Get off the bus at either "Ina Interchange Mae" or "Chu-o-do Ina Interchange". Walk for approximately 12 to 15 minutes to the library.

<By JR Train>

- Get off the train at Ina-Shi Station on the Iida Line. At the Ina Bus Terminal, board a route bus for the "Nishi-Minowa Line" and get off at "Daigaku Iriguchi" (17 minutes). Walk for 5 minutes to campus.

<By Car>

- 5 min. from Ina Exit of Chuo Expressway. Currently, there are no restrictions for entering the university by car. Please use an open parking lot.



Faculty of Textile Science & Technology Library

Faculty of Textile Science & Technology Library

Contact

TEL: 0268-21-5313 FAX: 0268-21-5321 e-mail: jfg0100@shinshu-u.ac.jp

Opening hours

	Weekdays (Mon. to Fri.)	Sat.	Sun. and holidays
School period	8:45 - 21:00	10:00 - 16:00	Closed
Exam period	8:45 - 21:00	10:00 - 17:00	10:00 - 17:00
Vacation	8:45 - 17:00	Closed	Closed

Closing days

Sundays, national holidays, the summer vacation, year-end and New Year holidays, extraordinary closing days (which will be announced via notices, websites, etc.)

Borrowing

Bring the materials you want to borrow and your student, staff identification, or library card to a librarian at the counter. With your student or staff identification card, you can use an automatic lending machine.

Borrowers	No. of books you can borrow	Borrowing period	Borrowers	No. of books you can borrow	Borrowing period
1 st to 3 rd -year students	Up to 10	Up to 14 days	Teaching staff, professors emeritus, et al.	Up to 20	Up to 30 days
4 th -year students	Up to 10	Up to 30 days	Researchers, audience, graduates, et al.	Up to 5	Up to 14 days
Graduate students	Up to 10	Up to 30 days	External users	Up to 2	Up to 14 days

Materials you cannot borrow

- Dictionaries, encyclopedias, etc.
- Books designated in syllabi (which have the "Reference" sticker)
- Magazines, journals, and newspapers ● Valuable books
- Other materials with the "For Reference Only" sticker



"Reference" sticker



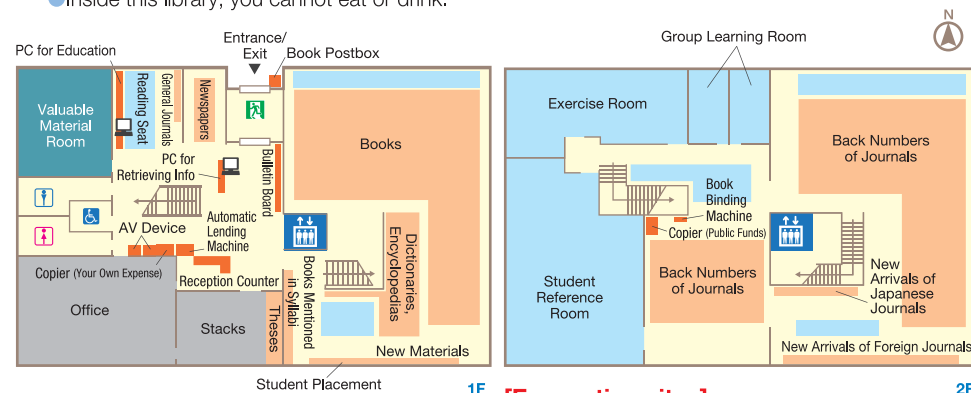
"For Reference Only" sticker

Return

- Return the materials you borrowed to the counter or an automatic lending machine.
- If our library is closed, please return the materials to the book postbox at the entrance.
- If you miss a deadline for returning, you may be prohibited from borrowing a material next time.

Library equipment and services

- PCs for retrieving information (the first floor): There are 3 PCs. For using a printer, please prepare copying paper by yourself.
- PCs for education (the first floor): There are 6 PCs. Please use them with the ID for ACSU.
- Wireless LAN: You can use the wireless LAN of the ACSU network in every part of the library.
- Group learning and exercise rooms (the second floor): You can reserve a room at the counter, at least one day before the day you want to use it. You can use this room freely, when there are no reservations.
- Copying machines at your own expense (the first floor): Only for monochrome copies. A copying card of a co-op is required.
- Copying machine that use public funds (the second floor): Colored copies can be produced. A copying card for public funds is required.
- Inside this library, you cannot eat or drink.



[Evacuation sites]

Playing field of Faculty of Textile Science & Technology

Frequently used databases

CiNii Articles

You can retrieve Japanese academic journals and college bulletins. For some papers, you can see the full text.

Web of Science

You can retrieve the information on papers of major academic journals. You can retrieve them, by using citation information.

JDream III

You can retrieve the literature in the fields of science, technology, medicine, and pharmacy. This includes the collections of papers and proceedings as well as academic journals. A broad range of scientific and technological literature in Japan is available. A Japanese abstract is added to each paper.

SciFinder

You can retrieve a wide range of information on papers, patents, substances, and reactions in the field of material science. It also includes medical and biological papers.

X-ray diffraction database

A database for analyzing inorganic materials with X-ray diffraction equipment. It includes the ICDD powder data obtained through experiments and the diffraction data obtained through calculations based on the crystal database of NIST and ICSD. (Accessible from designated terminals in this library only)

Access to Faculty of Textile Science & Technology Library 3-15-1 Tokida, Ueda City, Nagano Pref. 386-8567

<In the case where you ride a bus from Ueda Station of JR Shinano Railway>

- Exit the station from Castle Exit, get on the Ueda Bus "Blue Bus of City Loop Line," alight at "Ion Ueda Mae," and walk for 5 min.

- Exit the station from Castle Exit, get on the Chikuma Bus "for Katsuma of Saku-Ueda Line," "for Kakeyu of Kakeyu Line," or "for Suguri of Takeishi Line," alight at "Ion Ueda Mae," and walk for 5 min.

<In the case where you walk from Ueda Station of JR Shinano Railway>

- 20 min. on foot from Castle Exit of Ueda Station