

Chapter 2

**Search materials housed
in the Library**

How to access the database

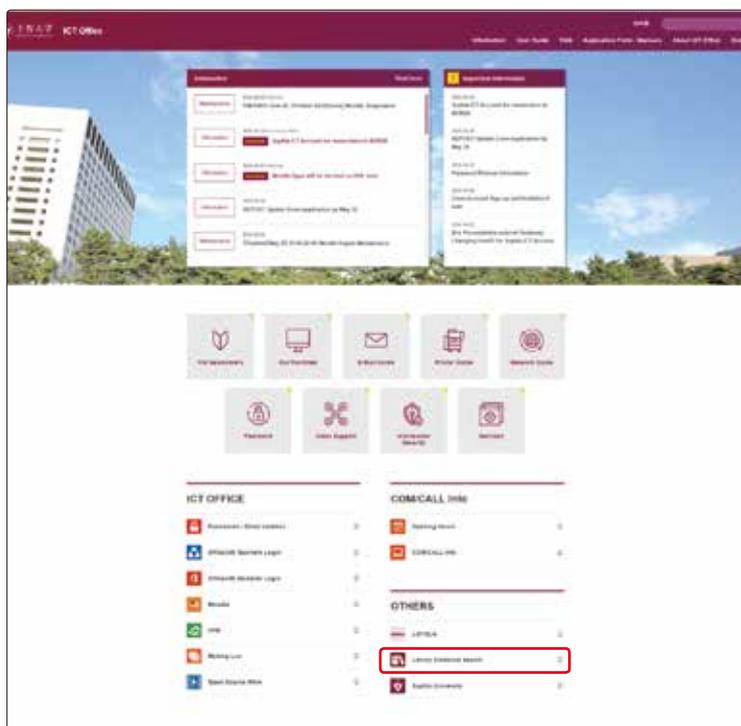
1. From Website of ICT Office

1 Log in to on-campus PCs, start the browser, ICT Office HP will appear.

Select English from language button in the top right screen.



2 When the screen in English appears, click on “Library Database Search” on the right side.



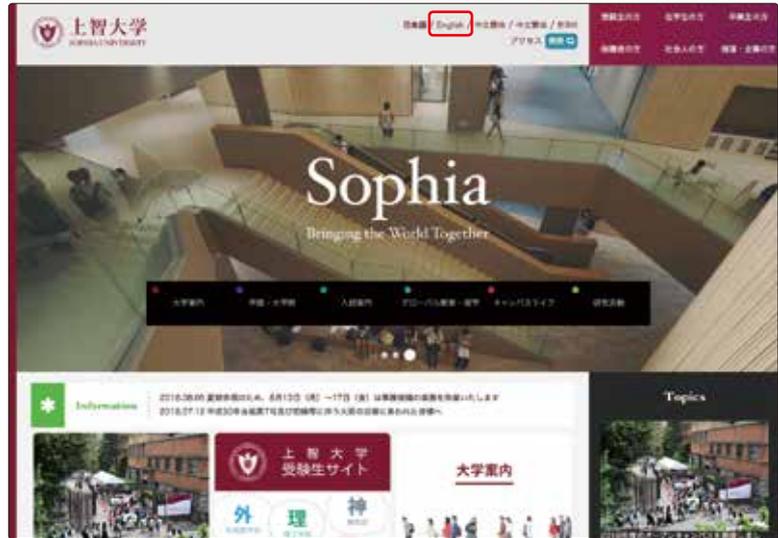
3 Sophia OPAC page will appear.

From this page you have access to OPAC (Online Public Access Catalog) and all database available on campus.

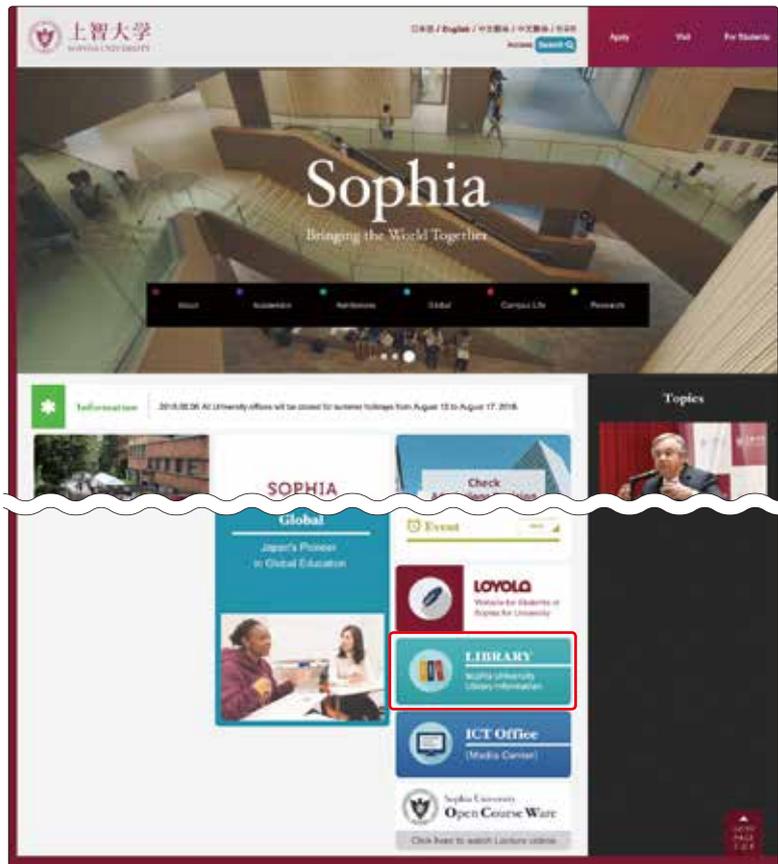


2. From Sophia University Official Website Top Page

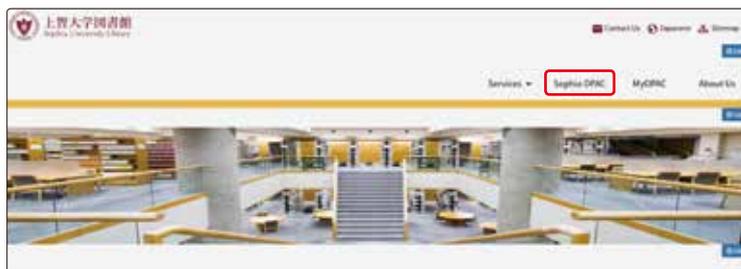
- 1 Access Sophia University official website, select “English” in language selection bar.



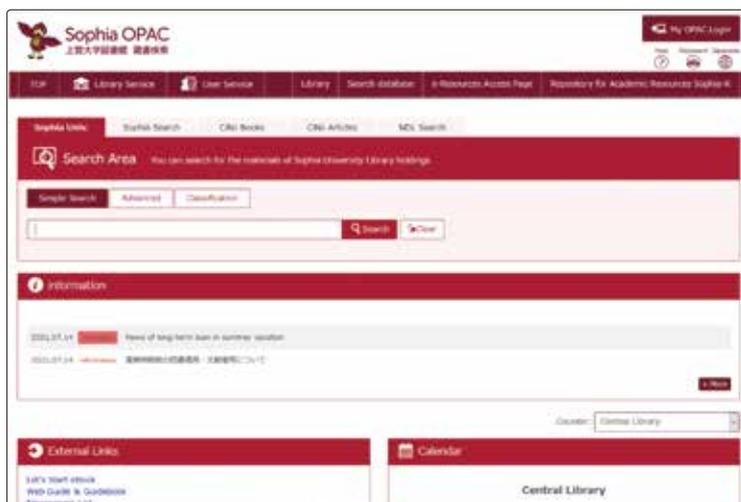
- 2 Scroll down and click on “library”.



- 3 Click on “Sophia OPAC” in Library HP.



- 4 Sophia OPAC will be displayed.

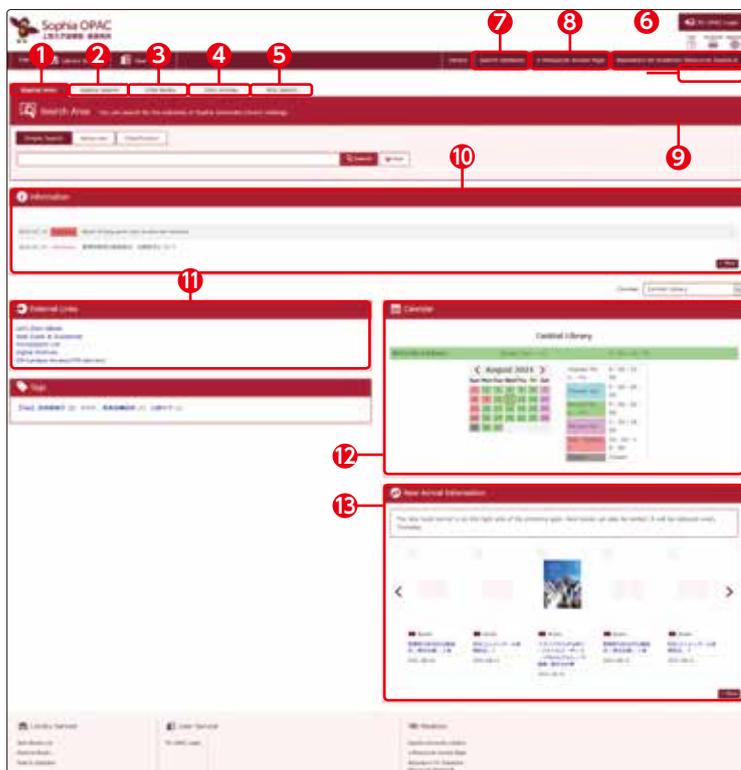


- 5 1 Sophia Univ.
It is the entrance when searching materials (books, journals, newspapers, etc.) of the Sophia University library.

- 2 Sophia Search
It is the entrance when searching titles of electronic journals and e-books. You can not search by database name. When using a database, please access from “Database List”

- 3 CiNii Books
You can search for books and journals that are held in university libraries in Japan. See details on p.50.

- 4 CiNii Articles
You can search for scholastic articles, with an emphasis on Japanese papers.



5 NDL Search

You can search the National Diet Library items.

*Different from NDL ONLINE

6 My OPAC Login

When you log in to "My OPAC", the services available according to your status will be displayed. See details on p.36.

*User ID: Student and Faculty ID No. Password: Password issued by ICT Office.

7 Search Databases

You can search the databases available for the Sophia University and Useful website.

8 e-Resources Access Page

It is the entrance when searching titles of electronic journals and e-books. You can not search by database name. When you use a database, please access it from "a list of databases". See details on p.38.

9 Repository for Academic Resources Sophia-R

You can search our university's research outputs (theses and dissertations, department bulletin papers, and other academic materials.)

10 Information Link.....News from library posted on here (service outage window of online service, etc.)**11 External Links**

- 『Let's Start eBook』.....You can access to e-books available for the Sophia University library.
- 『Web Guide & Guidebook』.....You can watch the video of how to use the library & how to find materials.
- 『Newspapers List』.....Newspapers and Microfilms available in Sophia University Library.
- 『Digital Archives』.....You can see the digitized rare book etc.
- 『Off-Campus Access(VPN Service)』.....Electronic materials such as databases can be used only on campus in principle. If you use from outside the university such as home, you need to set up VPN connection.

Please login from "Connect to VPN" on ICT office. See details on p.53.

12 『Calendar』.....The opening hours(and service hours) are displayed. You can also check the status of other branch library by pull-down menu.**13 『New Arrival Information』**.....The newly arrived books(within the past one week) are displayed.

Search on OPAC

We use OPAC to search materials housed in the Library.
Let us show you the search methods and how to read the search results.



1. OPAC

OPAC stands for Online Public Access Catalog. It is a library catalog on which you can search the materials online. You have access from Library PCs and any on-campus PCs as well as from your home or any off-campus PCs.

2. What can OPAC do?

- Search library collections
 - search materials housed in the Library: books, journals, electronic journals, AV materials
 - search materials owned by research centers of the Library

3. Search materials

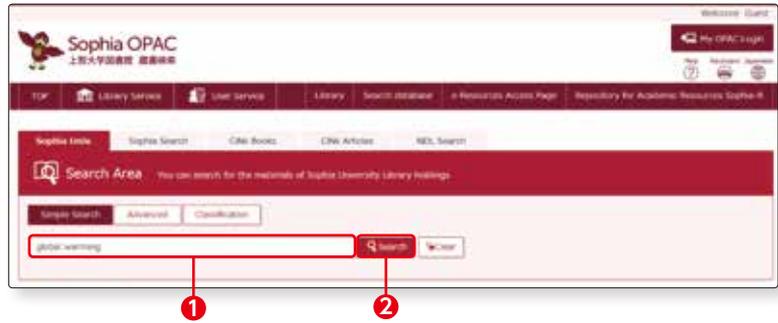
(1) Simple search

1 Simple search is searching by keywords.

Keywords are titles, authors, or words that are clues to searching the materials. You may choose any keyword.

Here, we will try searching by the keyword “global warming” .

We enter “global warming” in the keyword box—**1** and click on “Search” —**2**



2 Library materials related to “global warming” will be searched and displayed in a list.

At the top, the number of search results will be shown.—**1**

Type of materials is displayed.



e.g. “books”, “E-Book”, “E-Journal”, “Other”..—**2**

You may sort results in any order you like.—**3**

For example, sort by “Year(Descending order)” to show list of books published recently in order of new publications.

3

At the left side of the screen, “Filtering Item” box displayed.—①

For example, if you need materials of global warming shelved only in Central library, click “Central Library” under “Location” section.—②

The screenshot shows the Sophia University library search results page. The search keyword is 'global warming', resulting in 181 items. The 'Filtering Item' box on the right is expanded to show the 'Location' section, where 'Central Library (181)' is selected with a red box and a circled 2. Other locations listed include Junior Col. Lib (9), Law School Library (8), American, Canadian (4), and Global Center (1). The 'Material Type' section shows 'All Material Type' selected, with other options like Books (187), E-Book (8), and E-Journal (2). The 'Year' section shows 2020-2021 (1) and 2010-2019 (69). A red arrow points from the 'Central Library (181)' selection to the search results area.

*Some items in Filtering Item box are not shown in English.

The screenshot shows the Sophia University library search results page with the 'Filtering by' section set to 'Location: Central Library'. The search keyword is 'global warming', resulting in 181 items. The search results are filtered to show only items from the Central Library. The 'Filtering Item' box on the right is expanded to show the 'Location' section, where 'Central Library (181)' is selected with a red box and a circled 2. Other locations listed include Junior Col. Lib (9), Law School Library (8), American, Canadian (4), and Global Center (1). The 'Material Type' section shows 'All Material Type' selected, with other options like Books (171), E-Book (8), and E-Journal (2). The 'Year' section shows 2020-2021 (1) and 2010-2019 (69). A red arrow points from the 'Central Library (181)' selection to the search results area.

Only Central Library materials are shown in search results.

If you would like to release condition of filtering Search, click [Location: Central Library](#) in “Filtering by”.—③

4

If the search results in a large number of hits, enter another keyword to refine the search.

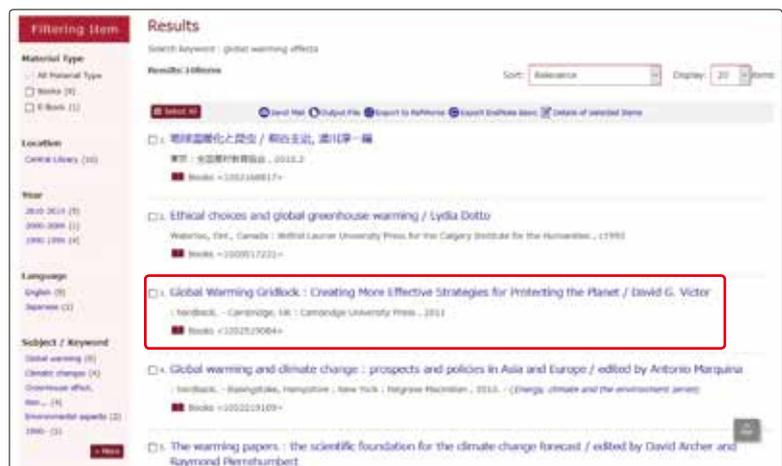
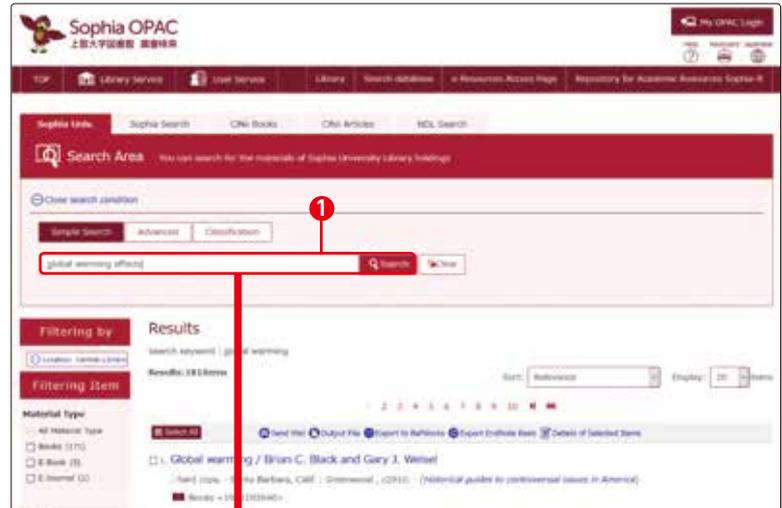
Enter “effects” to refine your search.—①

If you link two keywords by a space as “global warming effects”, it will give you AND search, showing search results which include 2 keywords (See p.67 for AND search).

The number of search results will be reduced.—②

5

Click on a title.



- 6 “Regis. No.” is the barcode number pasted onto the books.
- 7 “Status” shows the current status of the books. If the book is available, it will say “Available” but if someone else is borrowing the book it will say “Borrowed”. If “borrowed”, the return date will also be indicated.
- 8 “Reserve” is to reserve a book which is being “borrowed”. If you wish to borrow the book immediately on its return, click on “Reserve” button and reserve the book. After clicking “Reserve”, the screen shows user login page. Enter your student ID number for ID section, and PW for PW used for on-campus PC issued by ICT Office(Media center).
- 9 “V-Shelf”……You can see the virtual bookshelf.

More about
shelving locations!

List of shelving locations

OPAC displays the shelving locations as below.

On the shelves you will find materials of following categories:

Shelving locations on Yotsuya Campus

Shelving locations (OPAC display)	Categories / Use of materials
GAKUBU (B○F)	Books for undergraduate students. Introductory level of books written in Japanese.
Stacks ○F	Specialized/ research books (books in both Japanese and Western languages are shelved here)
Ref1F	Reference books (in Japanese and Western languages) (Humanities/ Social Sciences)
Ref2F	Reference books (in Japanese and Western languages) (Science and Technology)
1FNewspaper	The latest newspaper issues are in newspaper folders; the most recent to the past few months are shelved.
1F.AV	AV materials; for use, bring the package to the Circulation Desk.; Library use only.
CHUO.RSV	Books assigned for class by instructors; located within the Circulation Desk; for use, request at circulation desk.
○○research center/ institute stacks	Materials owned by research centers/ institutes located on open shelves; for browsing and circulating as with other materials housed in the Library.
○○research center/ institute central depository	Materials owned by research centers/ institutes located on closed shelves; request at Circulation Desk for browsing.
○○research center/ institute; housed in ○○center/ inst.	Materials owned by housed in research centers/ institutes; for use, inquire at each center or institute.
Serials2F	Back numbers of journals (Science and Technology)
Serials3F	Back numbers of journals (Humanities/ Social Sciences)
KIYO3F	Back numbers of latest edition of University Bulletin (Kiyo)
3FNewspaper	Back numbers, reduced-size editions of newspapers.
Depository (Books)	Located on closed shelves of Central Library; request at Circulation Desk for browsing.
Depository (AV)	
Depository (Newspaper)	
Kirisitan Bunko	Materials owned by Kirisitan Bunko on 8th floor of Library; for inquires, please call: TEL: 03-3238-3538
Rare Books	Rare books stored and shelved on rare book stacks in Bulding 2; for use, submit a request form to Reference Desk and obtain permission in advance.
Bld#2 Depository	Shelved on closed stacks in Building 2; for use, request at Circulation Desk for browsing.
Law lib.	Materials owned by Law School Library of Graduate School of Law in Building 2; students not belonging to Graduate School of Law may use only when the Central Library does not hold materials.

Shelving locations outside Yotsuya Campus

Shelving locations	Information for use
Mejiro Seibo Campus Library Stacks	Materials housed in Mejiro Seibo Campus Library; for use, you may have the materials sent by mailing service to any other campuses.
Junior College Division Library, new publication stacks, depository etc.	Materials housed in Junior College Division Library; for use, you may have the materials sent by mailing service to Central Library or any other campuses.

(2) Advanced Search for Books

1

Next we will try “Advanced Search”

Click on “Advanced”. Compared to Simple Search, there are more fields to complete in order to obtain search results that most match the object of your search.

The screenshot shows the Sophia University Library Search Area. The 'Advanced' search mode is selected. The search conditions section includes three input fields with dropdown menus for logical operators (AND, OR, NOT) and search criteria (Title words, Author, Publisher). The 'Document Type' section has checkboxes for various categories like Books, Japanese books, etc. The 'Campus' section has a dropdown menu with options like Central Library, Law School Library, etc. The 'Search Option' section has dropdown menus for Year Published, Country, Language, Subject, Material Type, and Location. A red box highlights the 'Title words' dropdown menu, which is open, showing options like 'Any (Keyword)', 'Title words', 'Full Title', 'Parent Bibliography', 'Author', 'Volume', 'Publisher', 'Subject', 'ISBN', 'ISSN', and 'Call No.'. Red arrows and numbers 1, 2, and 3 point to the search conditions, document type, and search options respectively.

Information required for each field and points to note are as follows:

1 Search Conditions

- “Title words” Enter keyword and the search results will show materials with titles or subtitles including the keyword.

e.g. Enter “globalization” and search screen will show titles such as “Islam, globalization, and postmodernity”, “Globaloney : unraveling the myths of globalization” etc.

Link the keywords with a space, you can have “and” search.

e.g. Enter “Japan” “globalization”
 ↓
 “Japan in the age of globalization”, “Globalization of the automobile industry : the United States, Japan, and the People’s Republic of China” …etc.

- “Full Title” You can search only exact match of title.

e.g. Enter “Science” in “Exact Title” ⇒ result shows only materials with title “Science”
 Enter “Science” in “Title” ⇒ results shows materials, more than 15,000 with “Science” included in title. “Science and Wisdom”, “The sociology of science” etc.

- “Author” Enter names of individual or group; you can search materials of which the individual / group is the author, editor, or translator.

e.g. Searching for “William Shakespeare” Shakespeare William
 William Shakespeare

- “Publisher” You can search by name of publisher or publishing company.
- “Subject” Subject shows the subject (theme) given to the material.
- “ISBN/ISSN”  See p.24
- “Call No.” If you know the call numbers, you can search using those numbers.

2 Document Type

You can specify the material you are looking for. If you know which book or journal you are looking for, select the material to refine your search results

3 Search Option

- “Year Published” You can search materials (excluding journals) by year of publication.
- “Language” You can select the language of title, in which the materials are written and them search. From pull-down menu, you can select various languages other than English.
- “Material Type” You can select material category for your search. From pull-down menu, you can select material category of AV material, maps, electronic journals, etc.



“keyword (search term)” and “subject”

The most difficult part of searching is to choose the appropriate “keyword (search term)” to find the exact materials you need. Which words should you choose as keyword to find the material you need? Here is a tip; use the field “Subject” to choose your keyword; choose your keyword looking from a wide perspective or sometimes from a narrow perspective, changing your viewpoint.

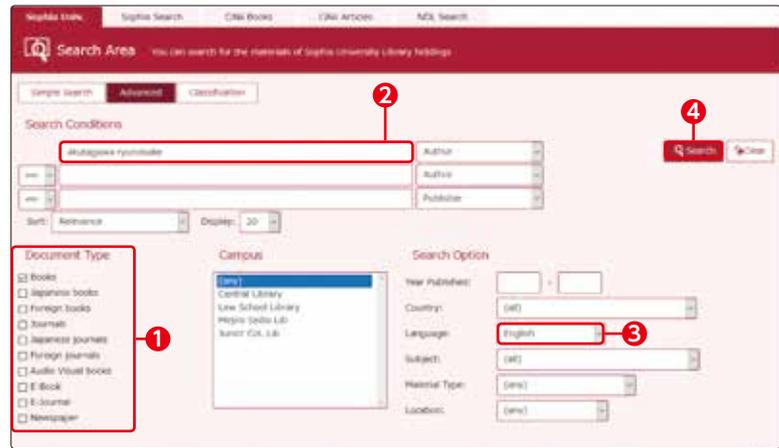
Keyword……Words that provide clues to your search; words related to the object of search; you are free to choose any words you like.

Subject……Defines the subject (theme) given to a literature or material. Using “subject”, you can search the literature from its contents.

- e.g.
1. You wish to find out about global warming.
↓
 2. Think of a keyword; you came up with “global warming”, “Kyoto protocol” and search, using these as keywords.
↓
 3. Search results show screens with detailed list of books with subjects such as “global warming”, “greenhouse effect”, “ozone”, “conservation of nature”, “climate change” etc. Change your viewpoint and refine your search using these terms as keywords.

2

Here, we will search the book “Akutagawa Ryunosuke” written in English. Click on “Advanced Search”. In Document type, select “Books”—**1** In “Author” enter “akutagawa ryunosuke”—**2** In “Language” select English.—**3** Click on “Search”.—**4**



3

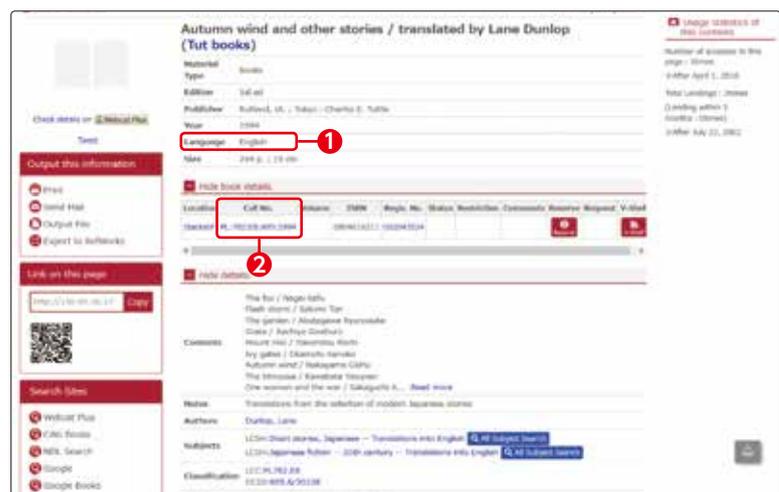
The screen shows books written by Ryunosuke Akutagawa translated in English. Select and display one book from search results.



4

As with the results of Basic search, the bibliography and holding information will be displayed.

“Language”—**1** shows that this book is written in English. Based on “Call No.”—**2** in Holding information, look for the shelf where the book is located.



5

In case of "Material Type" is E-Book

Mandarin's stories / by Ryunosuke Akutagawa ; translated from the Japanese by Charles De Wolf

Material Type: E-Book

Publisher: Brooklyn, NY : Architecture Books ; Distributed by Consortium Book Sales and Distribution

Year: 2007

Language: English

Size: 1 online resource (239 pages)

URL: <http://search.abcsohost.com/login.aspx?direct=true&scope=site&db=nlebk&AN=716393>

You can read the e-book by click on the access point URL.

Mandarin's Stories by Ryunosuke Akutagawa

Author: Akutagawa, Ryunosuke, 1892-1927

Title: Mandarin's stories

Material Type: E-Book

Year: 2007

Language: English

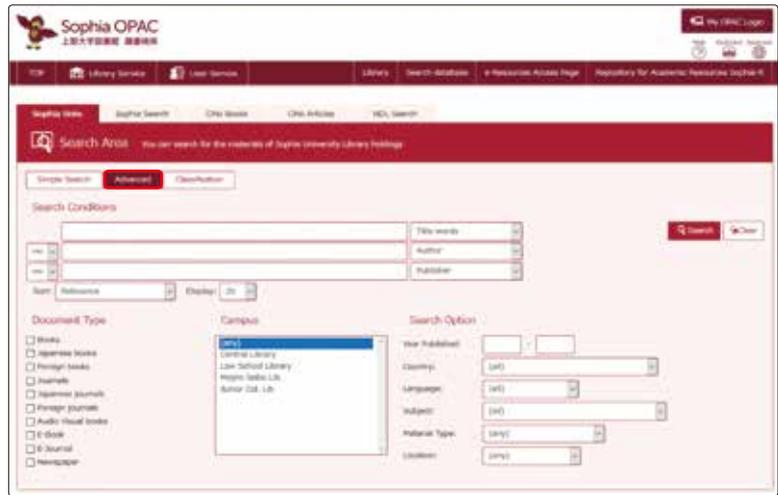
Size: 1 online resource (239 pages)

URL: <http://search.abcsohost.com/login.aspx?direct=true&scope=site&db=nlebk&AN=716393>

(3) Advanced Search for Journals

1

Here, let us search the journal "Time". Click on "Advanced Search".

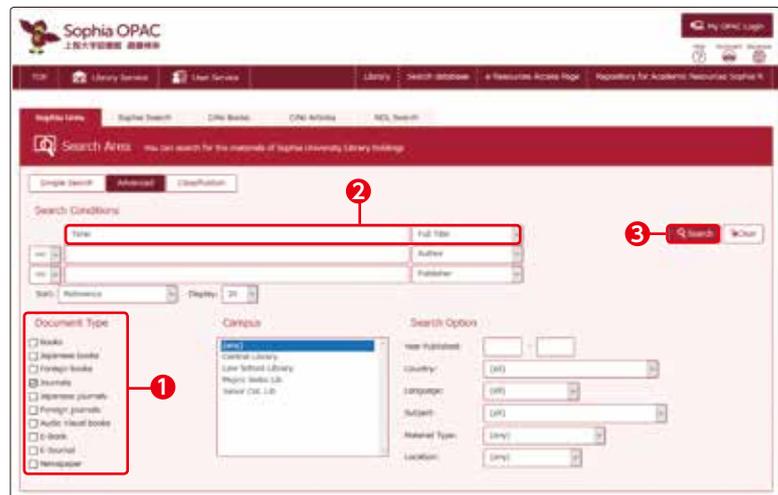


2

Select "Journals" in Document type.—①

Choose "Full title" from pull-down menu, and enter "Time".—②

If you know the full title, search from "Full title"; it gives only exact matches and the search is easier.



e.g.

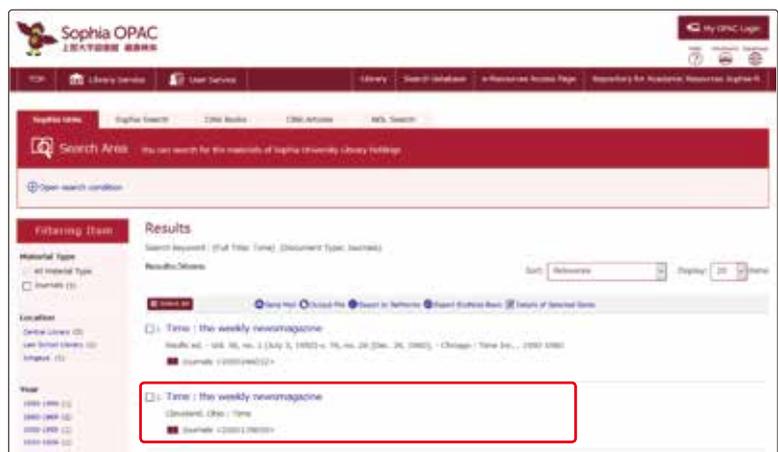
If you enter "Time" in "title words", search results will show all materials whose title or subtitle includes "time" such as in "The New York Times", "American maritimecases".

☞ For the difference between title search and full title search, please see p.27-28

Click on "Search".—③

3

Search results show five different "Time". Here, click on 2nd title.



4 • Periodicals bibliography information

“Periodicals bibliography information” and “Periodicals holdings information” will be displayed for the journals, similar as with the books.

The Periodicals bibliography information is almost the same as the book bibliography information, but here, let us look at “Notes”.—①

The “Notes” shows particular information on the journal, such as extra editions, separate volumes, or changes in the title of journal. Here, we learn that “Time” is a weekly journal which first issue was published on 3rd March, 1923.

• Periodicals holdings information

Journals are located in different shelves by date of issue.

(👉 See details on p.11-12)

Newly arrived journals are shelved in BOX of Newly-arrived Journals Corner on 1st floor (1F).

Let’s go to find “Time” based on BOX NO information.—②

If you click on...

Please select year: Confirm a magazine published in the year:

Year:

Location	New arrival Box	Volume	Year/Date	Material Type	Status	Call No.	Regis. No.	Check in	Cont
Box1(F/Serials)	BOXNO 0009	19(129-21)	2020.11.30	Not bound/magazine	Reference only	Za12-7853		2020.11.27	
Box1(F/Serials)	BOXNO 0009	19(119)	2020.11.23	Not bound/magazine	Reference only	Za12-7853		2020.11.24	
Box1(F/Serials)	BOXNO 0009	19(118)	2020.11.18	Not bound/magazine	Reference only	Za12-7853		2020.11.13	
Box1(F/Serials)	BOXNO 0009	19(118-17)	2020.11.02	Not bound/magazine	Reference only	Za12-7853		2020.11.09	
Box1(F/Serials)	BOXNO 0009	19(110)	2020.10.19	Not bound/magazine	Reference only	Za12-7853		2020.10.13	
Box1(F/Serials)	BOXNO 0009	19(113-14)	2020.10.05	Not bound/magazine	Reference only	Za12-7853		2020.10.05	
Box1(F/Serials)	BOXNO 0009	19(111-12)	2020.09.21	Not bound/magazine	Reference only	Za12-7853		2020.09.23	
Box1(F/Serials)	BOXNO 0009	19(119-10)	2020.08.31	Not bound/magazine	Reference only	Za12-7853		2020.08.28	
Box1(F/Serials)	BOXNO 0009	19(117-8)	2020.08.17	Not bound/magazine	Reference only	Za12-7853		2020.08.20	
Box1(F/Serials)	BOXNO 0009	19(113-6)	2020.08.03	Not bound/magazine	Reference only	Za12-7853		2020.08.07	
Box1(F/Serials)	BOXNO 0009	19(113-4)	2020.07.20	Not bound/magazine	Reference only	Za12-7853		2020.08.04	
Box1(F/Serials)	BOXNO 0009	19(111-7)	2020.07.06	Not bound/magazine	Reference only	Za12-7853		2020.07.07	



What is “Kiyo”?

When searching on OPAC, you will notice there is a “Kiyo” in the journals. Now, what is a “Kiyo”? “Kiyo” (University Bulletin) is an official university publication of research papers and presentations submitted to the university or academic societies. It is issued periodically by the university, research institutes or academic societies. The titles are mostly “○○University Kiyo”, “○○ Research Paper Collections” and so on. When searching on OPAC, if you see KIYO3F on shelves for newly-arrived issues, you will find the latest edition together with older issues (back numbers) shelved in Kiyo stack on 3rd floor (3F).

5 Let's see BOX in practice.
 BOX is boxy shape and has a door. Each BOX is attached BOX NO. which is like a call number for books .

- 1 The latest edition is placed in front of the BOX door, and the older issues are kept inside the BOX.
- 2 When location shows "Box 1F(Serials)", you can find journals in front of/ inside the BOX.
 When "BINDING" is displayed on the screen, journals are not in the BOX.



Open the BOX door...



Next, we see more detail about "binding".

Memo

What is "Binding"?

Journals held at the Library are bound together for storage after a given time period. This is called "Binding". Journals that are "bound" are called back numbers and the call numbers are printed on the spines and shelved on "Series" corner on 2nd or 3rd floor (2F, 3F) of the Library.

You cannot use journal which status shows "BINDING" in OPAC, as it is in bound.



"Bound" Journals

6

Materials shelved in the BOX are journals issued in the year including the latest issues (within about a year of issue). Where can you find older issues of the journals?

The back numbers of “Time” are shelved on Series 3F; Call no. is Za12:Ti53. For Location and Call no. please refer to p.11-12.

Location	Volumes	Year	Comment
Central Library(Serials,Cyts,Newspaper)	129(1-6,8-26),130(1-10,12-26),131(1-19,21-24,26),132(1-5,7-26),133(1-4,6-13,15-26),134-136,137(1-8,10-26),138-168,169(3-27),170-194,195(1-24)+	1967-2020	ただし、Vol.136(1990)以前の号等は2F館蔵室に収蔵されています。
LawSchool Library(Serials,Cyts,Newspaper)	Library keeps 3 years only+		

①

Vol.#(Depository/Series)	Call no.	Year	Binding	Reference	Call no.	Accession no.
Vol.#(Depository/Series)	136(1-26)	1990	Binding Magazine	Reference only	Za12:T53	0009818
Vol.#(Depository/Series)	136(1-13)	1990	Binding Magazine	Reference only	Za12:T53	0009818
Vol.#(Depository/Series)	129(19-26)	1967	Binding Magazine	Reference only	Za12:T53	00064794
Vol.#(Depository/Series)	129(13-16)	1967	Binding Magazine	Reference only	Za12:T53	00064757
Vol.#(Depository/Series)	130(1-8)	1967	Binding Magazine	Reference only	Za12:T53	00064798
Vol.#(Depository/Series)	130(19-26)	1967	Binding Magazine	Reference only	Za12:T53	00177961
Vol.#(Depository/Series)	130(1-12)	1967	Binding Magazine	Reference only	Za12:T53	00177962
Vol.#(Depository/Series)	132(13-26)	1969	Binding Magazine	Reference only	Za12:T53	00177994
Vol.#(Depository/Series)	130(1-8,12)	1967	Binding Magazine	Reference only	Za12:T53	00177988
Vol.#(Depository/Series)	132(1-26)	1969	Binding Magazine	Reference only	Za12:T53	00079876

②

Let us look at “Volumes”:—①

the first number shows the volume, numbers in sbrackets() show issues, numbers in the last brackets () show year of publications.

Here we have 129(1-6,8-26),130(1-10,12-26)…170-195+(1987-2020)



- For Vol.129, No.1-6 and No.8-26 are available, but issue No.7 is missing.
- Vol.129-Vol.195 are published in years 1967 to 2020.

Year of publication is the year from the first issue to the latest issue, which is in the library. Therefore, even if there is a missing in between, the corresponding year will be displayed.

- The “+” mark at the end of the volume and issue numbers means the journal is being accepted. If there is no “+” mark, the journal is no longer accepted.

Please also pay attention to “Request”:—②

“Request” shows that “ Vol.136 (1990) and older issues are shelved in Bldg.2 depository”. If you would like to read Vol.136 (1990) or older volumes/issues, click on “Print” in “Request” and print out a “Circulation form” for using depository materials. Fill in the required information and apply at Circulation Counter on 1F, Library.

Materials of Bldg.2 depository will be delivered four times a day. You may request during office hours of the Circulation Counter. Request is accepted for up to 5 volumes at a time.

Request accepted	Access to requested materials
Preceding day	10:00 am
By 11:00 am	12:00 noon
By 2:00 pm	3:00 pm
By 4:00 pm	5:00 pm
From 4:00 pm to office closing hour	(10:00 am following day)*

*Requests are also accepted on Saturdays. Access to requested materials will be 10:00 am on following Mondays.

(4) Classification Search

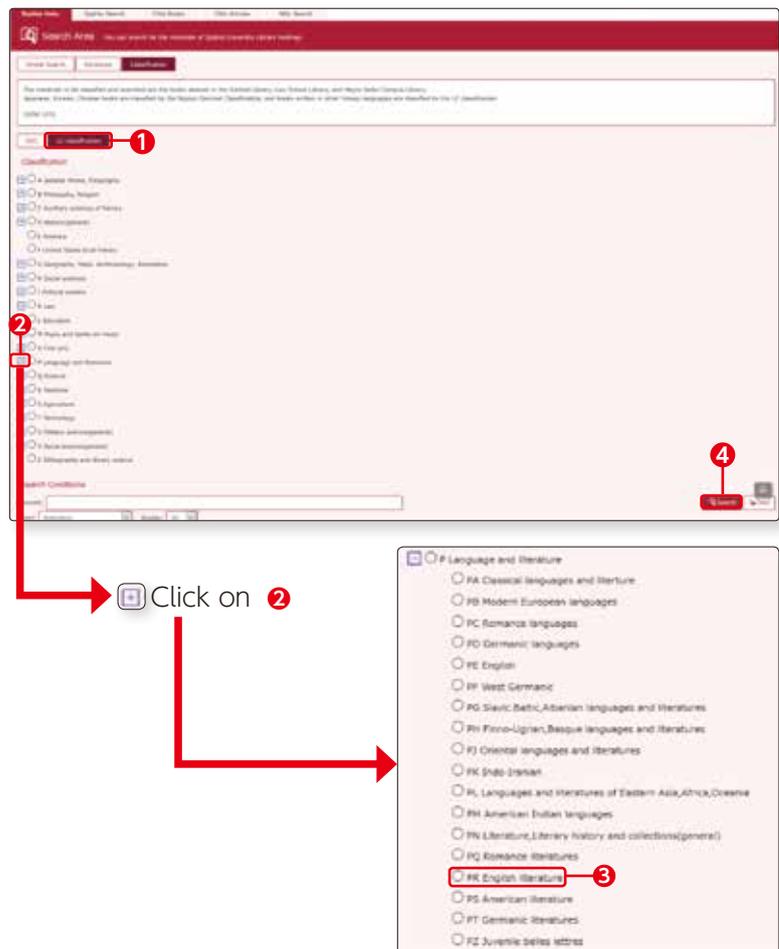
Now we will see “Classification Search”. When you would like to know what kind of materials available in each area, or try to find the material in the same area you are interested in, you need to go and see book shelves directly. Classification search helps you to find those information beforehand.

Books in the library are classified into 2 types of methods; Nippon Decimal Classification (NDC) for books in East Asian languages (Japanese, Chinese, Korean) and Library Congress Classification (LC) for books in Western languages. (☞ See details on p.8-9)

1 Here, we will try to find books related to English Literature written in Western languages.

Open a “classification search” tab — **1** and click on  — **2**

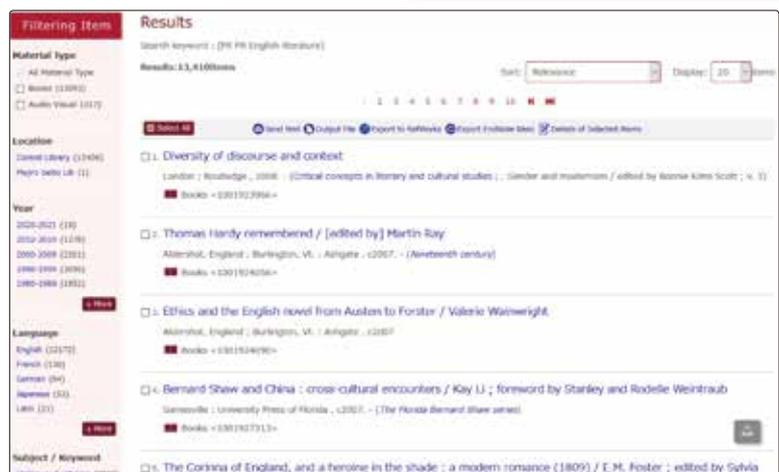
“P Language and literature” area is segmentalized and shown into display. Choose and check on “PR English literature” — **3** and click on “Search” — **4**



Click on **2**

- P Language and literature
 - PA Classical languages and literature
 - PB Modern European languages
 - PC Romance languages
 - PD Germanic languages
 - PE English
 - PF West Germanic
 - PG Slavic,Baltic,Arabic languages and literatures
 - PH Finno-Ugric,Basque languages and literatures
 - PJ Oriental languages and literatures
 - PK Indo-Iranian
 - PL Languages and literatures of Eastern Asia,Africa,Oceania
 - PN American Indian languages
 - PW Literature,Library history and collections(general)
 - PR English literature
 - PS American literature
 - PT Germanic literatures
 - PZ Juvenile belles lettres

2 Materials on English literature are shown into search results.



Filtering Items

Material type

- All Material Type
- Book (13092)
- Audio Visual (107)

Location

- Central Library (1304)
- Meiji Gakuin Lib (1)

Year

- 2024-2023 (119)
- 2022-2020 (110)
- 2020-2019 (2281)
- 2019-2018 (2091)
- 2018-2016 (1892)

Language

- English (2177)
- French (130)
- German (94)
- Japanese (52)
- Latin (32)

Subject / Keyword

Results

Search keyword : [PR English literature]

Results: 13,810 items

Sort: Relevance | Display: 20 items

1. Diversity of discourse and context
London : Routledge, 2008. (Critical concepts in literary and cultural studies ; Gender and expression / edited by Emma Klein Scott ; v. 1)
Books = 3301923994+

2. Thomas Hardy remembered / [edited by] Martin Ray
Aldershot, England ; Burlington, Vt. : Ashgate, c2007. (Nineteenth century)
Books = 330194026+

3. Ethics and the English novel from Austen to Forster / Valerio Wainwright
Aldershot, England ; Burlington, Vt. : Ashgate, c2007.
Books = 330194490+

4. Bernard Shaw and China : cross-cultural encounters / Key Li ; foreword by Stanley and Rodelle Weintraub
Gainesville : University Press of Florida, c2007. (The Florida Bernard Shaw series)
Books = 3301927113+

5. The Corsica of England, and a heroine in the shade : a modern romance (1809) / E.M. Foster ; edited by Sylvia

Useful functions 1 “Online Service”

click on  and user login display is shown.

With Online Service you can;

1. Put a hold on books that are out on loan.
2. Reserve mailing service for books from other campuses.
3. Confirm, extend your loan period; confirm or cancel reservations for books out on loan.
4. Apply for purchase request.
5. Make a room reservation.
6. Check registered material on “Bookmark”.



Login

[HELP](#)

Please input User ID and Password, and log in.
 ※The person who don't have the password of JCT Office account,
 please click [HELP](#) button and proceed to the Password issuance page.

UserID

Password

* The services available to each user are different. Graduate students and faculty members can also apply for ILL.

e-Resources Access page

1. e-Resources Access Page

This is an integrated search page for access to electronic journals and books purchased by Sophia University Library. If you are looking for an electronic material and you know the title, search on this page and you will have access to your material. There is a link from “Library HP Database Search”.

2. e-Resources Access Page and the services

On e-Resources Access Page, you can search for electronic journals and books purchased by Sophia University.

Also on OPAC, you can search for electronic journals and books owned by Sophia University, but e-Resource Access Page enables a more advanced search by volumes, issues, pages and also by subject. The search results may be exported and saved in various format.

You can not search by database name.

3. Search for electronic materials

- A** Select the type of electronic material
Click on tab and select from All Resources, E-Journal Only, E-Books Only.
- B** Search by title / ISSN / ISBN
You can search by title, ISSN or ISBN
- C** Search by Volume / Issue / Page / DOI / PubMed ID
You can search by Volume, Issue, Page, DOI, PubMed ID.
- D** Search by initial letter of the title
Click on the initial letter of the title.
- E** Search by subject
From pull-down menu, select subject category and click on Search.
- F** Search from registered database, website of publisher.
Search by direct links to publisher providing the electronic journals or to registered database.



Click on "Citation Linker"

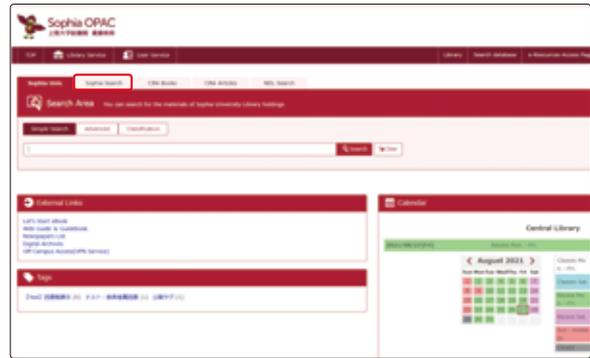


▲ Top page screen of e-Resource Access Page

Search on Sophia Search

1. What is Sophia Search

Sophia Search (Discovery Service Summon) is a new service for quickly and easily searching for materials held by the library simply by entering keywords into a single search box. (This is especially useful when you are not sure whether the material you are seeking is contained in a “book,” “journal,” or “article.”)



2. How does Sophia Search Work?

Sophia Search can search not only books, journals, e-journals and databases held by Sophia University, but also information on the National Diet Library Digital Collection.

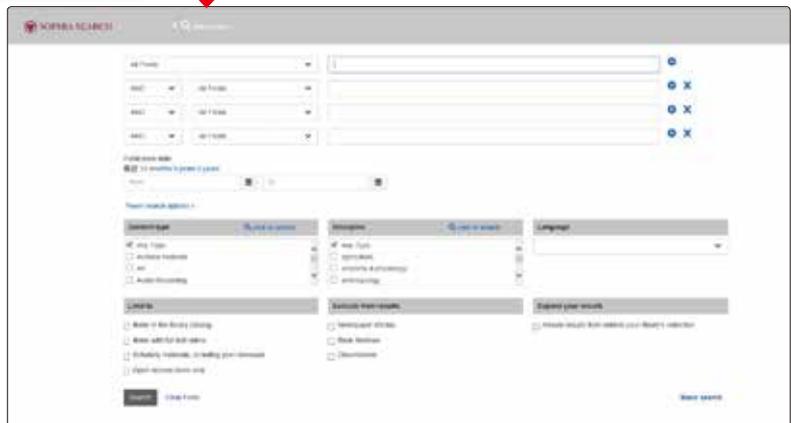
3. Sophia Search Basic Search Screen



You can change the language clicking or  on the top right of screen.

The TOP screen of Sophia Search is "Basic Search". Click "Advanced" to change into the advanced search screen.

You can search simply by entering keywords into a single search box and put "search" button. The single search box will search across many fields automatically.



"Advanced search" can you to search by setting more detailed conditions.

- Author
- Keyword of title
- Publisher
- Publication date

- Content type
- Limit to(Items in the library catalog; Items with full text online; Scholarly materials, including peer-reviewed; Open Access items only)
- Language
- Exclude from results(Newspaper; Book Reviews; Dissertations)

4. Simple Search

1 Here, we will search “environment” .

Enter “environment” in keyword column—**1** and click on search button.—**2**

* A field is an item that searches for a keyword.
Ex)Title, Subject, Theme, Author, ISBN, ISSN, DOI

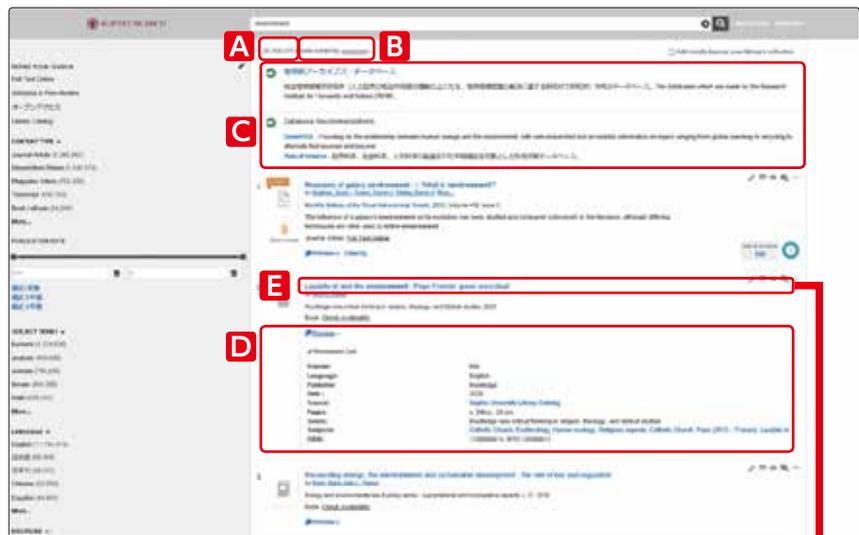


2 Materials related to “environment” will be displayed.

- A** The number of hits is displayed as the search result.
- B** Change the order of display. Ex.) by relevance, date of publication.
- C** A database may be sometimes recommended depending on the search keyword.

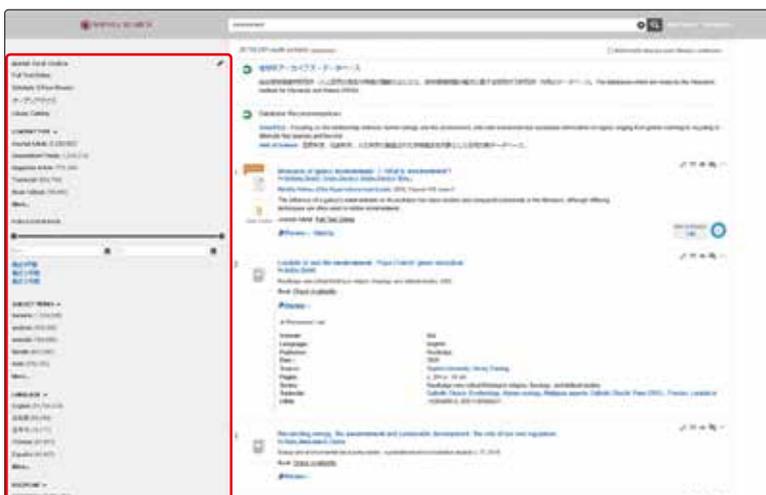
- D** Click the “preview” , display the bibliographic information of the material.
If “Source” is “Sophia University Library Catalog” , it is a book/journal owned by Sophia University.

- E** When you click the title, OPAC will be displayed and you can see the placement location in the library.



3

Search results can be narrowed down by issue date, theme and so on. When checked the box, the search result will be updated automatically.

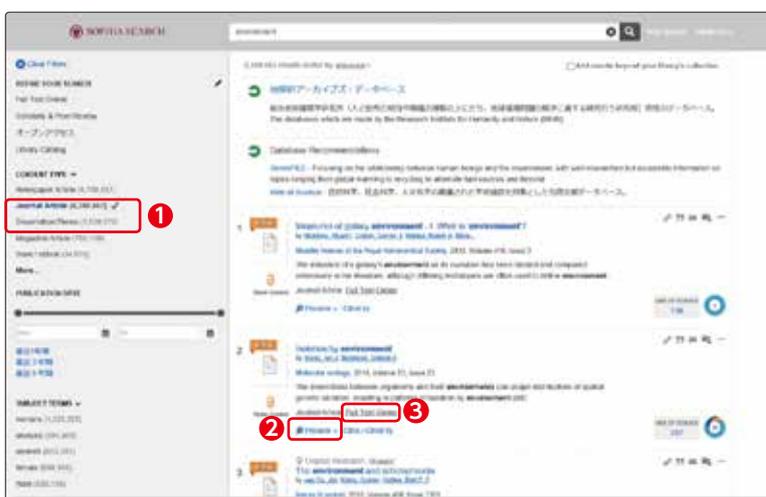


4

Let's narrow down journal articles here. If you check "Journal Article", the search results will be displayed automatically.—①

Hover over the preview to see more detailed information about the journal, book title, article title, volume, issue, page, etc. in which the article is published.—②

If " Full Text Online" is displayed, you can get the full text.—③



Sophia Search searches the following electronic journals and databases.

- 19th Century UK Periodicals
- Acta Sanctorum
- AFFRIT
- American Antiquarian Society (AAS) Historical Periodicals Collection
- BioMedCentral
- Cairn. info Journals - JUSTICE
- CINAHL
- Cochrane Library
- DBPIA
- Early English Books Online
- HathiTrusts (OPEN Resources)
- Hein Online
- IRDB
- J-STAGE (Japan Science & Technology Information Aggregator, Electronic)
- JSTOR (Arts & Sciences & Business)
- Linguistics and Language Behavior Abstracts (LLBA)
- MathSciNet
- Eighteenth Century Collections Online
- Nineteenth Century Collections Online
- Project MUSE - Standard Collection
- ProQuest Dissertations & Theses A&I
- PubMed Central (Full Participant titles)
- Sabin Americana, 1500-1926
- Web of Science

The following databases are partially searched.

- Academic Search Complete (EBSCOHost)
- Bibliography of Asian Studies (EBSCOHost)
- Business Source Elite (EBSCOHost)
- CiNii
- Criminal Justice Abstracts (EBSCOHost)
- EconLit (EBSCOHost)
- ERIC (EBSCOHost)
- GreenFILE
- Historical Abstracts (EBSCO)
- Index Islamicus (EBSCOHost)
- MEDLINE
- MLA International Bibliography
- SocINDEX (EBSCOHost)
- Teacher Reference Center

