

Sophia University Central Library Guide

[Contents]

1. Materials

(1) Types of materials (2) Collections of books and periodicals (3) To obtain materials (4) Classification of Books

2. How to search materials

(1) To search collections of Sophia University (2) How to search materials not owned by Sophia University

3. Services and Facilities

(1) Circulation counter (2) Reference counter (3) Computer room L1 · L2 (4) Audio-visual corner (5) Learning Commons
(6) Facilities

4. Notice for users

For additional information, please refer to Library Home Page.

1. Materials

(1) Types of materials	Location	Check-out
Books	Undergraduate Collections (GAKUBU) (Japanese only)	B1F, B2F open ○
	Research Books	2F, 4F-9F open ○
	Reserve Books	1F Circulation counter closed Library use only- × 1 day-○ 3 day-○
	Reference Collections (Ref)	Humanities and Social Sciences 1F Science and Technology 2F open ×
Periodicals	Current	Humanities and Social Sciences 1F Science and Technology 2F open
	Bound. Published after 1991	Humanities and Social Sciences 3F Science and Technology 2F open ×
	Bound. Published before 1990	Depository stacks (Bldg. 2) closed
	Last 3 months' issues	1F open
Newspapers	Most back issues	3F closed ×
	A part of Back issues	Depository stacks closed
University bulletins	All of Sophia bulletins. Published in 1991 and after	3F open ×
	Published before 1990	Depository stacks (Bldg. 2) closed
Sophia dissertations	Depository stacks	closed ×
Audio-visual materials	1F	open ×

(2) Collections of books and periodicals	Location	Check-out
Rare and Semi-rare Books	Depository stacks	closed ×
Garcia Collection	9F, Depository stacks	closed
Peter Milward Collection	9F	open Book-○ Periodicals- ×
<i>Wasobon</i> (Books in Japanese binding)	7F	open ×

* The following materials cannot be copied: Rare and Semi-rare Books, Garcia Collection, Sophia dissertations.

(3) To obtain materials

Materials in open stacks	Almost all of our materials are in open stacks. You are able to use them without any restrictions.
Materials in closed stacks	Periodicals before 1990, Sophia dissertations, Garcia Collection: Inquire at the circulation counter. It takes some time to acquire materials in bldg. 2 depository stacks. Rare and Semi-rare Books: Inquire at the Reference counter.

(4) Classification of Books (Foreign language books are classified by LC (Library of Congress Classification))

Floor	Subjects	LC
9F	Geography. Maps. Anthropology. Recreation	G
	Music and books on music	M
	Fine arts	N
8F	Philosophy. Religion	B
7F	Literature	PN-PZ
6F	Auxiliary sciences of history	C
	History (general)	D
	America. United States local history.	E-F
	Language	P-PM
5F	Social Sciences	H
	Education	L
	Agriculture	S
	Military Science (general)	U
	Naval Science (general)	V
4F	General Works. Polygraphy.	A
	Political Science	J
	Law	K
	Bibliography. Library Science.	Z
2F	Science	Q
	Medicine	R
	Technology	T
B1F	Undergraduate Collection (Japanese only)	-
B2F	Undergraduate Collection (Japanese only)	-

* For additional information, please refer to the classification outline in front of the elevators on each floor.

2. How to search materials

(1) To search collections of Sophia University

a) **Online Public Access Catalog:** You can search almost all of Sophia holdings (Library, Research Institutes) using OPAC. Books, periodicals, newspapers, audio-visual collections can be searched through OPAC. You can look for the materials according to their locations and call numbers which appear on the search result of OPAC. You can access OPAC from off campus.

b) **Online resources:** You can access the following databases, E-journals and online newspapers at computer rooms by ICT Office. All library resources are easy to access via 'Search database' of Sophia OPAC.

(https://www.lib.sophia.ac.jp/opac/opac_search/?lang=1)

* Books	NetLibrary, EBSCOhost
* Indexes, E-journals	Web of Science, Academic Search Complete, Science Direct, CiNii (Japanese)
* Newspapers	Nexis Uni, Asahi Shimbun Cross-Search(Asahi Shimbun, Japanese)
* Encyclopedias	Gale Virtual Reference Library

c) Master's and doctoral dissertations of Sophia University can be searched on Sophia repository.

Dissertations: Please make request for reading at the circulation counter on the 1st floor.

(<https://digital-archives.sophia.ac.jp/repository/?lang=en>)

(2) How to search for materials not owned by Sophia University

*Search for materials in Union Catalog of Japanese University Libraries: CiNii Books

(<https://ci.nii.ac.jp/books/?l=en>)

*Search for materials in Japan National Diet Library: NDL-ONLINE (<https://ndlonline.ndl.go.jp/>)

3. Services and Facilities

(1) Circulation counter 1F

***Check-out:** Put the books and your library card (student ID card) to automatic check out machines or the circulation counter on the 1st floor. The following materials cannot be checked out: Reference, Periodicals, newspapers, Audio-visual, and Rare books.

Number of books that can be borrowed and Loan periods

	Number of Books	Loan periods
Faculty and Staff	30	90 days
Graduate students, Part-time faculty	20	30 days
Undergraduate students		
Sophia University Junior College Division students, Exchange students, non-matriculated students, Auditors, research students	10	14 days
Friends of the Library	5	14 days
Summer Session	5	7 days

*The loan periods vary before a long vacation.

***Reservation:** If the book you want to use has been checked out, you may make a reservation on My OPAC . When the book you requested is returned, you will receive a notice by e-mail . The books you requested will be kept in the circulation counter for a week.

***Extension of Loan period:** If no one else has requested a book you borrowed, You can extend the period (only) once by bringing the book and your identification card to the circulation counter or the automation check-out machines or using the My OPAC before the due date.

*** Return:**

- Checked out books----- Please return books to the return box at the circulation counter.
When the library is closed, return books to the book post on the left side of the library entrance. Your library card (student ID card) is not necessary when returning books.
- Use within the library-- Please return materials onto a return truck on the floor where they were originally shelved.

(2) Reference counter 1F

- * Assistance to use library.
- * Request the letter of introduction for visiting other libraries.
- * Request for the interlibrary loan.

(3) Computer room L1,L2 2F

- * About 130 personal computers and some printers are available.
- * You need your ID and password given by ICT Office (Media Center).
- * Friends of Library cannot use computers in the Computer room L1 · L2.
- * Information gathering by using databases, E-books and E-journals.
- * MS Word and Excel can be used for writing papers

(4) Audio-visual corner 1F

- * There are audio-visual materials such as DVDs, videos, movie films, CDs, audiocassette tapes, and microform materials for education, research, language learning, and entertainment. All audio-visual materials can be searched through OPAC.
- * You are not allowed to use privately-owned materials you have brought in with you. Exception: The private materials you need for a class can be used if you have a written request from your instructor.

Personal booths & pare booths	15 booths	To find the materials you need, go directly to the Audio-visual Corner or check out on OPAC. Bring the materials you are to use to the circulation counter for procedure. Please ask the circulation counter staff in order to use external entertainment or academic materials stored inside the circulation counter.
Microfilm readers	2 booths	Many of the old microfilms are in storage in the basement. If needed, please ask the staff member to bring the reels.

(5) Learning Commons B1F

*The "Learning Commons" is a multi-purpose learning space for group learning, preparation for presentations, or writing of essays and reports.

*You can borrow laptops at the Service desk.

***PC usage area:** priority seats for PC users. Cable LAN access available.

***Group work area:** for group learning or discussions.

***Presentation area:** for preparing or rehearsing for presentations. Reservation required for large groups. Equipments such as projectors are available for use. (A usage application form must be submitted. Use of presentation equipment is limited to students and staff of the University only.)

***Service desk:** you can get help in using the Learning Common, borrow equipment, or submit usage application forms. Please feel free to drop by with any queries.

***Learning support desk:** Learning Commons staff offers guidance on gathering learning resources and searching for information.

(6) Facilities	location	
OPAC terminals	Each floors except B1F, B2F, 2F	You can use only OPAC and CiNii Books without your personal account.
Self-service copy machines	Each floors	Copy charge: Monochrome copy 1 sheet 10 yen. Color copy 1 sheet 30 yen. All machines are card-operated. All floors, cash can be used, too. Copy card vending machine: 1F, 5F. Money changers: 5F.
Group study rooms	B1F	There are 3 rooms for studying in groups (up to 10 people). Equipped with a projector and an electronic whiteboard. From My OPAC, you can make reservations for the Group Study Room.
Student lounge	B1F	For relaxation you can have a chat with your friends, but eating are prohibited.
Public phones	B1F	There are two public phone booths near the Student lounge.
Newly arrived books	1F	You can borrow the books displayed on this area. New titles are moved to the stacks designated on pasted labels on Thursdays.

4. Notice for users

* The following activities are not permitted in the library: Reading aloud, talking, eating, drinking (exceptions. Bottled water and beverages in sealed), smoking, posting signs and activities that disturb other users.

* Please set your mobile phone to silent mode in the library.

* Please protect your belongings against theft. Keep your valuables with you.

* Your identification card and your account number for PCs may not be lent to another person.

* Take good care of materials.

* Each borrowed books should be returned during the loan period. Your borrowing privileges will be suspended for as many days as the book is overdue.

* It is necessary to check out any books before you bring them into an institute within the library.

* When you return books of an institute, please return them to the institute after checking them back in at this counter.

* Users may copy materials within the limits of copyright laws.

a) Copy up to half a volume of a book only.

b) Copy up to half of a journal article in the latest issue.

c) Copy one for each person only.

d) Copy for academic purposes only.

e) Reproduction or distribution for any commercial purposes is prohibited.

* You are not allowed to print out more than one copy of the same material.