

MATSUSHITA LIBRARY & INFORMATION CENTER (MLIC LIBRARY) GUIDE

MLIC Library STAFF

| Name | Office | Responsibilities | Phone | E-Mail |
|-----------------|---------|--|-------|----------|
| Kojima, Seiko | Library | Reference, E-Resources, Circulation | 452 | kojima@ |
| Watanabe, Akiko | Library | Cataloging, Inter Library Loan | 450 | akiko@ |
| Matsuda, Masako | Library | Course Reserve, Order | 449 | matsuda@ |

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 19,500 electronic books, about 56,800 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

Bloomberg com

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

Eikon with Datastream (Accessible only from a designated PC in PC room 124 and Online Catalog in the library)

EIU Country Report (Archive)

Emerald online

Encyclopedia Britannica

Financial Times

Handbook Series Package: Handbooks in Economics Series - Elsevier

IMF eLibrary

Indiana University Press

Informa Pubs Online

Ingenta Connect

JSTOR

KIKUZO-DNA for Libraries(Accessible only from a designated Online Catalog in the library)

Lexis Advance

Magazine Plus (Accessible only from a designated Online Catalog in the library)

MarketLine

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 Asian Review
Nikkei Value Search
OECD iLibrary
Oxford Handbooks
Oxford Journals
Oxford Reference
Oxford Scholarship
Passport - Euromonitor
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 Research Methods
SAGE Journals
Science Direct - Elsevier
Scopus - Elsevier
SpringerNature
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 Data Catalog
World Bank e-Library

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) | Reference Service | Library Hours | Library News |
| E-Journals E-Books | Inter Library Loan (ILL) (*) | Library Staff (*) | Business Expert Press eBooks Open Access (until Sep.30) |
| Databases | Book Purchase Request (*) | Library Rules | |
| Theses/ Research Reports | User Record (MyLibrary) | Circulation Policies | (*) Internal only |
| Course Reserves - IR Materials | Member Service | About the Library | |
| Course Reserves - IM Materials | 一般の方へ | - Journals & Newspapers | |
| Research Activity 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 2019** 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 2019)

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 copy that MLIC does not hold, you can request a photocopy from another library in Japan. It will take an average of **several days** to arrive, and will cost you **10 yen per page for photocopying.**

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

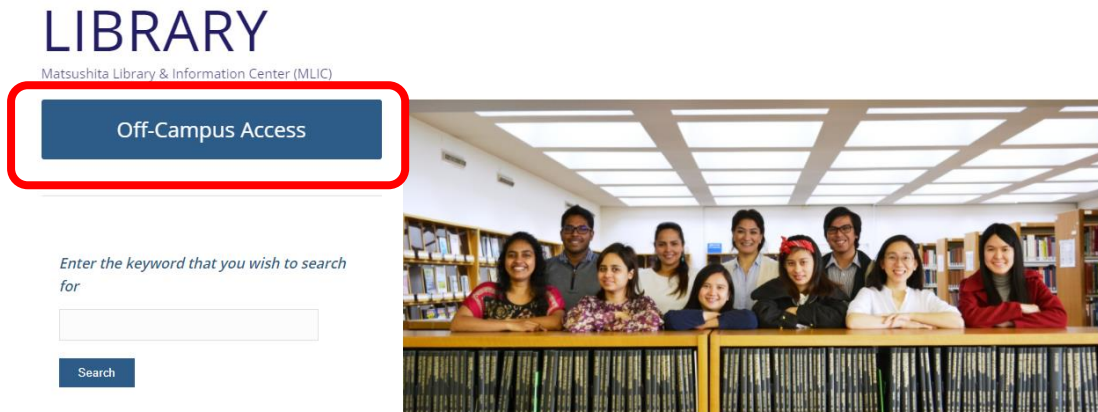
MyLibrary is your personal library account that connects you to library services such as:

- 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**, your personal account.

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**. 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 left 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 Oct.4 should be returned by **30 min before the library closing on the following day (by Oct. 5. 11:30pm)**

Book post can be used on Oct. 4 but cannot be used on the day of due date, Oct.5.

***2 Due of 3-hour course reserves after 21:00** will be **within 30 min of the library opening on the following date**.

e.g., Course reserves borrowed on Oct.4 around 10:00pm.

-->Due Oct. 5, 9:00 pm (opening time plus 30 min) Book post can be used before the library opening.