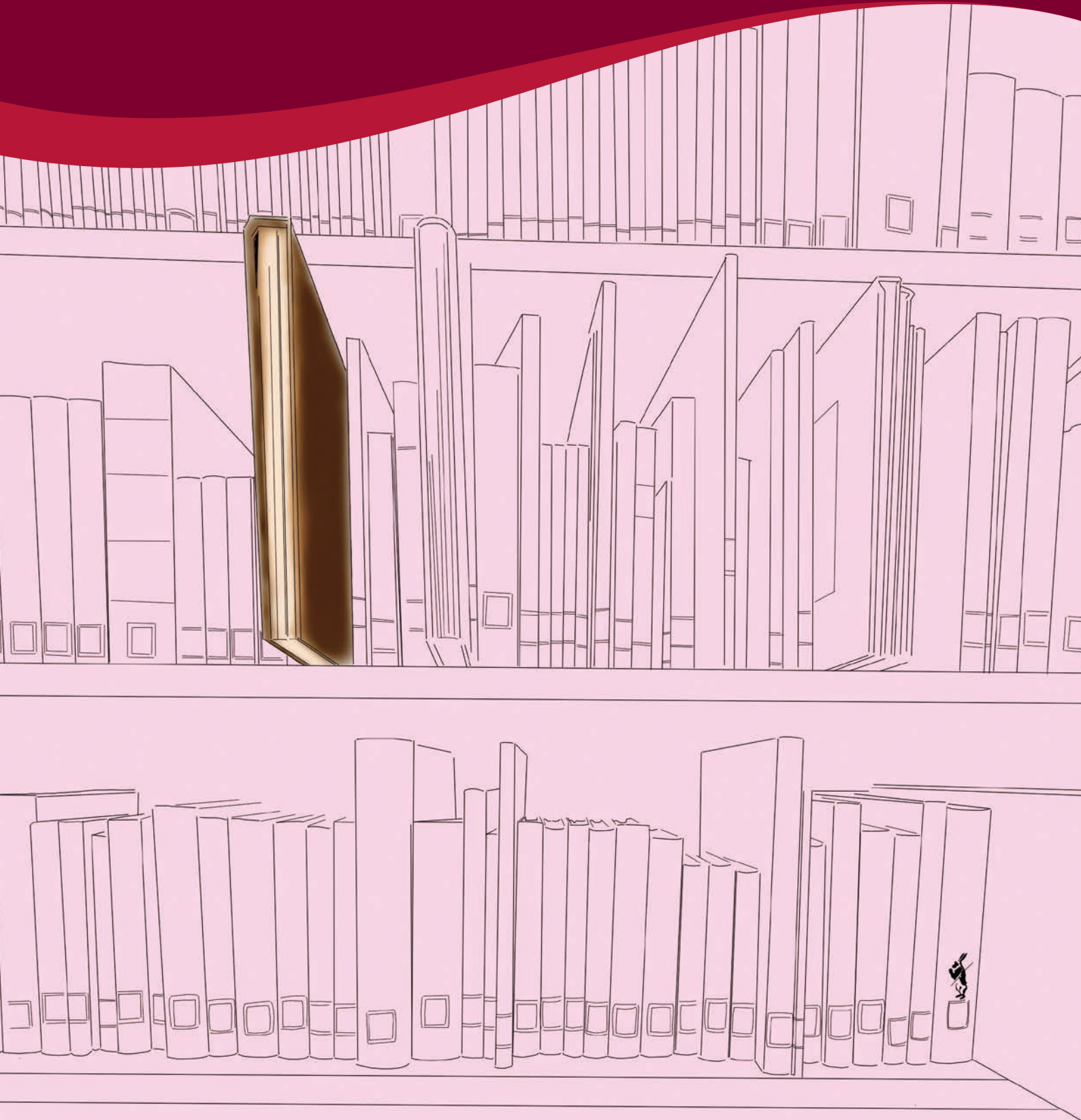





上智大学
SOPHIA UNIVERSITY



Information Search Start book

Sophia University Central Library



Information Search Start book

Sophia University Central Library
2024.10

Introduction

This Information Search Start Book is a guidebook developed by the Library for the students to use the search materials of the Library in your studies and research.

The University Library holds a collection of materials far greater in number and category compared to those of high school libraries. This guidebook will help you find the exact materials you need. It introduces a database useful for finding books, journals, newspaper articles.

If you do not succeed to find the materials or have any problems in your search, feel free to ask at the Reference Counter. We are here to help you find the clue leading to the material you are looking for.



*The screen structure including the database screens introduced in the Information Search Start Book was updated July 2024. Please note, some screens may be changed during the academic year.



Chart for searching materials

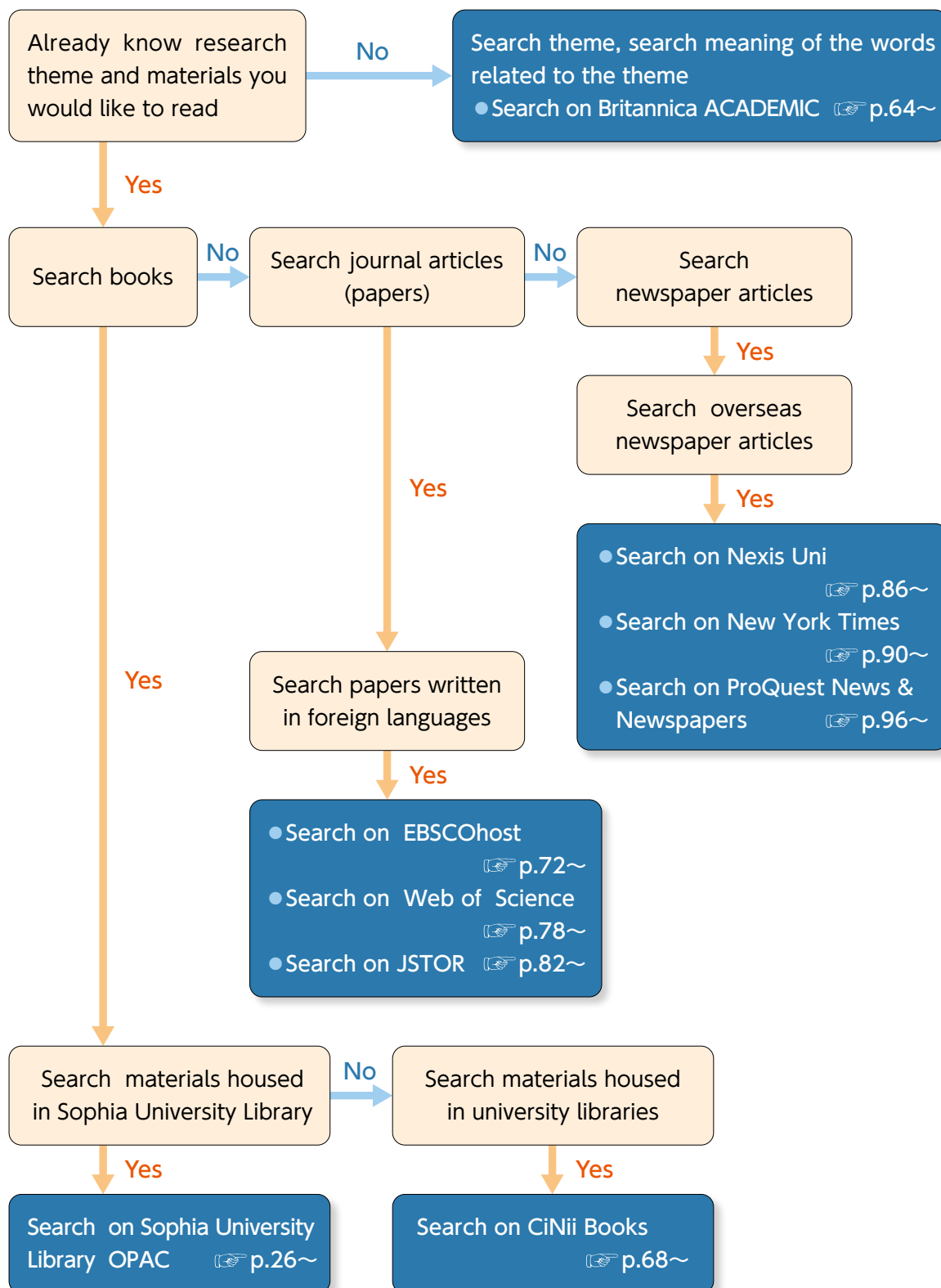


table of contents

Chapter1 ● Materials housed in Sophia University Library

column “journal” and “article”	17
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Chapter2 ● Search materials housed in the Library

2-1 How to access the database	20
2-2 Search on OPAC	26
2-3 e-Resources Access Page	52
column What is the NDL Digital Collections?	54
2-4 Search on Sophia Search	56

Chapter3 ● Search materials by databases

3-1 Search materials by dictionaries and encyclopedias	
Britannica ACADEMIC	64
3-2 Search for books	
CiNii Books	68
column Do you know VPN Service?	71
3-3 Searching papers written in foreign languages	
EBSCOhost	72
column RefWorks : Reference Management Software	76
Web of Science	78
JSTOR	82
column Data search methods (operator, wild card)	85
3-4 Searching Overseas newspaper articles	
Nexis Uni	86
New York Times	90
ProQuest News & Newspapers	96
Other Overseas Newspaper Databases	99
column Citation and Reference Literature	101
column Can I or can I not quote from Wikipedia?	101
column Let's correctly use Electronic Resources!	102



Useful Databases	104
List of Newspapers available in the Library	107

Chapter 1

**Materials housed
in Sophia University Library**

Sophia University Library (hereafter, the Library) holds various materials. Let us introduce the categories and the features:

1. Library books

Library books are comprehensive and systematic writings about the knowledge, thoughts, feelings, information etc. on specific subjects. These are important materials you have easy access to obtain comprehensive knowledge and information.

(1) Categories of books

Books are shelved in three categories of levels and purposes.

Books for undergraduate students → Books in Japanese for first- and second-year undergraduate students on introductory level for their studies and writing papers; shelved on Basement 1 and 2

Specialized/research books → Books for higher specialized studies, in Japanese, English and other languages; shelved on floors 2 to 9

Reference books → Books for “looking up” such as dictionary and encyclopedia. Humanities and social sciences are shelved on 1st floor; science and technology are on 2nd floor.

(2) Classification of books

Books are classified according to several methods. The major classification methods are Nippon Decimal Classification (NDC) for books in East Asian languages (Japanese, Chinese, Korean) and Library of Congress Classification (LC) for books in Western languages.

The classification shows the subject of the books by the serial numbers or alphabets. All books are classified and shelved according to the serial numbers and alphabets that allow books on similar or related subjects to be arranged near each other.

● NDC classification (Nippon Decimal Classification)

Major classifications

- 000-099 Exhaustive listing (libraries, encyclopedia, general papers, serial publication, associations, journalism)
- 100-199 Philosophy (philosophy, psychology, ethics, religion)
- 200-299 History (history, biography, geography)
- 300-399 Social sciences (political science, law, economics, statistics, society, education, manners and customs, national defense)
- 400-499 Natural science (mathematics, physics, chemistry, biological sciences, medicine)
- 500-599 Technology (engineering, industry, home economics)

- 600-699 Industries (agriculture, commerce, transport, correspondence)
- 700-799 Arts (fine arts, music, drama, sports, performing arts, recreation)
- 800-899 Languages
- 900-999 Literature

The major classifications are divided into smaller segments.

For example, 200-299 History (history, biography, geography) is divided further into:

- 200-209 History
- 210-219 Japanese history
- 220-229 Asian history, Oriental history
- 230-239 European history, Western history
- 230 European history, Western history
- 231 Ancient Greece
- 232 Ancient Rome
- 233 England/United Kingdom
- :
- 240-249 African history

Some classifications have even decimal point to show smaller segments such as 230.7.

Check some of the classification numbers of your specialized field; it will help you find books more easily.

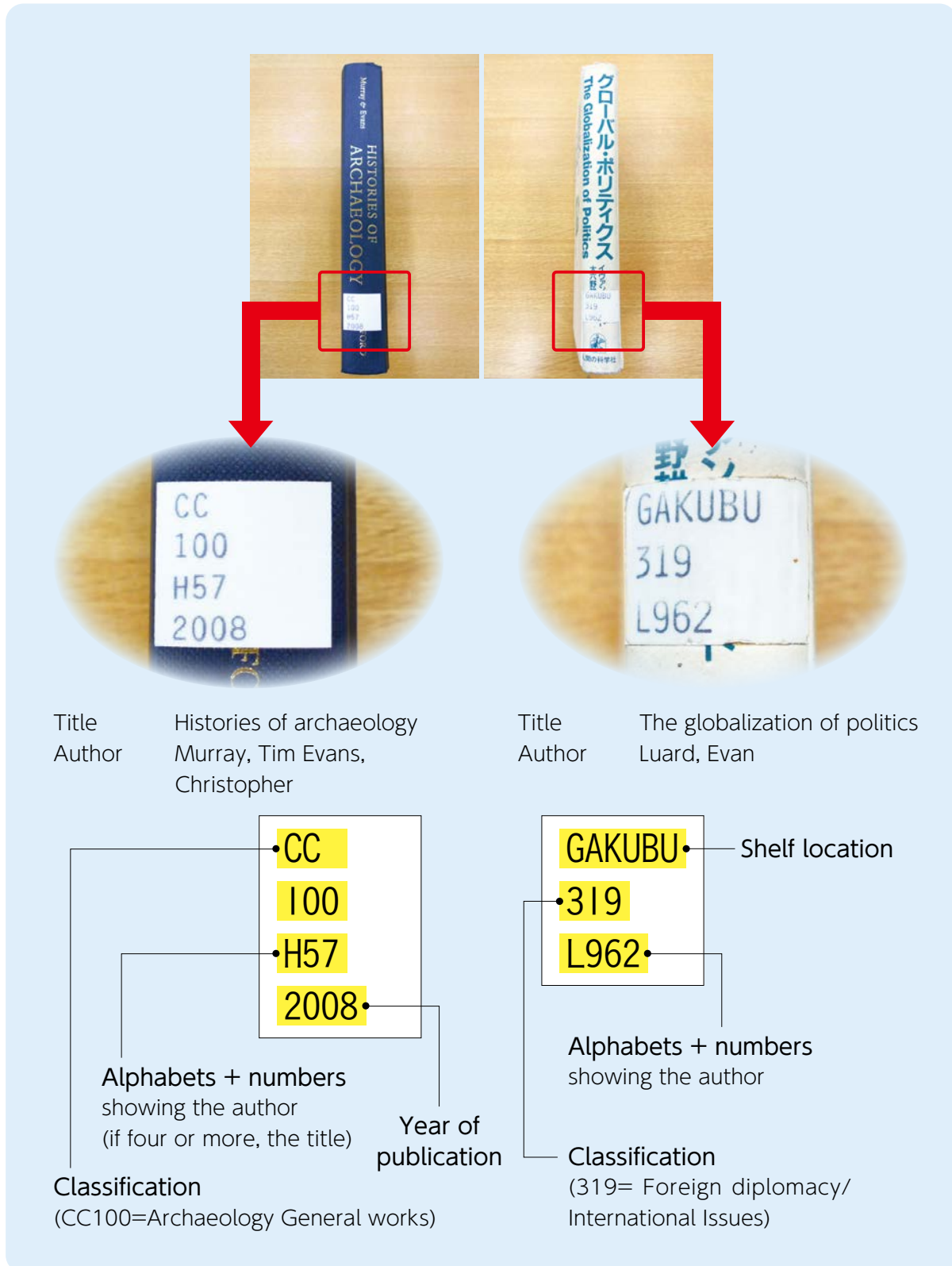
● LC (Library of Congress Classification)

Major classifications

- A -- GENERAL WORKS
- B -- PHILOSOPHY. PSYCHOLOGY. RELIGION
- C -- AUXILIARY SCIENCES OF HISTORY
- D -- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, etc.
- E -- HISTORY OF THE AMERICAS
- F -- HISTORY OF THE AMERICAS
- G -- GEOGRAPHY. MAPS. ANTHROPOLOGY. RECREATION
- H -- SOCIAL SCIENCES
- J -- POLITICAL SCIENCE
- K -- LAW
- L -- EDUCATION
- M -- MUSIC AND BOOKS ON MUSIC
- N -- FINE ARTS
- P -- LANGUAGE AND LITERATURE
- Q -- SCIENCE
- R -- MEDICINE
- S -- AGRICULTURE
- T -- TECHNOLOGY
- U -- MILITARY SCIENCE
- V -- NAVAL SCIENCE
- Z -- BIBLIOGRAPHY, LIBRARY SCIENCE

(3) Library Book Call Number

A spine label affixed to the lower spine of a book has alphabets + numbers showing the shelf location, classification and the author. This is the Call Number, which functions as an address to determine the shelf location of a book. The Call Number is the clue to finding a book easily.



(4) Locating books on the shelves

Books in the library are arranged alphabetically by call numbers.

Attic red-figure vase-painters / by J.D. Beazley

データ種別 三書

版 2nd ed

出版者 Oxford : At the Clarendon Press

出版年 1963

本文言語 英語

大きさ 3 v. ; 23 cm

所蔵情報表示

記号	請求記号	次	ISBN	発行番号	発行状態	利用状況	コメント	予約・注文	申込書	在庫状況
図書	NK456.B43 1963 v. 1			82-4500468						
図書	NK456.B43 1963 v. 2			82-4500506						
図書	NK456.B43 1963 v. 3			82-4500515						

詳細情報表示

一般記号 v. 3: Indexes

著者名 Beazley, J. D. (John Davidson), 1883-1970

書名 Attic red-figure vase-painting, Greek

巻次 v. 1 RefWorksに出力
v. 2 RefWorksに出力
v. 3 RefWorksに出力

NCTD BA11978285

Search the OPAC for the holding information (location and call number). Hover over the call number to see the label. The call number are labeled on the spine of the book.

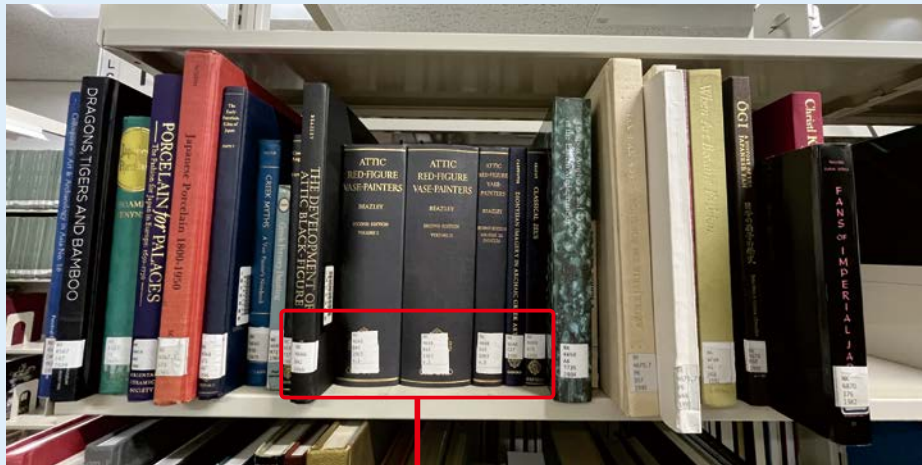


Once you recognize the location, head to the floor. Look for signs on the ends of the bookshelves that tell you what range of call numbers is on each row of bookshelves, and find the location of the classification number written on the top line of the label.



Books are arranged left-to-right on the shelf, and top-to-bottom in a column of shelves.

(In some cases, the bookshelves next to each other may be far apart.)



The average call number has four lines on a book label, and each of those lines are read differently.

The first line is made up of letters, and is read in alphabetical order.

The second line is made up of whole numbers, and is read numerically.

The third line is called the cutter number, which usually represents the author's last name. It is read first alphabetically by letter, and then the numbers are read as a decimal.

The last line is the year of publication, and is read in chronological order.

Ending the call number may be volume numbers designating the book's order in a series or set.

※For Japanese books, the 1st line of the label is in numerical order from low to high. And then the 2nd line of the label is in alphabetical order.

2. Journals

Journals are materials that are issued regularly (under the same title).

University libraries also have popular periodicals sold at bookstores, but the main collection is scholarly journals on which universities and research institutions post their research results.

Up-to-date research papers and news of specialized fields are posted on journals. Journals are indispensable; this is where you can find the up-to-date information.

(1) Categories of journals

The library has journal subscription of about 2000 titles. Subscription journals are grouped by period of issue and shelved in two different categories.

Newly-arrived journals → new issues of continuing collection of journals issued in the academic year (within a year or so).

Humanities and social sciences are shelved on 1st floor, science and technology are shelved on 2nd floor, grouped by subject areas (the subject areas are displayed in Newly-Arrived Journals Corner).

[front of the Box door]



[inside the BOX]

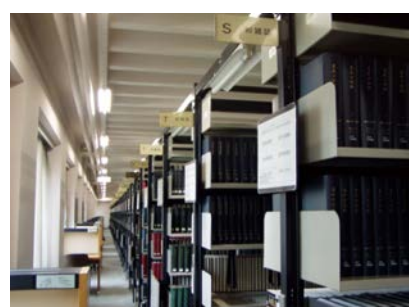


← Newly-Arrived Journals Corner

Back numbers → Journals published earlier than the latest issue are called back numbers. The journals issued in the academic year are shelved in Newly-Arrived Journals Corner on the 1st floor. Journals bound together for storage after given time period are located on the different floor by subject areas.

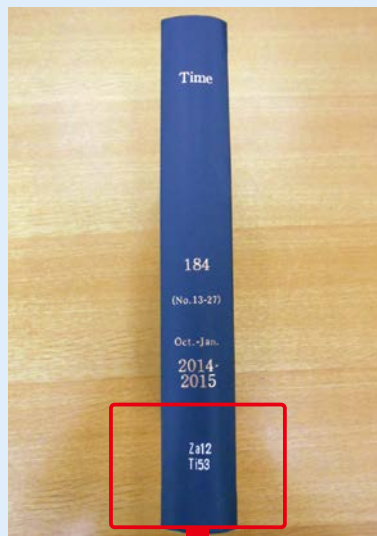
Humanities and Social Sciences are shelved on 3rd floor, Science and technology on 2nd floor in alphabetical order of the title (=call number).

Older back numbers are located in compact storage areas (closed shelves, need request for staff to pick them up).



(2) Call number of journals

Bound journals (back numbers) have spine labels on the lower spine, with printed symbols indicating the disciplines of the journals, distinguishing Western and Japanese language, alphabets + numbers to show the title. These are called call numbers. Journal back numbers are located in alphabetical order of the title (call numbers).



Title of Journal [Time]

• Za12

• Ti53

Alphabet + numbers
showing the title

Shows **disciplines, Western or Japanese lang.**

Za 12

Journals/Humanities, Social Sciences, Western books

Upper numbers show the disciplines and Western or Japanese language

Za11	Humanities/Social Sciences /Japanese	Serials 3F
Za12	Humanities/Social Sciences / Western	Serials 3F
Za21	Science and Technology / Japanese	Serials 2F
Za22	Science and Technology / Western	Serials 2F

3. Newspapers

Newspapers are published materials issued regularly.

Our library has collection of newspapers in printed format, reduced-size edition (printed and bound at the end of the month following issue), reprinted edition (past newspaper bound and reissued), micro format (microfilm of past editions of newspapers), database (digital newspapers with search functions and full texts).

The library has not only general (national) newspapers but also regional (local) newspapers, and major overseas newspapers; we also have several specialist newspapers.

Newspapers are essential materials to learn the latest news of the day written by reporters who are experts in collecting information, based on logical arguments and/or evidences. Newspapers also play the role of witness to historical events and social movements.

(1) Shelf location of newspapers

As with the journals, newspapers are grouped and shelved by date of issue.

- the day of issue ~ the past one month 1F, newspaper corner
- the past 2 to 3 months 3F, shelves (newspaper printed format corner)
- “reduced- size edition” 1F, newspaper corner or 3F, shelves
- past editions of newspaper other than above (reprinted edition, microform etc.)
..... compact storage area (closed shelves;
need request to staff to pick them up)

4. AV (Audio-Visual) materials

Audio-visual materials are recorded materials on a certain subject expressed by images or sound, methods other than writing, such as DVD, Video tape, language CD.



What is “microphotography”?

Audiovisual materials also include microphotography.

Microphotography refers to the process by which journals, newspapers, and other archival sources are photographed and reduced in size.

Microfilm is a roll of film with sequential frames of image.

Microfiche is a card of film with a series of micro images in a grid-like shape.

There is a microform reader available at the AV Corner on the 1F in the library. You will need a USB drive to save your scans.



【Microfilm】



【Microfiche】

5. Electronic materials

Electronic materials are digital information you can access via PCs and tablets, not in books/journals format.

Books, journals, and newspapers are also accessible electronically; “electronic books”, “electronic journals” and “newspaper database” with search functions are available.

Unlike books/journals, electronic resources have useful functions such as highlighting keywords in the text, connecting directly to other materials through links.

Precautions

In principle, access to such services is limited to the faculty, staff, and students of Sophia University.

Users have the responsibility for adhering to the copyright law, the set regulations, and terms and conditions for making use of each service.

[About terms of service and use conditions]

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- Use for any purpose other than personal academic research and education
- Reproduction and redistribution to a third person
- The thing which downloads a great deal of files together (Even manual is bad.)
- Downloading material in a way that breaches copyrights, such as downloading entire volumes or issues or revising downloaded materials

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(<https://www.cric.or.jp/>) or U.S.Copyright Office for copyrights

(<https://www.copyright.gov/>)

[Off-Campus Access]

With secured VPN (Virtual Private Network) of Sophia, you can connect your personal computer to the intra-network of Sophia University through the internet and access eBook or Databases offered by Library. The application is unnecessary, available for everyone who has Sophia ICT account.

There is a limit to the number of users who can connect to a VPN at the same time. Therefore, after using e-books, etc., be sure to terminate the VPN connection. If the connection cannot be established, wait for a while and reconnect.



"journal" and "article"

In assignments, or on the library website, you've probably seen the three words "article," "journal," and "database." How do they relate to each other, and how do they relate to searching for sources?

Database is a collection of sources - which may include books, journals, government documents, articles, and lots of other types of sources. You can see for specific databases in the "Search database" page on the Sophia OPAC.

One of the most common types of sources is a journal. This word may be used interchangeably in some places with periodical or serial, but basically a journal is a publication that comes out in issues on a regular basis - for example, four times a year. An example is "Economist" "The Times" and so on.

An issue of a journal contains individual articles. These are probably what you're used to finding when you search for sources in the libraries or online, but you usually find them detached from their particular journal issue.

In case of searching for individual articles in OPAC, you can not find individual articles in OPAC.

Let's use an appropriate database to get to the information that you are looking for.

Main database to search the journal

OPAC, CiNii Books

Main database to search individual article

EBSCOhost, Web of Science, JSTOR, etc.

