

Chapter 4

How to Use the Library
and Collect Materials ①

Introduction to Library Resources and Facilities

- Introduction to the Library
- Introduction to Facilities
- Introduction to Academic Resources



1-0. Video Structure

This video introduces methods for borrowing library materials and making copies.

This video introduces these topics

Introduction to Library Facilities and Resources

- Libraries at Hiroshima University
- Materials in the Library
- Basic Rules and Manners

Borrowing and Returning Methods

- Borrowing and Returning
- Renewal and Reservation
- Using copiers and printers

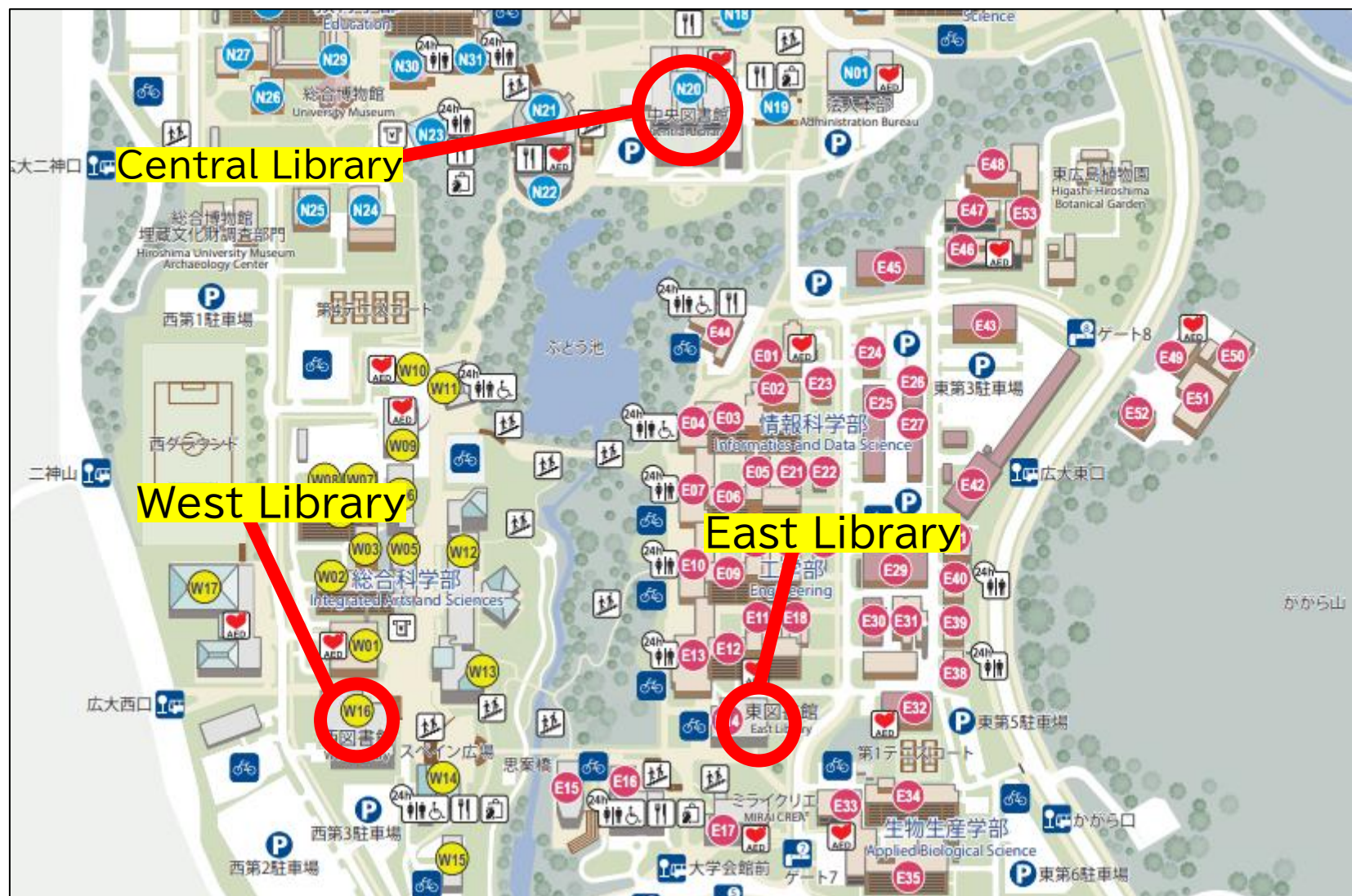
How to look for Library's Materials I

- HU Library's website
- Searching for books and e-books
- Searching for journals and e-journals
- Searching for newspapers
- Using electronic resources

How to look for Library's Materials II

- Methods of Information Retrieval
- Searching databases
- Using Collection Materials
- Reference Consultation

1-1. Libraries at Hiroshima University (Higashi-Hiroshima Campus)





Central Library

The largest library at Hiroshima University

Literature, social sciences, pedagogy, natural sciences, etc. Wide range of materials in a wide range of fields.



West Library

Library close to Faculty of Integrated Sciences

Frequently used by first-year undergraduates
2nd floor: liberal arts, literature, etc. Third floor: engineering, information science, biology, etc.



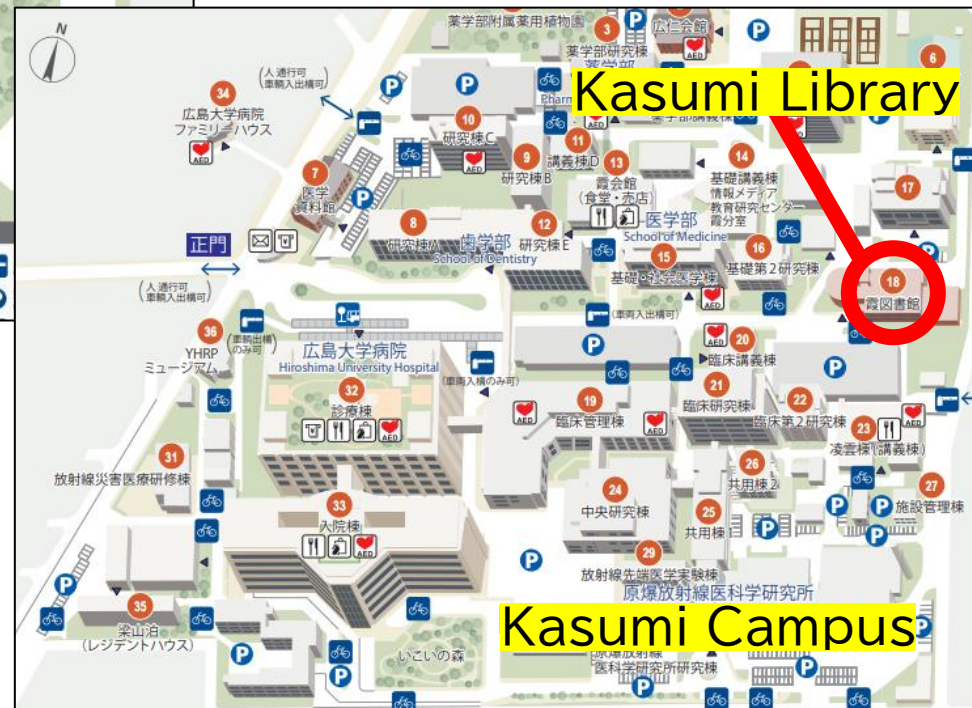
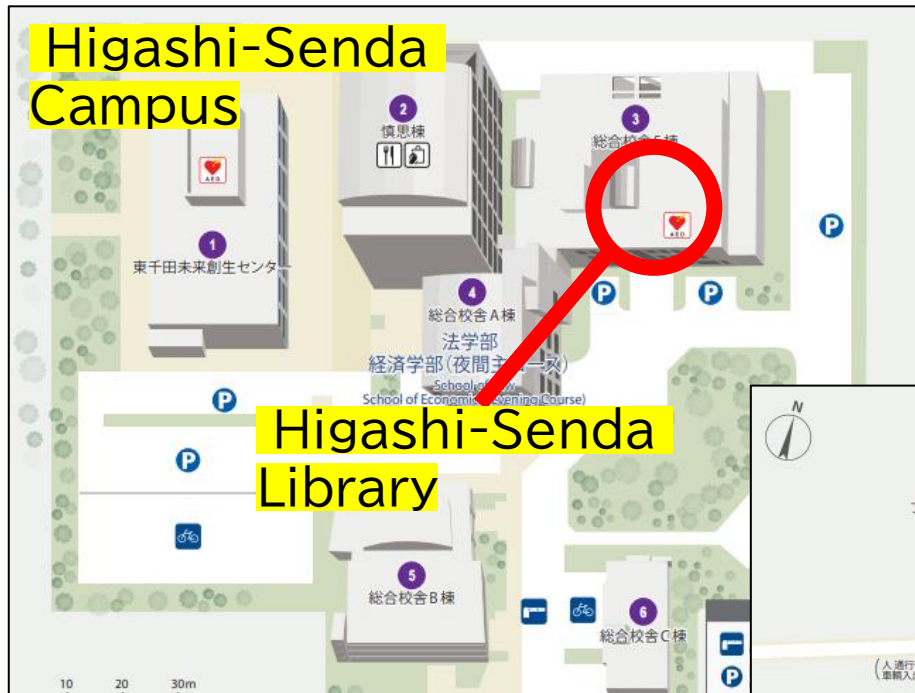
East Library

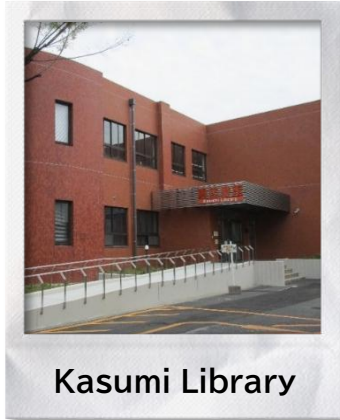
Media centre and stacks

1st floor: stacks
(engineering, information science, biology, etc.)
2nd and 3rd floors: Information Media Education and Research Centre (East Branch)

*The stacks are not accessible. To borrow books, go to the West Library.

1-1. Libraries at Hiroshima University (Hiroshima District Campus)





Kasumi Campus Library

Medicine, dentistry, pharmacy, nursing science, etc. Materials related to the life sciences are available.



Higashi-Senda campus library

Law, economics and other social science fields. Materials and educational books in the fields of law, economics and other social sciences are available.

1-1. Libraries at Hiroshima University

Library Facilities



Reading rooms



Group reading rooms

Availability and use of facilities varies at each library.
Please check the library's website or inquire at each library's
counter for specific information.



BIBLA- Group Space



Private reading room

1-2. Materials in the Library



Papers (e-journals)

- Excellent
- Reliability through peer review



Conferences

- Most excellent for timeliness
- May be somewhat difficult to obtain



Books

- Provide comprehensive descriptions
- Slower pace



Dictionaries and Encyclopedias

- Can collect information comprehensively
- Detailed searches are not possible

1-2. Materials in the Library

Papers (e-journals)



- Research results on focused themes
- The most important information source in academic research fields
- Published in academic journals
- Excellent for timeliness
- Peer review system in place

Conference (Reports)



- Presentation content from conferences and academic societies (reviews, etc.)
- Latest results, excellent for timeliness
- Not widely circulated, making them difficult to obtain
- Conference papers may be restructured and submitted to journals as journal articles

1-2. Materials in the Library

Books



- Compilations of research results on a certain theme
- Contain a certain amount of content, with in-depth and comprehensive discussions
- Inferior in timeliness
- Many publications include textbooks and handbooks

Dictionaries and Encyclopedias



- Systematically organized information on specific topics
 - Can quickly look up keywords
 - However, descriptions are brief
 - Useful to know the hierarchical relationships of keywords
- Note: Treated as "Books" in searches

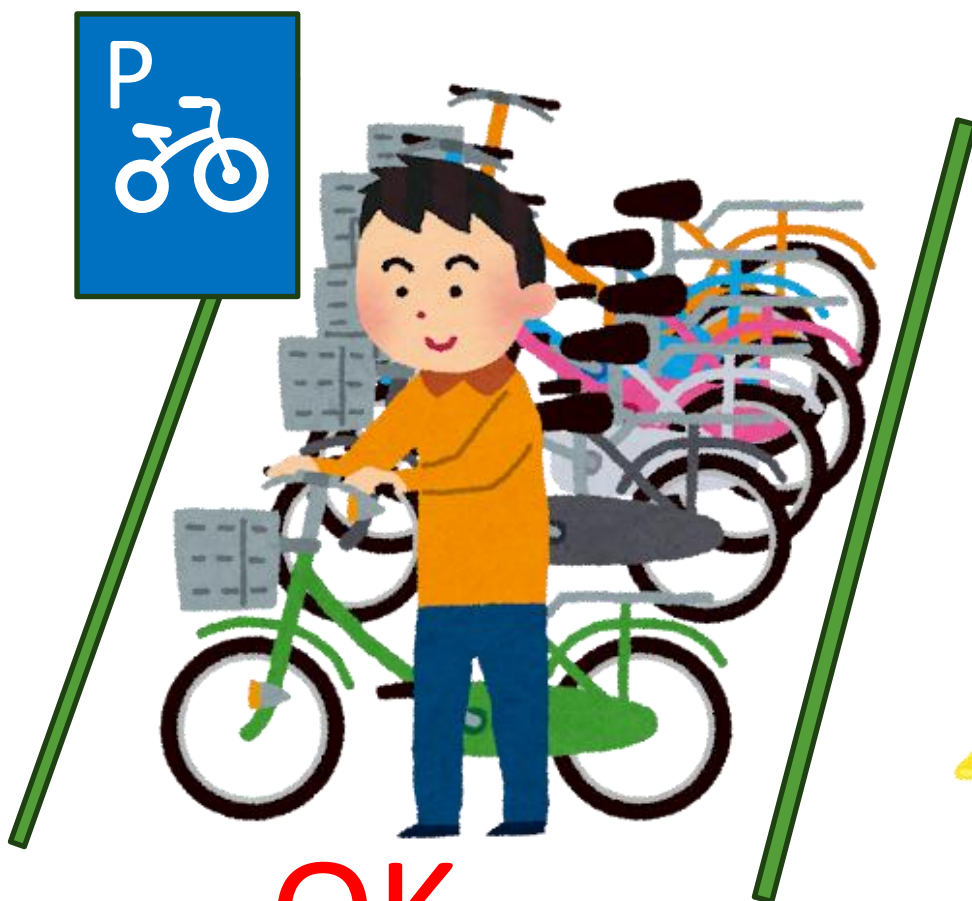
1-3. Basic Rules and Manners

1. Always carry your student ID card.
2. Food and drinks are generally prohibited in the library. However, only beverages in containers with lids are permitted.
3. Set mobile phones to silent mode and make calls outside the library.
4. Photography and scanning of library materials are generally prohibited.
(Except when permission is granted by the library)
5. Mass downloading of electronic resources is prohibited.
6. Park bicycles in the designated parking area.
7. Always keep your valuables with you.



※Drinks are limited to those in sealed containers with lids, such as plastic bottles and drink bottles with direct-drinking caps.(Drinks in paper cartons with straws, paper cups with lids, alcoholic beverages, etc. are not permitted)

Follow Bicycle Parking Manners



OK

Park bicycles in an orderly manner
in the bicycle parking area



NG

Do not block tactile paving blocks
(Braille blocks for the visually impaired)