

# OPAC Course “Today’s Guidance”


## ■ Session overview

- ◆ Log in MyOPAC
- ◆ Locating a specific book
  - Check whether the book is available at UT: [The University of Tokyo OPAC](#) (Practical search examples 1)
  - If the book is not held at UT: [Webcat](#)
- ◆ Locating a specific journal article
  - [The University of Tokyo OPAC](#) (Practical search examples 2),  
[Database of Electronic Journals Available in the University of Tokyo](#), [Webcat](#)
- ◆ How to access databases and e-journals from home: [SSL-VPN Gateway Service](#)

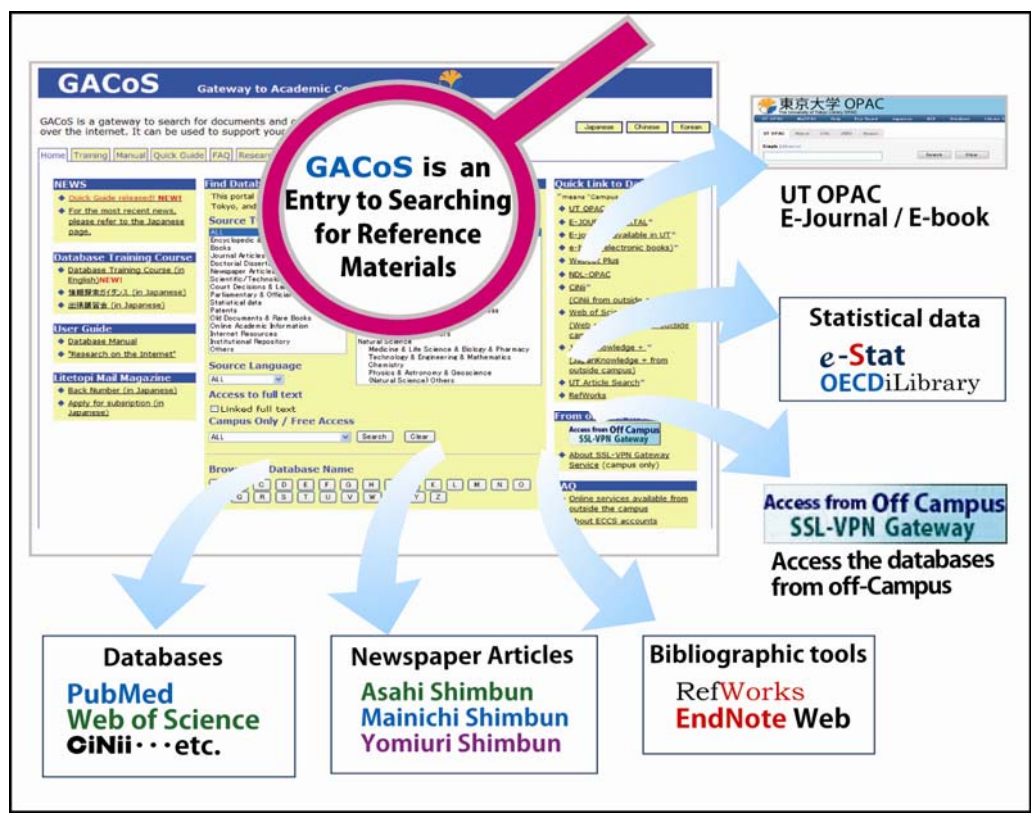
## ■ Distributed materials

- “Research on the Internet”
- “Today’s Guidance” (= this material)
- Leaflets “Hints on locating documents” ①~④
- Things you can do with your ECCS account

## ■ Portal site to the databases used in this training session

**GACoS** [Off-campus access provided]  
<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html> 

\*There is a link to “GACoS” on the UT OPAC.



# Log in MyOPAC

By using OPAC while logged into MyOPAC, the following services become available:

- Books located in your department library are listed first.
- A button for requesting delivery is displayed on the OPAC search results page.
- Bookmarks can be made to save OPAC search results as links.

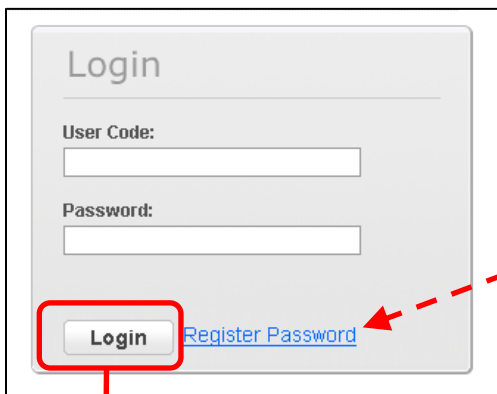
etc.

## ■ How to log in MyOPAC

### The University of Tokyo OPAC

【Off-campus access provided】

GACoS [Quick Link to Database] ⇒ <https://opac.dl.itc.u-tokyo.ac.jp/>

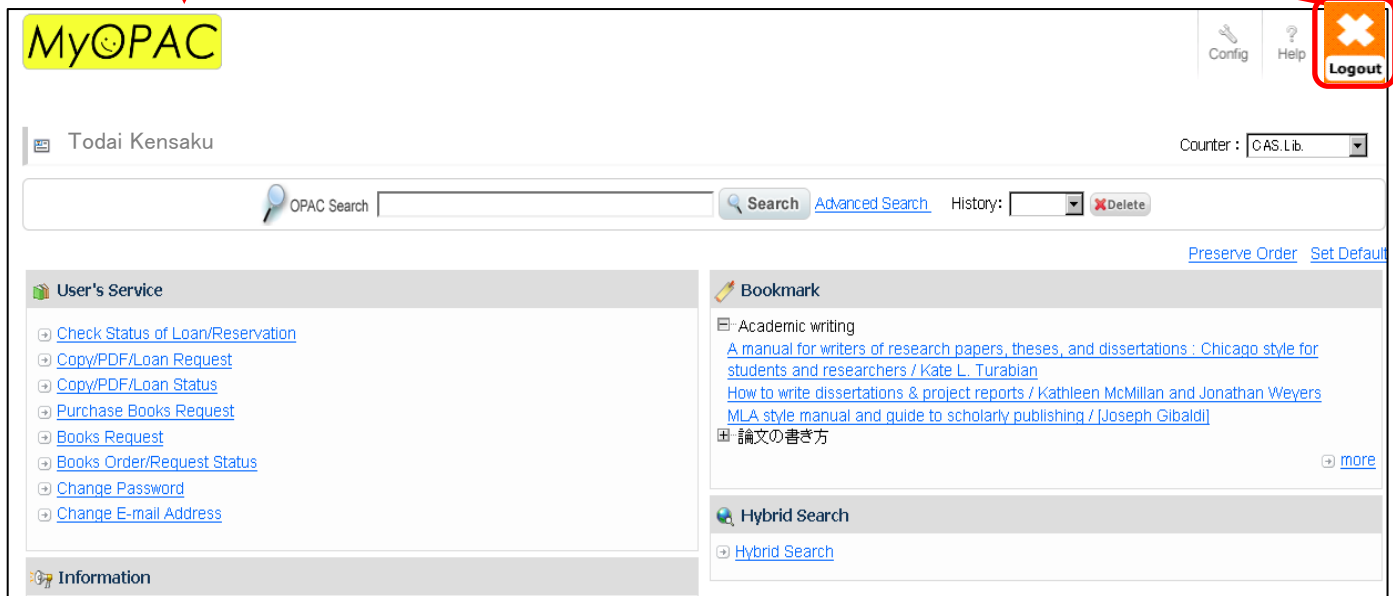


The user code is the last 10 digits of the number printed on student and staff ID cards.  
\*If you are experiencing difficulty logging in, please consult with your department library.

You can log in to MyOPAC from off-campus as well.

Click here to register your password.

Finally, make sure to click "Logout"! Close the page with your search results from MyOPAC.



# Locating a specific book

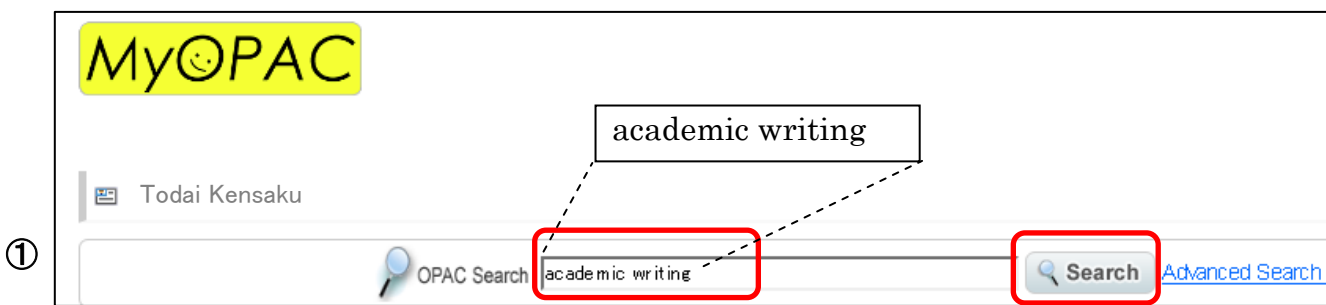
- 1 Search for books about academic writing.

## ■ Check whether the book is available at UT:

(\*This page is displayed after logging in to MyOPAC.)

See: "Hints on locating documents③"

- ① Enter keywords, and click the "Search" button.
- ② Use "Refine Your Search" to refine the search results list as necessary.
- ③ Detailed information can be displayed by clicking on any title in the search results page.
- ④ The **Location** field indicates the libraries where the material is available.  
Don't forget to write down the relevant **call number**.



【The left side of the search results list page】

②

(Example of refined search)

Refine with Location: General Library = \_\_\_\_\_ → \_\_\_\_\_

⇒ Further refine with Language: English = \_\_\_\_\_ → \_\_\_\_\_

③

(Continue to the next page)

④ (When searching while logged into MyOPAC, the request buttons will be displayed.)

< Books >  
 Academic writing for graduate students : essential tasks and skills / John M. Swales and Christine B. Feak  
 (Michigan series in English for academic and professional purposes)

Bookmark 他大学から取寄 購入依頼 購入希望 Export EndNote Web Export RefWorks

Show details.

Search Sites  
 Webcat Plus  
 Google  
 Google Book  
 Google Scholar

Don't forget to write down the Location and call number.

Reservations can be made for books currently being borrowed.

Click to go to the reservation page.

Location	Volume	Call No.	Barcode No.	Status	Reserve	Copy	PDF	Printed	Comments
Gen.Openshelf	: pbk	808.04:S971	0012891628	On loan[2011.02.08Due date]	Reserve				

Location	Volume	Call No.	Barcode No.	Status	Reserve	Copy	PDF	Printed	Comments
Komaba.Lib.Openshelf	: pbk	808.042:S971 [Y]	3011937343	Not for loan		Copy			2Fシラバスコーナー(後期)
Komaba.Lib.Stack	: pbk	808.042:S971 [YS]	3011937384		Reserve	Copy			

Books can be delivered from other campuses. Click to go to the request page. \*"Copy" and "PDF" require advance application at your department library.

Reservation

It reserves

Academic writing for graduate students : essential tasks and skills / John M. Swales and Christine B. Feak

Location	Volume	Call No.	Barcode No.	Status	Comments
Gen.Openshelf	: pbk	808.04:S971	0012891628	On loan[2011.02.08Due date]	

Please appoint an Address.

E-mail xxxxx@xxxu-tokyo.ac.jp  
 E-mail2  
 Tel  
 No notification

Please select receipt counter.

Gen.Lib.

Help

Reservation Cancel

【Hints】 Let's use the Advanced Search page!

◆Limit by the location.

Campus

- General Library
- Engineering
- Engineering Bldg. 1 A
- Engineering Bldg. 1 B
- Engineering Bldg. 2

◆Search by restricting search conditions to "Subject."

Search Conditions

academic writing

Subject

Any (Keyword)  
 Title words  
 Full Title  
 Author  
 Publisher  
 Subject

Sort: Year Ascending order Descending order

◆When searching for titles such as "Science" that contain just one word, using "Full title" will bring up only those titles that are a complete match for the word entered.

Search Conditions

science

Full Title

Any (Keyword)  
 Title words  
 Full Title  
 Author

◆OR Search (Includes one or the other of two keywords.)

Search Conditions

NGO

OR

non governmental organizator

Any (Keyword)

Any (Keyword)

Publisher

A ←

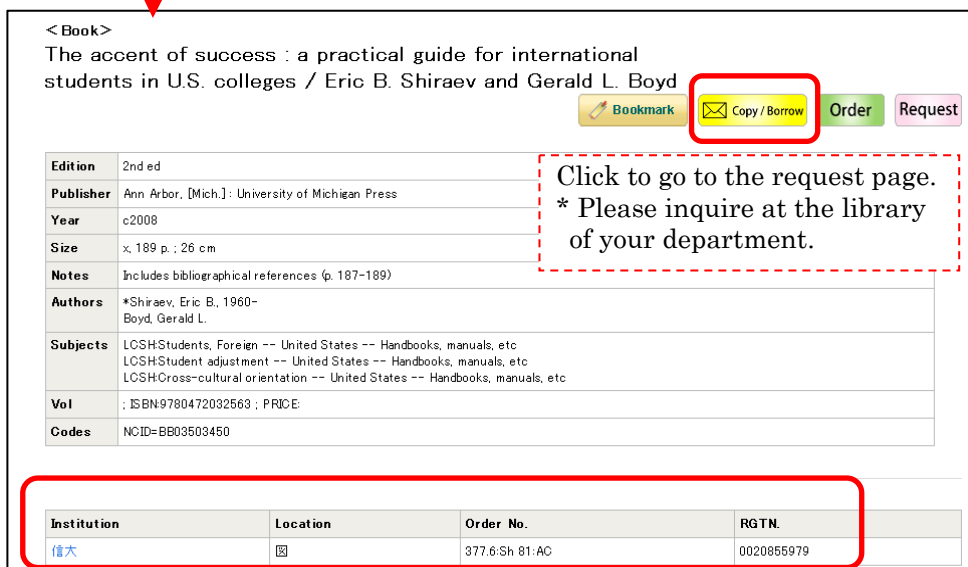
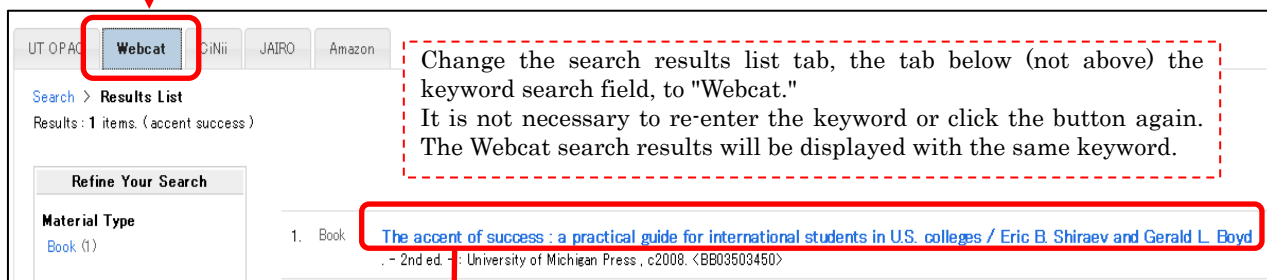
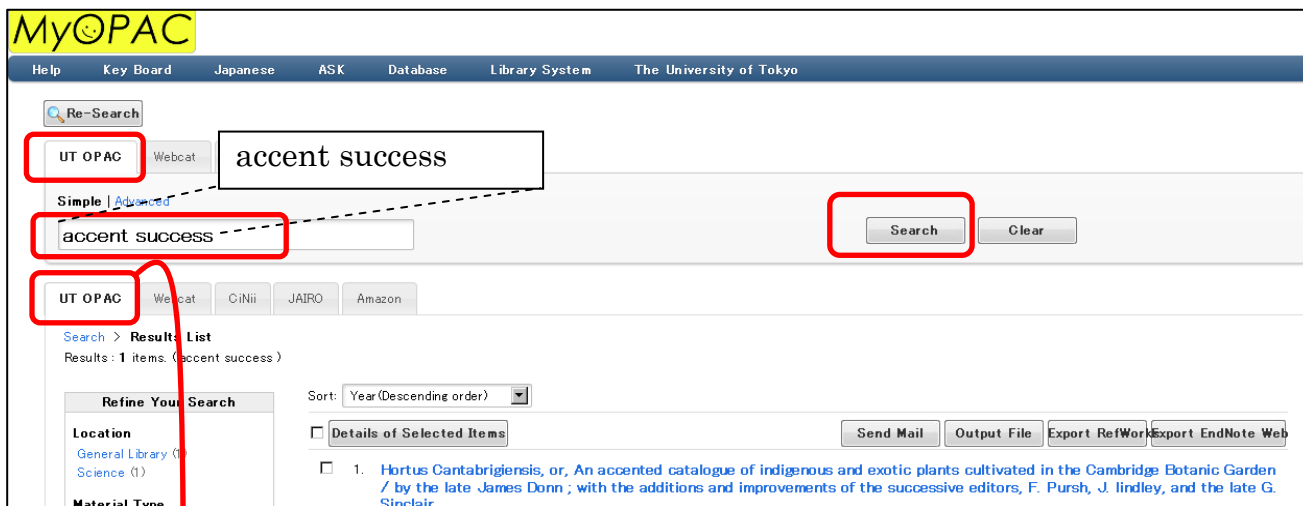
B ←

■ **If the book is not held at UT:**

If the University of Tokyo Library doesn't have the books or journals you need, **Switch the tab to "Webcat"**, now books and journals held by other universities can be searched.

**Example** Search for the location of a book called **"The accent of success : a practical guide for international students in U.S. colleges"**

(\* This page is displayed after logging in to MyOPAC.)



■ **To request documents or photocopies of materials held by other universities:**

⇒ You can print the search results page, or take the NCID and other necessary information to your department library.

Applying over the internet for delivery is also possible. To do this, click the "Copy/Borrow" button.

■ **Inquiries about the use of UT OPAC, library holdings, document searches, etc.:**

⇒ Click "ASK" on the OPAC menu bar to go to ASK Service, or contact the library of your department.

# Locating a specific journal article

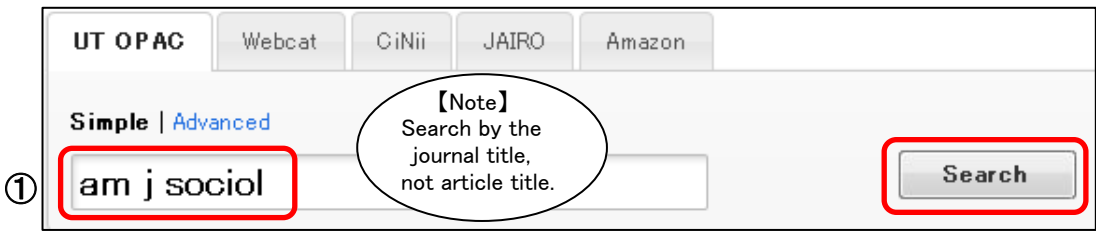
2 Let's try to search for this article cited in a bibliographical reference list.

Bothner, Matthew S., Edward B. Smith and Harrison C. White. 2010.  
 (Author of article) (Year)  
"A Model of Robust Positions in Social Networks."  
 (Title of article)  
Am. J. Sociol. 116(3):pp. 943-92  
 (Title of journal) (vol. no.) (Page numbers)

## ■Step 1: Finding articles with E-journals by using UT OPAC

- ① Enter the journal title, and click "Search".
- ② On the search results page, click the journal title.
- ③ Leads to the E-JOURNAL PORTAL page. Click the database name featuring this e-journal. (Pay attention to the publication date.)
- ④ The database homepage opens.
- ⑤ You can access the relevant volume/number or search for the article.
- ⑥ Click "PDF" and view the full text of the article.

See: "Hints on locating documents③"



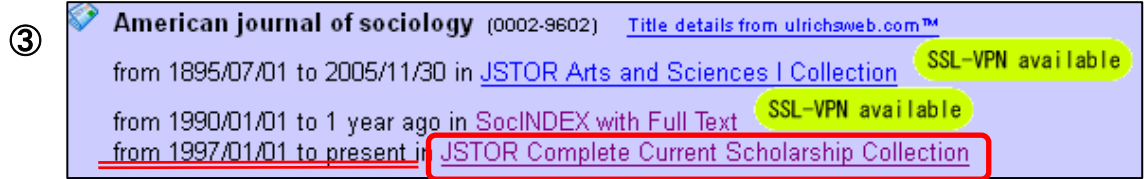
**【Hints】**  
Abbreviated forms can be entered as they are.

**【OPAC search results page】** (Select a journal name with "E-Journal" displayed below.)



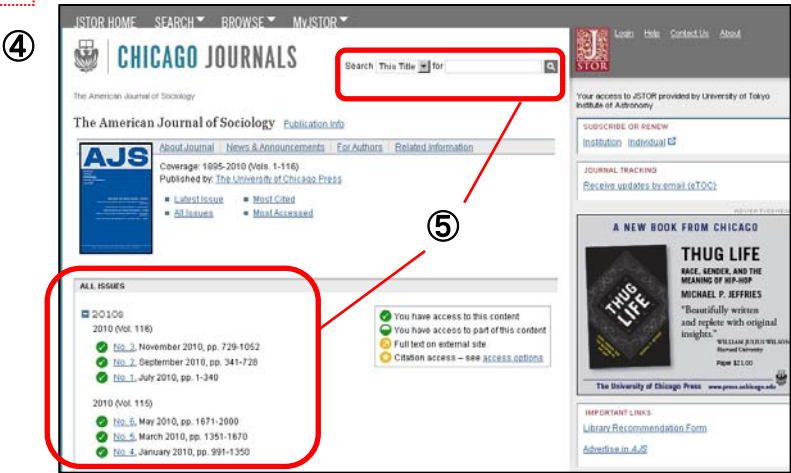
**【Hints】**  
Setting the left-hand "Refine Your Search" to "E-Journal" is effective in refining the search.

**【E-JOURNAL PORTAL search results page】**



Pay attention to the publication date.

**【publisher websites providing E-journals】**



## ■Step 2: If the E-journal you are looking for is not listed in UT OPAC

⇒ **Database of electronic journals available in the University of Tokyo**

[Campus Only]GACoS [Quick Link to Database] ⇒http://ejournal.dl.itc.u-tokyo.ac.jp/index\_e.html

## ■Step 3: When not available as an E-Journal

⇒ Search for paper journals by using **UT OPAC**

(\* This page is displayed after logging in to MyOPAC.)

UT OPAC | Webcats | CiNii | JAIRO | Amazon

Simple | Advanced

[Note] Search by the journal title, not article title.

am j sociol [Search]

**[Hints]**  
Abbreviated forms can be entered as they are.

**[OPAC search results page]** (Select a journal name with "Journals" displayed below.)

**The American journal of sociology**  
Vol. 1, no. 1 (July 1895)-. - Chicago : University of Chicago Press , 1896-  
Journals<3000000860>

(When searching while logged into MyOPAC, the request buttons will be displayed.)

< Journals >  
The American journal of sociology

Bookmark Copy / Borrow Export EndNote Web Export RefWorks

Show details.

Search Sites: Webcats Plus, CiNii, Google, Google Scholar, Yahoo!

Location	Volumes	Year	Call No.	Copy	PDF	Comment
Gen.Stack	1-5,6(1),13,15(6),16(6),17(1),18(4-6),20(4,6),21(3-6),22(3,6),23(3-6),24(1-2,4),25-29,30(1-3),31,32(2-6),33-55,56(1,3-6)	1895-1951	ZS-A512	Copy	PDF	

Check to see if the volume and issue you want to read are present under the "Volumes" column.

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

\*"Copy" and "PDF" require advance application at your department library.

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

\*"Copy" and "PDF" require advance application at your department library.

## ■Step 4: If it can not be found at the UT OPAC ⇒ **Webcat**

⇒ See p.5

★ The search conditions for Webcat differ as asterisks (\*) are required after entering abbreviations of a journal titles or keywords. (Note that a minimum of 2 characters is required before the asterisk).

Example:

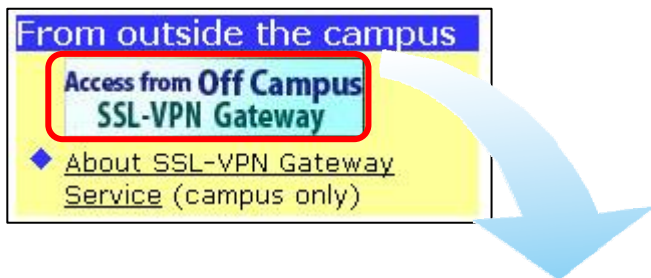
# How to access databases and electronic journals from home

## SSL-VPN Gateway Service

<https://gateway.itc.u-tokyo.ac.jp/>

By confirming you **Educational Campuswide Computing System (ECCS) account**, a variety of web services can be accessed from home or other campus locations.

### (GACoS)



Research on the Internet p.27

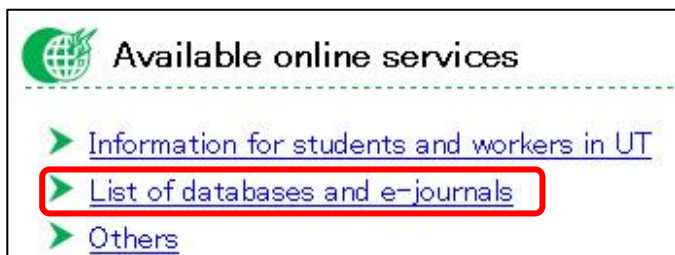
Hints on locating documents④

### Access to the SSL-VPN Gateway Service page (<https://gateway.itc.u-tokyo.ac.jp/>)



- ↓ \* Please take care not to reveal your ECCS account or password to others.
- \* Please abide by Notice.

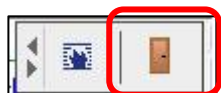
### Select from a list of available list



### Using online services (databases, e-journals etc.)



### Sign out of the SSL-VPN Gateway Service



\* When finished using online services, sign out of the SSL-VPN Gateway by clicking the “door” icon on the upper right of your web browser.