

Library Basics

How should I search for materials in the library?
The materials I want are only found at a different campus!
Are there any rules about copying materials in the library?



1.About the Call No.

2.Using materials from other campuses

3.Rules on copying

1. About the Call No.

The books in the library are arranged in the order of the “Call No.” shown on their spine labels.
You can check the “Call No.” by using RUNNERS OPAC.

The design of everyday things / Don Norman
: pbk. - Rev. and expanded ed. - New York : Basic Books , c2013

■ Books

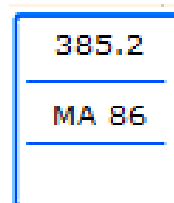
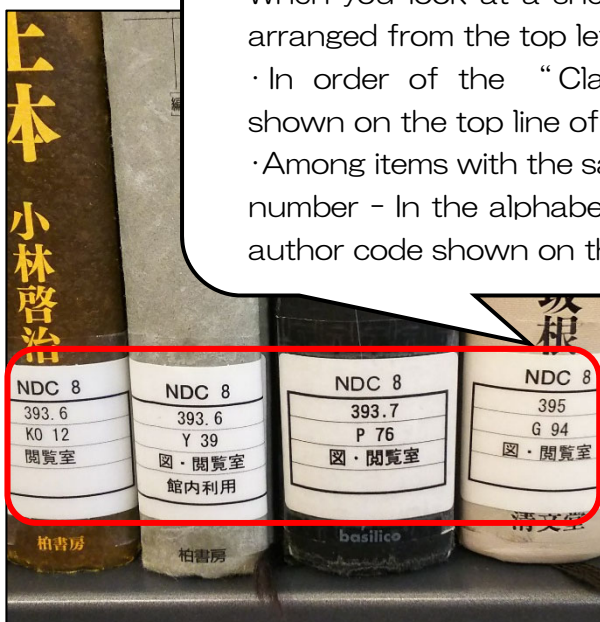
Volume	Location	Call No.	Bookid
: pbk	KINUGASA HIRAI KAICHIRO Memorial Library 3F Foreign Books	NDC8: 757.04/N 96	12003140
: pbk	KINUGASA HIRAI KAICHIRO Memorial Library 3F Foreign Books	NDC8: 757.04/N 96	12003141
: pbk	KINUGASA HIRAI KAICHIRO Memorial Library 3F Foreign Books	NDC8: 757.04/N 96	12003142
: pbk	BKC Media Center 2F Foreign Books	NDC8: 757.04/N 96	1200369881
: pbk	BKC Media Center 2F Foreign Books	NDC8: 757.04/N 96	12003698840
: pbk	BKC Media Center 2F Foreign Books	NDC8: 757.04/N 96	12003698851
: pbk	APU Library reading room	NDC8: 757.04/N 96	22000841867

On loan: 9780465050659

The “Call No.” has numbers allotted per theme, so books on nearby shelves will have similar themes.

When you look at a shelf, the books are arranged from the top left:

- In order of the “Classification No.” shown on the top line of the spine label.
- Among items with the same classification number - In the alphabetical order of the author code shown on the second line.



【Call No.】

Top line: Classification No.
Second line: Author code
(Initial of the author' s last name)

Check the labels attached to the spines of the books.

© Materials with no “Call No.” :
Pocket-sized editions, journals, newspapers, etc.

2. Using materials from other campuses

It is possible to request materials from a different campus in the following cases:

- When all items of the materials at your campus library are out on loan
- When materials are only held at a different campus

In these cases, you could go directly to the other campus and borrow the item. However, it is also possible to request the item using RUNNERS OPAC.

【What materials can be requested?】

<Materials that can be requested>

- Library books
Items for in-library use can also be requested
- Bound journals (Items that have multiple journals bound into a single volume)

However, even if an item is available for requesting, it cannot be requested if the same item exists at your own campus library and is not on loan.

<Materials that cannot be requested>

- Journals that are not bound
Items with no Bookid
⇒ It is possible to request a copy of an academic paper (Charged service)
- Rare Books

Apply at the Reference Counter if you want to request a copy of an academic paper in a journal held at a different campus.

【Method for checking if materials are out on loan】

Search for the item on RUNNERS OPAC and then click the title to open the details screen.

If the “Status” field is empty, then the item is in its designated position.

If all the items at your own campus (excluding those for in-library use) are out on loan and there is a blank field for the item at a different campus, then requesting is possible.

*If all the items are out on loan, then it is possible to make a reservation.

Back to Results List

Image by BookWeb

Check details on Webcat Plus

Twitter 0 Facebook 0 Bookmark

Inter Library Loan / Photocopy Request

ILL

Purchase Request

Purchase Request (for Faculty)

Purchase Request (for Students)

<Books>
The economy of cities / Jane Jacobs

Publisher New York : Vintage Books
Year 1970, c1969
Size 268 p. ; 19 cm
Authors *Jacobs, Jane, 1916-2006
Language English
ID TT41854841
NCID BA06897570 Webcat Plus

TOC
目次・あらすじの電子情報はあります。

Hide book details.

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserve Request	eDDS	Virtual Shelf
	KINUGASA HIRAI KAICHIRO Memorial Library 3F Foreign Books	NDCB:332.9/12	120018812	On loan	9780394705842		Reserve Request		Virtual Shelf
	OIC Library 4F Foreign Books	NDCB:332.9/12	120018812	Non-circulating	9780394705842		Reserve Request	eDDS	Virtual Shelf
	OIC Library 4F Foreign Books	NDCB:332.9/12	120018812		9780394705842		Reserve Request	eDDS	Virtual Shelf

【 Example: If you are searching for materials at the Kinugasa Campus】
All of the Kinugasa items are out on loan and there is only a blank field for OIC, so it is possible to request the item from OIC.



CHECK!

The “RUNNERS OPAC” library search system can be used for a comprehensive search of the materials held by the University, including those at each campus library and the APU Library.

【 Method for requesting library materials (Reservations are also possible with the same method) 】

If the reservation icon is displayed in the “Reserve Request” column on the RUNNERS OPAC screen, then it is possible to place a request from RUNNERS OPAC.

The screenshot shows the RUNNERS OPAC interface. On the left, there are links for 'Inter Library Loan / Photocopy Request', 'Purchase Request', and 'Output this information'. The main area displays a book entry for 'Business statistics : a first course / David M. Levine, Kathryn A. Szabat, David F. Stephan'. A red box highlights the 'Reserve Request' icon in the bottom right corner of the book entry. A green arrow points from this icon to a callout box that says '①Click the icon to display the login screen.' Another callout box points to the login form, saying '②Login using your RAINBOW ID'. The login form has fields for 'UserID' and 'Password'.

The screenshot shows the 'Reservation' page. It includes a 'Reservation' section with instructions and a 'Please select Receipt Counter' dropdown menu. A red box highlights the 'Continue' button. A green arrow points from this button to a callout box that says '③Select the Receive counter and then click “Continue”'. Another callout box points to the 'E-mail' field, saying '④Register your e-mail address then click “Reservation” to complete the procedure ※The address registered can be the university internal e-mail or a different address'. The 'E-mail' field has a red box around it.

When the materials arrive at the counter, notification of the arrival will be sent to the address registered in ④, so please go to the Receive counter selected in ③ to receive the item.



CHECK!

RUNNERS OPAC cannot be used to request bound journals or library materials with the status “In-library use.” Please apply at the Service Counter.

3. Rules on copying

Materials in the library are protected by copyright (the rights of the person who created the work). Therefore, there are rules about matters such as the scope of what can be copied. Be sure to obey the copyright when copying.

What is copyright?

- A right given to the writer (author) of “works” such as novels, articles, academic papers, pictures, photographs, maps and musical pieces.

Period when copyright is protected

1. Until 70 years after the death of the author
2. In the case of works under the name of a corporate body, until 70 years after the publication of the works



CHECK!

【Rules on copyright】

Be careful, as the rules differ depending on the type of material.

●Books

Book (Single author) ... Up to half of the whole book

Collection of works, co-authored works, etc. ... Up to half of the parts written by each person

Doctoral thesis ... One thesis per volume → Up to half

Multiple theses per volume → Up to half of each work

Maps ... One-page items → Up to half of that one page

Book of maps → Up to half of a single map

●Journals and newspapers

For individual works published a considerable time ago, the entire works can be copied.

Multiple works from a single issue → Up to half of the entire issue can be copied.

Individual works that exceed half of all the pages in the issue → The entire works can be copied.

For the latest edition, only up to half of each individual work can be copied

*Basically, copying is possible when the new edition is published.

e.g. Weekly journals cannot be copied until one-week elapses.

Monthly journals cannot be copied until one-month elapses.

Quarterly/annual journals cannot be copied until three months elapse.

Daily Newspapers cannot be copied until the day concerned has passed.



Cautions when using the photocopiers in the libraries

- When you have copied materials, enter the details on the Literature-copy form.
(For protection of copyright)
- The number of copies possible is one copy per person.
- Use is possible for research or study.
- Regardless of whether it is charged or free of charge, repeat copying and distribution are not possible.
- Only materials from the library can be copied.

If something is unclear
ask at the Reference Counter!

