# **How to find Graduation Theses**

Hitotsubashi University Library Research guide 2023 No.E006 | 2023.11

Finding Graduation Theses\*

## Use "HERMES-Catalog"

\*including undergraduate, master's theses and preliminary doctoral dissertations

## 1. Search by supervisor's name

In addition to the title and the author's name, you can also search for theses by the supervisor's name (or by department / graduate school).

- ① Open the "Advanced" Search of HERMES-Catalog
- ② Select "Notes" and enter the supervisor's name
- 3 Select "Theses" in "Document Type"
- 4 Click "Search"

## ACCESS to HERMES-Catalog

Thesis search is for members of Hitotsubashi University ONLY. Access the HERMES-Catalog button on the top page of the library website, both on and off campus.



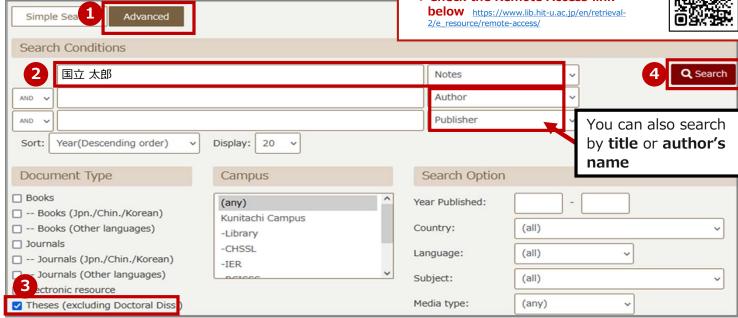
#### **▼Library Website**

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.



▶ Check the Remote Access link



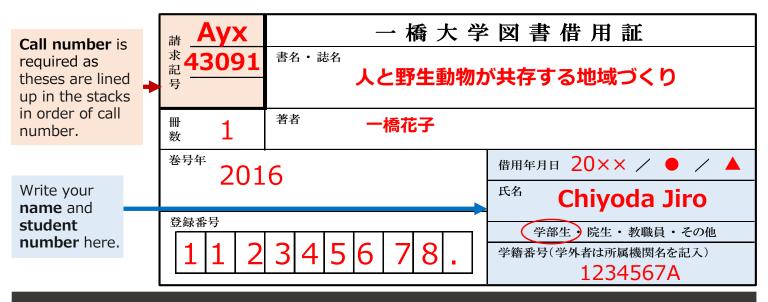
# 2. Select the thesis you want to read from the search results



# Make procedures to read at the counter

## 3. Fill out the "Hitotsubashi University Book Loan Form"

Fill out the "Hitotsubashi University Book Loan Form" with the information you found on HERMES-Catalog.

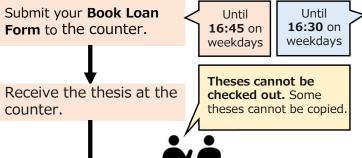


## 4. Browsing theses



Graduate students and faculty members

The staff will take the thesis out for you.



Take out the thesis from the stacks by yourself.

enter Stack area.

Take out the thesis from the stacks by yourself.

Borrow a card key at the counter to

Return **the card** to the counter. Submit the **thesis** and **Book Loan Form** to the counter. The card key has a locker key attached to it. Leave your belongings in the locker and then go to the stacks.

Take out your belongings and return the key.

Read in the 1st floor of the Main Library

Check whether the thesis can be copied



When you finish, return the thesis to the counter before the library closes

## What should I do in such a case?

#### Q: I can't find a thesis when searching by the supervisor's name.

A: There are cases that the supervisors still keep theses at hand, so please check with them first. If you can't find the thesis which should be in the library, ask the counter for help.

#### Q: Why are some theses not allowed to be copied?

A: Only theses with reproduction permission from the authors can be copied (the copyable range is within the scope of the authors' consents). Those without permission can only be viewed in the library.

### Q: How do I use the master's theses in the Chiyoda Campus?

A: Undergraduate theses, master's theses, and preliminary doctoral dissertations cannot be ordered from different campuses. You have to go to the Chiyoda Campus to browse them.

