Guide 1-5 Library Services for Researchers

Here we briefly introduce our library services focusing on research work for those who are new comer to Hokkaido University as professor, researcher, and master's/Ph.D. student. The primary purpose of our services are to support you to push the frontier in your scientific field by providing stable and sustainable academic resources, collecting, archiving and publishing your academic outcomes.

▶ Access to Journal Articles (incl. via Databases)

On Campus Access

Database

You can use a number of databases to search journal articles through Hokkaido University Library website [Top-page > Databases]. Major databases are as follows:

Web of Science
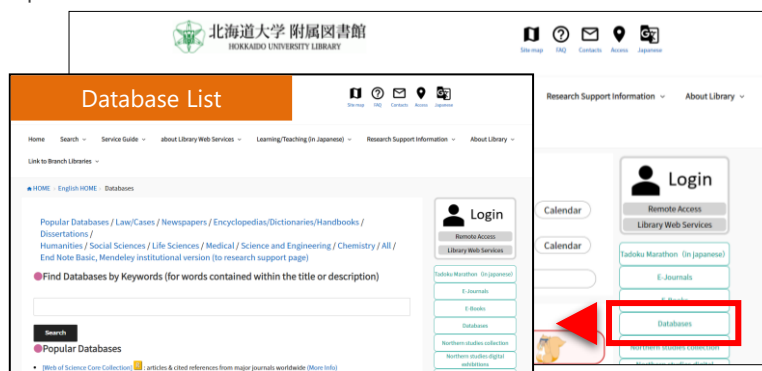articles & cited references from major journals worldwide

SciFinderⁿ Web
chemistry and other scientific information from articles and patents

Reaxys
chemical compounds, bibliographic data and chemical reactions

PubMed
free MEDLINE provided by the U. S. National Library of Medicine

Database List

Icons		
R	Available via Remote Access	
F	Free Access	
T	Available during Trial Period	
部局限定	Limited to Contracted Faculties	
Navi	Full Text Navigator Available	

Journal Article

You can read journal articles online as long as Hokkaido University Library has contract with publishers. If not available online, check online library catalog to see if printed version is available in the library.

Example of Search Result in PubMed

Review › Lancet. 2003 Jan 4;361(9351):51-9. doi: 10.1016/S0140-6736(03)12162-9.

By clicking this icon, you will directly jump to the article page with Full Text Navigator. If the article is unavailable online, Full Text Navigator enables you to search the journal further in our online library catalog.

HU Full Text Navigator

Articles are also available through the publishers' links (without Full Text Navigator).

▶ Publishing Your Work

Make Your Paper Available as Open Access Article

Open Access Vouchers

Some of the journals provide limited number of vouchers for Hokkaido University members to make their article open access, e.g., vouchers for Royal Society of Chemistry (RSC) are available for making your article open access for free.

For the voucher list and more detail, see the link below.

https://www.lib.hokudai.ac.jp/en/support/apc/

Posting Your Work onto Library Repository (called HUSCAP)
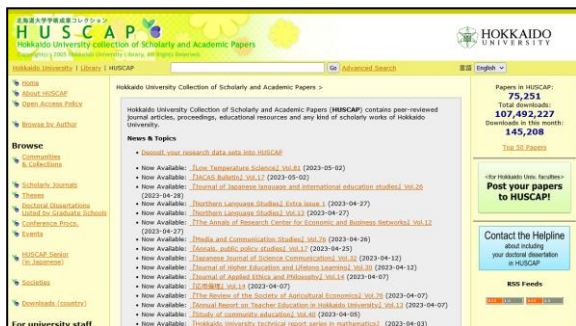
HUSCAP (Hokkaido University collection of Scholarly and Academic Papers) is another way to make your article open-access. You can post your conference presentation files as well as journal articles. Journal articles are accepted in the format of author draft and/or even final version of record depending on the open access policy of the publisher.

HUSCAP Web Site

https://eprints.lib.hokudai.ac.jp/dspace/index.jsp?lang=en

Posting onto HUSCAP

Send your presentation/article file via online form

https://eprints.lib.hokudai.ac.jp/regform/　(on-campus access only / written in Japanese)

Your work will be published on HUSCAP after we check the open access policy and/or copy license policy of the publisher.

Hotline for Doctoral/Ph.D. students

HUSCAP also contains doctoral/Ph.D. dissertations of Hokkaido University. Those who are in doctorate/Ph.D. course and have questions about publishing your dissertation onto HUSCAP, please feel free to contact us via e-mail [huscap@lib.hokudai.ac.jp].

Seminars and Lectures

We occasionally hold seminars and lectures on topics of academic writing, reference management tools, specific database use and so on. We are also willing to have such seminars in one period of your lectures, and your lab seminars.

Past Seminar Examples:

Academic writing for young scientists and graduate students

EndNote / Mendeley / SciFinder[n] / Reaxys

Custermized seminars, etc.

Check our Website, and SNS
For updates on Library Services

For more detail on the library services for researchers, see the following webpage

🖥 HU Library Web Site [https://www.lib.hokudai.ac.jp/]　　Top-page ▶ Research

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Inquiries go to	**Hokkaido University Library, Information Literacy Section** Tel:011-706-5593　Email : nref@lib.hokudai.ac.jp
Online journals:	https://www.lib.hokudai.ac.jp/e-resource-inq/
References:	https://www.lib.hokudai.ac.jp/support/ask/

Interlibrary Loan (ILL)

Book Loan / Copying Service from Other Universities / Institutions

If you find books/journal articles are unavailable in Hokkaido University, interlibrary loan (ILL) is the service for you. ILL loans the book or makes a copy of the article (and even the part of a book in need) from other university/institution libraries both in and outside Japan.

- On ILL requests, mailing costs are charged (usually for 2-way). For a copying service, it will cost you copying fee.
- Please make an application beforehand if you use "University Expense" as a payment method.
- If you are grad/undergrad student, please contact your supervisor beforehand if your payment will be made by "University Expenses."
- ILL requests can be made online through Library Web Services. Responsible library for your ILL requests differs depending on your affiliation. It can be found on ILL application form after logging-in to Library Web Service.

See the following page for more detail
   [Top-page > Service Guide > InterLibrary Loan]
Application form:
   [Top-page > Library Web Service > InterLibrary Loan/Photocopy Request]

Purchase of Books, Journals, and Articles [For those who are eligible to use University Expenses]

Books & Journals

- Book purchase can be made through Library Web Services [>Purchase Request]. Professors can also purchase books by themselves from book stores registered as Hokkaido University business partner under the condition that each purchase is under ¥1,000,000.
- For purchase requests on journals, they should go to your faculty library when your library staffs ask you on journal requests (e.g., July and October for international/online and domestic journals, respectively).

※ On book/journal purchase, there is no need to make a purchase request for accounting system.

Look for more information on the following web page. [Top-page > Library Web Service > Purchase Request]

Journal Articles

Journal papers such as those contained in the latest issue of journals are not allowed to make copies. In such case, you can purchase the articles by pay-per-view method. Payment can be made by a corporate credit card and also by "University Expenses". Ask library staffs for more detail.

▶ Writing and Publishing

EndNote & Mendeley

Having difficulties in reference management? Reference management tools are here to help you. They manage the journal articles in the purpose of making a reference list automatically in your manuscript. For the members of Hokkaido University, we provide advanced version of reference management tools, i.e., EndNote and Mendeley.

EndNote Basic
   Advanced version with more reference styles are available.

Mendeley [Institutional Edition]
   Hokkaido University members are eligible to use Mendeley Institutional package with advanced disc-volume and group services. Just add your Mendeley account onto Hokkaido University Group to start using institutional package.

(Mendeley) Comparison of free ed. and Institutional ed.

Function	Free	Institution
Disc volume (for a person)	2 GB	100 GB
Disc volume (for a group)	100 MB	100 GB
No. of members for a private group	25	100
No. of private groups	5	No limit

Impact Factor

You can find impact factor of journals through the Journal Citation Reports (JCR) database. Search results can be narrowed/sorted out by scientific fields. Results can be downloaded as well.

[Top-page > Search > Database > Find Databases by Name > [J] > Journal Citation Reports (JCR)]

Off Campus Access (Remote Access Service)

You can access to journal articles and databases from off-campus by using Remote Access Service [Top-page > Remote Access]. Only you have to do is log-in with your ID and password.

Notices
- Remote access to online journals are provided under the contract with publishers.
- Remote Access Service is open only for members of Hokkaido University, e.g., professors, faculty staffs, and undergraduate/graduate students.
- Some of the journals and databases are out of Remote Access Service.
- Those who are without ID, you are kindly asked to register and get your ID/password. Contact library staffs at your faculty.

【Online journals】
Search the journal in online library catalog. DOI and PMID provide direct access to the article.

【Databases】
Available from the link [Databases].

## Internal Loan from Branch Libraries of Hokkaido University

Internal loans among libraries of Hokkaido University, in the format of paper-copy and e-DDS (scanned image in PDF), are available with copying fees. In these cases, fees are paid only by "University Expenses." Book loan between Sapporo and Hakodate campus are provided with free of charge. See "Interlibrary loan (ILL)" section in the next page for the detail.

National Diet Library (NDL) Digital Collections

In the Central library, there is a computer specialized for the use of National Diet Library (NDL) digital collections. Through this terminal, you can read and print books, doctoral/Ph.D. dissertations, and other materials most of which have been currently unavailable as non-digital media. This service is applicable for the materials labeled as "Available only at the NDL and partner libraries" on the NDL digital collection page. Reading and printing are free and charged, respectively. Feel free to ask Central Library counter staffs for the use of this service.

Automated Stacks (Central Library)

If your search results show the book is in "Automated Stacks," it's in the Central Library. Automated- stack contains ~300,000 books (most of them are bound journals) and managed by computer system. Books are delivered by machinery to the book truck in front of the General counter. You can make a delivery request with every computer in the Central Library.

Return Book Truck
Put books belonging to automated stack here after reading and copying without loan.
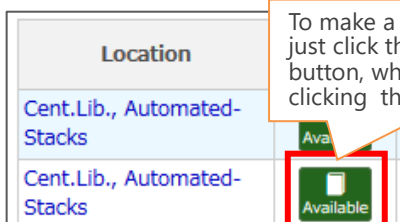
To make a delivery request, just click the "Available" button, which appears after clicking the list of volumes.

Delivered Books
You take books you ordered here.

Library Web Service (Loan Extension / E-mail Alert of Upcoming Due Date)

Library Web Service provides you more convenient services for your loaned books, e.g., loan extension, and book reservation (for books on loan). You can also check your loan status, and set E-mail alert to let you know the upcoming due date. These online services will greatly save your time since you do not have to come to library. Only you have to do is log-in to the Library Web Service with your ID and password.