

How to find materials in the Library

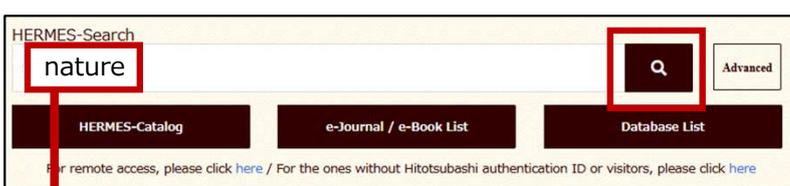
Hitotsubashi University Library Research guide 2023
No.E001 | 2023.11

Finding Materials

Use HERMES-Search

For materials search, we recommend **HERMES-Search** (the search box on the Library website), which provides information for you to find various materials from physical items, E-books, E-journals or Literature (Articles and Theses). If the material is held in the Library, the search results will be linked to **HERMES-Catalog** that shows you information about the locations

① Enter Keywords



Enter keywords and click 

◆ Examples of keywords

Author, Title,
A Topic or Subject (Environmental
issues, social media etc.)

Tips

HERMES-Search also enables you to find materials not held in the Library. Use **"Advanced"** search or filter results to check availability and location.

Access to HERMES-Search

The search box on the Library website is **HERMES-Search**.

▼ Library Website

<https://www.lib.hit-u.ac.jp/en/top-2/>

! When accessing from off-site, you will be required to login to your University account. Enter Student ID and Password to sign-in. This will also enable you to find restricted access items that are available only for members of Hitotsubashi University.

▶ Check the Remote Access link below

https://www.lib.hit-u.ac.jp/en/retrieval-2/e_resource/remote-access/

! There are some materials held in the Library but cannot be found in HERMES-Search

▶ Check the backside



② Select the material you want to read from search results



Refinement panel

Selected: Library Catalog

Refine your search

- Full Text Online
- Scholarly & Peer-Reviewed
- Library Catalog
- Physical books in Library Catalog
- eBooks Online

Content type filter

- Book / eBook 34K
- Library Holding 251
- Journal / eJournal 240

Journal

1 **nature** Nature
01/1990 - 10/2022 Coverage Details
Nature, 1869
Journal 図書館(雑誌種5隔)基本雑誌 / 225-576 / All Locations
1970-2019 / ZSE:14

eBook/Book

2 **Parallel problem solving from nature-PSPS III: International Conference on Evolutionary Computation, the Third Conference on Parallel Problem Solving from Nature...**
by Conference on Parallel Problem Solving from Nature; International Conference on Evolutionary Computation; Davidor, Yuval; More...
edited by Davidor, Yuval; Schwefel, Hans-Paul; Männer, Reinhard
Lecture notes in computer science, 1994

eJournal/eBook

HERMES-Link

Journal

Nature 0369-3392
Free E-Journal (出版社公開部分のみ) from 1873 to 1962

Nature (London) 0028-0836, 1476-4687
Academic Search Complete 【キャンパス外アクセス可】 from 06/05/1997 to 11/27/2015
Medline Complete 【キャンパス外アクセス可】 from 06/05/1997 to 11/26/2015
ProQuest Central 【Trial-2023/12/15】 【Off-campus available】 from 01/04/1990 to 1 year ago

Nature : national academic journal of architecture
(Online) 9783034315777, 2579-4809
DOAJ Directory of Open Access Journals from 2014 to present

Book

The fragments of Parmenides 9781930972674
EBSCO eBook Academic Collection 【Trial: ~ 2023/12/31】 ※トライアル対象外のタイトルの場合があります。 to present

Books

Check the locations and call number. Click on the title in search results for more information.

▶ **Further Instructions**
(Availability check, reservation)
in the backside

Journals (or Newspapers)

Check the availability of the volume. Locations and Availability of Journals (or Newspapers) are different by Volumes and Published Periods. Click on the title in search results to check.

▶ **Check the backside**

eJournals/eBooks

The titles of E-books, E-journals in collaboration with the Library and some open access will appear on the right side of the search results. Click the blue link to get access (for journals, check the available collections)

What can be search via HERMES-Search?

- **Items held in the Library (Books, Journals, Microform Materials)**
- **E-Journals**
- **E-Books**
- Theses
- Book Chapter
- Articles
- Book reviews

Papers and Articles published in Journals are also shown up in the search results. **If you only want to find items held in the Library, use the refinement panel to filter the results.**

! Materials cannot be found using HERMES-Search

- **Restricted-access materials (Graduation Theses) and latest Library holdings**
 - ▶ Search in HERMES-Catalog*
 - *Database specified for searching physical items (books, journals)
 - Click on the **HERMES-Catalog** in the Library website to access
 - ▶ Check search guide No.6 "**How to find Graduation Theses**" for further instructions
- **Some materials published before 1991**
 - ▶ Use Catalog cards
 - Follow the Instructions in the link below
<https://www.lib.hit-u.ac.jp/en/retrieval-2/search/card/>



Location and Call number

Click on the title appeared on the search results of **HERMES-Search** and it will link you to **HERMES-Catalog**. Check the material's location, call number and availability status there.

▼ Book : Search result on HERMES-Catalog

Pride and prejudice / Jane Austen ; edited by Pat Rogers (The Cambridge edition of the works of Jane Austen)

Publisher	Cambridge, U.K. : Cambridge University Press								
Year	2006								
Authors	*Austen, Jane, 1775-1817 Rogers, Pat								
- Hide book details.									
Location	Volume	Call No.	Barcode No.	Status	Comments	ISBN	Printed	Restriction	Reserve
Library Main Building 3rd fl. (Foreign Books)	hardback	9300:1833	120706221L			9780521825146			

Location indicates the place where the material is held. Materials are organized in the shelf according to **Call Number**(→). Check the floor map to find the exact location of the book shelf.



▼ Journal : Search result on HERMES-Catalog

Location	Volumes	Year	Call No.	Comment
Library Periodicals Annex 5th fl. (Bound Periodicals)	14-29,30 (1)+	2007-2023	ZOM:150	新着雑誌は雑誌棟1階にあり

For Journals, beside **location** and **call number**, also check **available volumes** and **published year**.

Current journals are held in the first floor of Periodical Annex.

! How to read materials held in Stack area

The staff will take the materials out for you from **9:00 to 16:45 on weekdays**.

Graduate students and faculty members can enter the Stack area **from 9:00 to 16:30 on weekdays**. A card key for the Stack area is required. Make procedures to get the card key and borrow items at the counter.

! Make a reservation for materials on loan

If the material is on loan, you can make a reservation so that you will be given priority to use as soon as it is returned

Status	Comments	ISBN	Printed	Restriction	Reserve
Checked out[2023.11.03Due date]		9784130820165			

- ① Click on Reserve button
 - ② Login to **MyLibrary**
 - ③ Specify the counter to pick-up materials
 - ④ Enter contact information
 - ⑤ Click Send
- ※ Items awaiting collection will be kept at the library counter for 7 days

If the materials you want to read is not to be found

Book purchase request

You can request to purchase a book for research purpose. There is a limit to the number of items and amount of money for purchase request. Check the below link for more details:
<https://www.lib.hit-u.ac.jp/en/services-2/materials/request/>



Photocopies/Physical items loan (Fee charged)

You can also borrow materials not held in the Library. For more details, check Search guide No.8 **Borrowing materials from other libraries**
<https://www.lib.hit-u.ac.jp/en/services-2/materials/ill/>



Make use of MyLibrary



Login with your Hitotsubashi Authentication ID to get access to more Library services online

Things you can do with MyLibrary

- Reserve books on loan
- Reserve a group study room
- Request book purchase
- Request photocopies of materials
- Renew due date