

## LIBRARY HOURS (SPRING/FALL SEMESTERS)

<b>Weekdays</b>	<b>9 : 00 – 21 : 30</b> (Stack Rooms : – 21 : 00)
<b>Weekends · Holidays</b>	<b>9 : 00 – 17 : 00</b> (Stack Rooms : – 16 : 00)

- ※ Library Prep Time (special hours)  
On the fourth Thursday of April, May, June, and October, the library will open at 17:00
- ※ Library Closures  
Includes times such as the Mutsume Festival  
(Please check the library homepage for full details)

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## HOW TO USE OPAC (FOR BOOKS)

NCID	BB01391866
Title	Expressions : an introduction to writing, reading, and critical thinking / Megan C. Rainey
Publisher	New York : Longman, c2003
Size	xxxi, 464 p. : ill. ; 24 cm
Notes	"Pearson education"--Back cover Includes bibliographical references (p. 457) and indexes
Classification	LCC:PE1408 DC21:808/.042

Holdings List						
	Volumes	Reservation	Waiting	Location	Call Number	Material ID
1			0	Library (International Exchange Commons)	836.R	209301328

③Write down the call number and go look for the book!

②This means that the book is not checked out

①This means that the book is in the library

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The Library Assistants (LA) are here to provide support for your studies!

(Example)

Major of the person on duty					
	Monday	Tuesday	Wednesday	Thursday	Friday
10:40 ~ 13:40	教養学部 Humanities	教養学部 Humanities	教養学部 Humanities	理学部 Science	工学部 Engineering
13:10 ~ 16:10	工学部 Engineering	経済学部 Economics	教養学部 Humanities	理学部 Science	教養学部 Humanities

Graduate students are here to answer your questions!  
Please feel free to contact us for anything, no matter how small!



- ✓ I can't find a book
- ✓ I don't know how to use the information terminal
- ✓ How do I write my thesis?
- ✓ Can you check my essay?.....etc.

- Place : Learning Commons on the 2<sup>nd</sup> floor of the library (Support Desk)
- Time : From 10:40-16:40 on days where there is class
- Consultation is also available through Google Forms



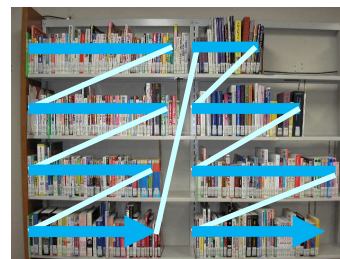
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## HOW TO FIND MATERIALS (BOOKS)

- Locate the Call Number on the spine of the book (see right)

- Note how books are arranged on the shelf ↓



816.5 ←Classification  
Sa ←Author's Initials

Label on spine

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## HOW TO FIND MATERIALS (BOOKS)

- There are also books in the stack rooms
- After you're done, please place your materials on the return cart



Please put books here after use

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## HOW TO FIND MATERIALS (JOURNALS)

- Please note that the type of journal on each floor is different
- Journals are arranged in alphabetical order by journal name

Please put journals here after use



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## HOW TO FIND MATERIALS (JOURNALS)

How to read these katakana in romaji:

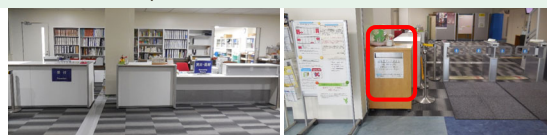
ザ, ジ, ズ, ゼ, ゾ → Za, **Zi**, Zu, Ze, Zo  
 タ, チ, ツ, テ, ト → Ta, **Ti**, Tu, Te, To  
 ハ, ヒ, フ, ヘ, ホ → Ha, Hi, **Hu**, He, Ho  
 ジャ, ジュ, ジョ → **Zya**, **Zyu**, **Zyo**  
 チャ, チュ, チョ → **Tya**, **Tyu**, **Tyo**

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## MAKING RETURNS WHEN THE LIBRARY IS OPEN

- The return process takes time, so if you want to borrow something again immediately, please bring it directly to the counter
- Please bring books with materials such as CDs and DVDs directly to the counter
- The Return Box is for Saitama University Library materials ONLY. Please do not put in materials borrowed from other faculties on campus or outside libraries.



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## COPYING MATERIALS & COPYRIGHT LAW

You can use the coin-operated copy machine.

(black and white 10 yen, colour 50 yen per sheet)

Please have some coins (cannot be changed inside the library)

Only library materials can be copied.



The latest issue of a journal or newspaper:

**CANNOT BE COPIED**

Books:

**UP TO HALF CAN BE COPIED**

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## USING PCs IN THE LIBRARY

Using the library's PCs:  
OPAC Terminal

Using a personal PC:  
Wireless LAN



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## ABOUT ZONING IN THE LIBRARY

The Learning Commons is a "Open Space"

- Talking=OK
- PC Use=OK



Building 2 is a "Quiet Space"

- Talking=Not allowed
- Using devices that produce any sounds including typing (ex. computers, electronic dictionaries)=Not allowed



Building 1 is a transitional space

- Talking=Not allowed
- Devices=OK



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## HOW TO USE MY LIBRARY



You need the account name and password of your university Microsoft365 account to log in.



Available online

- (for books you currently have checked out)  
**Name of material & the return date;**  
**Extension of loan period**
- (for books currently checked out by others)  
**Reservations**

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## Books

# How to Search for Materials using OPAC

NCID	BB01391866
Title	Expressions : an introduction to writing, reading, and critical thinking / Megan C. Rainey
Publisher	New York : Longman , c2003
Size	xxxii, 464 p. : ill. ; 24 cm
Notes	"Pearson education"--Back cover Includes bibliographical references (p. 457) and indexes
Classification	LCC:PE1408 DC21:808/.042

## Holdings List

<input type="checkbox"/>	Volumes	Reservation	Waiting	Location	Call Number	Material ID	Status	Note
<input type="checkbox"/> 1			0	Library (International Exchange Commons)	836:R	209301328		

**Location** :Where the book being searched for is located on campus. If it is in the library, "Library (Section)" will be displayed here. (For details on section names, please see the library maps)

**Call Number** :The number on the label attached to the spine of the book. Books are arranged in each section according to this number.

**Status** :If the book is checked out, then "On Loan" and the return date will be displayed.

\*Other statuses include: "Reference only" (materials cannot be checked out), and "Laboratory" (materials in a laboratory collection)

**Volumes** :If the case of materials with multiple volumes, the number of volumes, year, etc. will be displayed.

## Journal

NCID	AA0075543X
Title	New scientist
Volume(year)	Vol. 52, no. 772 (Dec. 2, 1971)-
Publisher	London : New Science Pub. , 1971-
Size	v. : ill. ; 29 cm
Other Title	New scientist (1971) New scientist (1971) New scientist (1971)

## Holdings of Journals

	Location	Volumes	Status	Year	Call Number	Note
1	Library (Journal in Foreign Language)	162(2190-2192),163-190,191(2558,2560-2571),192-200,201(2689-2700),202-257,258(3433-3437)+	Continuation	1999-2023	NEW SCIENTIST	新着雑誌コーナー

**Location** :Where the journal being searched for is located on campus. If it is in the library, "Library (Section)" will be displayed here. (For details on section names, please see the library maps)

**Volumes** :The volume numbers available at each location are displayed here.

\*Items marked with a "+" are scheduled to be acquired by the library after their next release.

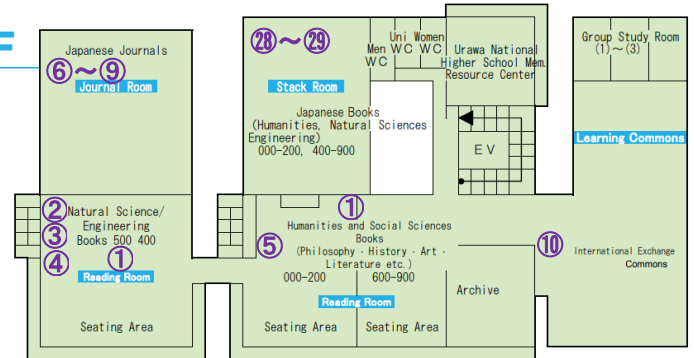
**Call Number** :Journals are arranged in alphabetical (ABC) order. Some journals will have letters displayed in the call number section, so please use this as a reference when searching for materials.

**Note** :Materials labeled with 新着雑誌コーナー in the Note section are located in the "Current Journal" section on the second floor of the first building. \*Past issues from previous years can be found in the Journal Room.

## Library Map

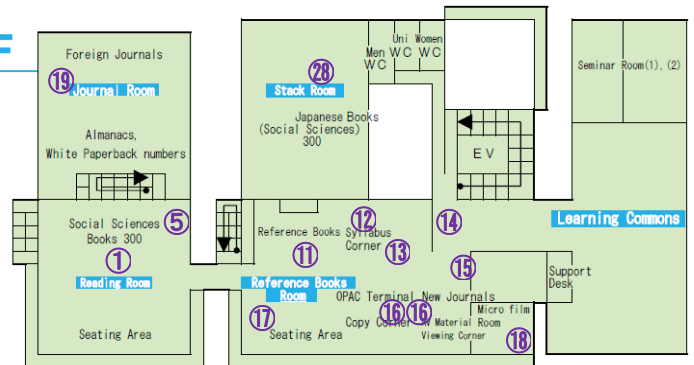
Location	Location within library	Floor
①Library (Reading Room)	The Reading Rooms differ based on book classification	
Social Sciences	Reading Room(Bld.2, 2F)	2 F
Engineering/Natural Sciences	Reading Room(Bld.2, 3F)	3 F
Humanities	Reading Room(Bld.1, 3F)	3 F
②Library (生産原論)	Reading Room(Bld.2, 3F)	3 F
③Library (Books Written by Alumni)	Reading Room(Bld.2, 3F)	3 F
④Library (Manga)	Reading Room(Bld.2, 3F)	3 F
⑤Library (Oversized Books)	Reading Room(Bld.2, 2F)	2 F
	Reading Room(Bld.1, 3F)	3 F
⑥Library (Journals in Japanese)	Journal Room	3 F
⑦Library (Journals about Library)	Journal Room	3 F
⑧Library (Catalogue)	Journal Room	3 F
⑨Library (Catalogue in Stack Room)	Journal Room	3 F
⑩Library (International Exchange Commons)	Learning Commons	3 F
⑩Library (International Exchange GY)	Learning Commons	3 F

3 F



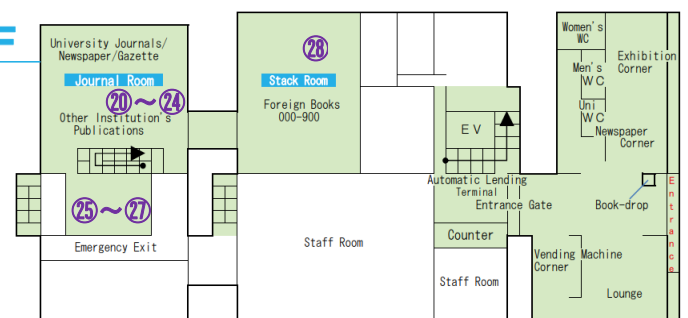
⑪Library (Reference Books)	Reference Books Room	2 F
⑫Library (Course Materials)	Reference Books Room	2 F
⑬Library (Recommended Reading for SU Students)	Reference Books Room	2 F
⑭Library (Diversity Corner)	Reference Books Room	2 F
⑮Library (Books Written by Univ. Staff)	Reference Books Room	2 F
⑯Library (Paperback)	Reference Books Room	2 F
	Paperback (seating side)	2 F
	New Releases (AV side)	2 F
⑰Library (Yearbooks & Almanacs)	Reference Books Room	2 F
⑱Library (Microfilm)	Reference Books Room	2 F
⑲Library (Journals in Foreign Languages)	Journal Room	2 F

2 F



⑳Library (University Journals-Japan)	Journal Room	1 F
㉑Library (University Journals -Foreign Countries)	Journal Room	1 F
㉒Library (Institution Journals)	Journal Room	1 F
㉓Library (Journals in Russian)	Journal Room	1 F
㉔Library (Newspaper back issues)	Journal Room	1 F
㉕Library (Former Urawa Higher School Japanese books only)	Journal Room	1 F
㉖Library (Former Normal School)	Journal Room	1 F
㉗Library (Former Army Academy)	Journal Room	1 F

1 F



㉘Library (Stack Room)	Floors differ based on book classification	
	Foreign Books	1 F
	Social Sciences, Doctoral Theses	2 F
	Humanities, Natural Sciences, Engineering	3 F
㉙Library (Uehara Collection)	Stack Room	3 F
Library (Former Urawa Higher School) Foreign language books (see ※1)	The storage location is locked Please ask for help at the reference counter (see ※2 )	
Library (Urawa Higher School Alumni Association)		
Library (Fabre Collection)		

Bld. 2

Bld. 1

Learning Commons

Quiet Space (no personal computers)

(computers allowed)

Open Space (conversation and computers allowed)

※1 Japanese language books in the "Former Urawa Higher School" are located in the first floor Journal Room. Foreign language books are located in a locked room on the 3rd floor.

※2 The reference counter is open on weekdays from 9:00-17:00 (except from 12:15-13:15).