

Information on Library User Guide Videos

The Meiji Gakuin University Library would like to invite the faculty members to use the videos in their classes and seminars to improve the students' information retrieval skills. Please contact us in case any content is missing from the videos.

Video contents (All in Japanese)

How to Access the User's Guide Videos

For students: Port Hepburn > Campus Life > Library > 利用案内動画 (User Guide Videos)

For faculty members: Port Hepburn > Links > Library > User Guide Videos

Please inform your students via manaba, etc.

1. "Let's Go to the Library! Orientation of Yokohama Library" (8 min)

「そうだ、図書館へ行こう！横浜図書館オリエンテーション」

2. "How to Search for Books in the Library <Basic>" (11 min) *For 1st year students

「図書館の本の探しかた <基礎編>」

How to search for books using OPAC (book search system).

What information is necessary to actually obtain books.

3. How to Search for Books in the Library <Advanced> (10 min) *For 1st year students.

「図書館の本の探しかた <応用編>」

How to expand information from a book. Four points to obtain the information from a book.

4. How to Search for Journals in the Library (13 min) *For 1st year students

「図書館の本の探しかた <雑誌編>」

How to use OPAC (book search system) to search for periodicals.

What information is necessary to actually obtain journals.

5. Characteristics of Literature: OPAC and CiNii Books (13 min) *For advanced students

「文献の特徴 ～ 図書を探す OPAC・CiNii Books」

How to search a wide range of books using OPAC and CiNii Books.

6. Searching for Journal Articles and Papers in Japan: CiNii Research (13 min)

「国内の雑誌論文・記事を探す CiNii Research」

Complete explanation – from searching to obtaining full texts.

7. Reading Newspaper Articles: Asahi Shimbun Cross Search (12 min)

「新聞記事を読む 朝日新聞クロスサーチ」

The procedure and tips for searching newspaper articles. Explanation of keyword search with awareness of media characteristics.

8. Searching with Dictionaries and Encyclopedias: JapanKnowledge Lib (13 min)

「辞書・事典で調べる JapanKnowledge Lib」

How to search 50 kinds of encyclopedias including "Nihon Dai Hyakka Zensho" (Encyclopedia of Japan).

How to look up the exact meaning of keywords and overviews of topics.

9. Searching with Dictionaries and Encyclopedias: Britannica Online Japan (8 min)

「辞書・事典で調べる Britannica Online Japan」

How to use a database derived from the Encyclopedia Britannica to acquire basic information on a theme.

10. Searching Overseas Journal Articles (1): Project MUSE, JSTOR, ASC, etc. (18 min)

「海外の雑誌論文を探す① Project MUSE, JSTOR, ASC など」

How to find overseas papers and journal articles in the humanities.

11. How to Find Overseas Journal Articles (2): PsycINFO (17 min)

「海外の雑誌論文を探す② PsycINFO」

How to find overseas academic papers in psychology.

12. Looking Up Domestic Statistical Information (16 min)

「国内の統計情報を調べる」

Introduction of primary and secondary statistics, the basics of statistical information, as well as other useful resources for obtaining statistics.

13. Looking Up Statistical Information Using e-Stat (14 min)

「e-Stat を使って統計情報を調べる」

How to use "e-Stat," a Web portal for government statistics. Explanation of how to search for specific statistics and how to compare statistics by region.

14. Searching for Precedents and Bibliographic Information D1-Law (14 min)

「判例・文献情報を探す D1-Law」

How to search for precedents and bibliographies, and how to obtain them from libraries.

15. Accessing the Database from Off-campus: EZproxy (3 min)

「学外からデータベースを使ってみよう EZproxy」

How to access the database from off-campus via EZproxy.

16. When Materials Are Not Available at the Meiji Gakuin University Library (6 min)

「資料が明学にないときは」

How to find materials using other libraries such as consortium, ILL, letter of introduction, National Diet Library, etc.

Notes

All videos are exclusively available on YouTube. For contractual reasons, a few videos cannot be released to the general public, so please refrain from showing them on Websites that can be viewed by students not enrolled in the class.

Reference example of the use of videos

【For 1st year basic course (Kiso Kamoku)】

1st class : Watch "Orientation Video of Yokohama Library"

2nd class : Watch the video on "How to Search for Books in the Library <Basic>"

→Search for books in OPAC as an assignment

Class in June : Watch the video on "How to Search for Books in the Library <Advanced>"

→Submit their own findings as an assignment

【For 3rd year seminar】

Students are instructed to watch the appropriate video depending on the theme to search for previous research on the topic of the report. Students will watch videos on newspaper article searches + dictionary databases + journal articles (CiNii Research) and submit a list of references. The lecturer will separately explain in class the characteristics of journal articles and papers suitable as information sources (limited to academic journals, limited to within the last X years, etc.), depending on the field of specialization.

In-Class Library Support (Information Retrieval Guidance)

If the video provides insufficient information (e.g., hands-on training to obtain actual objects is required, certain books have to be shown to all students, or individualized support is required in a specific area of expertise), please contact us for consultation on in-class library support.

How to Apply

Complete the "In-Class Library Support Application Form" available on the library Website (User Guide > For On-Campus Visitors > Various Application Forms).

Please send it as an email attachment to the following [Inquiries] at the campus where the class is held.

Acceptance of Applications

Applications for the academic year 2024 will be accepted from March 2024. If you would like to apply between April and May 2024, please submit your application by the end of March.

Forms of Implementation

If you wish to conduct the class face to face, please consult with us regarding the location of the class.

- We will consult with you regarding the location depending on the number of students and the menu. Please note that we may not be able to accommodate all of your request. Please contact the Information Technology Center for the support and setting up of the equipment for recording and simultaneous delivery.
- The maximum number of participants in the Active Commons on the 1st floor of the Yokohama Library is 30.

If you wish to conduct the class online using Microsoft Teams, Zoom, etc.

- Please note that we may seek your cooperation in a rehearsal in advance to confirm the connection and the presentation of materials.
- The lecturer will set up the class and give permission to enter the room on the day of the class. The library staff will be set up as co-hosts.

Inquiries

Meiji Gakuin University Shirokane Campus Library

1-2-37 Shirokanedai Minato-ku Tokyo, 108-8636

Tel: 03-5421-5177 / Fax: 03-5421-5178

E-mail: unyou@mguad.meijigakuin.ac.jp

Meiji Gakuin University Yokohama Campus Library

1518 Kamikurata-cho Totsuka-ku Yokohama-shi Kanagawa, 244-8539

Tel: 045-863-2037 / Fax: 045-863-2189

E-mail: yokoun@mguad.meijigakuin.ac.jp