

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@
Iizuka, Michinori	Library	Cataloging, Inter Library Loan	450	iizuka@
Watanabe, Akiko	Library	Course Reserve, Order	449	akiko@

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 <http://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

<http://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 11,000 electronic books, about 73,000 electronic journals and 17 online databases). Broad subject areas covered by our collection include international relations, international development, political science, public management, peace studies, area studies, economics, business administration, finance and accounting. Other related areas such as language, philosophy, statistics and communications also form part of the collection.

MAIN E-RESOURCES AND SERVICES

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

- Cambridge Journals Online
- Centre for Economic Policy Research (CEPR) Publications
- Columbia International Affairs Online (CIAO)
- Capital IQ
- Datastream Advance (Accessible from a designated terminal in the PC room 124 and OPAC in library)
- EBSCO host : Academic Search Premier, Business Source Premier, EconLit
- Eikon with Datastream (Accessible from a designated terminal in the PC room 124 and OPAC in library)
- EIU Country Reports (Archives, from 1996 to 2007)
- Encyclopedia Britannica
- Financial Times
- IMF eLibrary
- JSTOR : Arts & Sciences I, II, IV, VII, X, Business Collection I, II, Mathematical & Statistics
- KIKUZO-DNA for Libraries (Accessible from one of Online Catalog terminals in the library)
- Lexis Advance
- Magazine Plus
- MarketLine
- National Bureau of Economic Research (NBER) Publications
- Nikkei Asian Review
- Nikkei Value Search
- OECD iLibrary (Statistics only)
- Oxford Journals
- ProQuest Central with New York Times Collection and Dissertation & Theses Global
- Passport, Euromonitor
- RefWorks
- SAGE (Humanities and Social Science Package)
- SAGE Business Case
- Science Direct : Business, Management and Accounting; Decision Sciences; Economics, Econometrics and Finance; Psychology; Social Sciences
- Scopus (Abstract and Citation E-resources)
- SpringerNature
- Taylor & Francis(Social Science and Humanities Package)
- UN Treaty Collection On-Line
- United Nations Common Database(UNCDB)
- Willey-Blackwell Journals
- World Bank Data Catalog
- World Bank eLibrary

CIRCULATION POLICIES

CHECK-OUT

You are required to show your ID card to check out any material from the library.

All materials must be brought to the Circulation Counter to be checked out.

You can reserve an item via your personal library account, **MyLibrary**.

RETURNS

- Return checked-out items to the Circulation Counter or to the Book Post outside the entrance to MLIC when the library is closed.
- Please **DO NOT** use the Book Post for returning **AV materials, overdue items, and 1 day loan items on the day of due-date. They will be processed on the next day.**
- Please return library books used within the library to the **book trucks**. Please **DO NOT** return them **to the shelves** on your own.

RENEWALS

- If you want to extend the loan period for the item you have borrowed, bring it to the Circulation Counter. If no one else has requested it, you may renew it. For a **general book**, you may also renew **once** via your personal library account, **MyLibrary**.
- **Telephone renewal is NOT accepted.**
- If the item you want to renew is overdue, you must pay the fine first before it can be renewed.

RECALLS

- Borrowed books may be recalled at any time if it is needed for course reserves.
- During the initial 4-week loan period, the loaned books are not subject to recall except for the course reserve needs stated above. However, **books recalled for course reserves** will **be subject to the "Overdue Fines for Course Reserve Items"** schedule.
- If another student requests the book you have renewed, you must return it to MLIC within one week after the recall notice is sent to you.

RESERVATION

You may reserve the book, currently "on-loan" through the **Books (Catalog)**.

MLIC library will send you notice via email when the item becomes available.

You can check your reservation status via your personal library account, **MyLibrary** anytime.

The reserved item will be held at the circulation counter for **2 days**.

OVERDUE FINES

- **Overdue Fines for items in General Collection – 50 yen per day.**

Overdue fines are assessed from the first day past the due date. User will be sent an overdue book reminder and notice by email.

- **Overdue Fines for Course Reserve Items: 1000 yen per day.**

- **Overdue Fines for Journals, Reference books, CDRoms for Reference, Headphones etc: 100 yen per day.**

Your borrowing privilege will be suspended until the overdue book(s) are returned.

LOST/DAMAGED BOOK POLICIES

In case you lost/damaged the items you borrowed from MLIC, **you have two options** to take:

1. Bring the replacement copy by yourself within one month (30days) from the day you report MLIC the loss, or the damage, and pay its overdue fine for the period from the original due date plus 2500 yen per item; 50% of the library processing cost.
2. Pay the amount of the replacement copy and shipping, plus ¥5,000 (cost of library processing).

If the replacement copy is not available due to out-of-print or some other reasons, (original price x 3) yen plus 5,000 yen (cost of library processing) will be charged.

Borrowed materials are the responsibility of the borrower until they are returned to the library.

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 (a blue file)** 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.
 - You can access to each **GSIR Materials** or **GSIM Materials** from **Find Information** on the library top page.

Find Information

Books (Catalog)
Journal Portal
E-Resources
Theses/ Research Reports
User Record (MyLibrary)
Course Reserves - IR Materials
Course Reserves - IM Materials
Resources Search Tips
E-resources List

Library Services

Reference Service
Inter Library Loan (ILL) (*)
Book Purchase Request (*)
Citation Support
Member Service
一般の方へ
Guide
FAQ

Library Information

Library Hours
Library Staff (*)
Library Rules
Circulation Policies
About the Library
- Journals & Newspapers
- Course Reserve Materials
Retrieval Service

News & Events

Wiley Online eBooks Trial - All Titles Available
Workshops (*)

(*) internal only

2. **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**.
3. **Give the card to the library staff** and he/she will get the reserve item for you.
4. You may check out **up to 5 items**.
5. You can keep the reserve item for **1 day**. You can renew the item if another user has not reserved the item. Please make sure that you return the item within 1 day. **The overdue fines are calculated by computer**, and **library staff cannot make any changes** if the item is returned late.

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 2016** 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 2016)
- **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

- Fill out the Storage Retrieval Service Request Form available at the Circulation Counter.
- The retrieved materials may be kept at the Circulation Counter for **3 days**.
- The Library Staff may limit the number of items to be retrieved at one time.
- 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 Thu)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 three books as student, six books as Ph.D student, per academic year. (The decision of acceptance is subject to the budget limitation).
3. 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.
4. 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.

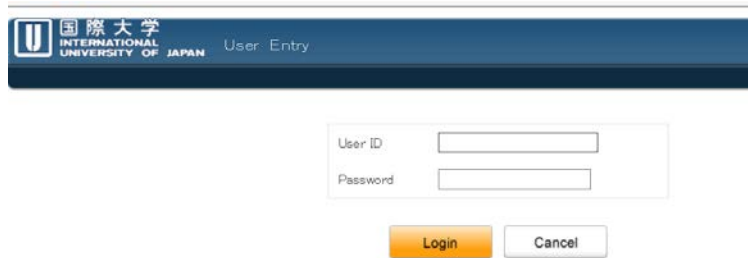
For above services, please login to MyLibrary (personal library account)

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

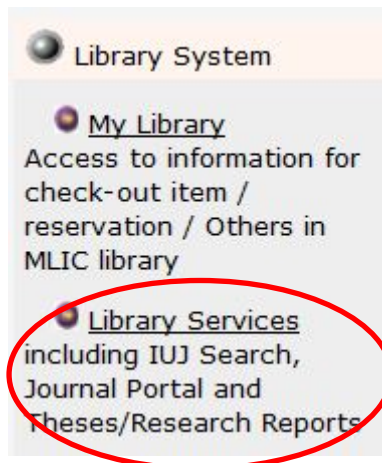
You need to log into your IUJ network ID and PW to access to **MyLibrary**, your personal account.



The image shows a login form for the International University of Japan. At the top, there is a blue header with the university's logo and the text "国際大学 INTERNATIONAL UNIVERSITY OF JAPAN User Entry". Below the header, there are two input fields: "User ID" and "Password". Underneath these fields are two buttons: "Login" (highlighted in orange) and "Cancel".

MyIUJ!

If you are **off campus** and would like to access to **E-resources** such as E-Journals, Databases, and IUJ theses, please log into MyIUJ! first and then click Library Services link on the left side of the top page.



OTHER IMPORTANT RULES

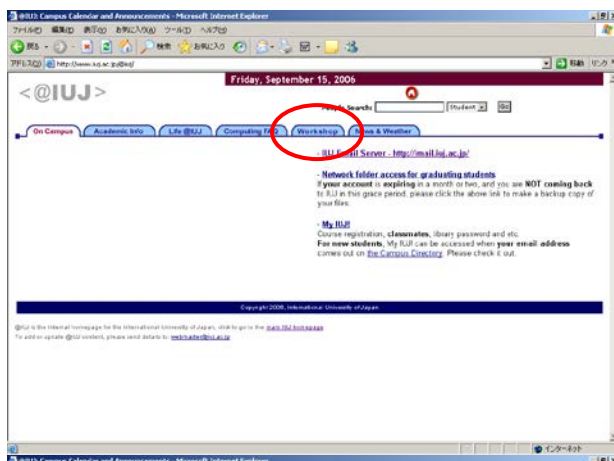
1. Please check out MLIC materials according to the circulation rules described in this Library Guide.
2. Study desks in the library are for public use. Please **do not leave personal belongings there**. The library staff will not be responsible for any loss or damage of your personal belongings unattended 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.

WORKSHOPS SCHEDULE & ONLINE REGISTRATION

MLIC library offers E-Resources Workshops which are useful for your study and research. A list of Workshops is available online complete with registration information.

①How to access:

Visit @IUJ on web OR Library Top Page
Click Workshop



Log in IUJ network under your User ID and Password

The Workshops that require sign up are designated by the underlined workshop title. Click on the underlined workshop title to sign up for the session.

Library workshop

Date	Day	Time	Course	Location	Capacity
09/21/2018	Friday	16:30 - 17:30	<u>Library Services</u>	PC classroom 120	72
09/21/2018	Friday	17:50 - 18:50	<u>Library Services</u>	PC classroom 120	72
09/25/2018	Tuesday	17:20 - 18:20	<u>Lexis Advance</u>	PC classroom 120	72
09/25/2018	Tuesday	18:40 - 19:40	<u>Lexis Advance</u>	PC classroom 120	72
09/27/2018	Thursday	16:20 - 17:40	<u>ProQuest Central</u>	PC classroom 120	72
09/27/2018	Thursday	17:40 - 18:40	<u>ProQuest Central</u>	PC classroom 120	72
10/01/2018	Monday	16:20 - 17:20	<u>Scopus</u>	PC classroom 120	72
10/01/2018	Monday	17:40 - 18:40	<u>Scopus</u>	PC classroom 120	72
10/02/2018	Tuesday	14:40 - 15:40	<u>SAGE Business Cases</u>	PC classroom 124	20
10/02/2018	Tuesday	16:20 - 17:20	<u>SAGE Business Cases</u>	PC classroom 124	20
10/04/2018	Thursday	14:40 - 15:40	<u>EBSCO</u>	PC classroom 124	20
10/04/2018	Thursday	16:20 - 17:20	<u>EBSCO</u>	PC classroom 124	20

②How to register:

Example: When you select Lexis Advance online DB Workshop

The screen shows **Reserved**.

Workshop Registrations

Date	Day	Time	Course	Location
09/25/2018	Tuesday	05:20 - 06:20	Lexis Advance	PC classroom 120

To reserve this course, press "Reserve"

Library workshop

Date	Day	Time	Course	Location	Capacity
09/21/2018	Friday	16:30 - 17:30	Library Services	PC classroom 120	72
09/21/2018	Friday	17:50 - 18:50	Library Services	PC classroom 120	72
Reserved 09/25/2018	Tuesday	17:20 - 18:20	Lexis Advance	PC classroom 120	72
09/25/2018	Tuesday	18:40 - 19:40	Lexis Advance	PC classroom 120	72
09/27/2018	Thursday	16:20 - 17:40	ProQuest Central	PC classroom 120	72
09/27/2018	Thursday	17:40 - 18:40	ProQuest Central	PC classroom 120	72
10/01/2018	Monday	16:20 - 17:20	Scopus	PC classroom 120	72
10/01/2018	Monday	17:40 - 18:40	Scopus	PC classroom 120	72
10/02/2018	Tuesday	14:40 - 15:40	SAGE Business Cases	PC classroom 124	20
10/02/2018	Tuesday	16:20 - 17:20	SAGE Business Cases	PC classroom 124	20
10/04/2018	Thursday	14:40 - 15:40	EBSCO	PC classroom 124	20
10/04/2018	Thursday	16:20 - 17:20	EBSCO	PC classroom 124	20

You will also receive the following confirmation by email.

TO : XXXXXXXX

FR : MLIC Library

RE : Lexis Advance online DB Workshop

09/25/2018 (Tuesday) at PC classroom120

Your reservation was received.

Lexis Advance Workshop

The lexis.com service allows you to conduct research quickly and easily in a variety of sources including the world's leading news and business sources, company information, journals, case law, statues, and more. You can conduct timely and comprehensive search, browsing and document delivery using this service.

During the workshop, you will have more practical search examples.

Everyone is welcome to attend.

Sincerely yours,
Library Workshop

③How to cancel:

Click on the workshop title that you registered, and press "Cancel".

Workshop Registrations

Date	Day	Time	Course	Location
09/25/2018	Tuesday	05:20 - 06:20	Lexis Advance	PC classroom 120

To cancel this reserve, press "Cancel"

You will receive another message to confirm cancelation by email.

TO : XXXXXXXX
 FR : MLIC Library
 FE : Lexis Advance online DB Workshop

09/25/2018 (Tuesday) at PC classroom120

Your cancellation was received.

Sincerely yours,
 MLIC Library

Loan Period during General term

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)

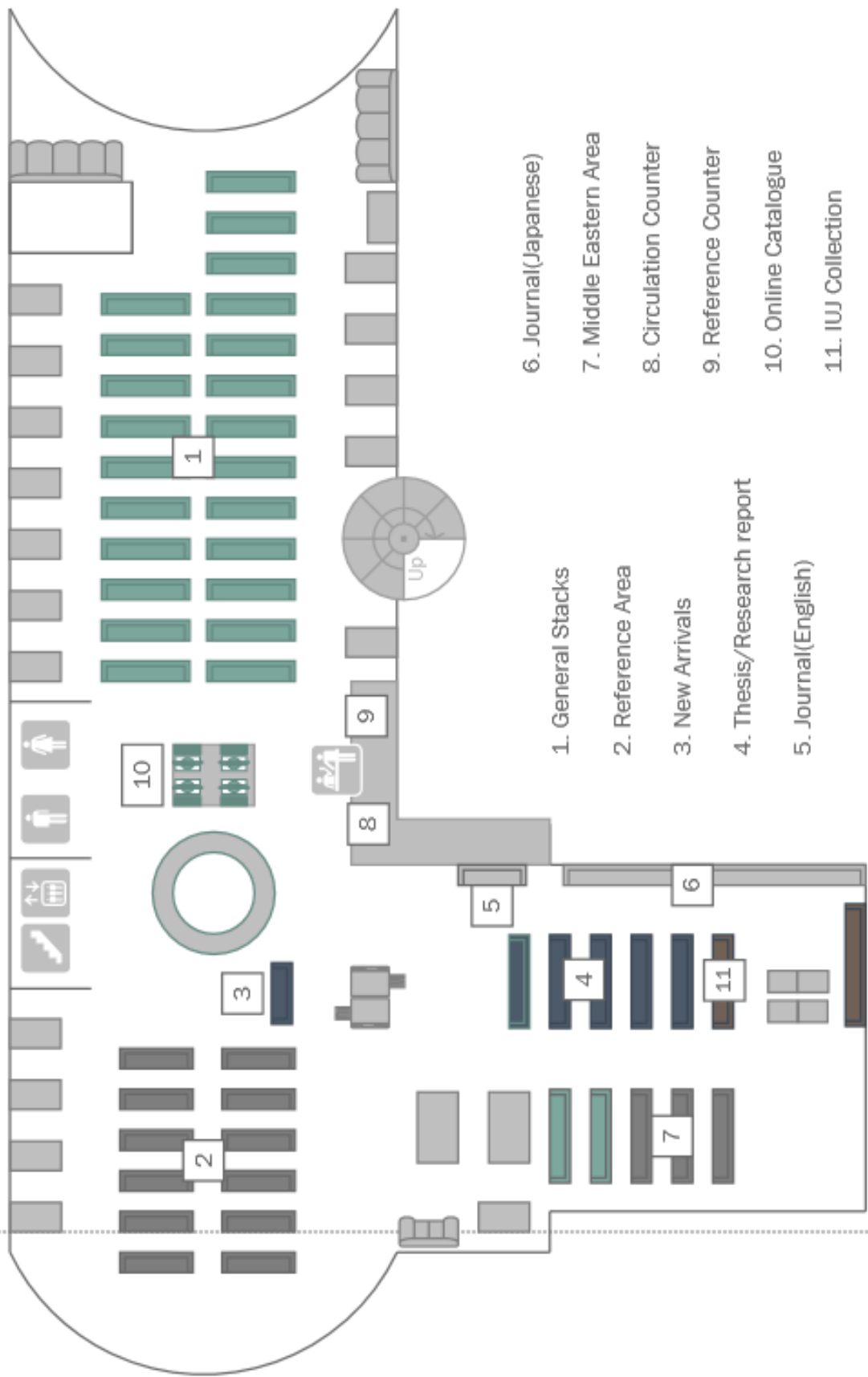
***1 1 Day means two days and one night.** e.g., Items borrowed on Oct.1 should be returned by **30 min before the library closing on the following day (by Oct. 2. 23:30)**

Book post can be used on Oct. 1 but cannot be used on the day of due date, Oct.2.

***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.1 around 22:00

-->Due Oct. 2, 9:00am (opening time plus 30 min) Book post can be used before the library opening.



Last updated: August 2018