

To all members of the teaching staff

September 4, 2023

Nanzan University Reiners Central Library

Notice regarding Explanatory Lectures on Library Use for the 2023 Spring Semester (Q3 • Q4)

Please note the following details regarding these lectures.

※Please note the following points.

- **The maximum number of people who may take a session is 60.** (To be held as an in-person explanatory lecture session)
- With a campus-wide BYOD approach having been introduced, we ask that students bring their own laptops and use them to undergo the practical training.

The Library does not provide laptops, including replacements.

Please instruct your students to finish [the preparation required](#) on the Library website no later than the day before the explanatory lecture. 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.

Where it will be posted: 図書館 Web ページ(Library webpages) → 調べ方ガイド(Guide to conducting a search) → [図書館利用講習会\(Explanatory Lectures\)](#)

1. Period to be held : Monday, September 25 2023 – Thursday, November 30 2023

Monday to Friday on days lessons are held

3rd Quarter Monday / Thursday: Periods 1-4, Tuesday / Friday: Periods 1-3 (used for librarians course classes in Period 4), Wednesday: Periods 1-2.

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

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

2. Venue : Reiners Central Library 1F Seminar Room

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 (Library webpages, Power-point)
- 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)

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

※For people who are capable of using OPAC.

※Please choose two from the following categories so the total is 90 minutes.

We will carry out a questionnaire outside of the time needed.

| Program | | Time (min.) |
|--------------------------|--|--|
| Data base practice | Japanese journals | CiNii Research 30 / 60 * |
| | Japanese newspapers | YOMIDAS REKISHIKAN 30 / 60 (Note) |
| | Foreign journals | EBSCOhost 30 / 60 * |
| | Foreign newspapers | EBSCOhost(Newspaper Source Plus) 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

- 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.
- When you apply to hold the session, please advise of the key words or topics you will use in the database practice.

Note: The 60-minute course on YOMIDAS REKISHIKAN 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. It is also possible to use the Library 1F Seminar Room.

• 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.

< In the case that you use the Library Seminar Room >

- If you hold the session in the library Seminar Room, it is also possible for library staff to support the delivery as an instructor.
- It is also possible to carry it out in combination with an online class. If you wish to do so, we request that you check the equipment and connections in advance.

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 from 9:00am on 11 September, 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 the list for times that are available. We intend to update it at about 9:30am every morning (except for Saturday and Sunday).
図書館 Web ページ(Library webpage)→ 調べ方ガイド(Guide to conducting a search)→ 図書館利用講習会(Explanatory Lectures)→講習会の空き状況一覧(Places available in the explanatory lectures)
- 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.
- It is possible to borrow the following DVDs that were used in lectures until last year. For further details please inquire at the Service Counter (Reference).
 - Let's present a seminar! : From selecting topics to giving presentations (Joho no Tatsujin ; 2)
 - Let's write reports and papers! : Ten steps to allow anyone to write a report or academic paper. (Joho no Tatsujin ; 3)

<Inquiries> 【Service Counter (Reference)】 Ext:1355 E-mail: lib-counter@nanzan-u.ac.jp