

## Chapter 4

How to Use the Library  
and Collect Materials ①

# How to look for Library's Materials :Part I

- OPAC Collection Search
- Searching for Books and E-books
- Searching for Magazines, E-journals and Newspapers
- Notes on Using Electronic Resources
- Reference Services



# 3-0. 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

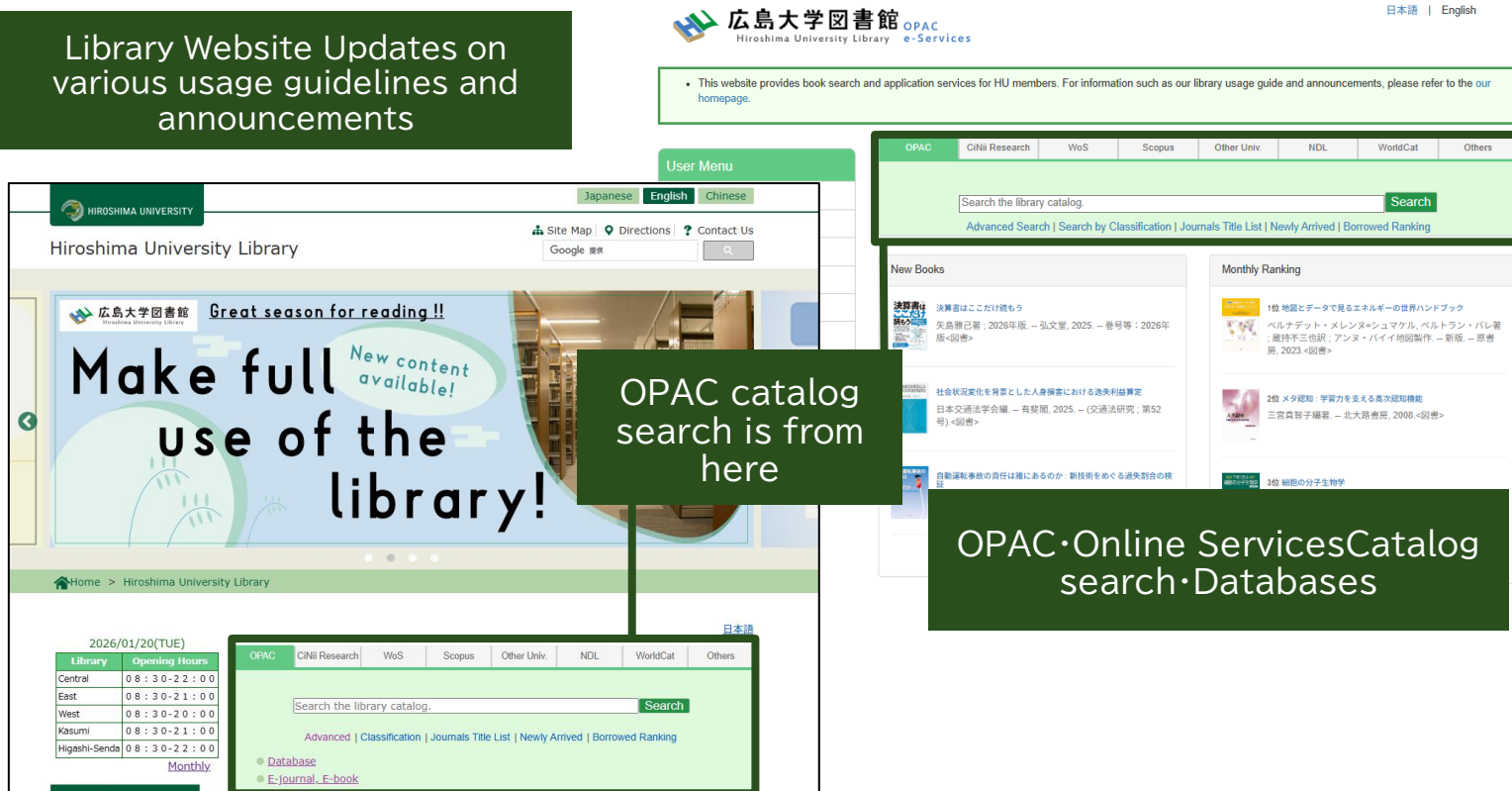
- Methods of Information Retrieval
- Searching databases
- Using Collection Materials
- Reference Consultation

# 3-1. HU Library's website

Due to the system structure, Hiroshima University Library's website is divided into the following two sites. Each has a different role, so please be careful.

- Library Website: <https://www.hiroshima-u.ac.jp/en/library>
- Online Services: <https://www.lib.hiroshima-u.ac.jp/?lang=en>

Library Website Updates on various usage guidelines and announcements



The screenshot displays the Hiroshima University Library website interface. At the top, there is a navigation bar with the library logo and the text "OPAC e-Services". Below this, a green box contains the text: "This website provides book search and application services for HU members. For information such as our library usage guide and announcements, please refer to the our homepage." The main navigation menu includes "OPAC", "CiNii Research", "WoS", "Scopus", "Other Univ.", "NDL", "WorldCat", and "Others". A search bar is prominently displayed with the text "Search the library catalog." and a "Search" button. Below the search bar, there are links for "Advanced Search", "Search by Classification", "Journals Title List", "Newly Arrived", and "Borrowed Ranking". The main content area features a large banner with the text "Make full use of the library!" and "New content available!". To the right, there are sections for "New Books" and "Monthly Ranking". At the bottom left, there is a table showing the opening hours for different library branches. A green box highlights the search bar and navigation menu, with the text "OPAC catalog search is from here". Another green box highlights the search bar and navigation menu, with the text "OPAC·Online ServicesCatalog search·Databases".

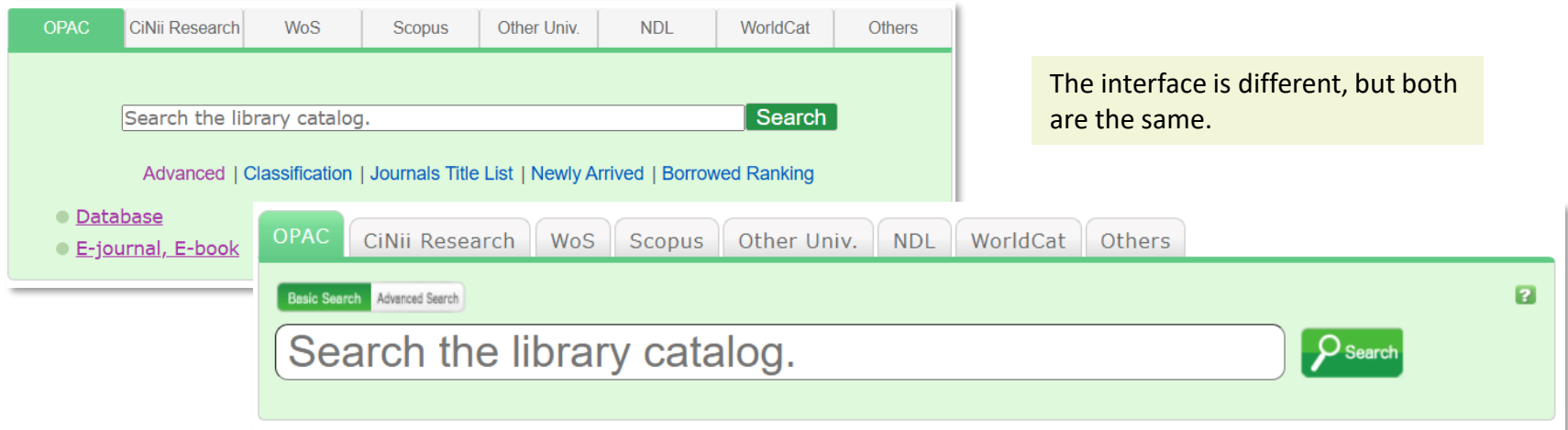
OPAC Catalog search is from here

OPAC·Online ServicesCatalog search·Databases

Library	Opening Hours
Central	08:30-22:00
East	08:30-21:00
West	08:30-20:00
Kasumi	08:30-21:00
Higashi-Senda	08:30-22:00

## 3-1. HU Library's website

By using OPAC (=Online Public Access Catalog), you can search the holdings of books (e-books) and magazines (e-journals) within the university.



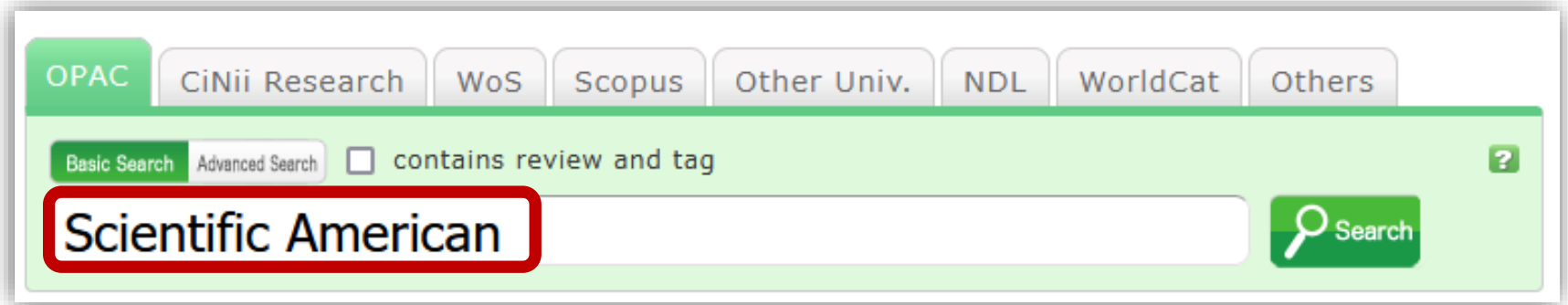
The interface is different, but both are the same.

### <Procedure>

1. Enter keywords in the search window and search
2. Select the desired material from the search results list
3. Check the location → Use books and magazines (for electronic resources, access from the university network)

## 3-2. Searching for Books and E-books

Example: When searching for books with "English Education" and "Basics" in the title



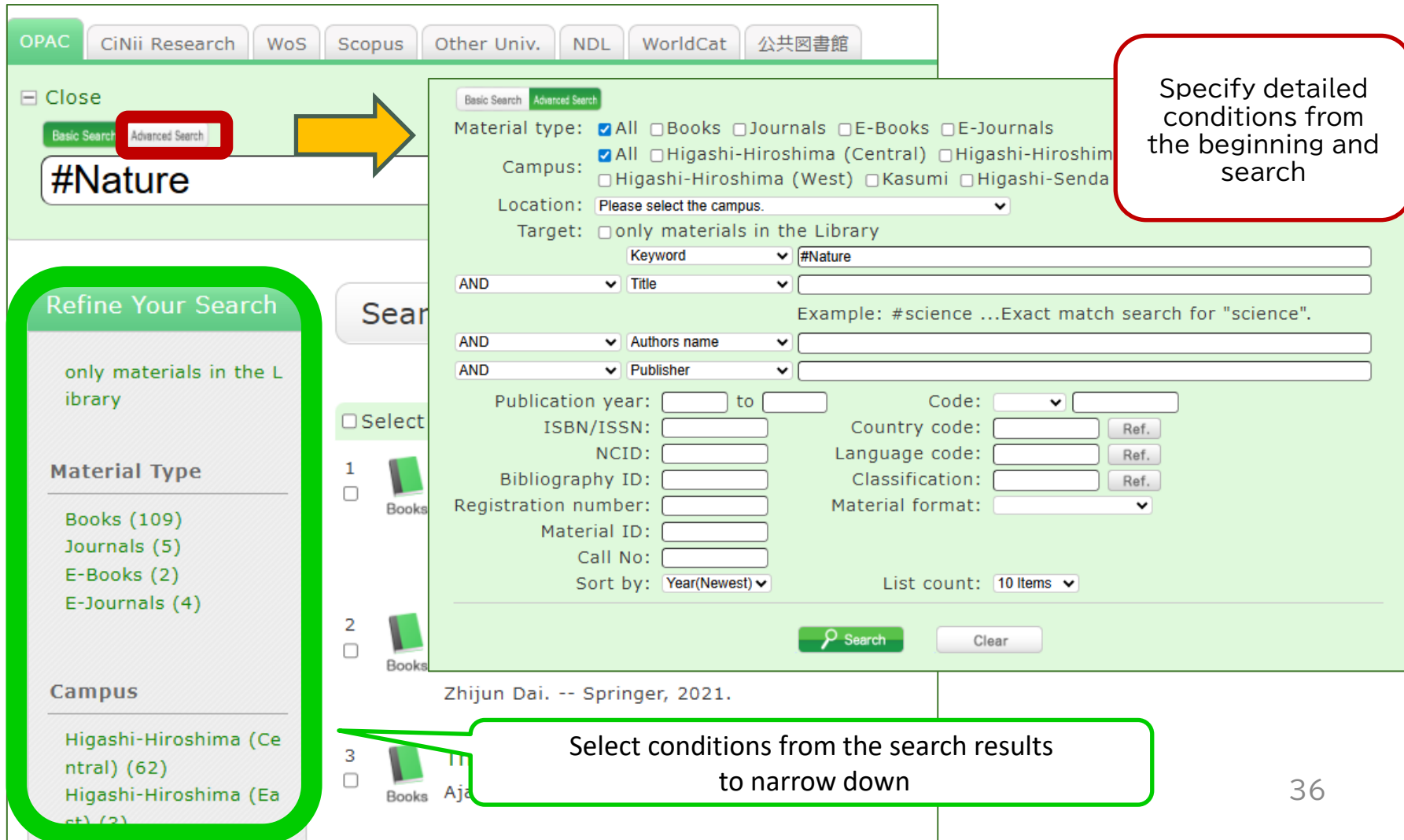
**Point**

If you know the title, enter the title. You can also search by author name, publisher name, etc.

Note: If you want to do a more detailed search, select advanced search!

## If there are too many search results...

- Entering "#keyword" performs an exact match search. It's convenient to use the "narrow down search" or "advanced search" functions.



The screenshot displays the library's search interface. At the top, there are tabs for various databases: OPAC, CiNii Research, WoS, Scopus, Other Univ., NDL, WorldCat, and 公共図書館. Below these, there are buttons for 'Basic Search' and 'Advanced Search', with a red box around 'Advanced Search' and a yellow arrow pointing to the right. The search input field contains '#Nature'. To the right of the search field, a red box contains the text: 'Specify detailed conditions from the beginning and search'.

The 'Advanced Search' form includes the following fields and options:

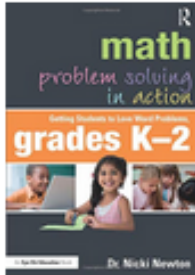
- Material type:**  All  Books  Journals  E-Books  E-Journals
- Campus:**  All  Higashi-Hiroshima (Central)  Higashi-Hiroshima (West)  Kasumi  Higashi-Senda
- Location:** Please select the campus. (dropdown menu)
- Target:**  only materials in the Library
- Keyword:** #Nature
- AND** (dropdown) **Title** (dropdown) [input field]
- AND** (dropdown) **Authors name** (dropdown) [input field]
- AND** (dropdown) **Publisher** (dropdown) [input field]
- Publication year:** [input] to [input]
- Code:** [dropdown] [input]
- ISBN/ISSN:** [input]
- Country code:** [input] [Ref.]
- NCID:** [input]
- Language code:** [input] [Ref.]
- Bibliography ID:** [input]
- Classification:** [input] [Ref.]
- Registration number:** [input]
- Material format:** [dropdown]
- Material ID:** [input]
- Call No:** [input]
- Sort by:** Year(Newest) (dropdown)
- List count:** 10 Items (dropdown)

At the bottom of the search form, there are 'Search' and 'Clear' buttons. Below the search form, a list of search results is visible, including 'Zhijun Dai. -- Springer, 2021.' and 'Books Aja...'. A green box highlights the 'Refine Your Search' sidebar on the left, which contains the following sections:

- only materials in the L library**
- Material Type**
  - Books (109)
  - Journals (5)
  - E-Books (2)
  - E-Journals (4)
- Campus**
  - Higashi-Hiroshima (Central) (62)
  - Higashi-Hiroshima (East) (3)

A green box at the bottom of the page contains the text: 'Select conditions from the search results to narrow down'.

## Bibliography Details 1 of about 2


[▲ Back to List](#)
[Next ▶](#)


Books

Math problem solving in action : getting students to love word problems, grades K-2

by Nicki Newton ; : pbk. -- Routledge, 2018. -- (An eye on education book).  
<BB03363479>

Rating: ★★★★★

Tag: No tag is registered

Functions:



Bookmark



Tag

▶ Review ▶ Details

Information about the book  
(Title, author name,  
publication year...)

URL: <https://opac.lib.hiroshima-u.ac.jp/webopac/BB03363479>

Select

## HoldingsList 1-1 of about 1

Click a location to display details.

10 Items ▼

No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservati on
0001	: pbk	Higashi-Hiroshima (Central)	<a href="#">Central Library 2F</a>		<a href="#">375.41/N-68</a>	0130561152			0items <a href="#">Reserve</a>

Where on campus  
is it located?

Click a location to display details.

10 Items ▾

No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservation
0001	: pbk	Higashi Hiroshima (Central)	<a href="#">Central Lib 2F</a>		<a href="#">375.41/N-68</a>	0130561152			0 items <input type="button" value="Reserve"/>



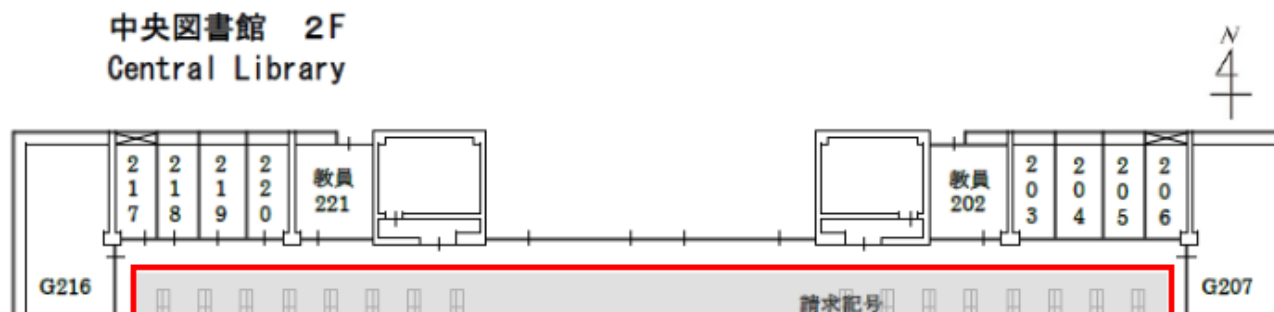
Details:how to find and maps

東広島キャンパス中央図書館2階

Central Lib. / 2F (Central Library at Higashi Hiroshima Campus)

和書(日本語・中国語・朝鮮語)と洋書(その他の外国語)で場所が分かれており、それぞれの中で請求記号の順に並んでいます。不明な点は図書館職員までお尋ねください。

Materials are arranged by the call number in each section of Japanese, Chinese and Korean books and the other foreign languages books. If you have any questions, to ask a library staff.



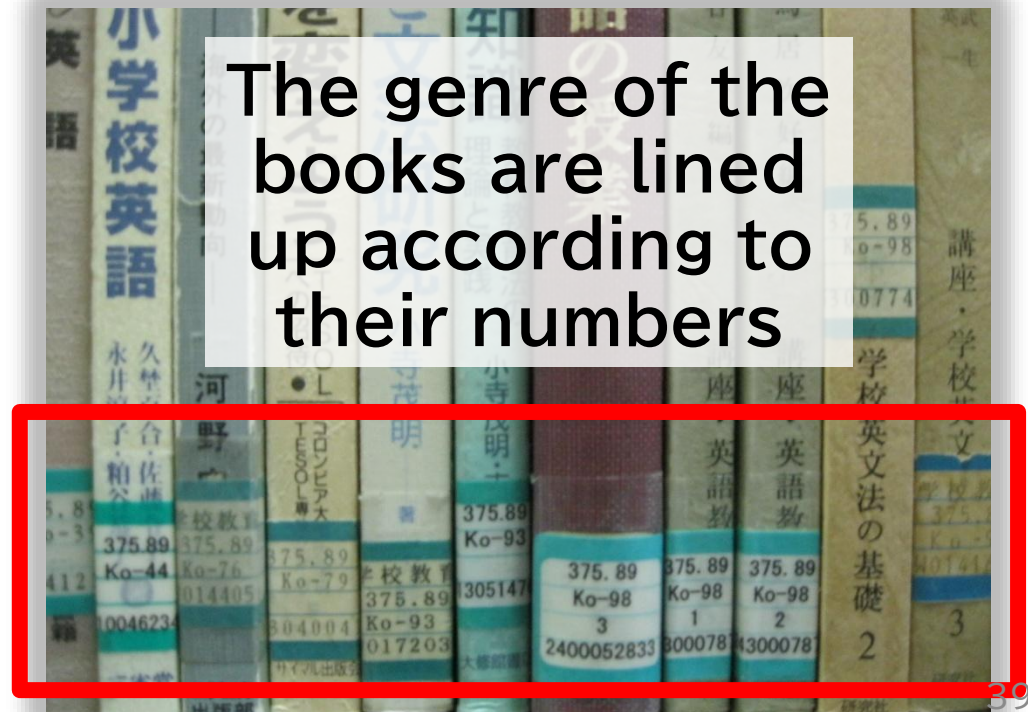
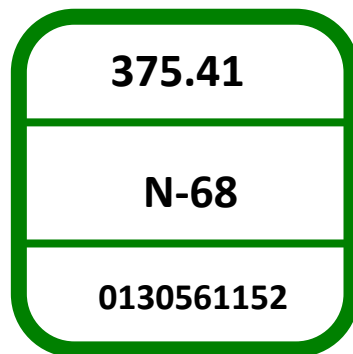
# Call number: Which shelf is that book on?

10 Items ▾

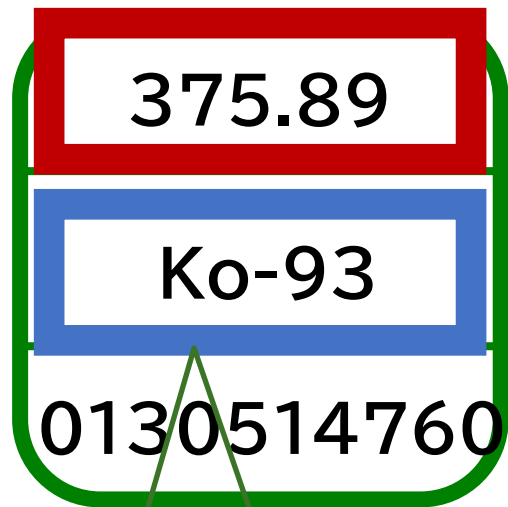
No.	Volumes	Campus	Location	Collection	Call No	Material ID	Status	Due Date	Reservation
0001	: pbk	Higashi-Hiroshima (Central)	<a href="#">Central Library 2F</a>		<a href="#">375.41/N-68</a>	0130561152			0 items <input type="button" value="Reserve"/>



The label on the book



# Call number: Which shelf is that book on?



375.89

Classification (book genre)

300 : Social Sciences

370 : Education

375 : Curriculum and Learning Instruction

375.89 : Foreign Language Education

The second line is the author code. (The first letter of the author's surname is coded using alphabet letters and numbers)

**Note: Books on the same theme are shelved near each other**

## Nippon Decimal Classification

0 General Works	1 Philosophy	2 History	3 Social Sciences	4 Natural Sciences
000 General works 010 Library science- Bibliography 020 Books, Bibliography 030 Encyclopedias 040 General essays, Collected works 050 Serials 060 Societies, Associations, Conferences 070 Journalism, Newspapers 080 Complete works, Collections 090 Rare books, Local materials	100 Philosophy 110 Philosophy by school 120 Eastern thought 130 Western philosophy 140 Psychology 150 Ethics 160 Religion 170 Shinto 180 Buddhism 190 Christianity	200 History 210 Japanese history 220 Asian history, Oriental history 230 European history, Western history 240 African history 250 North American history 260 South American history 270 Oceanian history, Polar history 280 Biography 290 Geography, Topography, Travel	300 Social sciences 310 Politics 320 Law 330 Economics 340 Finance 350 Statistics 360 Society 370 Education 380 Customs, Folklore, Ethnology 390 National defense, Military affairs	400 Natural sciences 410 Mathematics 420 Physics 430 Chemistry 440 Astronomy, Space science 450 Earth sciences, Geography 460 Biology, General biology 470 Botany 480 Zoology 490 Medicine
5 Technology	6 Industry	7 Arts	8 Language	9 Literature
500 Technology, Engineering 510 Construction engineering, Civil engineering 520 Architecture 530 Mechanical engineering 540 Electrical engineering 550 Marine engineering, Naval engineering 560 Metallurgical engineering, Mining engineering 570 Chemical engineering 580 Manufacturing 590 Domestic science, Life science	600 Industry 610 Agriculture 620 Horticulture 630 Sericulture 640 Animal husbandry 650 Forestry 660 Fisheries 670 Commerce 680 Transportation 690 Communications	700 Arts, Fine arts 710 Sculpture 720 Painting 730 Printmaking 740 Photography 750 Crafts 760 Music 770 Theater, Drama 780 Sports, Physical education 790 Entertainment	800 Linguistics 810 Japanese 820 Chinese 830 English 840 German 850 French 860 Spanish 870 Italian 880 Russian 890 Other languages	900 Literature 910 Japanese literature 920 Chinese literature 930 English literature 940 German literature 950 French literature 960 Spanish literature 970 Italian literature 980 Russian literature, Soviet literature 990 Other literatures

## 3-2. Searching for Books and E-books Using E-Books



**Information about the book  
(Title, author, year of publishing...)**

Bibliography Details 35 of 35

◀ Previous

 Early Music  
E-Books Oxford University Press. <EB03300060>

Rating: ★★★★★

Tag: No tag is registered

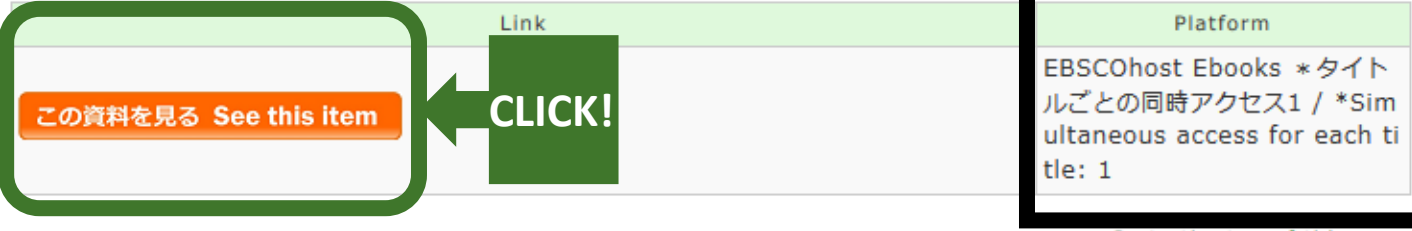
Functions:  Bookmark  Tag  Output  Mail  Export

▶ Review ▶ Details


URL:

[Simultaneous Access] = Only one person can access at a time. If you cannot access, please wait a moment and try again.

### Terms of use



Link

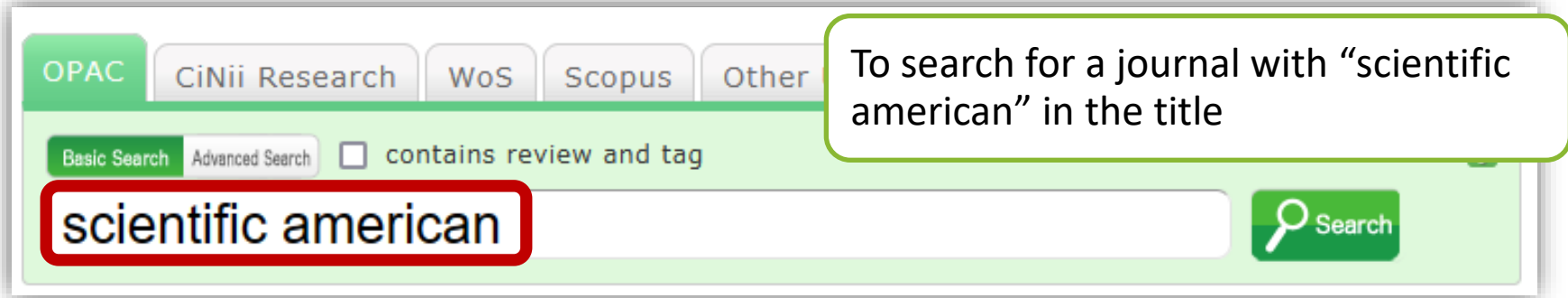
 ← **CLICK!**

Platform

EBSCOhost Ebooks \*タイトルごとの同時アクセス1 / \*Simultaneous access for each title: 1

▲ Go to the top of this page

## 3-3. Searching for journals and e-journals



OPAC CiNii Research WoS Scopus Other

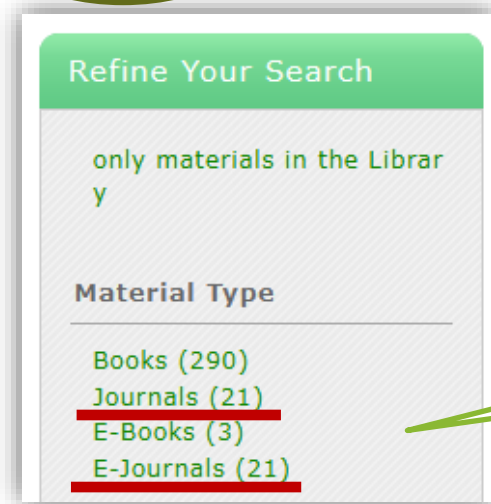
Basic Search Advanced Search  contains review and tag

scientific american Search

To search for a journal with “scientific american” in the title

### Point

When you search for a journal, enter its title.



Refine Your Search

only materials in the Library

Material Type

- Books (290)
- Journals (21)
- E-Books (3)
- E-Journals (21)

If there are too many results, choose “Journals” or “E-Journals” from a menu on the left!

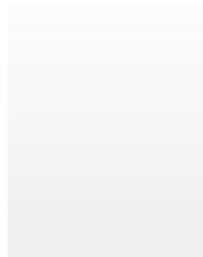
Bibliography Details 22 of about 23



◀ Previous

▲ Back to List

Next ▶



Serials

Scientific American. New series

Vol. 1, no. 1 (July 2, 1859)-. -- Munn & Co, 1859. <SB02377671>

Rating: ★★★★★

Tag: No tag is registered

Functions:

▶ Review ▶ Details

Information about the book itself  
(Title, Author Name, Publication Year, etc.)

URL:

Collective HoldingsList 1-7 of about

Click a book volume to display details about the

The Kusumi Library's holding journal volumes published in 1994 and before are temporarily unavailable because all were packed in containers for the transfer to the Central Library.

10 Items ▼

No.	Campus	Location	Call No	Volume	Available Years/Months	Accession status	Alert
0001	Higashi-Hiroshima (Central)	Central Lib 1F or 3F		3-4, 125-129, 131, 186, 187(1-4, 6), 188-191, 192(1-4, 6), 193-195, 196(1, 3), 224-264, 265(1, 3-6), 266-293, 294(1-6), 295-296, 297(1-2, 4-6), 298-300, 301(1-2, 4-6)	1921-2009		

Where on campus is it located?

## Volume Number/Year/Issue: Which volumes do we have?

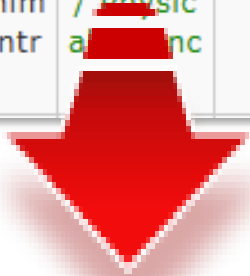
10 Items ▾							
No.	Campus	Location	Call No	Volume	Available Years/Months	Accession status	Alert
0001	Higashi-Hiroshima (Central)	Central Lib 1F or 3F		3-4, 125-129, 131, 186, 187(1-4, 6), 188-191, 192(1-4, 6), 193-195, 196(1, 3), 224-264, 265(1, 3-6), 266-293, 294(1-6), 295-296, 297(1-2, 4-6), 298-300, 301(1-2, 4-6)	1921-2009		
0002	Higashi-Hiroshima (Central)	Science / Physical science		280-300, 301(1-6)	1999-2009		

Check whether the volume number you are looking for is included

Symbol	Meaning	Example
- (Hyphen)	<b>All</b> volumes between the connected numbers are held in the collection	29-50 → All volumes from Volume 29 to Volume 50 are held
, (Comma)	Volumes not listed are missing	22(1,3-14) → Volume 22, Issue 2 is not held

10 Items

No.	Campus	Location	Call No	Volume	Available Years/Months	Accession status	Alert
0001	Higashi Hiroshima (Central)	Central Lib 1F or 3F		3-4, 125-129, 131, 186, 187(1-4, 6), 188-191, 192(1-4, 6), 193-195, 196(1, 3), 224-264, 265(1, 3-6), 266-293, 294(1-6), 295-296, 297(1-2, 4-6), 298-300, 301(1-2, 4-6)	1921-2009		
0002	Higashi-Hiroshima (Central)	Science / Physical Science		280-300, 301(1-6)	1999-2009		



## Detail Screen: Information text, maps, etc.

東広島キャンパス中央図書館1階/3階

**Central Lib. / 1F or 3F** (Central Library at Higashi Hiroshima Campus)

年鑑・白書を除く今年発行分は[1F新着雑誌コーナー](#)に、それ以外のバックナンバーなどは[3F](#)に、それぞれタイトルの五十音・アルファベット順で並んでいます。不明な点は図書館職員までお尋ねください。

Materials published this year, excluding yearbook and white paper, are in the Current Periodicals section on 1F, and the others are on 3F. The materials are arranged by the Japanese syllabary to A-Z order of title in each sections. If you have any questions, to ask a library staff.

**中央図書館 3F**

## Magazine Arrangement Order

- Magazine name order
- A~N (Japanese syllabary order)
- A-Z (Alphabetical order)
- Magazines do not have call numbers like books



Note : Please disregard the stickers attached to magazines.

## 3-3. Searching for journals and e-journals



電子ジャーナル

総合評価: ★★★★★

**Nature**  
[Macmillan Journals Ltd., etc.]. <SJ03234106>

Available from 1869 until 1923

↓

本文リンク一覧

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リンク	プラットフォーム
Available from 1869 until 1923	Biodiversity Heritage Library
Available from 1997 until 2015	EBSCOhost Academic Search Complete
Available from 1869 volume: 1 issue: 1	Nature

Terms of Use & Link

**[Important Notice]** Download only the articles you need. If you download a large number of articles at once, it may violate the contract terms and result in usage being blocked for the entire university.

## 3-4. Searching for Newspapers

You can check which newspapers are currently subscribed from the following:  
Library Website > Search for Materials > Other Materials > Newspapers

- Reprinted editions, etc. can be searched in OPAC.
- Some newspaper articles can be browsed in databases (see the next video).

2025/09/04(木) [English](#) >

図書館	開館時間
中央	08:30-17:00
東	08:30-17:00
西	08:30-17:00
轟	08:30-21:00
東千田	08:30-21:00





詳しい開館時間は[こちら](#)

図書館を使う
資料の検索
> 電子ジャーナル・電子ブック
> データベース
> その他の資料
>> 新聞一覧(中央図書館)
> 学外からのアクセス
特別コレクション

### その他の資料

#### 博士論文

##### 博士論文の検索

- [CiNii Research](#)  (国立情報学研究所)  
国内の大学等が授与した博士論文を検索できます。タブで「博士論文」を選択して詳細検索で「学位授与大学名」の項に「広島大学」と入力して検索すると、広島大学の博士論文が検索できます。
- [広島大学学術情報リポジトリ](#)   
平成25年度(2013年度)以降に広島大学が学位を授与した博士論文の全文を公開しています。ただし、やむを得ない事由がある場合は全文ではなく要約を公開しています。平成24年度以前に学位を授与された博士論文は、著者の許諾を得たもののみを公開しています。
- [国立国会図書館サーチ](#)   
1923年から現在までに日本国内で学位を授与された博士論文を検索することができます。博士論文に限定して検索する場合は、絞り込み条件から「博士論文」を選択してください。
- [国立国会図書館デジタルコレクション](#)   
国立国会図書館が所蔵する電子形態の博士論文を検索することができます。「出版者・授与大学」の項に「広島大学」と入力して検索すると、広島大学の博士論文が検索できます。「図書館送信資料」となっている博士論文は中央図書館にあるパソコンから利用できますので、カウンターまでお知らせください。

## 3-5. Using Electronic Resources

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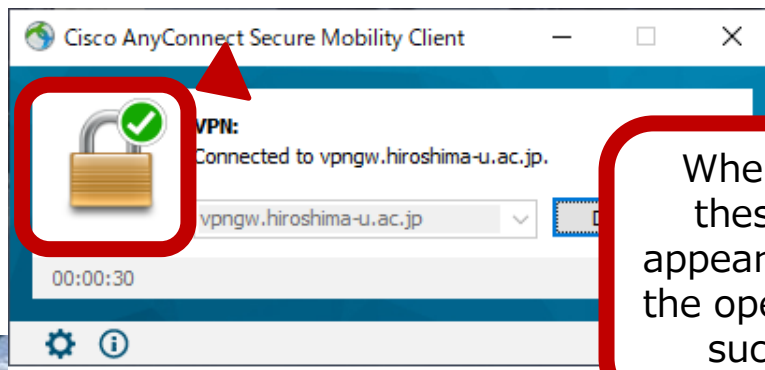
- E-journals and e-books are resources restricted to the campus network.
  - ❑ Note: Excluding freely available (open access) content
  
- When accessing from off-campus locations such as home, use VPN service or single sign-on.
  - ❑ Campus network refers to using campus PCs or connecting your own laptop, etc. to the campus Wi-Fi. (Connection to “THU-CUP” is acceptable, but edu-roam is not)
  - ❑ Some databases cannot be accessed from off-campus due to contract terms (Beck-online, UpToDate)

## 3-5. Using Electronic Resources

- When accessing from off-campus, VPN connection is required for most databases.
- To use it, you need to download the application from the Media Center website.

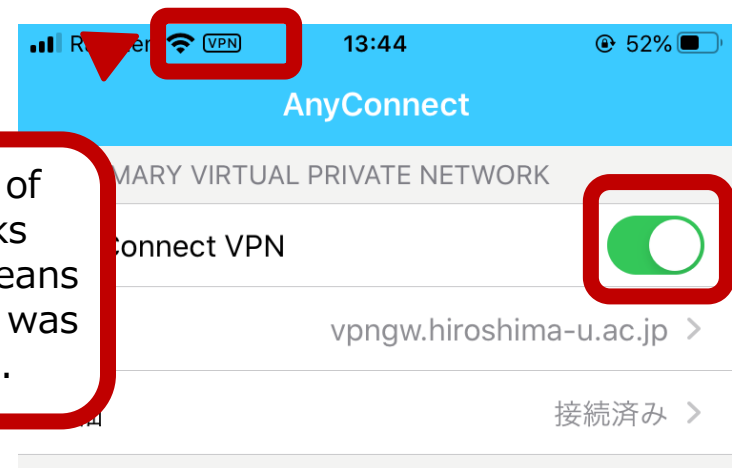
Note: Login is required with your Media Center account and password.

### ● WEB Version



When each of these marks appears, it means the operation was successful.

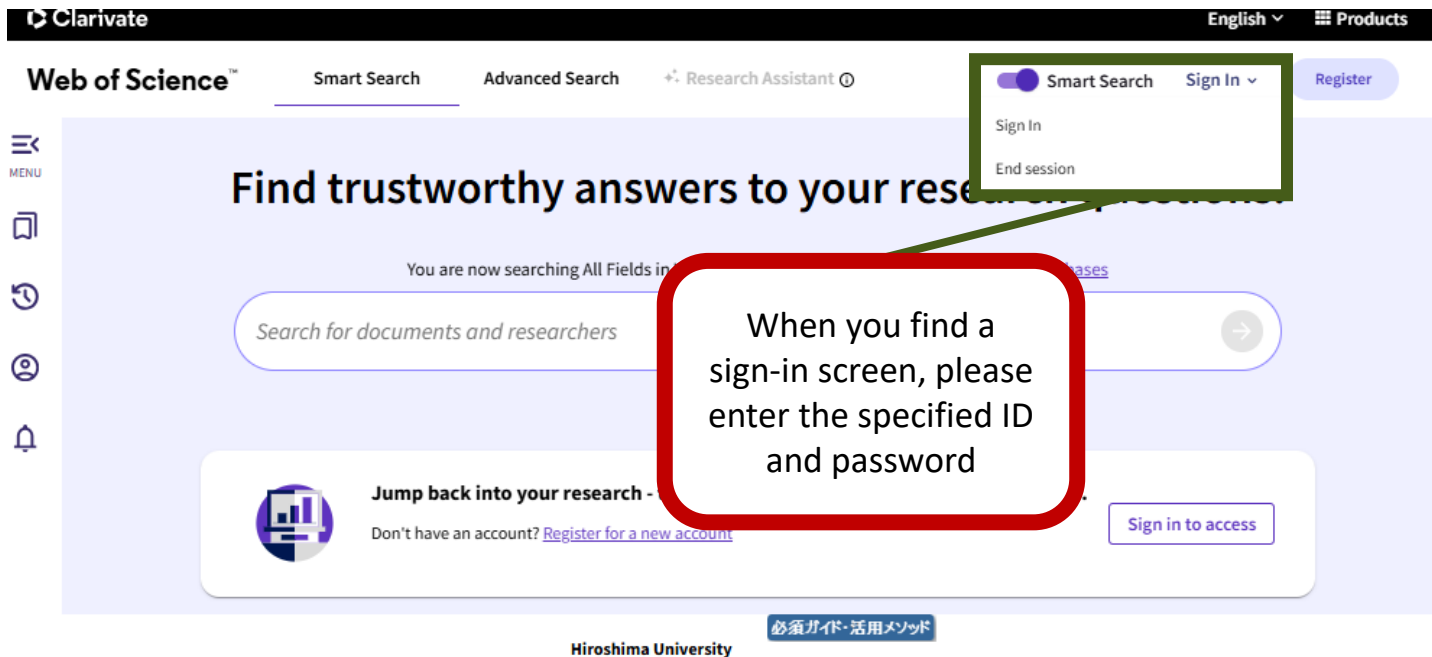
### ● App Version (iOS)



\*After connecting to VPN, open e-journals or e-books. Once connected, you can continue to use them until you turn off the power or disconnect the VPN.

## 3-5. Using Electronic Resources

- Some databases support Single Sign-On (SSO).
- Your Hirodai ID and password are required for login.  
Detailed settings vary depending on the provider of the electronic resources.
- If you close your browser, you will need to log in again.



The screenshot shows the Web of Science homepage. At the top, there is a navigation bar with 'Clarivate', 'English', and 'Products'. Below this, the 'Web of Science' logo is followed by search options: 'Smart Search', 'Advanced Search', and 'Research Assistant'. A 'Sign In' dropdown menu is open, showing options for 'Smart Search', 'Sign In', and 'End session'. A red box highlights a text box that says 'When you find a sign-in screen, please enter the specified ID and password'. Below this, there is a search bar with the placeholder text 'Search for documents and researchers'. At the bottom, there is a 'Jump back into your research' section with a 'Sign in to access' button. The Hiroshima University logo and a '必須ガイド-活用メソッド' button are also visible.

