

First steps to search for books and papers @UTokyo

■ Session overview

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- ◆ Getting the materials on the web
 - E-journals available from TREE (Example 1) p.3
- ◆ In a case which you know that the material exists, but is unavailable on the web
 - How to use UTokyo Article Link and MyOPAC (Example 2) p.4-5
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 - A case which using E-journal & E-book Portal is more convenient p.8
- ◆ How to access databases and e-journals from home ⇒ SSL-VPN Gateway Service Authentication Gateway Service (*See “Support Book” Supplement)

■ Distributed materials

- “First steps to search for books and papers @UTokyo” (this material)
- “Academic Paper Support Book: Start here”
- “How to access databases and E-journals from home?” (“Support Book” Supplement)

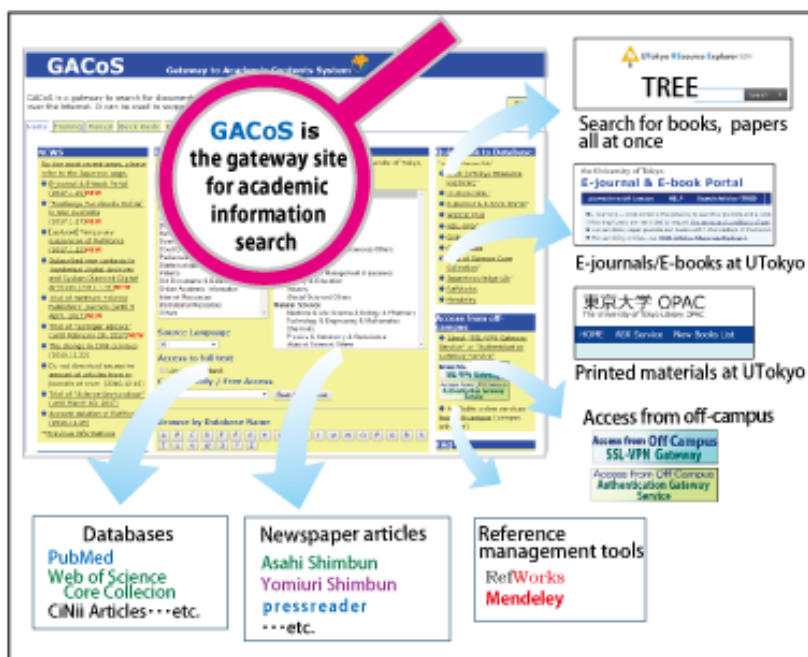
■ Portal site to the databases used in this training session

GACoS

【OK On or Off campus】

<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html>

*There is a link to “GACoS” on TREE.



What is "TREE (UTokyo REsource Explorer)" ?

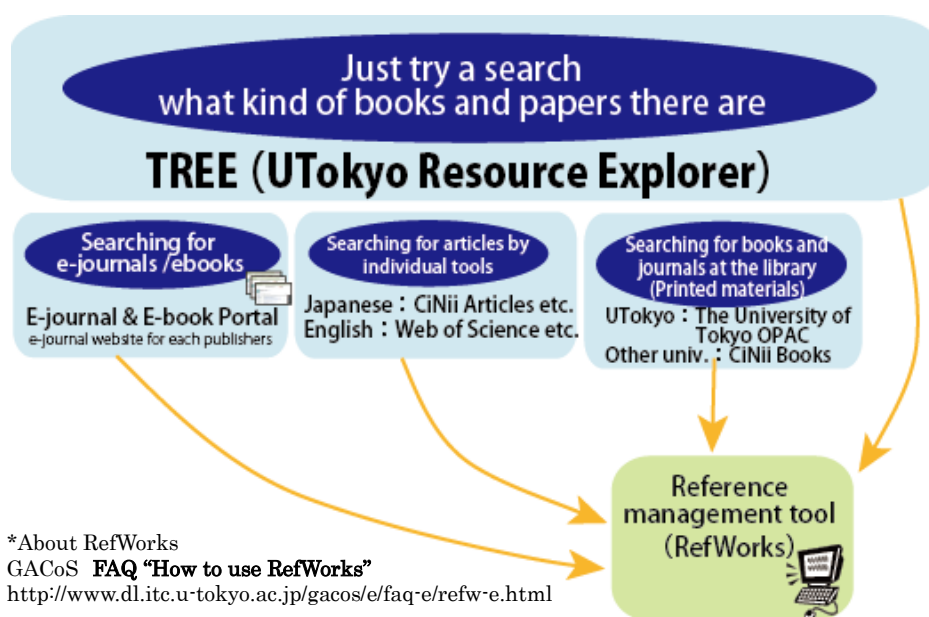
TREE [UTokyo REsource Explorer] is simply a service which allows you to search academic information from one search window. You can search for books and papers, printed materials, and electronic version all at once here on TREE.

◆Merits of TREE:

- (1) You can search with the author name or article title. TREE simultaneously searches through printed materials in the library, electronic journals, and e-books. (*See p.8 "A case which using E-journal and E-book Portal is more convenient")
- (2) You can access electronic journals and academic information search tools to which the UTokyo is subscribed for free of charge
- (3) Search rules of databases differ depending on the tool. Using TREE enables users to search for data from multiple databases from one window without considering the different search rules between search tools.


◆Demerits of TREE:

- (1) Searches may return irrelevant results, because of the sheer volume of information TREE searches
- (2) If you already know which database will return the most relevant results, or want to use a specific functions of a database, TREE is not recommended.



【Saving your search results of TREE on the reference management tool】

The screenshot shows a search results page with two items. The first item is "Influenza" by Labelia, AM; Merel, SE, from MEDICAL CLINICS OF NORTH AMERICA. The second item is "Influenza" by Cox, Nancy J; Subbarao, Kanta, from The Lancet, 1999, Volume 354, Issue 9186. A red box highlights the "Export To ..." dropdown menu, which includes options: RefWorks, EasyBib, EndNote, Zotero, BibTeX, and Citavi. The "RefWorks" option is selected and highlighted with a red dashed border.

On TREE's search results page, click the save icon  next to the title to save in the temporary folder and choose "Export To" to save on the reference management tool.

RefWorks is available for free to the UTokyo members.
* RefWorks user registration is required

Web Getting the materials on the web (E-journals available from TREE)

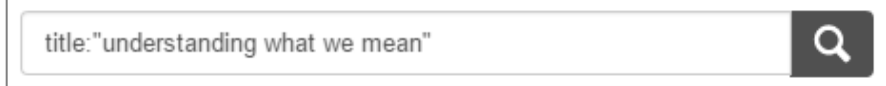
1 Let's try searching for this article cited in a reference list.

Barrie, Simon C. Understanding What We Mean by the Generic Attributes of Graduates.
 (Author of article) (Title of article)
Higher Education 2006;51(2):215-241.
 (Title of journal) (Year) (vol. no.) (Page)

- ① Enter the article title (If it can be identified, you do not need to input the complete title), and click "Search".
- ② On the search results page, click the article title.
- ③ The website (of the publisher etc.) providing the e-journal opens.
- ④ Click "PDF" and view the full text of the article.



【TREE search tips】 To search by the title, use the **title:** operator.
 To search by a phrase, put the phrase in quotations: " ".



② **【TREE search results page】**

③ **【Publisher websites providing E-journals】**

In a case which you know that the material exists, but is unavailable on the web
 (How to use UTokyo Article Link and MyOPAC)

Printed materials

2 Let's try searching for papers of influenza.

- ① On TREE's search results page, click the article title.
- ② UTokyo Article Link page opens.
- ③ If the message "Full Text is NOT available online at the University of Tokyo." is displayed, see "Additional Options for finding Full Text". Then, click either "By ISSN/ISBN" or "By Journal/Book Title" at "Search a Paper Journal (UTokyo OPAC)".
- ④ Check the "Location" and "Volumes" to see if the volumes and issues you need are present.
- ⑤ To request copy delivery or PDF viewing service, log in to MyOPAC.
- ⑥ Click "Copy" or "PDF" to go to the request page. (*charged) *requires advance application at your department library

【TREE search results page】

The screenshot shows the UTokyo Article Link interface. At the top, a search result for "Influenza" by Labella, AM; Meisel, SE is shown. A red box highlights the title "Influenza" with a circled 1. Below it, the journal information "MEDICAL CLINICS OF NORTH AMERICA, 07/2013, Volume 97, Issue 4" is displayed. A red arrow points from the title to the "UTokyo Article Link" header, which is circled with a 2. Below the header, there are navigation tabs: "Access From Off Campus", "Search Articles (TREE)", "Search Databases (GACoS)", and "Library Home Page". A message states: "Full Text is NOT available online at University of Tokyo." with a sad face icon. Below this, a yellow box contains the text: "2. 電子ジャーナルへのリンクがない場合はこちらへ / Additional Options for finding Full Text" with a circled 3. Underneath, there are two main options: "Search a Paper Journal (UTokyo OPAC)" and "Get a Photocopy from Other Universities (MyOPAC)". The "Search a Paper Journal" option has two sub-options: "番号で検索 (By ISSN/ISBN)" and "タイトルで検索 (By Journal/Book Title)". A red box highlights these two sub-options. A red arrow points from the "By Journal/Book Title" option to a text box that says: "Search for printed materials held at the UTokyo libraries. You can also request copy delivery or PDF viewing service by logging into MyOPAC. (Continue to the next page)". To the right of the search criteria table, there is a red dashed box with the text "Refine or alter criteria as necessary". At the bottom, there is a section for "Other Resources" with a list of databases: Google Scholar, CiNii, PubMed, OALster, JAIRO, CiNiiBooks, and RefWorks. A red arrow points from the text box to the "RefWorks" option.

④ 東京大学 OPAC
The University of Tokyo Library OPAC

MyOPAC Login

HOME ASK Service New Books List Library System DATABASE Search Articles(TREE)

Simple Search: 00257125 UTokyo OPAC Search +Advanced

Back to Results List Prev [2 / 2]

<Journals>
Medical clinics of North America

Hide book details.

Clicking on a volume number displays details in the lower part of this page.

Location	Volumes	Year	Call No.	Comment
Med.Lib.Stack	65-83	1981-1999		

Hongo Campus

Location	Volumes	Year	Call No.	Comment
Kashiwa.Lib.Stack	1(2),3(3),8(1-2),9(2-3),10(6),21(1,4-6),23(1-2,4-6)	1917-1992		

Kashiwa Campus

Location	Volumes	Year	Call No.	Comment
Kashiwa.Lib.Stack	1(2),3(3),8(1-2),9(2-3),10(6),21(1,4-6),23(1-2,4-6),24(1-5),25(6),26(1-2),27(1,5),28(5-6),29(3-6),30(1-5),31-64,74(4),75(6),76(2)	1917-1992		

⑤ MyOPAC Login

Help Keyboard Japanese



Log in with your
★ UTokyo Account
or
★ Library Account
You can login to MyOPAC from off-campus as well.

【MyOPAC page】

Copy/Borrow from other univ. Charged

<Journals>
Medical clinics of North America

Hide book details.

Clicking on a volume number displays details in the lower part of this page.

Location	Volumes	Year	Call No.	Comment	Copy	PDF
Med.Lib.Stack	65-83	1981-1999			Copy	PDF

Hongo Campus

Location	Volumes	Year	Call No.	Comment	Copy	PDF
Kashiwa.Lib.Stack	1(2),3(3),8(1-2),9(2-3),10(6),21(1,4-6),23(1-2,4-6),24(1-5),25(6),26(1-2),27(1,5),28(5-6),29(3-6),30(1-5),31-64,74(4),75(6),76(2)	1917-1992			Copy	PDF

Kashiwa Campus

★ MyOPAC requesting
Copy / PDF viewing services (*charged)

*3 services require advance application
【Application form for the MyOPAC delivery request service】at your department library

Copy Journals can be delivered from other campuses. Click to go to the request page.

PDF A PDF file containing the requested pages can be viewed on-campus. Click to go to the request page.

Copy/Borrow from other univ. You can request the delivery from other universities.

★ For journals, check the volume and issue that the library holds.
("Year" does not mean the all range of holdings)

example 1:
65-83
→The library holds all issues from vol. (or issue) 65 to vol. (or issue) 83.

example 2:
65(1-2),66-83
→The library holds vol. 65 issue 1-2 (does not hold issue 3 or later) and all issues from vol. 66 to vol. 83.

Both examples display "1981-1999" on "Year."

To end session, close the browser window.

Printed materials **Searching for printed materials**
(The books available at UTokyo)

3 Search for books about academic writing.

- ① Enter keywords, and click “Search”.
- ② On the search results page, use "Refine Your Search"(at the left) or “sorted by”(at the top) as necessary.
- ③ Click the title to see the detailed information of the chosen material.
- ④ Check “Location”, “Call number”, and ”Status”. Don't forget to write down the call number.
- ⑤ Reservations can be made for books currently on loan or held in a library at other campus. Log in to MyOPAC and click “Reserve”.

Log in to MyOPAC (See p.5)

④

Hongo Campus											
Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve	
Gen. Openshelf	: hbk	808:B156	0014081301	On loan				Copy		Reserve	
Kashiwa Campus											
Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve	
Kashiwa.Lit							Books for Foreign Students	Copy		Reserve	Free

Don't forget to write down the **call number** and the **location**.
*Pay attention to "貸出中" (On loan)

To end session, close the browser window.

⑤ Books can be delivered from other campuses. Reservations can be made for books currently on loan. Click to go to the request page. (*free)

Printed materials **Searching for printed materials**
(The books not available at UTokyo)

In TREE, it may be hard to find the materials not available at UTokyo. Please try the following methods.

The University of Tokyo OPAC

The search tool for the printed books and journals at the UTokyo. Switch the tab to "Other Univ.", books and journals held by other universities can be searched.

【OK On or Off campus】GACoS "Quick Link to Database"
*There is a link to "GACoS" on TREE.

- ① Enter keywords, and click "Search". The search results page is displayed.
- ② Switch the tab to "Other Univ.", books and journals held by other universities can be searched.
- ③ Log in to MyOPAC if you ask for book delivery or copy service from other universities.
- ④ Log out from MyOPAC and close the browser window.

Switch to Other Univ. if the material is not found on campus.

Search by the book or journal title. (You cannot search by the title or the author of the article, and cannot use the TREE's search tips.)

① academic writing and grammar for students Search

③ MyOPAC Login

Not found on campus. Search for and click the link button.

Log in to MyOPAC (See p.5).

Copy/Borrow from other univ. **Charged**

Academic writing and grammar for students / Alex Osmond

Institution	Location	Order No.	RGTN.
東洋大学 附属図書館 板倉図書館 OPAC		836.5:OA78	0400344271
金沢大学 附属図書館 OPAC	自然図1F留学生	: pbk 836.5:083	1500-51532-9
関西学院大学 図書館 OPAC	上ヶ原	808.9:876(2)	0005928668
立命館大学 図書館 OPAC		: pbk	22000889979

Libraries of other universities

Click to go to the request page. (*charged)
*requires advance application
【Application form for the MyOPAC delivery request service】at your department library

To end session, close the browser window.

Web **Supplementation:**
A case which using E-journal & E-book Portal is more convenient

To search by the journal title, try using "E-journal & E-book Portal".

E-journal & E-book Portal

The page with links to the E-journals and E-books available at the UTokyo [On campus] GACoS "Quick Link to Database"

*There is a link to "GACoS" on TREE.

【Off campus】 Login to "SSL-VPN Gateway Service" or "Authentication Gateway Service"
⇒ Use the search box on "Available Online Databases and E-Journals" page.

- ① Enter the journal title, and click "Search".
 - ② On the search results page, click the database name featuring the e-journal. (Pay attention to the publication date.)
 - ③ The e-journal page opens.
 - ④ You can access the relevant volume/number or search for the article.
 - ⑤ Click "PDF" and view the full text of the article.
- (Use the "E-Journals Only" tab as necessary.)

①

②

③

【Publisher websites providing E-journals】

Search results with this icon
⇒ Also available from home via off-campus access service (Click this icon and go to the off-campus access service page)

Volumes outside of the recorded years are inaccessible On or Off campus. (Search printed journals by UTokyo OPAC) ⇒ See also p.7

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Articles 1 - 1

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Volumes 61 - 69 (2016 - 2017)

Volume 69
In Progress (May 2017)

Volume 68
In Progress (April 2017)

Volume 66

Beyond carrots and sticks: Europeans support health nudges Original Research
Pages 1-10
Lucia A. Reisch, Cass R. Sunstein, Wencke Gwozdz

Abstract | PDF (797 K)