

To all members of the teaching staff

September 12, 2025

Nanzan University Reiners Central Library

Notice regarding Explanatory Lectures on Library Use for the 2025 Q3・Q4 (Autumn Semester)

Please note the following details regarding these lectures.

1. Period to be held : Friday , September 26 2025 –Friday, December 19 2025

Monday to Friday on days lessons are held

3rd Quarter Monday / Tuesday / Thursday / Friday: Periods 1-4,
Wednesday: Periods 1-2.

4th Quarter Monday / Thursday: Periods 1-3, Tuesday / Friday: Periods 1-4,
Wednesday: Periods 1-2.

※Not held on Saturdays or Sundays, and in Period 5 between Monday to Friday.

Please ask regarding any other dates.

2. Venue : Library 1F Seminar Room

Please ensure that you complete the [preparation](#) required to put information on the Library webpage by the day before the explanatory session and tell students to bring their own laptop computer on the day.

Please understand that we may not be able to deal with computer problems that occur on the day.

Relevant materials will not be distributed individually, but instead will be posted on the Library webpages.

Please check “[図書館利用講習会\(Explanatory Lectures\)](#)” at the bottom of the library webpage.

3. Number of participants : The session can accommodate up to 60 people

(not counting the instructor in charge)

※Please apply in class units. The instructor in charge must also attend the session.

4. Content of lectures

(1)Beginners (How to use the Library and searching for materials)

In order to learn how to find reference materials held in the library we explain the basics of how to use the library and how to search for materials, going as far as actually finding what you are looking for.

- Getting to know the Library (Library information board)
- Using the library (User Guide. How to use MyLibrary)
- Searching for books (Search using OPAC)
(How to search for books or journals. Practice various searches)
- Searching for materials held in the library (Group work)

(2)Intermediate level (How to search for materials that use digital resources)

※For people who are capable of using OPAC.

We explain how to go through the Library website to effectively search for digital materials in order to write reports or theses.

※Please choose from the categories listed below to make a total of 90 minutes.

(A survey will be carried out in the last 10 minutes)

However, explanations will be limited to no more than two databases.

Program			Time (min.)
Outline	Let's write a report or academic paper! (on a DVD) + An explanation of "Types of reference material and copyright" and "How to look for journals"		30
Data base practice Up to two database explanations	Japanese journals	CiNii Research	30 / 60*
	Japanese newspapers	YOMIDAS ※Only from 29 September to 28 November	30 / 60 ^(Note)
	Foreign journals	EBSCOhost	30 / 60*
	Foreign newspapers	ProQuest	30 / -
	Journal articles	Nikkei BPnet	30 / -
	Japanese newspapers • Corporate information	Nikkei Telecom21	30 / 60*
	Information related to law and case materials	Westlaw Japan	- / 60*

The 30-minute course has been reduced to only an explanation (no practice search).

*60-minute course

- When you apply to hold the session, please advise of the key words or topics you will use in the database practice.
- In addition to the explanation of the database, CiNii/EBSCOhost will involve practice carrying out searches and searching for materials held in the library.
It is possible to combine this with the 30-minute course to make it a total of 90 minutes.
- Nikkei Telecom21/Westlaw Japan will carry out the database explanation as well as overseeing the practice carrying out searches.

(Note): The 60-minute course on YOMIDAS will include an explanation of the Asahi Shimbun cross search and a practice search. However, because there is limit on the number of days on which the Asahi Shimbun cross search lecture ID number can be used, there may be occasions when we cannot provide this service.

(3) Providing guidance materials

The instructor in charge of the course should use the guidance materials we provide for the Library User Explanatory Sessions

- Apart from the guidance materials on library use (PowerPoint), we can also provide you with a worksheet. Please let us know if you need anything beyond this.
- Library staff are available to assist as instructors if you are to use the seminar room.

5. Outline of Application

Start date & method	The lecture session application form
We accept applications in the order that they come in from the “Library User Explanatory Sessions application page” on PORTA questionnaires <u>from 12 September</u> , in the order in which they were received.	Click here for the application page

[Please note]

- Application is required from PORTA questionnaires.
- In advance, Please check 「講習会カレンダー(Places available in the Explanatory Lectures)」 under 「[図書館利用講習会申込み\(Application for Explanatory Lectures\)](#)」 on the library’s webpage. It’s scheduled to be updated daily around 9:30, excluding weekend.
- We request that you enter your first to third choice date and time slots in the lecture session application form, and that **you send your e-mail no later than two weeks** before the earliest of those three choices. We will notify you of the date and time once things have been arranged at our end.
- Please note that your application is not complete until you an e-mail acknowledging its receipt reaches you from the Service Counter (Reference).
- Applications are not accepted by e-mail, telephone or in person at the Library.

<Inquiries>

Service Counter (Reference) Ext:1355 E-mail: lib-counter@nanzan-u.ac.jp