

First steps to search for books and papers @UTokyo

Session overview

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- ◆ 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)
- “Use libraries with UTokyo Account”

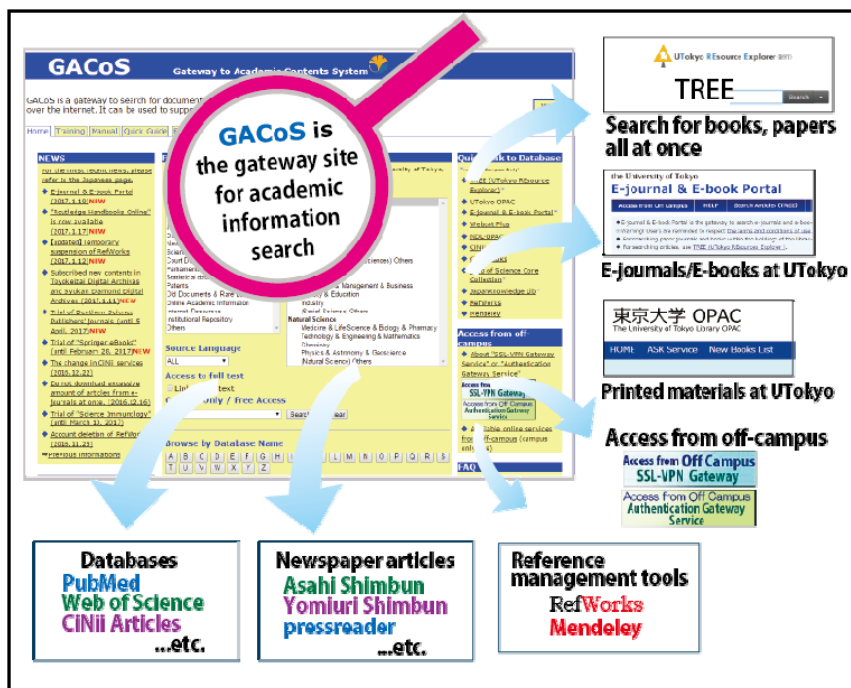
Portal site to the databases used in this training session

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)” ?

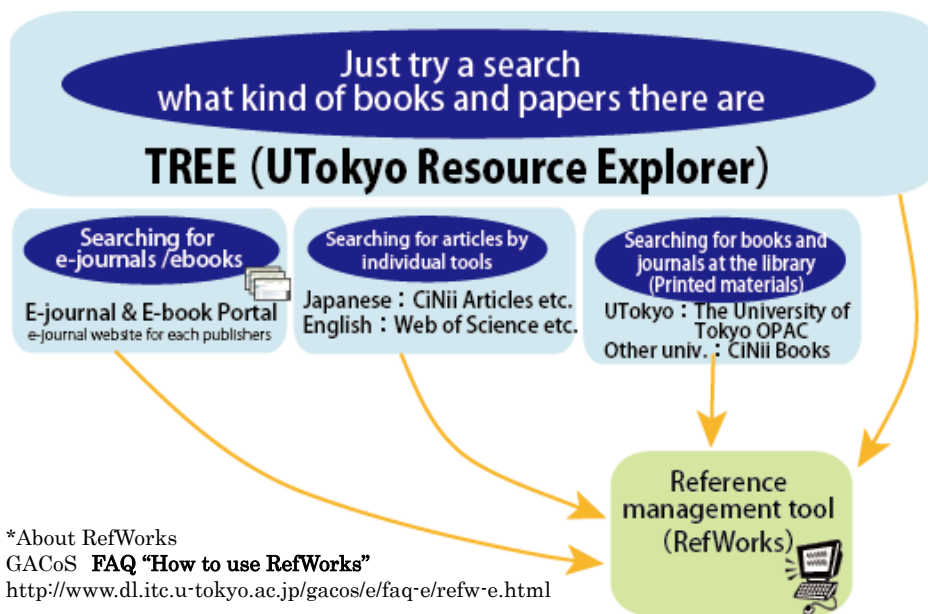
TREE [UTokyo REsource Explorer] is simply a service which allows you to search academic information from one search window. You can search for books and papers, printed materials, and electronic version all at once here on TREE.

◆Merits of TREE:

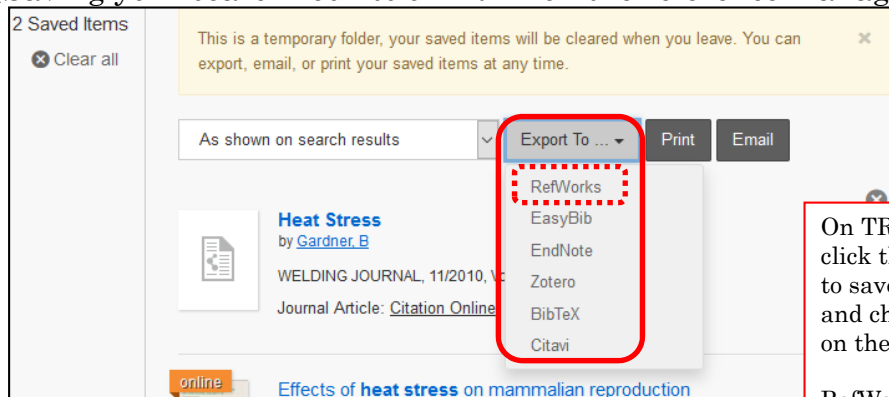
- (1) You can search with the author name or article title. TREE simultaneously searches through printed materials in the library, electronic journals, and e-books. (*See p.8 “A case which using E-journal and E-book Portal is more convenient”)
- (2) From search results, you can access electronic journals and academic articles to which the UTokyo is subscribed directly.(On condition that your PC is connected to the campus network).
- (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】



On TREE's search result 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)

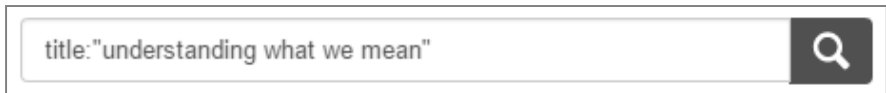
1 Let's try searching for this article cited in a reference list.

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 result 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 result page】

REFINE YOUR SEARCH

Full Text Online

Scholarly & Peer-Review

Library Catalog

CONTENT TYPE

Journal Article (4,994,859)

Dissertation/Thesis (1,245,843)

Newspaper Article (796,518)

Book Review (266,115)

Book / eBook (22,540)

More...

7,919,403 results sorted by **relevance** Add results beyond your library's collection

1 **Understanding what we mean by the generic attributes of graduates**
 by [Barrie, Simon C](#)

Higher Education, 2006, Volume 51, Issue 2
 ...Higher Education (2006) 51: 215–241 Springer 2
 10.1007/s10734-004-6384-7 **Understanding what we mean** by the generic attributes of graduates SIMON C...

Journal Article: [Full Text Online](#)

[Preview](#)

③ **ProQuest**

④ **Understanding What We Mean by the Generic Attributes of Graduates**
 Barrie, Simon C. *Higher Education*; Dordrecht Vol. 51, Iss. 2, (Mar 2006): 215-241.

Full text - PDF Download PDF

③ Saving the search result
⇒ See p.2

④ View the full text from here

Printed materials

In a case which you know that the material exists, but is unavailable on the web

(How to use UTokyo Article Link and MyOPAC)

2 Let's try searching for papers of heat stress.

- ① On TREE's search result 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 result page】

Heat Stress ①
by Gardner, B
WELDING JOURNAL 11/2010, Volume 89, Issue 11

the University of Tokyo
UTokyo Article Link ②
English

Access From Off Campus | Search Articles (TREE) | Search Databases (GACoS) | Library Home Page

This service allows users to access the full text of an article from a database's search results screen.
★Users are reminded to respect the [terms and conditions of use](#).
★E-journal and E-book news (temporary suspension of online services, etc.)*in Japanese only

Search Criteria

Article:	Heat Stress		
Author:	Gardner, B		
Journal:	WELDING JOURNAL		
ISSN:	0043-2296	Date:	2010/11/01
Volume:	89	Issue:	11
		Page:	36 - 39

Citation: [Email](#) or [Export/Save](#)

Full Text is NOT available online at University of Tokyo. 😞

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 ③

学内の紙の雑誌の所蔵を調べる (東京大学 OPAC) / Search a Paper Journal (UTokyo OPAC) [番号で検索 \(By ISSN/ISBN\)](#) [タイトルで検索 \(By Journal/Book Title\)](#) 😊

他大学から論文のコピーを入手する (MyOPAC) / Get a Photocopy from Other Universities (MyOPAC) [文献複写を申込み](#)

3. 他の情報資源 / Other Resources

Google Scholar	By Article Title
CiNii	By Article Title
PubMed	By Article Title
OA1ster	By Article Title
JAIRO	By Article Title
CiNiiBooks	By Journal/Book Title
RefWorks	データを取り込む

Other Resources

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)

④

東京大学 OPAC
The University of Tokyo Library OPAC

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

Simple Search: 00432296 UTokyo OPAC Search +Advanced

Print Send Mail Export to RefWorks Export to EndNote Export to Mendeley

Search Sites: Webcat Plus, Google, CiNii Books, Google Scholar, Yahoo!

<Journals>
Welding journal / the American Welding Society

Hide book details.

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

Location	Volumes	Year	Call No.	Comment
Eng.1A Civil.Lib.	17(7,9,11-12),18(1),42-43,44(2-12),45-61,62(1-2,4-12),63-65	1938-1986		洋雑誌(Foreign Serials),書架No.14
Eng.1B Archi.Lib.	17-20,24-25,29,30(1-6),31(1-3,5-8,10-12),34(1-6),35-42,43(1-6,8-10),44(5-12),45(2-12),46(3-8,10-12),47-96,97(1-7)+	1938-2018	730:W.1	Back number 閉架書庫 closed stacks no.19
Eng.3 Lib	16-20,30-60,61(1-4,6-12),62-94	1937-2015		

Komaba II Campus

⑤

MyOPAC Login

Help Keyboard Japanese

東京大学

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. Welding journal / the American Welding Society

Print Send Mail Export to RefWorks Export to EndNote Export to Mendeley Bookmark

Search Sites: Webcat Plus, Google, CiNii Books

<Journals>
Welding journal / the American Welding Society

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
Eng.1A Civil.Lib.	17(7,9,11-12),18(1),42-43,44(2-12),45-61,62(1-2,4-12),63-65	1938-1986		洋雑誌(Foreign Serials),書架No.14	Copy	PDF
Eng.1B Archi.Lib.	17-20,24-25,29,30(1-6),31(1-3,5-8,10-12),34(1-6),35-42,43(1-6,8-10),44(5-12),45(2-12),46(3-8,10-12),47-96,97(1-7)+	1938-2018	730:W.1	Back number 閉架書庫 closed stacks no.19	Charged	
Eng.3 Lib	16-20,30-60,61(1-4,6-12),62-94	1937-2015			Copy	PDF

★ 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:
17-65
→The library holds all issues from vol. (or issue) 17 to vol. (or issue) 65.

example 2:
17(7,9,11-12),18-65
→The library holds vol. 17 issue 7,9, 11-12 (does not hold issue 1-6, 8,10) and all issues from vol. 18 to vol. 65.

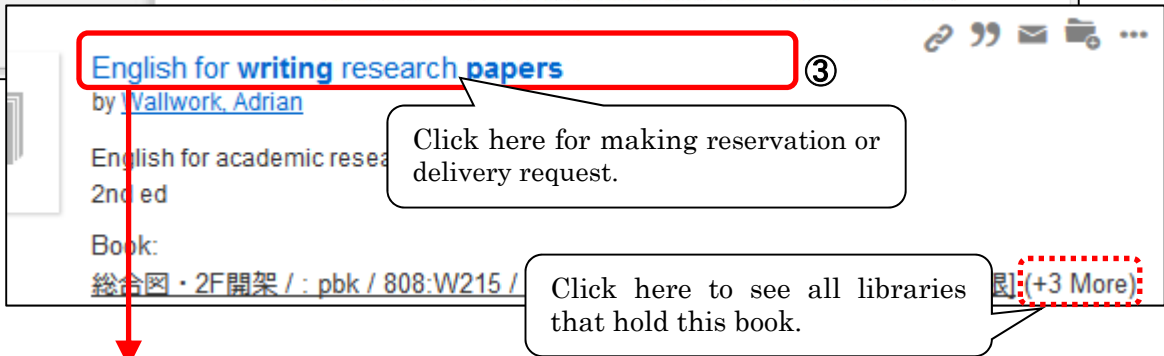
Both examples display "1938-1986" on "Year."

To end session,
close the browser window.

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

3 Search for books about writing papers.

- ① Enter keywords, and click “Search”.
- ② On the search result 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 2F	: pbk	808:W215	0014310627	On loan[2018.08.22Due date]						Reserve
Sci.Lib.Referen				for loan			dic:73:2e2(旧物理)	Copy		
Komaba I Cam										
Location	Volume	Call No.	Barcode No.	Status	Collection	Printed	Comments	Copy	PDF	Reserve
Komaba.Lib.3F.Openshelf	: pbk	808.042:W215	3013920354					Copy		Reserve

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

Free

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 result 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.

東京大学 OPAC
The University of Tokyo Library OPAC

HOME ASK Service New Books L... DATABASE Search Articles(TREE)

UTokyo OPAC **Other Univ.** CiNii Articles JAIRO Amazon

Not found on campus. Search for and...
Did you mean: [academic writing for students](#)

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

academic writing and grammar for students ① Search Clear

③ MyOPAC Login
Help keyboard Japanese

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

Log in to MyOPAC (See p.5).

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

Academic writing and grammar for students / Alex Osmond
(Please see the study skills)

Material Type	Books
Edition	2nd ed
Publisher	Sage
Year	2016
Language	English

Libraries of other universities

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

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 e-books and e-journals, 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 a journal/book title, and click “Search”.
- ② On the search result page, click the database name featuring the e-journal/e-book. (Pay attention to the publication date.)
- ③ The e-journal/e-book 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.

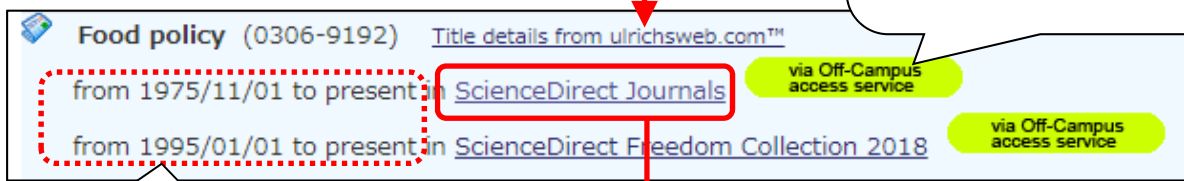
(Use the “E-Journals Only” tab as necessary.)

①



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)

②



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

③ 【Publisher websites providing e-journals】

