## First steps to search for books and papers @UTokyo

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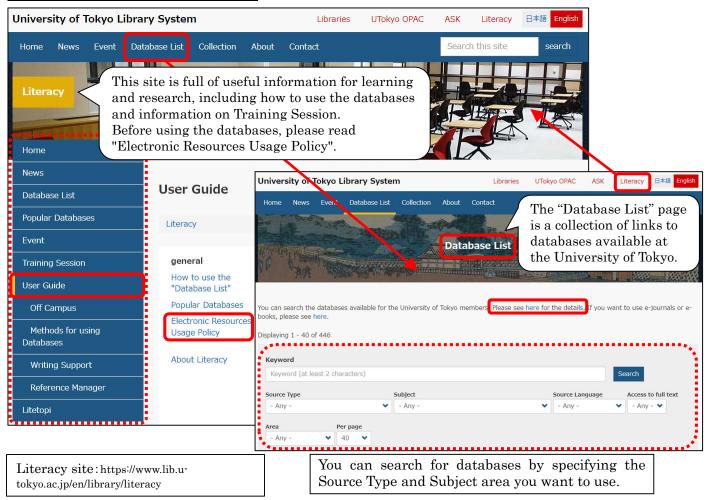
- [1] The "Literacy" website and the UTokyo Library System Database List
- [2] How to access academic papers on the web
- [3] What to do when the paper you are looking for is unavailable on the web
- [4] Searching for books (When the books are available at UTokyo)
- [5] Searching for books (When the books are not available at UTokyo)
- [6] How to search for only the E-journal & E-book Portal
- [7] Search for papers in English (all fields)

#### Text and Reference materials

- First steps to search for books and papers @UTokyo (text : this material)
- Let's use the Literacy website! / Let's use the databases!

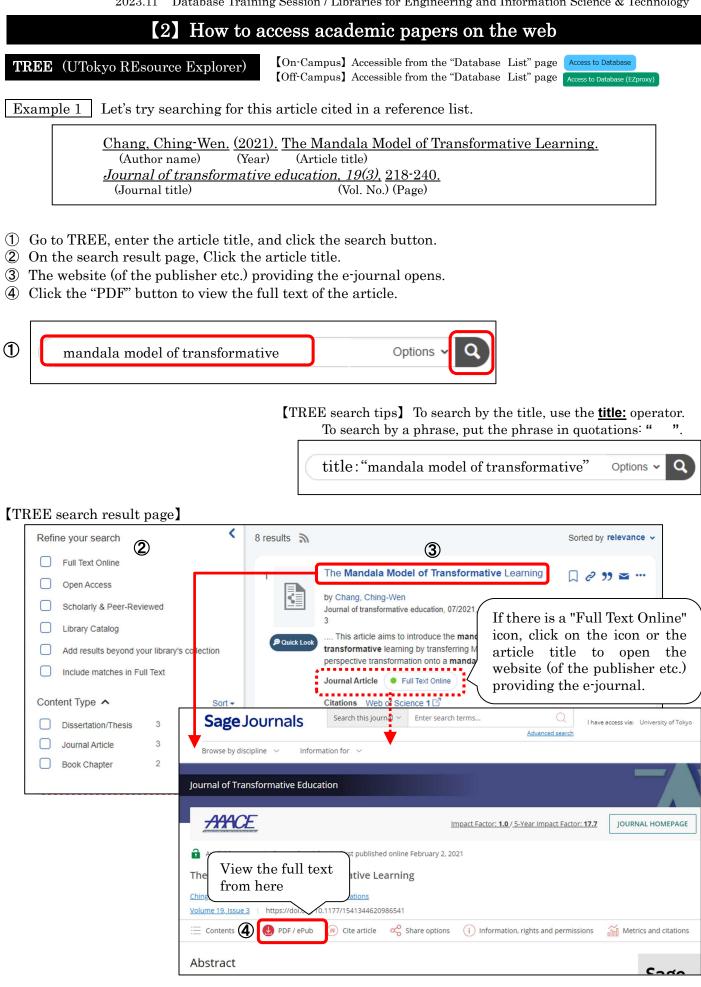
## [1] The "Literacy" website and the UTokyo Library System Database List

University of Tokyo Library System Database List [On-campus/Off-campus access OK] https://www.lib.u-tokyo.ac.jp/en/library/contents/database



Academic Information Literacy Section, Information Technology Group, The University of Tokyo Email: literacy@lib.u-tokyo.ac.jp





For more information on how to use this button Access to Database (EZproxy), see https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/offcampus/ezproxy

#### [3] What to do when the paper you are looking for is unavailable on the web

Example 2 Let's try searching for this article cited in a reference list.

<u>Seibt G. (2018).</u>	HERMAN GRIMM'S "GOETHE	<u>E". Sinn und form.</u>	<u>70(4), 533-542.</u>
(Author name) (Year)	(Article title)	(Journal title)	(vol. no.) (Page)

- ① Go to TREE, enter the article title, and click the search button.
- 2 On the search result page, go to "Content Type" and choose "Journal Article".
- ③ Click the article title. The UTokyo Article Link page will open.
- ④ If the message "Sorry, this item is not available online. Please use options below to get it:" is displayed, see "Additional Options for finding Full Text".

Then, click either "by ISSN/ISBN" or "by Journal/Book Title" under "Search a Paper Journal/Book(UTokyo OPAC)".

- (5) The University of Tokyo OPAC is displayed. Check the "Location" and "Volumes" to see if the volumes and issues you need are present.
- (6) To request for copy delivery or the PDF viewing service, log in to MyOPAC.
- ⑦ Click "Copy" or "PDF" to go to the request page (\*charged). \*requires advance application at your department library.

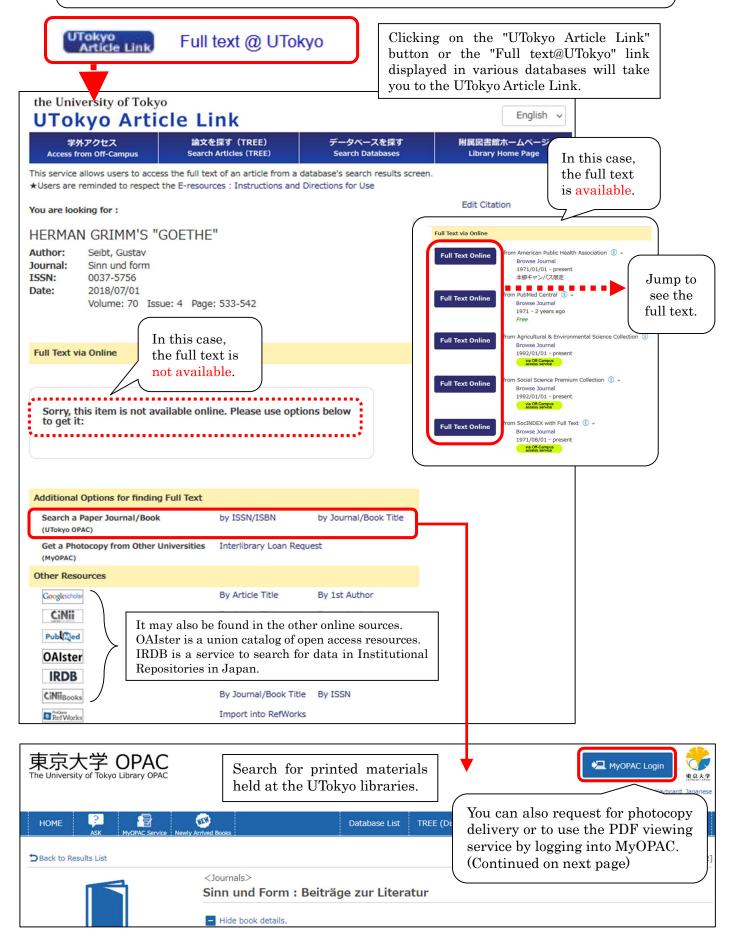
#### [TREE search result page]

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Journal Article 59	by Kosliek, Gerhard	
Book Review 15	Deutsche Vierteljahrsschrift 03/1964, Volume 38, Issue	für Literaturwissenschaft und Geistesgeschichte 1
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(Please see the next page for 4 and p.5 for 5 to 7)

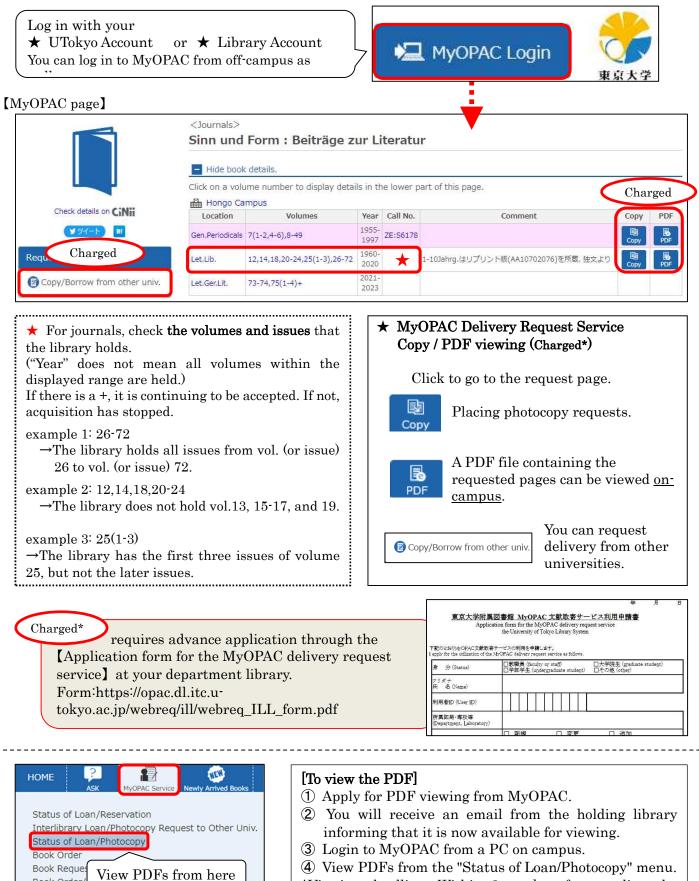
## How to use "UTokyo Article Link"

This service allows users to access the full text of an article from a database's search result screen. If there is no link to the text when you use a literature search tool, please click the "UTokyo Article Link" button.



## How to use "MyOPAC"

On MyOPAC, you can request for photocopy delivery, PDF viewing, extension of due dates, reservation of books on loan, book delivery from UTokyo libraries, and acquisition of books.



<sup>④ View PDFs from the "Status of Loan/Photocopy" menu.
\*Viewing deadline: Within 2 weeks after sending the notification email(2) from the library.</sup> 

Book Order/

Change Password (Library Account)

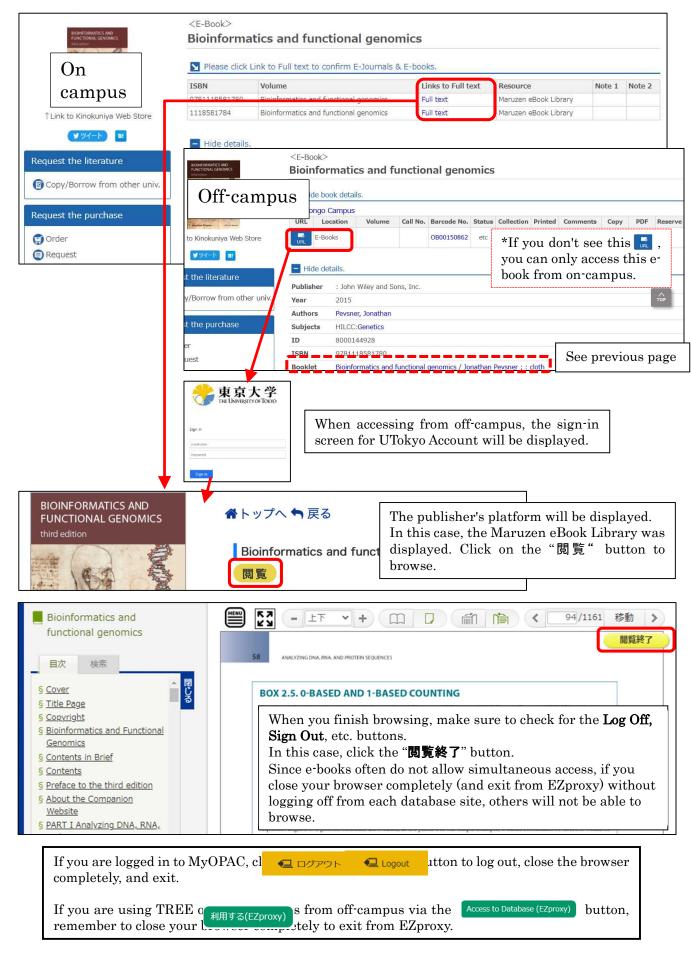
User Information Change

	<b>(4)</b> Searching for books ne books are available at UTokyo)
Tokyo OPAC [On-campus/Off	for books and journals held by the University of Tokyo. F-campus access OK] Accessible from the "Database List" page
Example 3 Let's borrow the follow	ving books listed in the reference list.
<u>Pevsner, J., 1961 (2015).</u> (Author name) (Year) ( <u>3rd ed.). Chichester: Wiley</u> (Edition) (Place of publication	
<ul> <li>2 Click the title to see the detailed in</li> <li>3 Check "Location", "Call number", a</li> <li>4 Reservations can be made for book</li> </ul>	ch button. The search result page will be displayed. nformation of the chosen material. and "Status". <u>You will need the call number to locate the book.</u> as currently on loan. Log in to MyOPAC and click "Reserve". her UTokyo libraries by having them delivered.
() Select All Send Mail O Ou	itput File 🕲 Export to RefWorks 🐵 Export to EndNote 📝 Details of Selected Items
$\square$ 1 Bioinformatics and functional genomics ,	
<ul> <li>: cloth 3rd ed Chichester : Wiley Blackwell , 2</li> <li>Books &lt; 20033030513</li> <li>2. Bioinformatics and functional genomics</li> <li>: John Wiley and Sons, Inc. , 2015</li> <li>E-Book &lt; 8000144928&gt; See p.7</li> </ul>	In the example on the left, both a paper book and an e-book are available. If you want to borrow the book, click the title of the book.
[Reserving / ordering books from MyO	PAC]
BIONFORMATICS AND FUNCTIONAL GENOMICS Bioinform	natics and functional genomics / Jonathan Pevsner
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Conline	Bioinformatics and functional genomics
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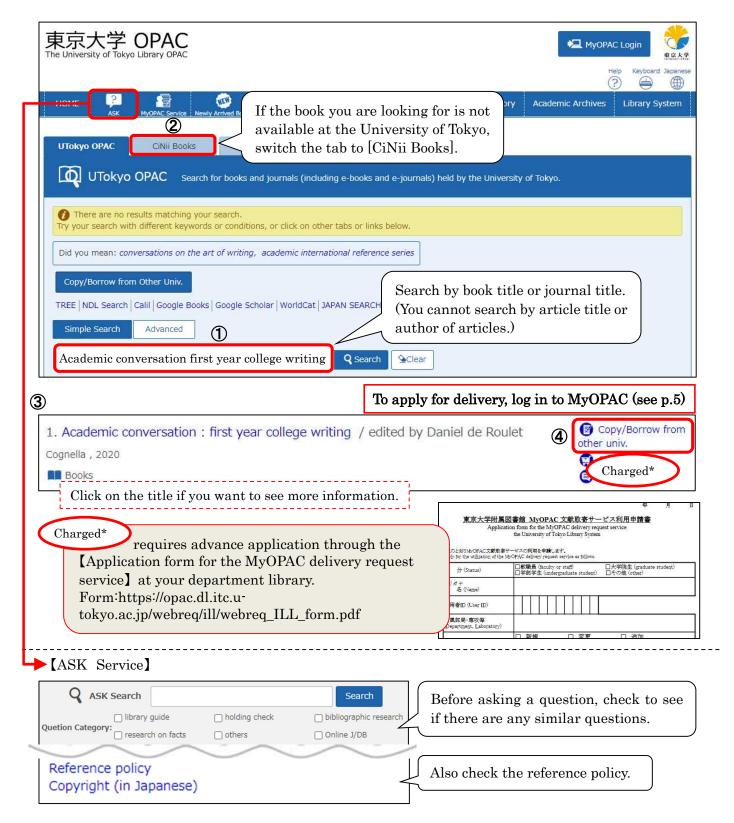
## Using an e-book at the University of Tokyo OPAC

#### The following screen will be shown if you click the title of the e-book on p.6



	<b>(5)</b> Searching for books (When the books are not available at UTokyo)
The University of Tokyo OPAC	[On-campus/Off-campus access OK] Accessible from the "Database List" page

- ① Enter a keyword and click the search button. A list of search results will be displayed.
- ② Switch the tab to "CiNii Books".
- ③ Search for the material you need from collections held in university libraries nationwide.
- (4) To apply for delivery, click "Copy/Borrow from other univ." and log in to MyOPAC.
- (5) When you finish using MyOPAC, close the browser and exit.



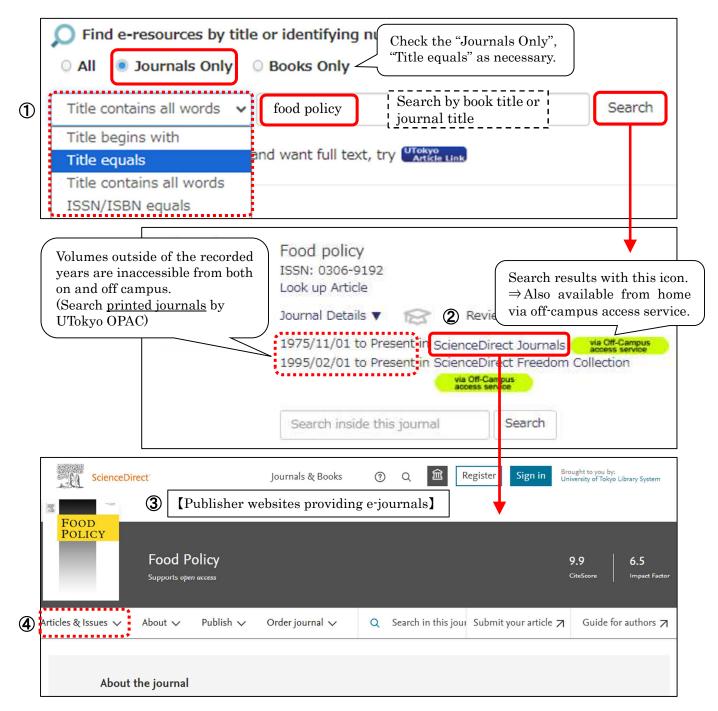
2023.11 "Database Training Session / Libraries for Engineering and Information Science & Technology"

## [6] How to search for only the E-journal & E-book Portal

The E-journal & E-book Portal is a site where you can search for e-resources available at the University of Tokyo. If you can't find the e-journal or e-book you need from the University of Tokyo OPAC, please try searching the E-journal & E-book Portal as well.

# E-journal & E-book<br/>PortalA collection of links to e-journals and e-books available at the University of Tokyo.[On-Campus] Accessible from the "Database List" pageAccess to Database[Off-Campus] Accessible from the "Database List" pageAccess to Database[Off-Campus] Accessible from the "Database List" pageAccess to Database

- ① Enter a journal/book title, and click "Search".
- (2) On the search result page, click the publisher name or platform name featuring the e-journal/e-book. (Pay attention to the coverage years.)
- ③ The e-journal/e-book page will open.
- (4) In the case of journals, search for the article you want to read from the list of volume numbers or by searching the article title.
- (5) Click the "PDF" button to view the full text of the article.



2023.11 "Database Training Session / Libraries for Engineering and Information Science & Technology'

### [7] Search for naners in English (all fields)

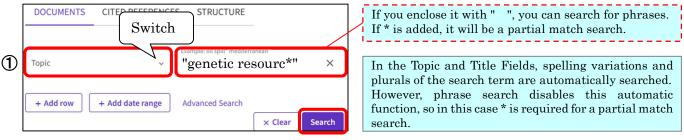
	Contention papers in English (an inclus)	
Web of Science Core Collection (All fields)	[On-Campus] Accessible from the "Database List" pageAccess to Database[Off-Campus] Accessible from the "Database List" pageAccess to Database (EZproxy)	

Example 4 Find papers on "genetic resource".

- 1 Switch the search field to Topic. Enter keywords in the search window and click the search button.
- 2 A list of search results will be displayed (refine or reorder as necessary).
- 3 Click the title of the article to display the detail screen.

**(4**) To view the full text, click on the link that allows you to read the full text. If this link is not available, click on the UTokyo Article Link.

Input screen example

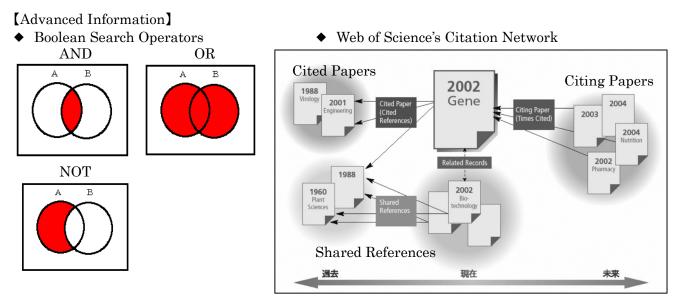


#### In this example, the field is specified as Genetics Heredity and sorted by "Citations: highest first".

Refine results		0/2,411 Add To Marke	ed List Export ~	Sort by: Citations: highest first 🔻	< _1 of 49
Search within results	٩	③ ☐ 1 Ecological genore	nics of local adaptation	Relevance Recently idded	780
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Document Type Abstract	Review the same references as those cited in this article. It is increasingly important to improve our understanding of the genetic basis of local adaptation because of its relevance to	177 Cited References View Related Records →



#### ◆ Cited Reference Search

Example Find articles which cite the following article.

Shechtman D, Metallic phase with long-range orientational order and no translational symmetry. *Phys. rev. lett.* 1984; 53(20):1951-1953.

- ① Click "CITED REFERENCES".
- 2 Enter the author name, journal title and published year.
- 3 Click Search button.
- ④ Select the article, click Finish Search button.
- (5) The search results are displayed.

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2/29	Export See Res	ults							1 of 1
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202	23.11 "Database Training Sessio	on / Libraries for Engineering and I	nformation Science & Technology"
	[8] Search for pa	apers in English (engir	neering)
Engineering Village (engineering) Example 5 Find		sible from the "Database List sible from the "Database List itting Diode)"	
<ul><li>2 A list of search</li><li>3 Click on the titl</li></ul>	results will be displayed (re le of the article or "Show pre	w and click the search button. fine or reorder as necessary). eview" to display the abstract. is link is not available, click or	n the UTokyo Article Link.
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