

Central Library Tour

<Guide Map>

◆ Basic Information

Nagoya University Library total collection:
3.4 million items

E-journal collection: 23,000 journals

Central Library collection: 1.2 million items

Central Library's reading seats: 1,000

◆ Time allocation

2 F_1 : 10 minutes

2 F_2 : 5 minutes

2 F_3 ~ 4 : 5 minutes

Searching OPAC : 10 minutes

3 F : 5 minutes

4 F : 5 minutes

B 1 : 5 minutes



3

Guide route is indicated by arrow.

The no. on the map corresponds to the explanation with the same no. on each side.

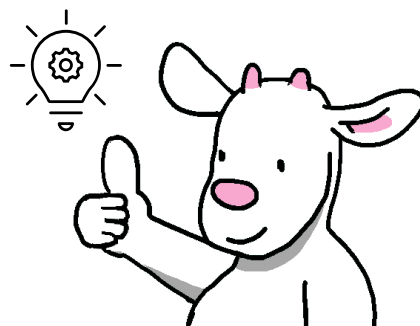
Demo

Please demonstrate use at the point where the "Demo" mark is shown.

Important facilities

Convenience facilities

Rules / Notes



※When you want to know more information and the latest news...?
Check the library website or the Central Library News!



2023

Research & Learning Support Section,
Information Service Division
Nagoya University Central Library

2F 1 (Area for free conversation)

2. Service Desks

Rules

- ✗ Eating and bringing drinks
- ✗ Smoking (bottled drinks OK!)
- ✗ Mobile phone conversations (except in a designate areas)
- ! There is no garbage can inside the library.
- Please check the location of garbage can.

1. Entering

- ◆ Entrance = 2F
- ◆ Cafe
 - Allowed to bring own food or drink.
- ◆ OKB Ogaki Kyoritsu bank
- TAKAGI Family Documents Exhibition Gallery
- ◆ Entrance gate.
- Student ID card required
- swipe (magnetic strip)
- or touch (IC chip)

Demo

Information Desk 1	! Forgot your ID card
Circulation Desk 2	<ul style="list-style-type: none"> • Borrow and Return :audio-visual items /attached materials • Apply :library facilities
Reference/ Interlibrary Loan Desk 3	<ul style="list-style-type: none"> • Ask for advice on searching books and articles • Request for ILL service • Ask about photocopying



3. Self -Check out & Return machines

4. Using PCs

Follow the directions on the screen

- ◆ Check out
 - Student ID card is required
- ◆ Return
 - Returned on the booktrucks
 - Certain items cannot be checked out from machines.
 - ! If you need help, ask staff at the Circulation Desk.

Demo

- ! Loan Periods & Limits → check on the wall
- ! Renewing → online
- ! Penalty
- Ex.: 2days return books later → 2days can not borrow

- ◆ PCs (2F and 4F)
- ! Nagoya University ID is required.
- ! Take the 'Information Security Training for New students' and change the initial password.
- ◆ Wi-fi (NUWNET)
 - ! Register your profile at NUWNET user page. (required)
- ◆ Seminar Room
 - No lecture = Can be used freely
 - Check the timetable on the door

5. Cloud On-demand Print

Send the file to the cloud system from your PC or smartphone.
<https://cloudodp.fujifilm.com/guestweb/>
 ① Select "English" at [言語]. Input [User ID]: 3cd-nanbuand [Password]: insatsu and login.
 ② Select "English" at [言語]. Input [User ID]: 3cd-nanbuand [Password]: insatsu and login.
 ③ Input your appointment number (7digits) for printing

Send the file to the printer and printed out.
 ④ Select [Cloud On-demand Print] from the menu at multifunction device.
 ⑤ Input [Print Reference Number] and [Password], ⑥ Pay for printing, then press "print"
 ✗ Printing from USB

2F_2 (Area for free conversation)

6. Group learning Area

Conversation on learning is permitted on 2F

✗ Please keep quiet on other Floors

◆ Group Learning Area

• Group learning is OK

! Please feel free to use the whiteboards

7. Work-pod /Library-maker-space

! Application ...Circulation Desk

◆ Work-pod: private room for online meeting, course, etc.

◆ Library-maker-space: 3d printer, machine for designing, etc.

8. Reference Books

◆ Reference Books

• Books for doing research (Encyclopedias, dictionaries, handbooks, maps, white papers, etc.)

✗ Collections on 1F & 2F are not open to borrowing

! Some materials are open to access on database or website subscribed by Nagoya university

9. Discovery Square

◆ Discovery Square

• Open space for workshops, seminars, presentations,

→ Apply for use at Circulation Desk

! No lecture = Can be used freely

10. Language learning materials & AV Booths

◆ Language learning materials (classified by language)

! Attached CD Borrow/Return

→ Circulation Desk

• Text books for language learning

◆ Extensive reading materials (classified by language)

• Series of materials with accessible content and plain language

OPAC	Extensive Reading
Location	Central library, language learning materials
Call No	837 M ER

◆ Audio-visual Booth

→ See notice on desk

• DVDs, CDs, Videos, International broadcasts can be used

! Use AV Booths → Key deposit

! Using DVDs → Circulation Desk

11. Learning Commons North Area

◆ Multipurpose Learning Area

• For individual studies and using Computers

◆ Writing Support Area

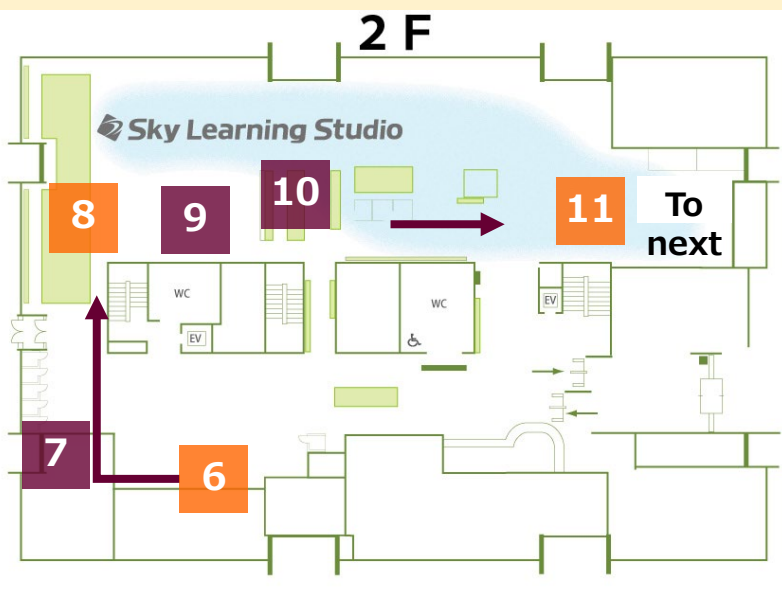
• For two people to work together on reports with computers.

! PCs : Adobe software installed

◆ Seminar Room A

• No lecture = Can be used freely

→ Check the timetable on the door



• Graduate student support staff

! Affiliation of each Staff: check info board

(Chinese, English, Japanese) (Weekdays 3 p.m.-7 p.m.)

◆ Writing Support

◆ Support on Search and Using library

◆ IT Support

Reports

Presentation

Writing skill

Recommending books on writing

Search for books and journals (OPAC)

Search for articles

How to use Library facilities

Study Counseling for Each Field of Study

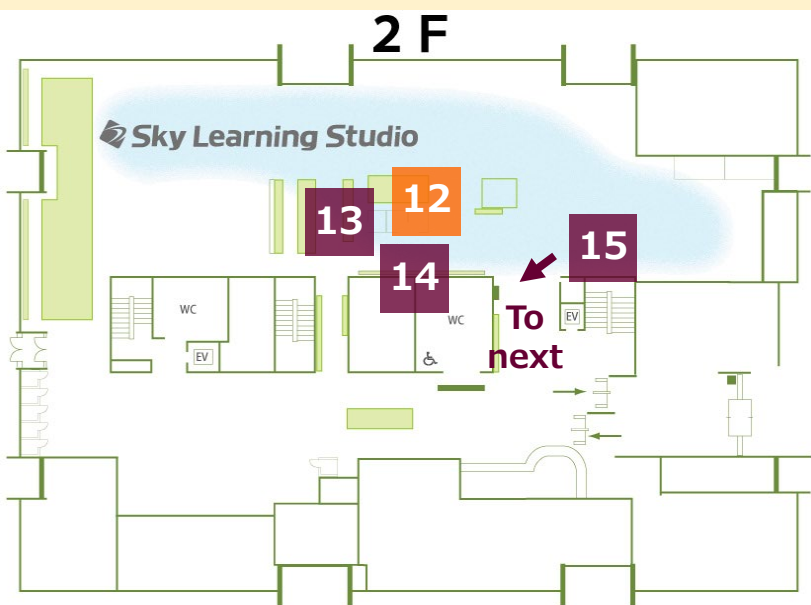
Media Studies System

PCs

Such as Word and Excel

on-demand printers

Wireless LAN



13. Books on writing

◆ Books on writing /
Making presentations / Reports/
Other academic writing

✗ Cannot be borrowed

! Same books on 3F

→ You can borrow them.

◆ Exhibition for special collections

! Recommended books by support desk staff
Collections on report/article writing, How to use textbooks for language learning & e-books, Collections on lifehacks

14. ICT corner

• The books of guides, companions or manuals of information and computer literacy are placed at "ICT Corner".

• Location: 'Cent Lib ICT'

Call No: e.g.

'007.64||St||2005||ICT'

15. Self-serve photocopiers corner

Copy by duplicator & on-demand printer is available.

Both monochrome and color copy machines are equipped.

Payment by coin & co-op copy card is supported (Co-op copy cards are sold out)

! Fill out 'Application form of copy service'

! Follow the copyright law

(one person one copy, only less than half of material)

! Return to original location.

! Refill paper yourself when it runs out

✗ Photocopying personal items is not permitted

✗ There is no scanner in the library.

2F_4

(Area for free conversation)

17. Using OPAC

- ◆ PCs for searching OPAC
 - Online tool to find library items
 - ✗ Cannot print out
 - ◆ "Library Services" (OPAC)
 - Reserving books on loan
 - Checking your loan record
 - Applying for Interlibrary service
 - Renewing loan period
- ! THERS account is required**

Practicing "OPAC search"

- First, search with your favorite keyword
- Search by your smartphone is OK (scan the following QR code)
- Take notes on the location of books you are searching for.

! Make sure about the location, Call No. and status

Demo

[Practice]

"Theoretical ecology: principles and applications" 3rd ed.

Edited by May, Robert M., McLean, Angela R.

(Oxford University Press, 2007)

[Answer]

Cent Lib 3F 468||M

! Check the 'Location', 'Call No' and 'Status'

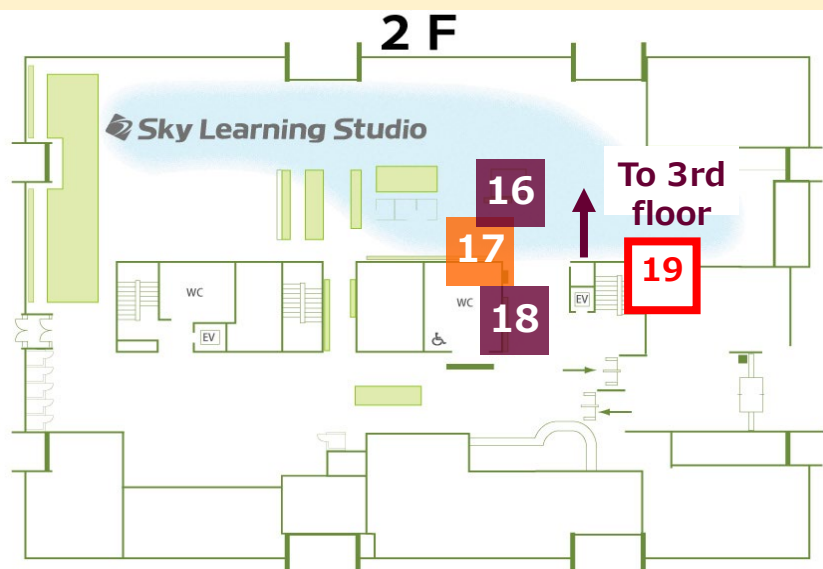


(QR code of Nagoya University Library)



16. Key deposit machine

- For using AV booth /4F Research Rooms.
- (Student ID card is required)



18. Newly arrived books

- Newly arrived books are placed here.
- You can borrow them except for reference books.

19. Notes

- ◆ Message board on the staircase wall
 - Library announcement
 - Library Workshops poster
- ◆ Seminars and workshops at the Central Library
 - Seminars on writing reports and papers
 - Academic presentation (in English & Chinese)
 - Workshops for improving oral skills (in English, Japanese, Chinese)
 - Seminars on academic writing, presented by NU professors
 - Seminars on databases, literature management, etc.

3F

1. International Students' Corner

- Books about Japan in English
- Japanese literature in foreign languages
- Location: 'Cent Lib BR'
- Call No:
e.g. '302.1||D||留学生'

2. Books for Undergraduates

- Books for Undergraduate level.
- Location: 'Cent Lib 3F'
- You can find the location of a book by the call number on books spine label.
- The books with red labels are non-Japanese books.

(Area for quiet study)

Practicing "Book search"

Demo

- Search for books by information obtained from OPAC
- Notice: Books are arranged in call number order
- Notice: Books for undergraduate students in Japanese and foreign languages are placed in a mixed manner

Classification number→
Author's symbol→

名大中央
468
M
学習

- Classification number indicates subject of the book. Books placed near have same subject

3. Yukari Lounge

- ◆ Today's newspapers
(*The Japan Times* and other major Japanese newspapers)
- ◆ Yukari Bunko (NU related materials)

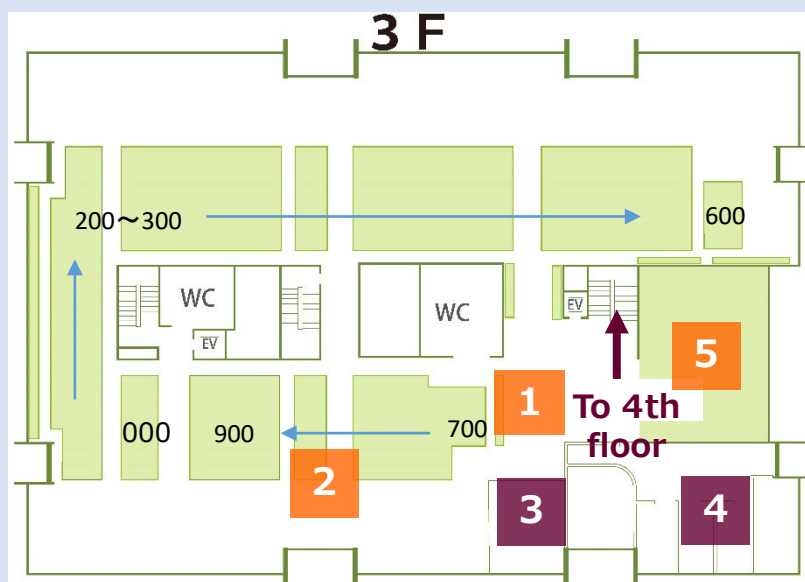
5. Browsing Room

- ◆ Newly arrived journals/magazines
- Open the lid of the magazine shelf and find the magazine inside
- Check contents of the magazine
- Current year's issues
- Back numbers → B1F
- ✕ Cannot be borrowed
- ◆ Shinsyo-style and Bunko-Style paperbacks
- Can be borrowed

Demo

OPAC	Shinsyo-style Newly arrived journals/magazines	Bunko-Style
Location	Cent Lib 3FS	Cent Lib 3FS
Call No	502.1 Y 新書	721.8 Ka 文庫

3F



4. Learning Pods

- These are rooms for group learning
- ! Talking is allowed only in Learning Pods.

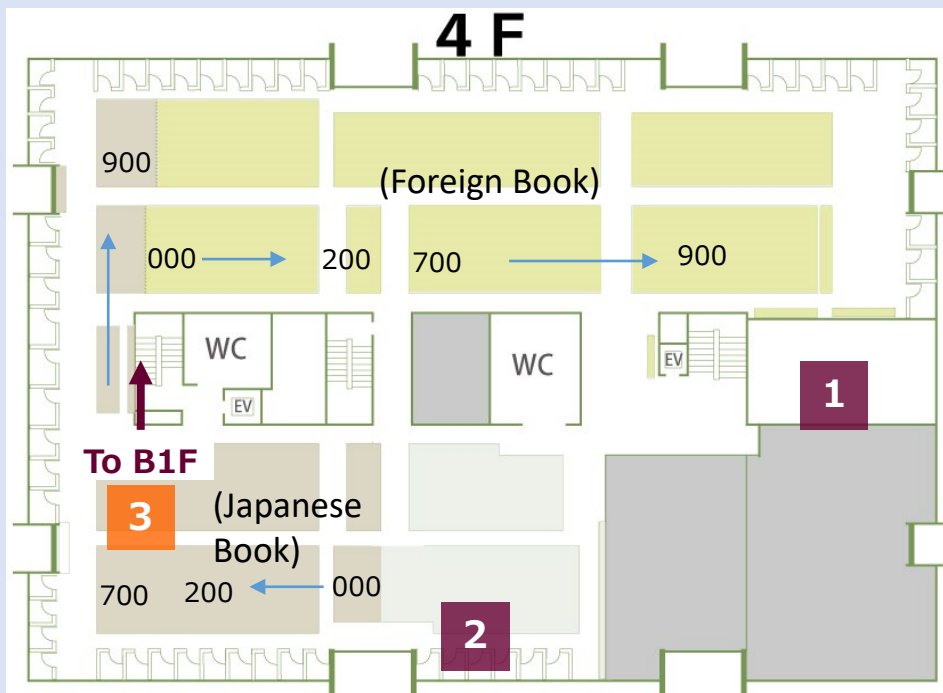
◆ Learning Pods A/B	◆ Learning Pods C
Make application at Circulation Counter (A: 3-18 people; B: 3-16 people)	Make application at Circulation Counter (Each room for 2-5 people)
closed spaces	closed space
Projector is available	<ul style="list-style-type: none"> • Personal computer can be connected to the monitor • whiteboard is available

4F

(Area for quiet study)

1. Satellite PC Lab

- Can be used freely while no lecture is held.
→ Check the timetable on the door



2. Research Rooms

- ! Use Research Rooms
→ Get the key using key deposit machine (2F) with Student ID card.
 - Available rooms vary based on student status.
- Please check notes on the key deposit.

3. Books for Researchers

- Books on specialized research subjects are organized by category

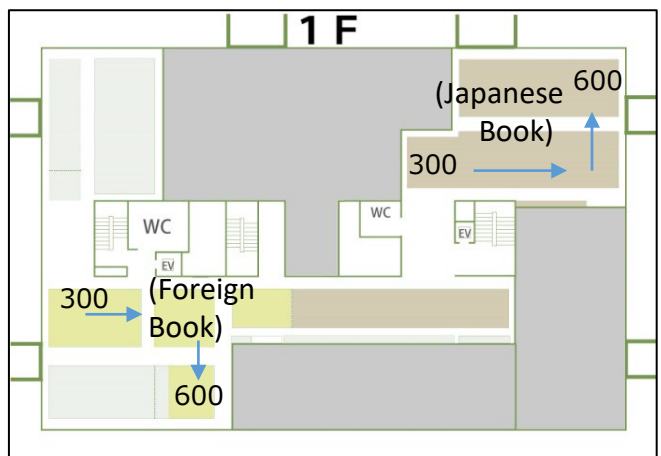
Arts and Humanities → 4F

Social Sciences → 1F

Natural Sciences → 1F

- ! Divided Japanese Books and foreign Books

※Please see the picture on the right
(Call number: 300~600)



- ! When you are in the library, please keep your personal belongings safe for theft prevention.
- ✗ Leaving belonging on seat unattended
- ✗ seat-taking & doze are not allowed
- ! Return to original location after using books
- ! Please cherish our materials.