2-1E Search for Books in Nagoya University

Nagoya University Library Search

<u>Nagoya University Library Search (OPAC)</u> is a tool for searching materials available in Nagoya University. You can search almost all books and journals, except for some materials such as Japanese and Chinese classic literature, newspapers and microform resources.

How to Search

- (1) On library web page <<u>https://www.nul.nagoya-u.ac.jp/index_e.html</u>> click Nagoya University OPAC.
- (2) Enter keywords related to the book you are looking for and click $\mathcal{P}^{\text{serven}}$.
 - Information on the book which can be used in **Basic Search** is shaded in grey as below.



- No need to enter exact title of the book or author name. You can search by some words included in the title of the book. No need to enter articles or prepositions such as the, a, etc.
- If you do not know the Kanji, insert in Hiragana or Katakana. Ex.)辞典?事典? → じてん
- Complete information on the book is not required, just insert any keyword that is relevant.
- For searches involving multiple words, separate by inserting a space in between.
- (3) [Bibliography Search Result List] will be displayed

On search results page you can refine search results or sort results.

- ① Search results can be refined by Material Type (e.g. Books/Serials), Holding Library, Author/Contributor, Publication Year. Click on condition to apply.
- (2) Order or number of results can be changed. By default, results are sorted by year "Year (Newest)", but can be changed to other options such as "Title (ASC)".

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(4) Click on the corresponding title of the book to view detailed information.

How to read information about holdings

On Bibliography Details page, you can see the information about a book itself and its holdings (where the book is in the library). You can also use other search services.

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(1) **Bibliography Details**: Title, author, publisher, and so on

For more details, check the "Bibliography Details" area on the bottom of the page.

2 HoldingsListing: Where the book is located

and map will be displayed.

When you go to find a book make sure to check information on holdings [Location], [Call No], and [Status]. [Location] It means approximate location of the book in Nagoya University. "Cent Lib ..." means that the book is in the Central Library. If you click on location, detailed information on location

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[Call No] It indicates alignment sequence of books. It is labeled on the spine of the book (see on the right) as Call No. On the book shelves books are arranged by classification number (first item of the call no.) and then by author's symbol (second item).

[Status] If the status is "checked out", then, you can reserve the book (see Guide Sheet 6–2E <u>"Reserve</u> books that are currently on loan"). If the status is "in laboratory", then contact the library shown in location.

③ **Related Items**: Search for related books

[author] You can search for the books by same authors.

[classification] Search for books on the same topic. "Classification (number)" means number indicating subject of the book. First item of the Call No.

Relation between "subject" and alignment sequence of the books

In Nagoya University Library books are classified by subjects using method of the Nippon Decimal Classification (NDC; on the right). The first item of the Call No. Label indicates number of the classification. This relation means that since books are arranged by call numbers on the shelves, the books located nearby have related themes.

[subject] Search for books on the same topic. "Subject (heading)" means keywords explaining content of the book.

(4) E-Journals / E-Books Listing: If the electronic books is available it will be displayed [Link] To view the electronic version, click on the "Link" for the list.

- **Nippon Decimal Classification**
- 000 General works
- 100 Philosophy
- 200 General history 300 Social sciences
- 310 Political science
- 319 International relations
- 400 Natural sciences
- 500 Technology. Engineering 600 Industry and commerce
- 700 The arts. Fine arts
- 800 Language
- 900 Literature