

Purchasing of Books and Periodicals
—To Faculty and Staff—

Nagoya University Library

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1. Purchasing of Books and Periodicals

1-1. Handling of Books

Books are the foundation of the education and research at the university. Therefore, they are university assets in principle. However, depending on the content and format of the book and purpose and method of use, some books may be treated as goods or services, or may be consumables. Judgments regarding these treatments are made according to Nagoya University Library rules and regulations.

(1) Items handled as **books**

Materials used for education and research purposes

Materials purchased for educational and research purposes are treated as books regardless of the medium. These will be assets (equipment) in principle, but some will be treated as consumables.

Input order at **Book Order/Advance Payment Application and Reference [B] (Books)** screen and undergo receiving inspection at department's library/library room.

- Nagoya University Portal > Administration procedure > Financial affairs > Financial Accounting System - Portal
- > **Book Order/Advance Payment Application and Reference [B] (Books)**

<e.g.>

- Printed books, journal back issues, and other printed materials
- Materials in disk format, micro materials, etc.
- E-book / database available throughout the university

○ **Asset/Consumable Classification of Books**

According to the "National University Corporation Accounting Standards" and "National University Corporation Accounting Standards Annotations," books which the university intends to use for at least one year as a corporation are considered assets (See Reference Material).

Judgment as to whether purchased books are classified as assets or consumables are made according to the national guidelines and Nagoya University rules and regulations.

Nagoya University's book collection consists of materials in the library (including electronic versions) and materials on shelves in the research labs, but the library's budget are not always sufficient. In order to build a rich collection of books that serve as the basis for research and education and provide a better research environment for students who do not have research funds, please understand about registration, sharing, and donation of books, including books purchased with research funds..

○ Reference Material

- ◆ What are books
Books are documents or images reproduced with printing or other methods, or text, video, or audio recorded by electronic methods, magnetic methods, or other imperceptible methods and can be managed as goods. Therefore, books include CD-ROMs, microfilms, video tapes, etc. (excerpt from Document 1 Chapter 2 Q10-1 A(5)).
- ◆ Evaluation Method of Book
Books are the foundation of a national university corporation's education and research, and with the exception of periodicals or pamphlets which have only temporary significance for education and research, these shall be listed on the statement of assets and liabilities with acquisition costs indicated as tangible fixed assets.
(excerpt from Document 2 Chapter 3 No. 36 <Note 32>)
- ◆ Q. For books, what does "only temporary significance for education and research" mean?
A:
 - 1 "Only temporary significance for education and research" means that even if the book is presented for education or research purposes, judgment on these items is based on whether the book's intended period of use at the time of acquisition is less than one year.
 - 2 Judgment based on whether the intended period of use is less than one year is not made uniformly according to the book's format or binding, but also according to the degree of obsolescence of its content over time, wear and tear, and whether, as a corporation, the university intends to use the book for at least one year. For example, even if a book has a robust cover, it will be treated as a consumable if it is intended to be used for less than one year at the time of its acquisition. Even periodicals such as monthly or seasonal publications will be handled as books if they are intended to be used in the same state as at the time of acquisition with no significant changes for at least one year. (Document 1 Chapter 3 Q37-7)

Document 1. Operational guidelines related to "National University Corporation Accounting Standards" and "National University Corporation Accounting Standards Annotations"

(Final revisions made April 13, 2023) (in Japanese)

https://www.mext.go.jp/content/20230627-mxt_hojinka-100001048_6.pdf

Document 2. "National University Corporation Accounting Standards" and "National University Corporation Accounting Standards Annotations" Report

(Final revisions made February 10, 2022) (in Japanese)

https://www.mext.go.jp/content/20220603-mxt_hojinka-100001048_2.pdf

Nagoya University Library Materials Management Regulations (in Japanese, on-campus only)

<https://www.nul.nagoya-u.ac.jp/guide/siryokitei/saisoku.pdf>

Nagoya University Library Materials Management Guidelines (in Japanese, on-campus only)

<https://www.nul.nagoya-u.ac.jp/guide/siryokiteiyoko.pdf>

Please carefully check the rules for using each external fund in addition.

○ Examples of books that can be treated as consumables

Depending on the content and format of the book and the purpose and method of use, it can be treated as a consumable item as long as there is no problem in accordance with accounting standards. Examples of items that can be treated consumables are as follows.

① Unbound serial publications, separate publications

② Items that are not suitable for long-term storage due to their format (storage medium, binding, etc.) (except items that should be made available for shared use)

<e.g.>

- Materials in disc format such as DVD, micro materials
- booklets, brochures

③ Items that are expected to be damaged or worn out in a short period of time (except rare books and other materials with high academic value or rarity)

<e.g.>

- Work book and drills
- Books to carry for fieldwork
- Manuals and guides to be brought into the laboratory
- Books that need to be cut out for research purposes such as text analysis (Cutting for the purpose of digitization due to heavy/bulky etc. is not allowed)
- Textbooks that are used by students while writing in class, and textbooks that require instructors to write on their teaching content because they are teaching the class themselves
(This may not be permitted with expenses for which the usage is determined by each library/room's collection maintenance policy, etc.)
- Books that require extensive writing in to carry out research (Limited to cases the library of the university already have same material (except materials stored in laboratories) and the price of material is less than 10,000 yen)

④ Items that are sequentially revised and updated and will be in use for less than one year.

<e.g.>

- Manuals for PC, software, programming, etc.
- Equipment operation/experiment manual, collection of protocol, etc.

⑤ Items purchased at Nagoya University's expense and placed in off-campus research facilities and used there (except rare books and other materials with high academic value or rarity)

If it is necessary to treat it as a consumable material, please refer to 1-2 "(5) Books that need to be treated as a consumable item" and write in the specific reason why the material needs to be consumable material to the order form. Depending on the reason, we may ask you to confirm, or as a result of confirmation, or register it as an asset.

(2) Items which take the form of books but are treated as goods or services

Materials used for purposes other than education and research / Electronic materials for personal use only

Regardless of the medium, materials used in administration departments are treated as goods or services. And electronic materials limited to individual use are also treated as goods and services rather than books.

Input order at **Order/Advance Payment Application and Reference [A] (Goods and Services)** screen and undergo receiving inspection at the Receiving Inspection Center.

→ Nagoya University Portal > Finance Menu > Financial Accounting System
> **Order/Advance Payment Application and Reference [A] (Goods and Services)**

< e.g. >

- Materials to be used in the administrative department (PC/software operating manuals/ directories/practice examples/rules, general language dictionaries, example sentences, timetables, high school textbooks used for entrance exam questions, etc.)
- Materials to be transferred to other institutions by free of charge (donation of own books, free distribution at events, etc.)
- E-books limited to individual use
- Programs/ collection of data to be installed and used on one PC

1-2. Order of Books

(1) Ordering from bookstores

In addition to retailers such as Nagoya University Co-op Bookstore, Maruzen-Yushodo Nagoya Branch, and Kinokuniya Chubu Sales Department, many bookstores accept purchases made with public funds. Please confirm with the bookstore. The documents required for payment are the same as those required for goods (one quotation, one statement of delivery, and one invoice) (If you are purchasing a used book that costs more than 1.5 million yen, you will need a "used book price certificate").

(2) Selecting books over the counter

At the Nagoya University Co-op Bookstore (Nanbu Bookstore, Books Fronte, and School of Medicine Bookstore), books can be purchased over the counter using university funds and taken directly from the store. At the store, please state that you would like to make a purchase using public funds. Receive a quotation, statement of delivery, invoice, and the good, prepare an order form from the Financial Accounting System **Book Order/Advance Payment Application and Reference [B] (Books)** , and bring the order form, quotation, statement of delivery (requires seal of individual with budget authority), invoice, and book to your department's library/library room to undergo a receiving inspection.

By registering on the Nagoya University Co-op My Page (Nagoya University's Public Funds Information Website), you can extract the CSV data required to prepare the order form. There are other bookstores which will accommodate over-the-counter book selection, so please consult with the bookstore.

(3) Order online

Books purchased at Nagoya University Co-op Bookstore, Maruzen-Yushodo Nagoya Branch, Kinokuniya Chubu Sales Department, and other stores can be paid for using public funds.

○ Examples of stores which allow online purchases with public funds

Nagoya University Co-op Books Internet Service
Knowledge Worker (Maruzen-Yushodo)
Book Web Pro (Books Kinokuniya)
Neutrino Web

If books are delivered, please bring them to your department's library/library room with an order form printed from the Financial Accounting System **Book Order/Advance Payment Application and Reference [B] (Books)** and payment documents (quotation, statement of delivery, and invoice) , and undergo a receiving inspection.

(4) Advance payment

If you made an advance payment to purchase books from stores at business trip destinations or stores which do not accept purchases with public funds, input relevant information into **Advance Payment Invoice** at **Book Order/Advance Payment Application and Reference [B] (Books)**, print an "Advance Payment Invoice," and bring the books together with documents serving as proof of the advance payment to your department's library/library room and undergo a receiving inspection.

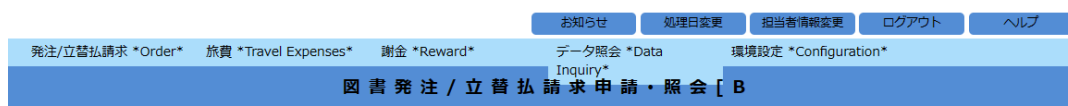
For other matters or for questions regarding book purchases, please contact your department's library/library room.

(5) About books that required to be treated as consumables

Please write in the specific reason why the material needs to be consumable material to the order form "Notice" and submit it. (Depending on the reason, we may you to confirm, or as a result of confirmation, we may register it as an asset.)

○ How to write in "Notice"

Please click "Notice" on the basic information entry on the screen of Book Order/Advance Payment Application and Reference [B] (Books) , write in the notice.



○ **Examples of notices**

- Request for treatment as consumables in order to be placed and used at an off-campus research facility (○○ Research Institute)
- Request for treatment as consumables in order to use in fieldwork/laboratory
- Request for treatment as consumables in order to cut and use for text analysis
- Request for treatment as consumables for students to use while writing in class
- Request for treatment as consumables for extensive writing in to carry out research (*Please check the expenses and price carefully. The library will confirm whether we already hold the same item in the library)

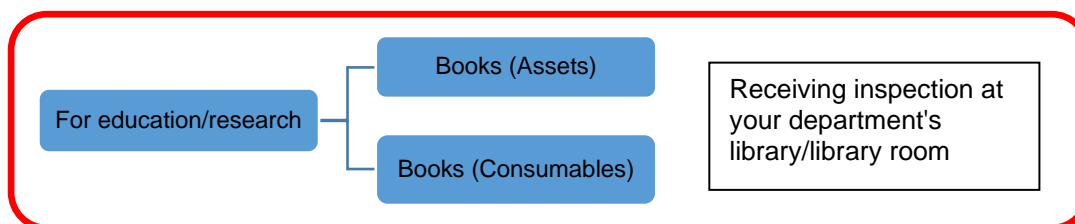
1-3. Receiving Inspection of Books

Purchased books must undergo a receiving inspection at the library. (Please note that you cannot skip the acceptance inspection for books even if the purchase amount is less than 10,000 yen at the campus co-op.)

(1) Items which undergo receiving inspection as books
Materials used for education or research purposes

Materials will be inspected at your department's **library/library room**.

Books



○ **Items required for book receiving inspection**

- Book materials
- Order form printed from Financial Accounting System or advance payment invoice
- One quotation, one statement of delivery (requires seal of individual with budget authority), and one invoice (please receive a qualified invoice from a qualified invoice issuing business) or documents serving as proof of advance payment (receipt, credit card statement, etc.)

○ **Section in charge of receiving inspection**

Your department's library/library room

Precautions

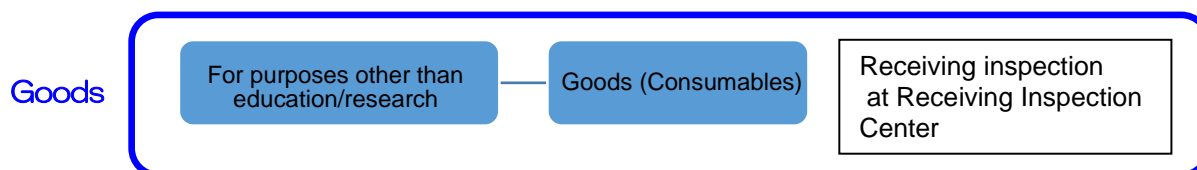
- Contractual procedures of e-books and databases accessible throughout the university are conducted at Nagoya University Library, so please consult with your department's library/library room before placing an order.
- In principle, books cannot be purchased using multiple expenses. However, books treated as consumables may be purchased using multiple expenses, so please consult with the respective library.
- For the receiving inspection, please bring a finalized order form (without "unapproved" marking).

- We work to quickly process book receiving inspections but they may take several days to complete.

(2) Items treated as **goods or services even if in book form**

Materials used for purposes other than education or research / Electronic materials for personal use only

Materials will be inspected at the [Receiving Inspection Center](#).



○ Items required for book receiving inspection

Same as books.

Please bring a screenshot for the receiving inspection of Kindle e-books and other e-books for individual use at the Receiving Inspection Center.

○ Section in charge of receiving inspection

The Receiving inspection Center

1-4. Academic Journal Subscriptions

If you would like to subscribe to an academic journal (printed or electronic journals), please contact your department's library/library room.

A survey to evaluate requested subscriptions takes place once a year between summer and autumn.

Electronic journals currently available can be found through the Nagoya University Library website.

○ Nagoya University Electronic Journal Access Service

<https://publications.ebsco.com/c/3rq56l>

Precautions

- Please use general funds for academic journal subscriptions.
- Subscriptions are yearly contracts and cannot be terminated in the middle of the fiscal year. Please apply after securing funds for one year's worth.
- All payment procedures for academic journal subscriptions based on the survey for evaluating requested subscriptions will be conducted at the school library.
- Newspaper subscriptions and other subscriptions (not for research purposes) at research offices are treated as goods.
- For back issues, irregularly purchased journals, and journals purchased directly from bookstores or academic associations by research offices, please undergo order and receiving inspection procedures in the same way as the procedures for book purchases.

2. Management of Books After Purchase

2-1. Online Public Access Catalog (OPAC) Search

After books that are deemed to be the university assets undergo a receiving inspection, they will be searchable through Nagoya University Library Search (OPAC). As a result, books shelved in research offices may be requested for use by the university students and other university libraries.

If you are not currently using them, please cooperate in loaning these books.

2-2. Inspection and Inventory Check

Books shelved in research offices are subject to various inspections. Planned inventory check is conducted at each library. For books shelved in research offices, please manage them appropriately and cooperate with inspection and inventory check requests.

2-3. Transfer Procedures

For requests to transfer books to the institution which you are transferred to, please contact your department's library/library room early in advance. Gratuitous conveyance to a different institution is, in principle, possible if all of the following apply.

- The institution is a non-profit institution in Japan
- Books were acquired after incorporation (April 1, 2004) with external funding (※However, external funding rules may prevent transfers from being approved)
- The book is needed for the advancement of research work of the faculty requesting gratuitous conveyance and will not hinder education or research at Nagoya University
- If you are a joint researcher, obtain the principal investigator's consent.

For requests to return or dispose of books or periodicals shelved in research offices or to change the primary users of such materials, please contact your department's library/library room.

3. Maintenance of Central Library Study Books

3-1. Study Books Recommendation System

Study books at the central library are organized with an emphasis on relevancy with university courses and targeted at undergraduate and master's students. Recommendations are accepted from faculty as part of the maintenance of these study books. If there is a book you would like to recommend as a Central Library study book (printed or electronic book), please make the recommendation at the URL below. Study books are shelved on the Central Library's third floor (some are shelved on the second floor).

- **Central Library Faculty Book Recommendation Application Form**
https://www.nul.nagoya-u.ac.jp/central/request_e.html

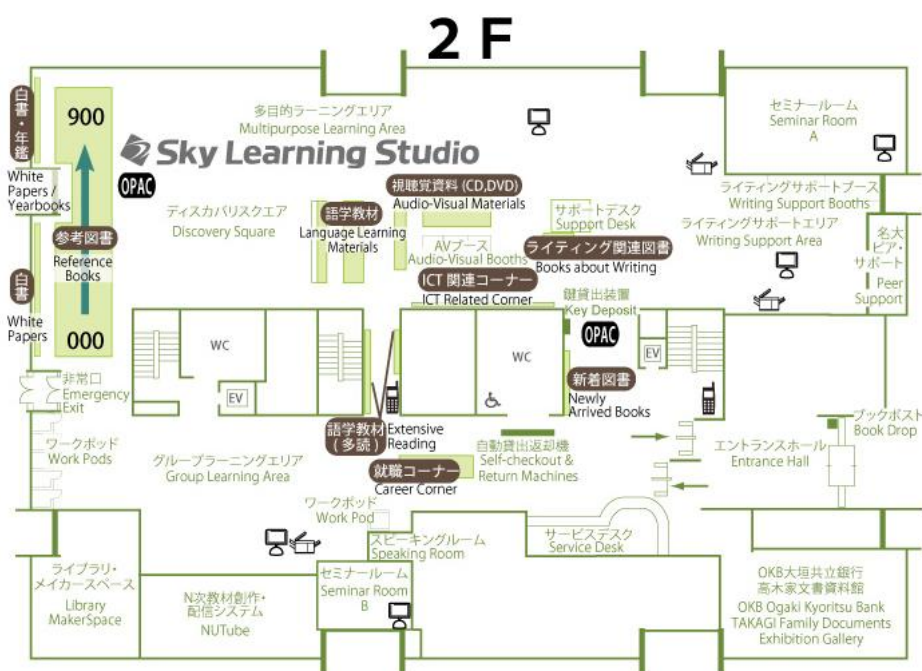
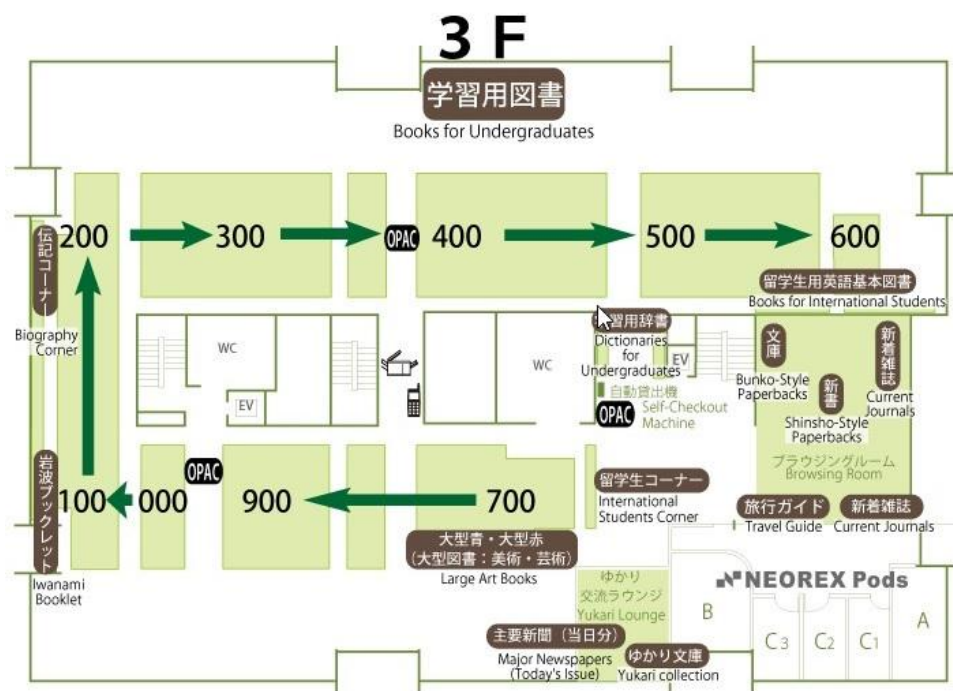
3-2. Central Library Study Books Shelving Status

- **Study Books (Japanese and Western books) 3F**
General materials for each field are organized and shelved by classification. Paperback books, pocket paperback books, study-purpose dictionaries, and general English books for international students are placed separately.
- **Textbooks and reference books listed in syllabuses 3F**
As with textbooks and reference books listed in the Liberal Arts and Sciences course syllabus are shelved by classification in the same way as the classification for study books. If you do not wish to have the educational materials for the course you are in charge of shelved at the library, please contact the Collection Development Section (ext. 3670)
- **Newly published study e-books (Japanese and Western books)**
Newly published e-books for study books that are checked out frequently or for in-demand fields are available. Many e-books are available from Maruzen ebook Library (Japanese books) and overseas publishers such as Wiley, Springer, and Elsevier. Please see the page below for more information.
<https://publications.ebsco.com/c/3rq56l>
E-books can also be searched for through the OPAC Search.
- **Academic writing support books 2F Writing Support Area**
Books related to academic writing are shelved near the 2F support counter and are used also for thesis guidance (cannot be checked out). The same books are shelved at the 3F study book area and can be checked out.
- **Language-learning and extensive reading materials 2F Multipurpose Learning Area**
Language learning materials for Japanese, English, and other languages are shelved at the 2F multipurpose learning area. Extensive reading materials include those in English (Oxford, Cambridge, Pearson, etc.), Chinese, German, French, Spanish, Italian, etc.
- **ICT related corner books 2F Multipurpose Learning Area**
Books related to ICT and programming are shelved at the 2F multipurpose learning area.
- **Audiovisual materials 2F Multipurpose Learning Area**
Audiovisual materials include those which can and cannot be checked out from the library. Materials that cannot be checked out can be used at the audiovisual booths inside the library.
- **Career corner books 2F Group Learning Area**
In cooperation with the career advising department, the library has made available materials useful in forming students' career path and job-hunting activities.

○Other

Newly arrived periodicals, travel guides, and other materials are shelved at the 3F Browsing Room. There is a corner for introducing Japanese culture to international students and the Yukari Lounge which houses writings with ties to Nagoya University.

<Map of Study Book Placement>



Contact Information of School Libraries

<Higashiyama Campus>

Humanities & Social Sciences Libraries Administration Office (ext. 2245/5931)
Humanities & Social Sciences Libraries (ext. 2208)
School of Education Library (ext. 2608)
Nagoya University Affiliated Upper and Lower Secondary Schools Library (ext. 2674)
Law Library (ext. 2318)
 Asian Law Library
Economics Library (ext. 4922)
Economic Research Center Library (ext. 4941)
Library of Informatics and Languages (ext. 4730)
GSID Library (ext. 5065)
Science Library (ext. 2430/2830)
Central Engineering Library (ext. 3411/3227)
 Chemical and Biological Library
 Electrical and Information Library
 Mechanical and Aerospace Library
 Civil Engineering Library
Bioagricultural Library (ext. 4975)

Solar-Terrestrial Sciences Library (ext. 6467)
Institute of Materials and Systems for Sustainability (ext. 4996)
Hydrospheric-Atmospheric Sciences Library (ext. 3458)
Information Technology Center Library (ext. 4360)
Research Center of Health, Physical Fitness and Sports Library (ext. 5766)
Pharmaceutical Sciences Library (ext. 6820)
Institute of International Education & Exchange Library (ext. 6535)
Gender Research Library (ext. 6981)
Central Library (Library Administration 3670 Circulation Section 3678)

<Tsurumai Campus>

Medical Library (ext. 81-2508)

<Daiko Campus>

Library of Health Sciences (ext. 82-1545)

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—To Faculty and Staff—**

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April 1, 2025 revised

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