

# USER'S GUIDE TO THE NANZAN UNIVERSITY **SETO** LIBRARY 2010

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**Nanzan University Seto Library**

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Phone: 0561-89-2028(Direct line)

E-mail: library-n@nanzan-u.ac.jp

<http://www.nanzan-u.ac.jp/TOSHOKAN/>

# 1. Using the Nanzan University Library

The Nanzan University Library comprises the library on the Seto Campus, known as the Seto Library, and that on the Nagoya Campus, known as the Nagoya Library. Holdings of both libraries are freely available for use.

## Library hours

**\*Please note that library hours are different at Nagoya**

Days when classes or examinations are held (Mon–Sat) *except during summer intensive courses	9:30~21:00
Other weekdays or Saturdays *except Saturdays during summer vacation	9:30~19:00
Sundays when classes or examination are held *extraordinary library hours	10:00~17:00

The library is closed on Sundays (except during term time or when examinations are being held), public holidays, Saturdays during summer intensive courses, Christmas holidays (24 & 25 December), New Year's holidays; days on Which University entrance center examinations or when Center / Multi-style entrance examinations (7 February) or The general university entrance examinations are being held (9–13 February).

Please check [the Nanzan University Seto Library calendar](#) or [the library website for information on the hours and days](#) that the library is open.

Any changes at short notice will be made public via the library noticeboard and the library's website on the Internet.

## Who may use the library

- Gakuen teaching staff, Nanzan Students(including trainees, non-degree students, CJS students, Special students), students of Nanzan Junior College or the Gakuen-affiliated junior and senior high schools.
- Members of the public seeking to use our library holdings (must be senior high school age or older).
- Those granted permission by the Head Librarian.



## User application & registration procedure

Category	Procedure
Gakuen members of staff, Student of Nanzan University and Nanzan Junior College	Present a form of personal identification or your University I.D. card. User application or registration procedure is not needed.
Part-time instructors	User application and registration procedure is unnecessary, but please pick up your User Card at the counter the first time you use the library. The library may be used during your term of employment, but the card issued is valid to the end of the current year. Your User Card validity is automatically extended once your status for the following year is confirmed.

The following categories of users need to make a user application the first time that they use the library every year. Please fill in the required information at the Circulation Counter the first time that you use the library each year. Also, we will issue a User Card for those people wishing to take items out of the library, so please present the documents indicated below and carry out your registration procedure. Your User Card is valid until the end of each academic year, so you must renew it every year.

Category	Documents required for the issue of a User Card
Part-time staff (including dispatched and delegated staff)	No documents are required, but when you carry out your user application we will confirm details of your position.
Enrolled researchers	Graduates of Nanzan University employed at other institution of junior college or higher status, are able to use the library as “enrolled researchers”. Please present a letter of introduction from the institution to which you belong and some form of personal identification.
Students of Gakuen-affiliated junior and senior high schools	Present your student handbook.
Teaching staff and students of other universities or research institutions	Present a form of personal identification or your University I.D. card.
Other members of the public (You must fill out a users application form the first time you come to the library)	Present something that confirms your address (drivers license or insurance card).

\*Please inform staff at the Circulation Counter of any change in your contact details for that academic year.

## Library etiquette

Please note that in order to ensure a quiet environment within the library, those who violate of library etiquette or fail to follow librarians' instructions will be asked to leave. In particular, the following conduct is not permitted:

- Eating, drinking, or smoking in the library
- Removing materials from the library without having them processed
- Speaking in a loud voice or using a mobile phone
- Leaving personal belongings in the library when vacating your seat for long periods
- Damaging materials, folding pages, or making notes in materials
- Lending out items on loan to you

Please also note that there will be a charge levied on materials that are lost, soiled or damaged.

## 2. Loans and Returns

[May be carried out at the Circulation Counter until 15 minutes before the library closes.](#)

### Loans

Carry out the necessary procedure at the Circulation Counter. Nanzan University students present student I.D. cards (teaching staff present some form of personal identification) and all other library user will need a library User Card.

Note that you should remember not to exit the library with materials that have not been checked out in accordance with loan procedures. **Beware—the exit gate security alarm will sound!**

#### ◆Extension of the loan-period◆

If you wish to extend the loan-period, please present your student I.D. or User Card and the item at the Circulation Desk and carry out the extension procedure before the date that it is due to be returned. You may extend the loan as many times as you wish if the item has not be reserved by someone else. This procedure may be carried out at the Circulation Counter of either the Nagoya or Seto libraries.

### Number of items for borrowing / loan period

Materials \ User type	Nanzan Faculty or CJS students		Nanzan Graduate School students, Part-time instructors, Research staff, Part-time staff, Enrolled researchers		Gakuen members of staff		Members of the public	
	Number	Period	Number	Period	Number	Period	Number	Period
Monographs	15 items	2 weeks	30 items	3 months	100 items	6-13 months	5 items	2 weeks
AV materials (CDs etc)		2 weeks		3 months		6-13 months		2 weeks
Materials for rowing		2 weeks		2 weeks		2 weeks		2 weeks
Statistical materials		2 weeks		2 weeks		2 weeks		2 weeks
Course reserved books		1 week		1 week		1 week		Not available for loan
Bound periodicals and newspapers	Not available for loan			2 weeks		2 weeks	Not available for loan	
New periodicals	Not available for loan		Not available for loan			2 weeks	Not available for loan	

\* Faculty or CJS students and Graduate School students include auditing and part-time students

■ The limit for the number of items borrowed from Nanzan Junior College Library using the campus Inter-library loan system shall be the same as that for monographs. The loan period differs according to the user category of the borrower, so please inquire at the Circulation Counter.

■ General members of the public are not able to reserve items or use the campus inter-library loan system.

■ In addition to the general lending of 15 books, Nanzan undergraduate students may also borrow as follows:

Who	Details	Number	Period
4th year undergraduate students	Loan for Graduation theses (loans to undergraduate students in their final year before graduation)	10 items	1 months
1st to 3rd year undergraduate students	Long-term Loans (loans during the summer and spring holidays)	10 items	During holidays

※ Details will be posted on the library website or the noticeboard at the library entrance during the period when items may be borrowed.

■ Nanzan University full-time staff may borrow three reference books (except AV materials) for up to two weeks from among those items normally not available for loan. Staff wishing to extend the loan period or increase the number should apply to the Circulation Counter.

## Returns

[Please ensure that you return items before the loan-period expires.](#) There is no need to show your student I.D. card or User Card when returning an item. It is also possible to return borrowed items at the returns counter at either the Seto Library or the Nagoya Library.

### ◆Returning items by mail. ◆

When returning by mail, please send items by recorded delivery (*kani-kakidome*) addressed to Seto Library, Nanzan University. Special delivery service (*takuhaibin*) is also possible. The date of the postmark is valid as the date of return. **Please note that overdue items may not be returned by mail.**

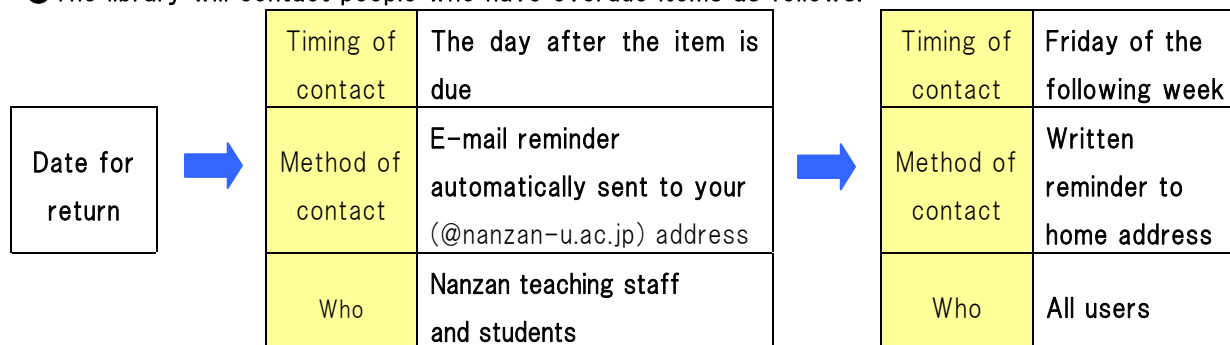
### ◆Returns Box◆

[A returns box will be set up beside the Disaster Center on B1 of Building A only on days that the library is closed.](#) The only items that may be returned using this box are those held by the Nanzan University libraries or the Nanzan Junior College. Materials from other universities, overdue loans, damaged materials, audio-visual materials or items that are too large to fit through the slot must be returned directly to the Circulations Counter.

## Overdue Loans

Loans that are overdue are subject to **a fine of 100 yen per item per day** excluding library holidays.

●The library will contact people who have overdue items as follows:



### ■E-mail Reminder

Nanzan University full-time staff, students and graduate school students receive an automatically generated email “reminder” message (@nanzan-u.ac.jp) on the next day the library is open after an item is due to be returned. Part-time instructors who wish to avail themselves of this email service should make application for such by contacting < [s-lib@nanzan-u.ac.jp](mailto:s-lib@nanzan-u.ac.jp) > with their 1) User I.D. details, 2) name, 3) email address.

### ■Written Reminder

All users who appear on the Monday as having an overdue item are sent a reminder by post on the Friday of that week. This is a supplementary service, so please ensure that you confirm the date for the return of the item on the date-due slip or by using the NeoCILIUS Knowledge OPAC User Inquiry service.

### 3. Seto Library Facilities and Equipment

#### Reading Rooms

The reading rooms seat up to 300 people. The notebook-type computers available for loan within the University may only be used at the four-seat and six-seat tables, but because the sound of the keyboard may annoy other library users a request that these computers be used in the multipurpose Room or the Computer Room.

#### \* Computer Room

By connecting notebook-type computers to the network, library users may carry out catalogue or database searches through the library webpages. This is also possible using the computer terminals provided, but we request that users refrain from using these computers for e-mail or for excessively long periods of time.

#### \* Multipurpose Room

This room may be used for perusing materials held in the library or for group study sessions. There is also facility for notebook-types computers to be connected to the network and for catalogue or database searches to be carried out through the library webpages.

#### \* Multimedia Room

CNN International can be viewed in the Multimedia room at all times. Videos, DVDs and CD-ROMs can also be viewed, but please note that because of the requirements of copyright law, many of these AV materials (videos and DVDs etc) cannot be taken out of the library. As general rule, only the viewing of AV materials held in the library is permitted.

Only registered S-AXIA (Seto Campus Internal Information Network System) users may connect notebook-type PCs to the network. Members of the general public and those not registered for the use of S-AXIA must use the catalogue-search terminal located near the Reference Counter.

#### Location of Materials

Materials are located either in the reading room or the Multimedia room. **However, once you have finished using materials in the library, please do not return them directly to the shelves, but instead place them on one of the trolleys.**

**Reading Rooms:** General monographs, course reserved books, reference books, new periodicals, bound periodicals etc.

**Multimedia Room:** Videos, Cassettes, DVDs, CDs, workbooks.

#### Photocopying Room

In the Photocopying Room on the first floor there are photocopying machines that accept either prepaid cards or coins. Please fill in a "Photocopying Application Form" and observe copyright laws when photocopying material. Photocopying of materials not held in the library is not permitted.

Type of copying	Paper size	Cost
Black and White	All sizes	10 yen per sheet
Color	A4 , B4 , B5	50 yen per sheet
	A3	100 yen per sheet

\*Receipts cannot be issued.

#### Printing

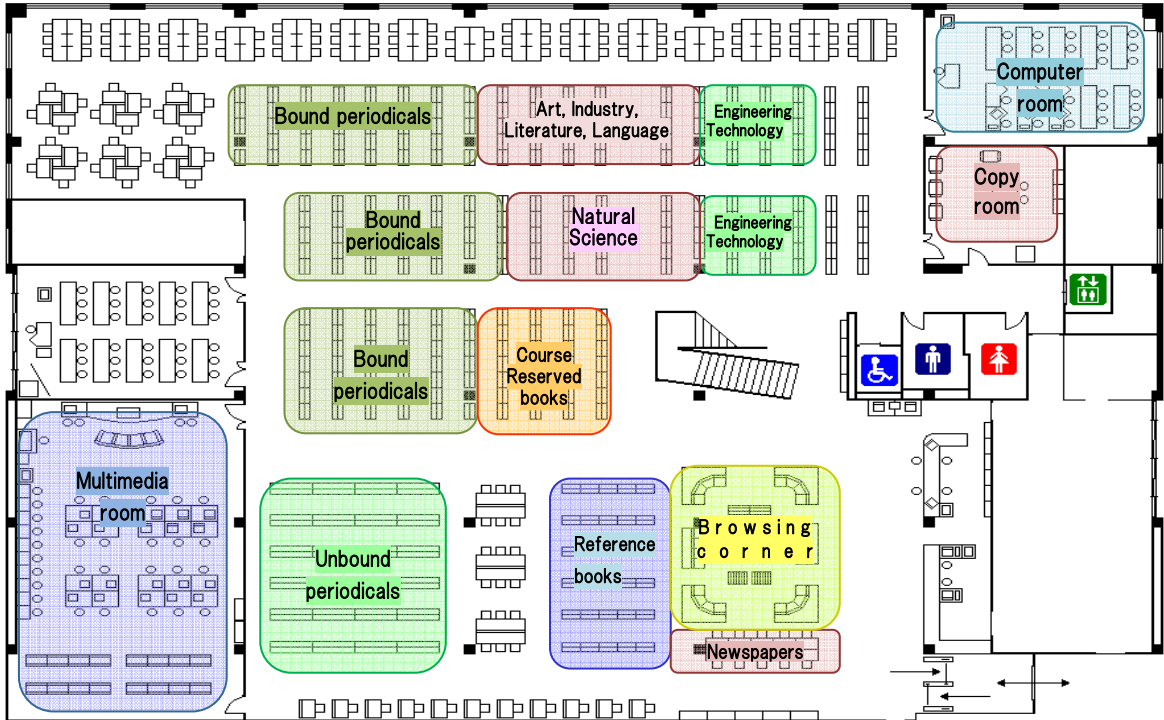
Printers in the Computer Room and the Multipurpose Room are available for use. Please bring your own paper to use in the printer.

However, paper for printing will be provided only in the case of Nanzan students writing academic reports or for materials to be distributed in seminars or classes. Please present your Student I.D. card at the Circulation Counter, explaining what you need the paper for and how many pieces are required. Paper will not be provided for uses other than those mentioned above.

**Library Layout**

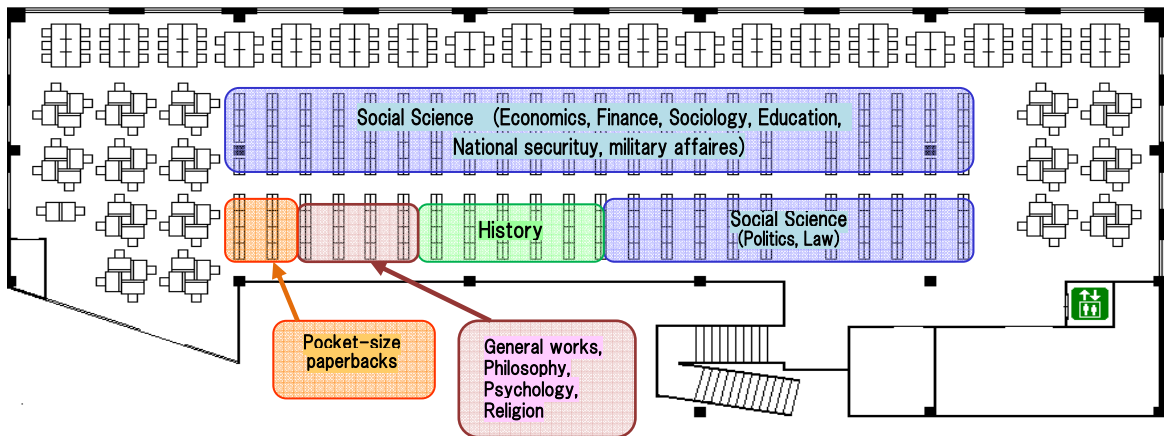
**B1F**

Periodicals, Newspapers, Reference books, Monographs Classification codes:400-999



**1F**

Monographs, Pocket-size Paperbacks Classification codes: 000-399

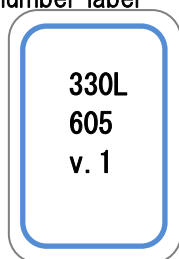


## 4. Locating materials Using Library System

### Searching directly on the shelves

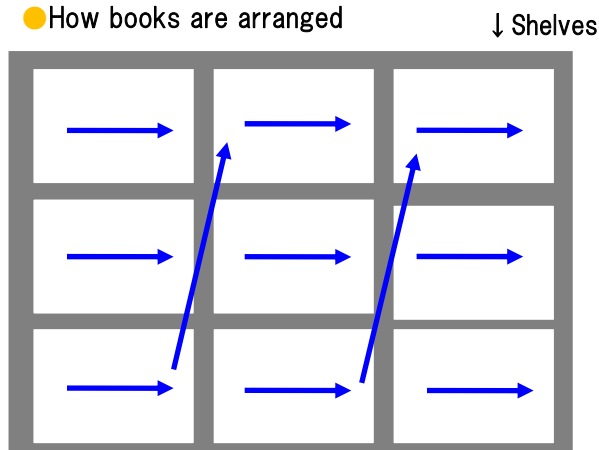
Japanese and foreign language materials are found on the same shelves, classified according under the Nippon Decimal Classification System according to subject area. Please refer to page 16 for details of the Nippon Decimal Classification System. There is a label affixed to the spine of books on the shelves. This label has a classification number, or “call number,” written on it indicating the book’s subject area. Items are arranged on the library shelves according to these call numbers.

#### Understanding a call number label



「330L/605/v. 1」 is the call number  
「330」 is the classification number  
(330 for “economics”)

#### How books are arranged



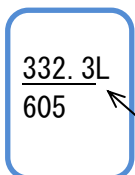
Items are lined left to right on the shelves in the order of their call numbers

#### Main Type of Call numbers

Call numbers are given in the information box on the Search Result screen when using the NeoCILIUS Knowledge OPAC on-line catalogue and in the upper left-hand corner of each card in the card catalogue. Call numbers are printed on labels affixed to the spine of each item in the library as follows.

##### Monograph

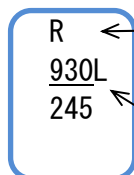
Those marked “L” are  
Located in the Seto Library



Classification  
(Subject)

##### Reference books

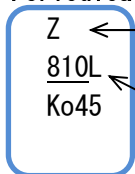
“R” = “Reference Books” refers to  
Dictionaries or indexes.  
These are located in BIF



Classification  
(Subject)

##### Periodicals

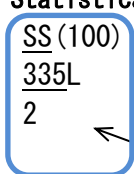
“Z” = “Zasshi” (periodicals)



Classification  
(Subject)

##### Statistical materials

“SS” = “Serials statistics”




Classification  
(Subject)

##### Course Reserved books



Course-reserved materials are known here as course reserved books: they are assigned codes according to course and are located together in BIF.

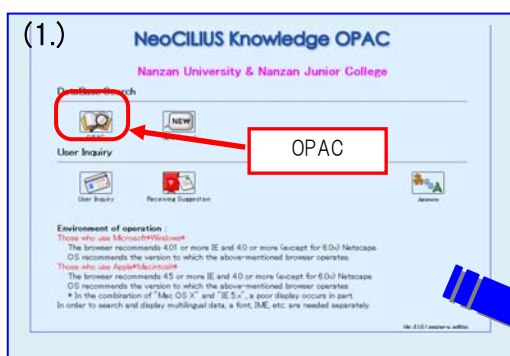
\*Items marked  are not available for loan and may not be removed from the library.

## Searching Using NeoCILIUS Knowledge OPAC

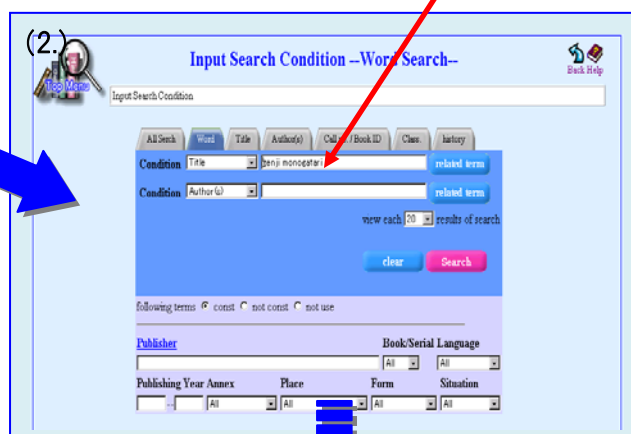
The NeoCILIUS Knowledge OPAC is an on-line catalogue of library holdings. Search facilities are available for materials acquired since April 1985 as well as for all periodicals and reference works at the Nagoya Library and all materials held at the Seto Library. Materials held by the University's research centers and institutes on the Nagoya Campus as well as those held at Nanzan Junior College are also included in the online catalogue. Please search via the card catalogues in the Nagoya Library for materials published prior to April 1985. Below is a summary of available search facilities.

\*May be accessed from the library webpages.

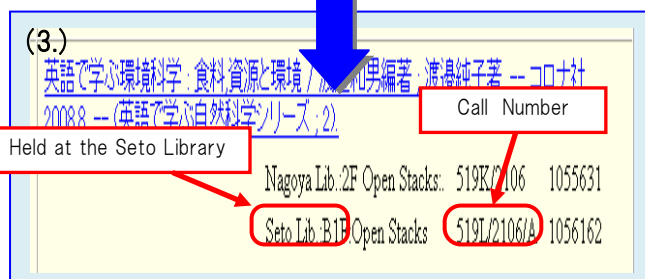
### NeoCILIUS Knowledge OPAC



You may search for monographs or periodicals by title but not from the contents of books or journals. Searches cannot be carried out from the contents of books or academic papers published in journal.



- (1.) Click on the OPAC button.
  - (2.) On the Word Search screen you are able to search for items by title or author name.
  - (3.) The materials you search for are displayed as a bibliographic list.
- Once you find the title or the call number, check the floor plan in the library to confirm what shelf the item is on then go to look for it.

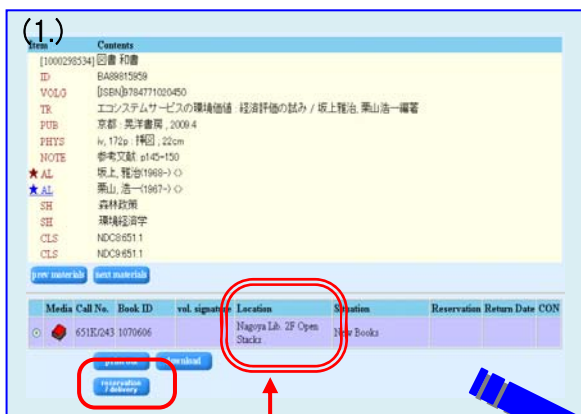


Items held in the libraries of other campuses may be requested using the Book Details/Holding Sight screen. If you have internet access, holdings searches and campus inter-library loan requests (for delivery to the Seto Library) are possible from anywhere. (General members of the public cannot request campus inter-library loans.)

**How to make an interloan request**

※Members of the general public may not request materials from other libraries.

You may request that specific items held at the Nagoya Library or the Nanzan Junior College Library be delivered to the Seto Library.



(1.) Select the item that you would like to request through campus inter-library loan and click on the “reservation” button.

(2.) At the User Authentication screen please enter your User I.D. number (student number, employee number or User Card number) and password and press the execution button. People who have not changed their password may find that it is no longer valid. Please make this request at the Circulation Counter.

**[Location]**

Nagoya Lib. --- Nanzan University Nagoya Library  
 Seto Lib. --- Nanzan University Seto Library  
 Junior Col. --- Nanzan Junior College Library  
 \*Using OPAC it is possible to request items from the Nagoya Library and the Nanzan Junior College Library.

**[Location]**

Center for American Studies  
 Center for Latin-American Studies  
 Center for European Studies  
 Center for Asia-Pacific Studies  
 Institute for Social Ethics  
 \* Materials held by Institutes and Centers located on the Nagoya Campus cannot be requested using OPAC. If you wish to request materials be brought to the Seto Library please approach the Circulation Counter.

**[Location]**

Anthropological Institute  
 Nanzan Institute for Religion and Culture  
 Audio-Visual Library  
 \* These facilities are on the Nagoya Campus, so it is not possible to request items be brought from there to the Seto Library. Please inquire directly to the respective facilities.

Notification to Nanzan students regarding the arrival of requested items are posted on the notice board. Bring the notification memo to the Circulation Counter. An email message regarding the arrival of a requested item is sent to the @nanzan-u.ac.jp University email address of full-time teaching staff. Requested items will be held for one week, so please carry out the loan procedure during this period. After one week, the request is cancelled and the item is returned to the shelves.



(2.)



(3.)

(3.) Indicate which campus library you want to have the book sent to and press the “execution” button.

◆ Library to receive the book is: “Seto Library”  
 Requesting items from the Nagoya Library.

- Delivered the following day if requested before 12.30pm.
- Delivered in two days time if requested after 12.30pm.

Requesting items from the Nanzan Junior College.

- Delivered in two days time if requested before 12.30pm.
- Delivered in three days time if requested after 12.30pm.

- ★ Items normally arrive around 1.00pm.
- ★ The number of days required do not include Sundays or days when the library is closed.

Reserving Items on Loan

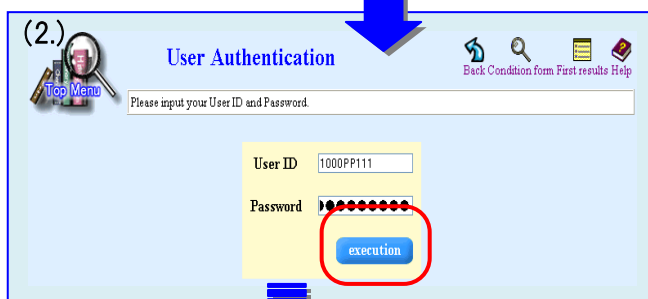
※Members of the general public may not request materials from other libraries.

It is possible to reserve items that are out on loan.



(1.) First, click on the “reservation” (*yoyaku-toriyose*) button on the Book Details screen (1.) for the item you wish to reserve.

(2.) At the User Authentication screen please enter your User I.D. number and password. (See pg. 10 for further details)



# You can submit a request that the borrower return an item for a short time for items that are not due to be returned for one month or more. Please make this request at the Circulation Counter.



(3.) Your reservation is complete when you click on the execution button on the “Reservation Process” (*yoyaku-toriyose*) screen.

(4.) At this stage, a number will appear on the book details screen indicating the your order in the list of reservations for this item.



\* Checking the order of your reservation is only possible directly after making it, and not at any other time. Please approach the Circulation Counter if you wish to ask how many people are still ahead of you.

■ Notification regarding requested items

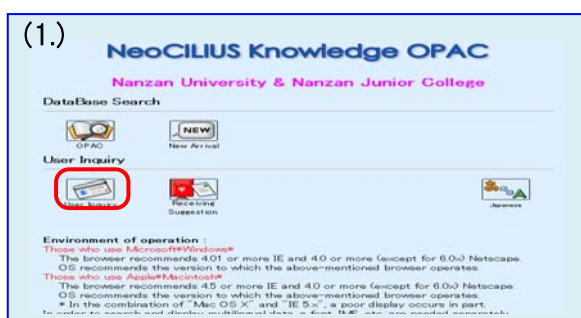
Notification to Nanzan students regarding the arrival of requested items is posted on the noticeboard beside the first floor stairs. Bring the notification memo to the Circulation Counter. An email message regarding the arrival of a requested item is sent to the @nanzan-u.ac.jp University email address of full-time staff. Requested items will be held for one week, so please carry out the loan procedure during this period. The request is cancelled after one week and the item is returned to the shelves.

## Setting up an initial password and changing password

User authentication is necessary when reserving items or requesting campus inter-library loans or making a user Inquiry (to confirm the status of items you have borrowed), or making a suggestion. Before you use the library system for the first time, please go to the Circulations Counter to set up your initial password.

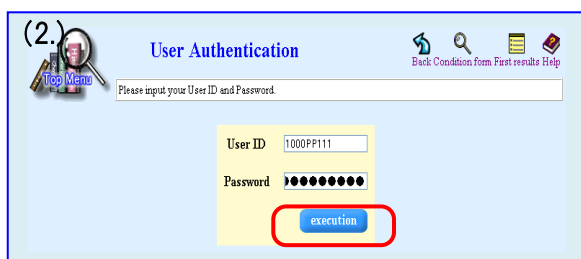
You will be given a password slip giving the details of your initial password. That same day, please change your password from the initial, automatically generated setting to one that you decide yourself.

### < How to change for a password >



(1.) Click on "User Inquiry"

(2.) At the User Authentication screen please enter your User I.D. and password.



#### [User I.D.]

Students enter their student I.D. number and full-time staff their employee number. Please enter these in single-width characters (i.e., do not input in Japanese using double-width alphanumeric characters). Letters of the alphabet should be upper-case (eg. 2009PP520).

Other users should input the number on their library user card in single-width characters. When it includes letters of the alphabet, they should be directly input as such (eg. 09S8001)

■ The initial password is provisional, and as such is only valid for a specific period of time after which you will not be able to log on at the User Authentication screen. Please approach the circulations Counter if this period of time is exceeded and your provisional password becomes invalid.



(3.) Please click on the Profile button.

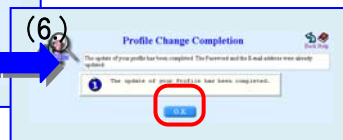
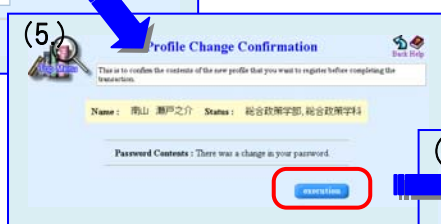
(4.) Set your new password at the Profile Change screen. It should consist of 8 characters, which should be a combination of letters of the alphabet and numbers. It will be authorized when you correctly match the "New Password" and "Re-enter Password" boxes and press the execution button.

(5.) Please click on the execution button on the Profile Change Confirmation screen.

(6.) The Profile Change Completion screen will appear, indicating that you have completed the procedure.

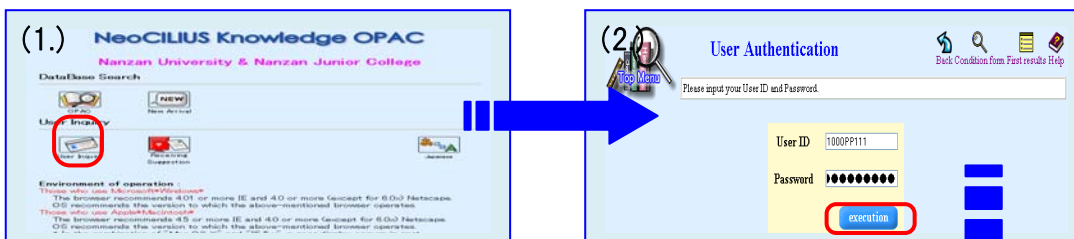


Please note that the password system is case sensitive.



## User Authentication

Users have access to a number of services such as due dates for items on loan and the status of reservations or applications for requests.



(1.) Please click on the User Inquiry link.

(2.) The User Authorization screen will appear. Input your User I.D. number and password.

Situation	Title / Author(s) - Publisher	Requested Date	Limit Date
In Transit	<a href="#">話しことば教育における学習項目 / 井上優編 -- 国立国語研... 2005.3. -- &lt;日本語教育ブックレット, 7&gt;</a>	Jun 28, 2006	
Overdue	<a href="#">上級日本語 : 異文化間におけるコミュニケーション / 日暮嘉子著 -- HJB出版局</a>	Jun 5, 2006	Jun 19, 2006
Subscribed	<a href="#">モジュールで学ぶよくわかる日本語 / コーベニ・澤子 [(ほか) 著 ; 3. -- アルク, 1998. -- &lt;アルクの日本語テキスト&gt;</a>	Jun 28, 2006	Jul 6, 2006
Reservation	<a href="#">歌舞伎 / 原道生監修 -- くもん出版, 2004. -- &lt;物語で学ぶ日本の伝統芸能 ; 3&gt;</a>	Jun 28, 2006	
Borrowed	<a href="#">千と千尋の神隠し / 宮崎駿原作・脚本・監督 -- 徳間書店, 2001. -- &lt;徳間アニメ絵本 ; 24&gt;</a>	Jun 28, 2006	Jul 5, 2006
<b>Lending: 2 Book(s)</b> <b>Reserving: 2 Book(s)</b> <b>(Overdue : 1 Book(s))</b> <b>(Keeping : 1 Book(s))</b>			
<a href="#">profile</a> <a href="#">reference comments</a>			

### ● Checking an item's status

Status	Content
In Transit	Item reserved or requested currently in transit to library specified. Please approach the Circulation Counter if you wish to cancel your request.
Overdue	Item currently on loan is overdue; please return it immediately.
Subscribed	Item reserved or requested currently held at Circulation Counter. Nanzan University students may take a memo-slip attached to the notice board beside the first floor stairs and carry out the necessary procedures at Circulation Counter. Deadline for item to be kept on hold is indicated on right of screen. If the loan procedure is not carried out by date indicated, the request will be cancelled and the item returned to the shelves.
Reservation	Item currently reserved. The user is able to delete their reservation on the User Inquiry / Personal Information screen.
Borrowed	Item currently on loan. Please return or renew the item by the date indicated.

## 5. Library Services

### Reference services

#### ● Reference services hours

Day	Time
Monday–Friday	9:30~17:20
Saturday & Sunday	closed

\* Not available during the summer holidays and on other days when the Reference Counter is closed.

#### ● The Reference Counter provides the following services:

- ◆ Locating materials and answering questions about library use.
- ◆ The following services are available for full-time staff and students of Nanzan University with regard to materials not held by Nanzan University.

\*Some services such as photocopying requests for materials held in Japan or letters of introduction are available for part-time instructors and Gakuen employees.

Service	Content
Photocopying requests*	Photocopies of articles and other materials may be requested from other universities or institutions. Photocopying costs and postage fees of 40–60 yen per double-page are to be paid by the person making the request. The materials normally come approximately one week after the request is made.
Inter-library loans*	Materials may be requested for loan from other universities or institutions. The cost of return postage is to be paid by the person making the request.
Locating materials	Holdings of other universities and institutions can be searched to locate materials.
Letters of introduction	Where materials are not available in the library, letters of introduction are provided to allow access to them at other universities and institutions.
External database searches*	Newspaper articles and journal articles can be looked up using databases of external institutions. The library can search databases on your behalf.

\*These services are fee-based. Full-time Staff, Nanzan University graduate school students and Faculty fourth year students may apply online through the Library website to avail themselves of photocopying of reference materials and interloan services.

### Consortium inter-library access

Nanzan library is active in promoting the mutual use of library resources through its ties with the university libraries and public libraries indicated below. Full-time staff and Nanzan students may request and then borrow materials held by the Consortium member libraries at no charge.

- [The CAN Consortium of private universities \(Aichi Gakuin University, Chubu University\)](#)
- [Collaboration with Toyota Technological Institute](#)
- [University Consortium “Seto” \(Seto City Library\)](#)

For further details see “Consortium” on the Library website.

### New Acquisitions Request

You are able to request that the library purchase materials not currently held. Please make your request to the Circulation Counter. You will be notified as to whether the purchase is possible and when the material will be available. It takes 1–2 months before the material becomes available. Magazines cannot be requested.

### Submitting your view and opinions

We will respond to your opinions and views about the library. Forms are available from beside the stairs on the first floor. Your opinions can also be given online, by using the “Receiving Suggestion” function on NeoCILIUS Knowledge OPAC.

### Guidance seminars on use of the library

The library offers guidance seminars for Nanzan University students to assist them in making full use of the library facilities. Details concerning how to apply and so on are given nearer the time in a separate notice. Please do make use of these seminars.

- **Dates** : April ~ July, October ~ November
- **Details** : Guidance given includes instruction regarding loan procedures and reference services; use of the NeoCILIUS Knowledge OPAC on-line catalogue; literature searches, including how to locate books, journals and journal articles, and newspaper articles; obtaining materials from outside the University; and library tours.



## 7. Nippon Decimal Classification System (NDC)

7<sup>th</sup> revision from p.28

100 categories (the actual classification system is even more detailed)

### 000 GENERAL WORKS

010 Libraries  
 020 Bibliographies  
 030 Encyclopedias  
 040 General collected essays and lectures, Miscellaneous  
 050 Periodicals  
 060 Learned societies, Museums  
 070 Newspapers, Journalism  
 080 Collected works, Complete works  
 090

### 100 PHILOSOPHY—GENERAL

110 Philosophical treatises  
 120 Oriental thought  
 130 Western philosophy  
 140 Psychology  
 150 Ethics  
 160 Religion  
 170 Shinto  
 180 Buddhism  
 190 Christianity

### 200 HISTORY—GENERAL

210 Japanese history  
 220 Asian history  
 230 European history  
 240 African history  
 250 North American history  
 260 South American history  
 270 Oceania history  
 280 Biographies  
 290 Geography

### 300 SOCIAL SCIENCES—GENERAL

310 Politics  
 320 Law  
 330 Economics  
 340 Public finance  
 350 Statistics  
 360 Sociology, Social Issues  
 370 Education  
 380 Folklore, Ethnology  
 390 National defense, Military studies

### 400 NATURAL SCIENCES—GENERAL

410 Mathematics  
 420 Physics  
 430 Chemistry  
 440 Astronomy  
 450 Earth sciences  
 460 Biology, Natural history  
 470 Botany  
 480 Zoology  
 490 Medical science, Pharmacy

### 500 ENGINEERING AND TECHNOLOGY—GENERAL

510 Civil engineering  
 520 Architecture  
 530 Mechanical engineering  
 540 Electrical engineering  
 550 Marine engineering  
 560 Mining and metallurgy  
 570 Chemical engineering  
 580 Manufacturing  
 590 Domestic science

### 600 INDUSTRY—GENERAL

610 Farming and agriculture  
 620 Horticulture and landscape gardening  
 630 Silk industry  
 640 Livestock industry, Veterinary science  
 650 Forestry  
 660 Marine industry  
 670 Commerce  
 680 Transport  
 690 Communications

### 700 ARTS—GENERAL

710 Sculpture  
 720 Painting, Calligraphy  
 730 Woodblock printing  
 740 Photography, Printing  
 750 Craftwork  
 760 Music, Dance  
 770 Theater, Cinematic arts  
 780 Physical education, Sport  
 790 Other arts, Recreation

### 800 LANGUAGE—GENERAL

810 Japanese  
 820 Chinese, Oriental languages  
 830 English  
 840 German  
 850 French  
 860 Spanish  
 870 Italian  
 880 Russian  
 890 Other languages

### 900 LITERATURE—GENERAL

910 Japanese literature  
 920 Chinese literature, Oriental literature  
 930 British and American literature  
 940 German literature  
 950 French literature  
 960 Spanish literature  
 970 Italian literature  
 980 Russian literature  
 990 Other literature