

MATSUSHITA LIBRARY & INFORMATION CENTER (MLIC LIBRARY) GUIDE

MLIC Library STAFF

Name	Office	Responsibilities	Phone	E-Mail
Kojima, Seiko	Library	Reference, E-Resources	452	kojima@
Matsuda, Masako	Library	Cataloging, Circulation	449	matsuda@
Nozawa, Tomoko	Library	Course Reserve, InterLibraryLoan	450	nozawa@

HOURS

Day	Library	Circulation	Reference	PC Rooms
Monday- Friday	8:30-24:00	8:30-23:45	8:30-17:00	24 hours
Weekends & Holidays	12:00-24:00	12:00-23:45		24 hours

More details, please go to library webpage <https://www.iuj.ac.jp/mlic/information/hours.cfm>

FEEDBACK / SUGGESTIONS

MLIC is always welcome to have your feedback about services MLIC offers. Please feel free to send your comment to the library staff at:

<mlic-cir@iuj.ac.jp>.

FAQ (Frequently Asked Questions) is also available on the library web site at

<https://www.iuj.ac.jp/faq/library/>

MAIN COLLECTION

The MLIC primarily serves the instructional and research needs of the IUJ students, faculty, and staff. Today MLIC holdings total approximately 100,000 volumes and 80 current printed journals. A growing part of our collection is available in electronic form (about 33,400 electronic books, about 61,100 electronic journals and 32 online databases). Broad subject areas covered by our collection include international relations, international development, political science, public policy & administration, economics, business, management, finance and accounting. Other related areas such as language, philosophy, statistics and communications also form part of the collection.

MAIN E-RESOURCES

MLIC has arranged access to these commercial E-Resources for IUJers.

Academic Video Online

American Economic Association Web

Annual Reviews

ASCE Library

Business Expert Press

Business Insider

Brill Online

CABI

Cambridge Core

Capital IQ

Centre for Economic Policy Research

Columbia International Affairs Online

Duke University Press

EBSCO APA PsyArticles

EBSCO Business Source Complete

EBSCO EconLit with Full-text

Edward Elgar online

Datastream (Accessible only from a designated PC in PC room 121 and Online Catalog in the library)

EIU Country Report (Archive)

Emerald online

Financial Times

Handbook Series Package: Handbooks in Economics Series - Elsevier

IMF eLibrary

Indiana University Press

Informa Pubs Online

Ingenta Connect

JSTOR

Asahi Shimbun Cross-Search (Accessible only from a designated Online Catalog in the library)

Lexis+

Magazine Plus

Maruzen Library

MIT Press

National Bureau of Economic Research Publications

New York Times (1980 - current)

Historical Newspapers: The New York Times with Index (1851 - 2016)

Nikkei Asia

Nikkei Value Search
OECD
Oxford Handbooks
Oxford Journals
Oxford Reference
Oxford Scholarship
Passport – Euromonitor
Policy Commons : Global Think Tanks
Project Muse
ProQuest One Academic
ProQuest Central Journals
ProQuest Dissertations and Theses Global
ProQuest Academic Complete Books
ProQuest Academic Video Online
ProQuest New York Times (1980 - current)
ProQuest Historical Newspapers: The New York Times with Index (1851 - 2016)
RefWorks
SAGE Business Cases
SAGE Journals
Science Direct - Elsevier
Scopus - Elsevier
SpringerNature
Statista
Taylor & Francis
UN Data
UN Treaty Collection Online
University of California Press
University of Chicago Press
University Press Scholarship Online
Walter de Gruyter
Wiley Online Library
World Bank Open Knowledge Repository
World Bank Documents and Reports
World Bank Open Data portal
World Bank Group (WBG) Archives

CIRCULATION POLICIES

CHECK-OUT

- **You are required to have and show your ID card to check out items from the library**
- All items must be brought to the Circulation Desk to be checked out.

RETURNS

- Return checked out items to the Circulation Desk, or when the library is closed, to the Book Post located just outside the entrance to the MLIC. Please note that 1 day loan items, such as Course Reserves, Journals, Inter Library Loan (ILL) items, etc. must be brought to the Circulation Desk.
- Please **DO NOT** use the book post for AV materials, equipment, overdue items, and 1 day loan items (**on the day they are due**). They will be processed on the next library open day.
- Please return library books used within the library to the provided book carts. Please **DO NOT** return them to the shelves yourself.

RENEWALS

- If you would like to extend the loan period for an item you have borrowed, please bring it to the Circulation Desk. If no other library user has reserved it, you may renew it. For a general book, you may also renew once via your personal library account, **MyLibrary**.
- Renewal by telephone or without an ID card is not permitted.
- You must return all items that are overdue before you can renew any checked-out items.

RECALLS

- Borrowed books may be recalled at any time if they are needed for the Course Reserve.
- During the initial 4-week loan period, books are not subject to recall outside of Course Reserve needs. Please note that books recalled for Course Reserve will be subject to the **“Overdue Fines for Course Reserve Items” schedule**.
- If another user requests a book you have renewed, you must return it to the MLIC within one week of the recall notice being sent to you. Items recalled by another user will be subject to the **“Overdue Fines of Regular Circulation Items” schedule**.

RESERVATION

- You may reserve a library item currently “on-loan” through Book Catalog or MyLibrary. When the item becomes available, you will be notified by email, and the reserved items will be held at the Circulation Desk for 1 day for Course Reserve items and 2 days for general books. **If you have any overdue items, your reservation will not be accepted until the overdue items are returned.**

OVERDUE FINES

- Overdue fines are assessed from the first day past the due date. There is no grace period.
- Overdue Fines for:
 - General books and CDs: **50 yen** per day
 - Course Reserve Items: **1000 yen** per day
 - Journals, IUJ Thesis/Research Reports, Reference Books, Reference CDs, Headphones, LAN Cables, etc.: **100 yen** per day
- Borrowing privileges will be suspended until all overdue items are returned.

LOST/DAMAGED ITEMS POLICY

For lost or damaged items borrowed from the MLIC, responsible parties have two options. The library user may:

1. Supply a replacement copy of the item of his/her own accord within one month (30 days) of the day the loss or damage is reported to the MLIC and pay the overdue fine for the period from the original due date until replacement plus 2500 yen per item (50% of the library processing cost).
2. Pay the total of the replacement copy is not available for some other reason, the user will be charged 3 times the original price plus 5000 yen (cost of library processing).

COURSE RESERVES

Course Reserve Materials (Course Reserves)

Course Reserve Materials are the books and articles which are required reading for courses. It is necessary to place day restrictions on loan periods to ensure all students in the course have access to reading materials.

Check-in/out for Course Reserve Materials

1. Please **look up the title** of the reserve items you need **in the Course Reserve List** on the Circulation Counter to confirm the particular item is really on reserve. Please **check the Card Number of the item** and **faculty's name** indicated in the left column of the list.
2. You can access to each **GSIR Materials** or **GSIM Materials** from **Find Information** on the library top page.

Find Information	Library Services	Library Information	News & Events
Books (Catalog)	User Record (MyLibrary)	Library Hours	Library News
E-Journals / E-Books	Reference Service	Library Staff	
Databases	Inter Library Loan (ILL)	Library Rules	
Theses / Research Reports	Book Purchase Request	Circulation Policies	
Course Reserves - IR Materials	Member Service	About the Library	
Course Reserves - IM Materials	一般の方へ	- Journals & Newspapers	
Research Productivity Tool	Guide	- Course Reserve Materials	
Resources Search Tips	FAQ	Retrieval Service	

3. **Pick up the corresponding card from the trays.** The cards are arranged by the name of the professor offering the course, and in order of the Card Number.
4. **Give the card to the library staff** and he/she will get the reserve item for you.
5. You may check out **up to 5 items**.
6. You can keep the reserve item for **1 day (1 night and 2 days)**. You can renew the item if another user has not reserved the item. Please make sure that you return the item by the due date to avoid any fines; there is no grace period for checked out materials. Also, please note that overdue fines (1000 yen per day/item) are automatically calculated by the computing system, and library attendants cannot make changes if materials are returned late.
7. Course Reserve materials must be returned to the Circulation Desk. Returning them to the Book Post on the day they are due is not permitted and may result in late fines.
8. You may reserve a course material through the online Catalog or MyLibrary if the status is shown as ON LOAN.

OTHER RESERVE MATERIALS

Reference CD-ROMs, and headphones etc. are available at the circulation desk. Please ask library staff/assistants.

RETRIEVAL SERVICE FROM CLOSED STACKS

The back issues of periodicals and bound journals **published before January 2022** are **stored in the basement of MLIC**. The basement is a closed stack area, and a Retrieval Service for materials in the closed stacks is available.

Storage Retrieval Service is available for the following:

Journals: (before January 2023)

Newspapers: Back issues of all newspapers are retained for 3 months. Bound editions of the following newspapers are available:

1. Asahi Shimbun (from 1952 to 1998)

Note: Asahi Shimbun Online database (KIKUZO-DNA for Libraries) is available since 1984.

2. Nihon Keizai Shimbun (from 1977 to 2005)

Note: 2006 to current issues are available on the second floor.

3. The Japan times (from 1981 to 1987)

Note: 1988 to current issues are available on the second floor.

Procedure and Rules of Storage Retrieval Service

1. Fill out the Storage Retrieval Service Request Form available at the Circulation Counter.
2. The retrieved materials may be kept at the Circulation Counter for **3 days**.
3. The Library Staff may limit the number of items to be retrieved at one time.
4. You may extend the 3-day holding period by filling out a new request form.

Delivery Time

Day	Request received	Delivery time to Circulation Counter
Weekday	9:00 - 11:00	13:30 - 14:00
	11:00 - 15:00	15:30 - 16:00
	after 15:00	(Mon to Thur.) 10:00 am on the following day (Fri) 19:00 on the following day
Saturday	before 18:00	19:00 on the same day
	after 19:00	19:00 on the following Sunday
Sunday	before 18:00	19:00 on the same day
	after 18:00	10:00a.m. on the following Monday

INTER LIBRARY LOAN

Inter-Library Book Loan

If you need a book that MLIC does not hold, you can order it through Inter-Library Loan from another library in Japan. It will take an average of **several days** to arrive. Students may request up to 3 volumes of books per term free of charge. You will be charged 500 yen per volume for shipping from the 4th volume. Faculty members will be charged the full cost per the request. **An overdue fine of 1,000 yen per volume per day** will be charged, and your borrowing privilege will be suspended until the overdue book(s) are returned. **There is no grace period for books borrowed through this service.**

Inter-Library Journal Copy

If you need a journal article/a book chapter that the MLIC does not own or have access to, you can request a photocopy from library consortium as **Rapid ILL service** which is designed to maximize resource sharing engagement over 500+ libraries and consortia or library groups around the world.

- You will receive papers in **PDF format** from the library consortium.
- Documents arrive much faster (most within **24-48 hours**).
- If the library consortium has a journal article/a book chapter, the user does not have to pay the fee (**free of charge**).

However, if no holding information reaches us, **the normal ILL service** will be applied and a fee will be charged. In this case, it will take, on average, a week to arrive and will **cost 10 yen per page for photocopying**.

Please check the current MLIC holdings through the E-Journals E-Books before submitting your request.

BOOK PURCHASE REQUEST

Rules for Book Purchase Request

1. The primary users (i.e., students and faculty members of IUJ) of MLIC may submit book requests online using the Order Tracking System from below. The general rules regarding the book requests are the following: The library will consider all requests as recommendations, and the requested book will be added to the collection if the book will be a meaningful addition to the library collection.
2. Each user may request up to 3 books as student, 6 books as Ph.D. student, per academic year. (The decision of acceptance is subject to the budget limitation).
3. Library may consider e-book selection for remote users who cannot enter IUJ due to COVID pandemic.

4. The request may not be honored if:

- the book is not in English.
- MLIC already has a copy.
- the book is unrelated to the academic programs at IUJ.
- the book is so specialized that it is not likely to be used again by other users.
- the book was published more than 5 years previous to the request (prefer Interlibrary Loan).
- the requester has already ordered 3 books as students, 6 books as PhD students, during the current academic year.
- the cost of the book is above U.S. \$100.00.
- the accuracy of the bibliographical information provided cannot be verified or the information provided is inadequate.

5. Please expect 4 to 6 weeks for the ordered book(s) to arrive. If you need the book(s) in a hurry, request for air shipment is possible if you pay for the cost.

For above services, please login to MyLibrary (personal library account)

MyLibrary

MyLibrary is your personal library account that connects you to library services such as:

- User Record –Items Checked Out
- Book Reservation
- ILL Request/Book Purchase Request

You need to log into your IUJ network ID (excluding @iuj.ac.jp) and PW to access to **MyLibrary**,

Remote Access

If you are **off campus** and would like to access to **E-resources** such as E-Journals, E-books, Databases, and IUJ theses, please go to the library website and click **Off Campus Access for IUJ Students**. Enter your IUJ **network ID (excluding @iuj.ac.jp)** and **PW** and click Library Website again to access E-resources remotely.



OTHER IMPORTANT RULES

1. Please check out MLIC materials according to the circulation rules described in this Library Guide.
2. Study desks in the library are for public use. Please **do not leave personal belongings there**. The library staff will not be responsible for any loss or damage of your personal belongings unattended in the library.
3. **Eating and smoking is prohibited in the library.**
Drinking is permitted if drinks are brought in spill-proof cups or screw-top bottles.
4. Please refrain from private talk, or using the library facility for group discussion. The library must be a quiet place conducive to individual study and research.
5. The **use of mobile phones in the library is strictly prohibited**. Please make sure to switch off your mobile phone, or change it to the silent mode, before entering the library.
6. You are responsible for any damage, mutilation, or loss of any item borrowed from MLIC. You will be charged for a full replacement cost.
7. **Books left on study carrels overnight will be re-shelved** by the library staff even if you leave a note.
8. There is one photocopy machine in the library. Please **be mindful of the copyright limitation** when you take any photocopy of the library items.

LOAN PERIOD

Material Type	User Type	Number of items	Length of Loan	Overdue fine	Reservation	Extension
Book /Disc for Book	Faculty/PhD Stu/Staff	30	One Term	50 yen/day/item	OK (through Online Catalog) when the status is ON LOAN	OK (through MyLibrary-user record) - Only once
	Students	30	4 Weeks	50 yen/day/item		
Course Reserve	Faculty All Students Staff	5	1 Day*1 Some items are 3-Hour*2 or Photocopy only	1000 yen/day/item For 3-hour/photocopy 1000 yen/10 min/item	Same as book (Except 3-Hour or Photocopy only items)	Available at the counter
Reference, Disk for Reference, Journal, Bound Journal, Thesis/Research Report, Headphone, Manual, Lan Cable, Video/Others	Faculty All Students Staff	5	1 Day*1 Basement journals before 2003 can be kept for 1 Week.	100 yen/day/item	Same as book	Available at the counter
ILL	All Students (Faculty/Staff)	10	1 Day*1 (Upon Request)	1000 yen/day/item	No	Generally available at the counter (Lib office)

***1 1 Day means two days and one night.** e.g., Items borrowed on October 3, should be returned by **30 min before the library closing on the following day (by Oct. 4. 11:30pm)**

Book post can be used on Oct. 3 but cannot be used on the day of due date, Oct.4.

***2 Due of 3-hour course reserves after 21:00 will be within 30 min of the library opening on the following date** (Currently no 3-hour course textbook on reserve)