Basic Training 2025 for PhD students

### **ACQUISITION AND MANAGEMENT**

Nagoya University Graduate School of Medicine Medical Library

### Contents

- 1. Steps for Literature Acquisition
  - Acquiring via the web on the spot
  - Using the library
  - Requesting from off-campus/ different campus
- 2. Management
  - Introduction of reference management software functions and comparison
  - How to import into EndNote Online
  - Citations in writing

#### 3. Fair Use

### Contents

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### 1. Steps for Literature Acquisition



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### PubMed as an example

# Make sure to access from the Nagoya University URL

<u>https://pubmed.ncbi.nlm.nih.gov/?otool=ijpnagoulib</u>



#### NULink (In case of electronic journal available )

#### 資料を入手する | Get Article 書誌情報を更新して再検索 | Revise Request



Significant association of serum uric acid levels with SLC2A9 rs11722228 among a Japanese population Hamajima, Nobuyuki. *Molecular Genetics and Metabolism* Volume: 103 Issue 4 (2011) ISSN: 1096-72

#### 資料を入手する | Get Article

以下のSTEPでお探しください | Please access by following steps

【STEP1】フルテキストを読む | Access to Full Text

● フルテキストを見る | View Fulltext from ScienceDirect Complete Freedom Colle 01 - present

 協載誌のサイトで探す | Check this journal from ScienceDirect Complete Freede 1998-01-01 - present

#### 【STEP2】 無料のフルテキストを探す | Search Free Full Text

CiNii Researchで検索する | Search in CiNii Research

Google Scholarで検索する | Search in Google Scholar

【STEP3】冊子の所蔵を探す | Access to a Printed version

名古屋大学蔵書検索で学内の所蔵を探す | Holdings in Nagoya University Library Search (OPAC)

CiNii Booksで他大学の所蔵を探す | Holdings in CiNii Books

国立国会図書館サーチで所蔵を探す | Holdings in NDL Search

Link to electronic journals. Available to view from your computer without coming to the library.

### E-JOURNALS & E-BOOKS

A system that allows you to search for e-journals and e-books contracted with Nagoya University https://publications.ebsco.com/c/3rq56l



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A system that allows you to search for e-journals and e-books contracted with Nagoya University <u>https://publications.ebsco.com/c/3rq56l</u>

名古屋大学附属図書館B Nagoya University Medic	ya University Elerany Nagoya University Library E-JOURNALS & E-BOOKS an EBSCOhost Experience Search his
Ноте	Title Platform Subject
NU OPAC Keywords	Title v     Contains v     §earch Title     Q       All v
E-Journals & E-Books	Browse publications by name
PubMed (URL for Nagoya Univ.	# A B C D E F G H I J K L M N O >
MEDLINE(EBSCOhost) / Cochrane Collection(EBSCOhos	AII AA AB AC AD AE AF AG AH AI AJ AK AL AM AN AO > あいうえおかきくけこさしすせそた>
Ichushi-Web(JP)*On-campus only	18 25

# Example of Search Results Pay attention to available period of use

ß	ProQuest Central 2013-01-01 - 2019-01-01	
ß	PubMed Central (PMC) 『]. 1997-01-01 – Present (Full Text Delay: 1 year) of Open Access	
Z	Springer Nature e-Journal Advanced Package (JUSTICE) 2000-01-01 – Present	
ß	Springer Online Journal Archive (JUSTICE)	

**Click to go to each service** 

In PubMed Central : "Unavailable for the last year"

SpringerLink Journals: "Available to browse up to the latest issue"

#### The availability varies depending on the contract details 10

### Example of Search Results

- When **ID** or **PW** is required
  - Click the lock icon (Handling with precautions!)
  - Always log out after using



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### NULink (In case of electronic journal unavailable)

資料を入手する   Get Article 書誌情報を更新して再検索   Revise Request	
TORULINK Metabolic disposition of ajmaline Köppel, C., European Journal of Drug Metabolism and Pharmacokinetics Volume	
資料を入手する   Get Article 以下のSTEPでお探しください   Please access by following steps	
名古屋大学で登録している電子ジャーナルはありません。以下のSTEPでお探しください。  Full text link is not found. Please access full text by following Steps.	PDF may be available for
【STEP2】無料のフルテキストを探す   Search Free Full Text	open access
CiNii Researchで検索する   Search in CiNii Research	
Google Scholarで検索する   Search in Google Scholar	
【STEP3】冊子の所蔵を探す   Access to a Printed version 名古屋大学蔵書検索で学内の所蔵を探す   Holdings in Nagoya University Library Search (OPAC) CiNii Booksで他大学の所蔵を探す   Holdings in CiNii Books	To search for a booklet, select Nagoya University Library Search(OPAC)
国立国会図書館サーチで所蔵を探す   Holdings in NDL Search	
【STEP4】 文献を取り寄せる (学内者限定)   InterLibrary Copy Request (NU members only)	
文献複写を申し込む   ILL Copy Request	
書誌情報のエクスポート   Export Bibliographic Information	
RISフォーマットで書誌情報をダウンロードする   Download Bibliographic Information in RIS Format	

# **OPAC** (Nagoya University Library Search) <u>https://opac.nul.nagoya-u.ac.jp/?lang=english</u>

- Search Material (paper medium) in Nagoya University Library
- Available to accsess on PCs, smartphones, etc.

Ho	me	【STEP3】冊子の所蔵を探す   Access to a Printed version	
		名古屋大学蔵書検索で学内の所蔵を探す   Holdings in Nagoya University Library Search (O	PAC)
NU OPAC		Click here for the homepage	
Keywords	Q	of Medical Library	

### How to search

Nagoya University Library Search (	OPAC)			English 🗕 Login	
名古屋大学蔵書検 Nadoya University Library Sea	索			Nagoya University Nagoya University Library	
Search	by author nai	me, title, se	eries inform	nation, publisher	
Account Services	Nagoya Univ	Other Univ	ND .	WorldCat	
My Account My Bookmark	Keywords Advanced Search   Searc	h by Classification I Serials S	Search		
My Search	New Arrivals		Announcement	51 5	
InterLibrary Copy Request InterLibrary Loan Request	メモを とれば m 財産になる ズンク・アーレンス著:二木 出版, 2024.12(日経ビジネ	夢子訳 日経BP日本経済新聞 ス人文庫 ; あ6-1).<和図書>	2024/12/27 OPAC interface has b	been updated.	
For those who don't have a THERS account or are not NU members, Log in here	分 · 信 信報分析力	2025/04/25	Ufinity app users, ple name in "Settings."	ase reselect your university	

- Searchable with parts of the word or Kanji readings
- Include space in between while entering multiple search words

### How to search

Keyword          AND       Title         AND       Author         AND       Author         AND       Publisher         *Publication year :       to         Code :          *Publication year :       to         Code :          *Publication year :       to         Code :          ISBN/ISSN :       *Country code :         NCID :       *Language code :         Ref.       Ref.         Bibliography ID :       Classification :         Material ID :       *Material format :         Call No :          Sort direction :       Year(Newest)	agoya Univ Othe Basic Search Advanced Search *Material type : *Holding library : *Location :	er Univ NDL WorldCat ♥All □Japanese Books □Non-Japanes Select Holdings Please select the holding lib. ↓	e Books 🗍 Japanes	2 e Serials 🗌 Non-Japanese Serials
AND V Title V AND V Author V AND V Publisher V *Publication year : to Code : V ISBN/ISSN : Country code : Ref. NCID : *Language code : Ref. Bibliography ID : Classification : Ref. Material ID : *Material format : V Call No : Sort direction : Year(Newest) V List count : 20 V		Keyword 🗸		
AND V Author V AND V Publisher V *Publication year : to Code : V ISBN/ISSN : Country code : Ref. NCID : *Language code : Ref. Bibliography ID : Classification : Ref. Material ID : Kef. Call No : Sort direction : Year(Newest) V List count : 20 V	AND 🗸	Title v		
AND V Publisher V *Publication year : to Code : V ISBN/ISSN : Country code : Ref. NCID : *Language code : Ref. Bibliography ID : Classification : Ref. Material ID : *Material format : V Call No : List count : 20 V	AND 🗸	Author		
*Publication year : to Code : ISBN/ISSN : Country code : NCID : Bibliography ID : Call No : Sort direction : Year(Newest) *Country code : Code	AND 🗸	Publisher v		
NCID :       *Language code :       Ref.         Bibliography ID :       Classification :       Ref.         Material ID :       *Material format :       ~         Call No :       List count :       20 ~	*Publication ISBN	n year : to to	Code :	V Ref.
Bibliography ID : Classification : Ref. Material ID : Material format : Call No : Sort direction : Year(Newest) ~ List count : 20 ~		NCID :	*Language code :	Ref.
Material ID : *Material format : Call No : Sort direction : Year(Newest) ~ List count : 20 ~	Bibliogram	phy ID :	Classification :	Ref.
Call No : Call N	Mate	rial ID :	*Material format :	~
Sort direction : Year(Newest) V List count : 20 V	с	all No :		
	Sort dir	ection : Year(Newest) V	List count : 2	0 ~
Clear Clear		>> Search	Clear	

### Example of Search Results



### Archival Information (Books)



- Location called "Med library" in the library
- "Med XX" and "Hosp XX" are available at each medical office (contact directly when in need of use)
- "Med Health" is at Daiko Campus
- Line up on the bookshelf in the order of call numbers
- Reservation is available if it is rented 18

### Archival Information (Journals)

< prev	(			🔺 Bac	k to List				next⊳
Nagoya journal of medical science									
	雜誌 2 (1927)-v. 72, no. 3/4 (Aug. 2010) [Nagoya University School of Medicine]. 1927-2010. <zy50008097></zy50008097>								
	Tag: No tag is registered								
	Functions : Bookmark COutput Mail Export								
			Details						
M pl	ake ace	sur , loc	e to catior	check n, call	the nun	ho nbe	lding r, an	) d yea	ar
10 Ite									
No.	rary	Location	Call No	Volume	Year	ng	Note1	Note2	Alert
0001	Cent Lib	Cent Lib Journal	N0080	12(4), 13(4), 1 4-72	1938-2010				
0002	Med	d Med Libr ary 2-72 1927-2010					史料室にも- 部あり 2-18 は勝沼文庫に もあり		
0003	/led Heal th	Med Heal th Journa I	Nago	40, 42-55, 57- 64, 65(1-2), 66 -72	1978-2010				1
E-、 ci	Journa ick a link	IS / E-B to display	ooks List y the body of	ing the book on ar	L external s	ink <sup>site</sup> :	to E	-Jour	nals
Avails	ble from	993 until 2	2010				CINII	Complete	
Availa	ble from	961					Misor s	ellaneous <mark>Fre</mark> e	E-Journal
Availa	ble from	961					NAG	OYA Repositor	у
wallable from 2011 volume: 72									

- "Location" is the same as for the book
- Line up on the bookshelf in the order of title
- Check to see if the volume number and year are available (may be missing)

### Tips to use OPAC

- Right-Hand Truncation
  - Include **\*(asterisk)** at the end of the words
  - Example) enzyme<sup>\*</sup> → enzyme, enzymes
- Exact match search
  - Include **#(sharp)** in front of the words
  - Example) **#Internal medicine**
- Restrict "Material type" to "Japanese Serials" and/or "Non-Japanese Serials"
- Use "ISBN", "ISSN"
- Do not use year of publication of magazine

### Exercise

Christin Wangerin, Christiane Pinket al. Longterm Association of Periodontitis With Decreased Kidney Function.

Am J Kidney Dis, 73(4)(2019), pp. 513-524

- Is there an electronic journal where you can access Full-text?
- 2. Is there a print media on campus?

• Use Single Citation Matcher of PubMed



#### **PubMed Single Citation Matcher**

Use this tool to find PubMed citations. You may omit any field.

Journal	2 <u></u>		
Journal may consist of the full title or the title abbreviation.			
Date	Year	Month	Day
Month and day are optional.	2019	MM	DD
Details	Volume	Issue	First page
	73	4	513
Author		52 - 24	127 - 296
Use format lastname initials for the most comprehensive results, e.g., Ostell J. See also: Searching by author.	3		
Limit authors	Only as first au	thor Only	y as last author
Title words			



資料を入手する   Get Article 書誌情報を更新して再検索   Revise Request	Help Exit	
Constraint         Long-term Association of Periodontitis With Decreased Kidney Function           Wangerin, Christin. American Journal of Kidney Diseases Volume: 73 Issue 4 (2019) ISSN: 1523-6838	NAGOYA UNIV	
資料を入手する   Get Article		
以下のSTEPでお探しください   Please access by following steps		
【STEP1】フルテキストを読む   Access to Full Text		
名古屋大学で登録している電子ジャーナルはありません。以下のSTEPでお探しください。  Full text link is not found. Please access full text by following Steps.		ite
【STEP2】無料のフルテキストを探す   Search Free Full Text		vorites
CiNii Researchで検索する   Search in CiNii Research		
Google Scholarで検索する   Search in Google Scholar		
【STEP3】冊子の所蔵を探す   Access to a Printed version		
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CiNii Booksで他大学の所蔵を探す   Holdings in CiNii Books		
国立国会図書館サーチで所蔵を探す   Holdings in NDL Search		
【STEP4】 文献を取り寄せる (学内者限定)   InterLibrary Copy Request (NU members only)		
文献複写を申し込む   ILL Copy Request		
書誌情報のエクスポート   Export Bibliographic Information		
IRISフォーマットで書誌情報をダウンロードする   Download Bibliographic Information in RIS Format		

American journal of kidney diseases : the official journal of the National Kidney Foundation

Vol. 1, no. 1 (July 1981)-. -- Grune & Stratton, c1981-.

#### Collective HoldingsListing 1-1 of about 1

Click a book volume to display details about the collection.

10 Items V
------------

1

雑誌

No.	Holding li brary	Location	Call No	Volume	Year	Continu ing	Note1	Note2	Alert
0001	Med	Med Libr ary		13-18, 19(2-6), 20(1-3), 21-51, 54-56, 57(1-5), 58(2-6), 59(1-3, 5-6), 60(1-2), 61 (1-3, 5-6), 62(1- 4, 6), 63-74, 75 (1-5), 76(1-3, 6), 77(1-2)	1989-2021				

### Utilizing Medical Library (Admission)

- AdmissionUnlock
  - Opening hours : No restrictions on entry
  - Closing hours : Student ID is required
  - No admission between 0:00 and 4:00
  - Be careful not to let outsiders in
- Correspondence time of Information Desk
  - Regular Time : Weekdays 9:00 to 20:00 Saturdays 13:00 to 17:00
  - Check the website for details as it may change depending on the time of year.

### Utilizing Medical Library (Borrow & Return)

Material Type	Limit	Loan Period
Books	5 items	2 weeks
Bound journals	5 items	1 week
Unbound journals	3 items	Overnight (12:00 – within 4 hours from the library's next open)
Videos AV materials	2 items	1 week

- Renewing available after logging in to OPAC from the web
- Contact each medical offices except for the location labled as "medical library"

### Utilizing Medical Library (Borrow & Return)

- Borrow : At the counter or via equipment
- Return : Put in back at a book drop or return at the counter or via equipment

\*Procedures using equipment are possible outside of 0:00-4:00.



When returning books, you can just put back in the book drop at the entrance! \* For items that might get damaged, such as DVDs, please return at the counter.

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### NULink (In case of electronic version unavailable)

資料を入手する   Get Article 書誌情報を更新して再検索   Revise Request	Help Exi
Image: Number of State St	NAGOYA UNIV
資料を入手する   Get Article	
以下のSTEPでお探しください   Please access by following steps	
【STEP1】フルテキストを読む   Access to Full Text	
名古屋大学で登録している電子ジャーナルはありません。以下のSTEPでお探しください。  Full text link is not found. Please access full text by following Steps.	
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CiNii Booksで他大学の所蔵を探す   Holdings in CiNii Books	
国立国会図書館サーチで所蔵を探す   Holdings in NDL Search	
[STEP4] 文献を取り寄せる (学内者限定)   InterLib 文献複写を申し込む   ILL Copy Request	
書誌情報のエクスポート   Export Bibliographic Info	
IRISフォーマットで書誌情報をダウンロードする   Download Bibliographic Information in RIS Format	

### NULink (In case of electronic version unavailable)

Bibliography Search Result(OpenURL) (open URL)	Related Information
Transmitted document information (meta tag) is as follows.	NII Bibliography Sea rch
Local bibliography Search Results:1 Data	same conditions same bibliography
Title of article : Long-term Association of Periodontitis With Decreased Kidney Function	Get it from another I ibrary
Journal title: American Journal of Kidney Diseases ISSN: 02726386	ILL Copy Request(get a copy from another li brary)
Publication year: 20190401 Volume: 73	ILL Lending Request(b orrow the actual book)
Pages: 513-524	
Bibliography Information	
American journal of kidney diseases : the official journal of the National Kidney Foundation With Vol. 1, no. 1 (July 1981) Grune & Stratton, c1981	
文献複写を申し込む ILL Copy Request 書誌情報のエクスポート   Export Bibliographic Info	s/
■ RISフォーマットで書誌情報をダウンロードする   Download Bibliographic Information in RIS Format	

### NULink (In case of electronic version unavailable)

Bibliography Search Result(OpenURL) (open URL)	Related Information
Transmitted document information (meta tag) is as follows.	NII Bibliography Sea rch
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ab.12c.3456@x.thers.ac.jp	j Request(b actual book)
Can't access your account?	
Back Next	
書誌情報のエクスポート   Export Bibliographic Info OITTERENT CAMPUS	
BRISフォーマットで書誌情報をダウンロードする   Download Bibliographic Information in RIS Format	

### Request for ILL via OPAC

#### From Top Page

Select "InterLibrary Copy Request" or "InterLibrary Loan Request" from user service



From Search Results Select "Get it from another organization" at the bottom right of the bibliographic details screen



## Request Screen ①

• Confirmation of requester information ... Contact information is required!



## Request Screen 2

Input Receiving Library



Input Document information



### Request Screen ③

#### Confirm your order The following ILL request will be sent. Click the [Submit] button after confirming the details. O Document information. Please input or confirm the information Title: Annual Review of Immunology Volume:37 ISBN/ISSN: Publisher: Author(book): Published year: 2019 Pages:439-456 Article:Nonclassical Monocytes in Health and Disease. Article author: Narasimhan Prakash NCID:

#### Press the Submit button after confirmation

### Details about Request

	Document Copies (Ordering copies)	Physical loan (Book loan)
On-campus	Cost: Paid for by University Time to receive: 3 to 5 days	Cost: Paid for by University Time to receive: 3 to 5 days
Other domestic universities	Cost: Paid for by University Time to receive: 3 to 10 days	Cost: One way delivery fee Time to receive: 3 to 10 days
Other domestic sources	Cost: Paid for by applicant Time to receive: 5 to 10 days	Cost: Paid for by applicant Time to receive: 5 to 10 days

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# Introduction of reference management software functions

- Endnote Online
- Mendeley

### **EndNote Online**

- <u>https://access.clarivate.com/login?app=endnote</u>
- Account registration is required from the campus network only for the first time (common with WoS)
  - Require to log in once a year from the campus network
- After registration, available to use from the offcampus network.

### **EndNote Online**

 Easy to cite + creating reference list in Word by installing plugin



### **EndNote Online**

• Performance

Desktop ver. > NU ver. > Free plan

- NU ver. compared to Desktop ver.
  - 1. The number of records that can be saved and the number of citation styles are small.
  - 2. Limited storage capacity
- NU ver. compared to Free plan.
  - 1. There are many styles of citations available.
  - 2. Possibility to add citation styles

### Mendeley

- <u>https://www.mendeley.com/</u>
- When you log in using a PC connected to the campus network (including VPN connection) after creating an account, it will automatically switch to the institutional version specifications.

<i>m</i> .	+ Add references	All Ref	erences		
	All References		AUTHORS	YEAR	TITLE
	Recently Added		Arksey, H.; O'Malley, L.	2005	Scoping studies: Towards a methodological framework
卽	Recently Read		Grant, M.J.; Booth, A.	2009	A typology of reviews: An analysis of 14 review types and associated methodologies
	☆ Favorites		Tricco, A.C.; Lillie, E.; Zarin, W.; O'Brien,	2018	PRISMA extension for scoping reviews (PRISMA-ScR): Checklist and explanation
	My Publications				
	losorted				
	Duplicates				
	🛍 Trash				

### Mendeley

- Twelve months + 12 days after the last login on the campus network, you will be automatically downgraded to the free version.
- If you have the status in Nagoya University, you can use the institutional version again by logging in using a PC connected to the campus network.

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• Install CWYW (Cite While You Write)

Clarivate E	ndNote	1. Choose "Format" tab
My References Co	llect Organiz	e Format Match Options Downloads
		Bibliography Cite While You Write™ Plug-In Format Paper Export References
Cite While You Find out wh Download o See Installa	I Write™ Plug y EndNote is t ur patented* ( ation Instructio	g-In he industry leader Cite While You Write tool to insert references, and format citations and bibliographies automatically while you write your papers i ns and System Requirements.
∘ Dow ∘ Dow	nload Windows nload Macintos	3. Chose OS and download
*Patented tec Patent: 59924	hnology. Australi 104.	a Patent 2014318392; U.S. Patents 10002116, 9588955, 9218344, 9177013, 8676780, 8566304, 8201085, 8082241, 6233581; China Patent: 201380



🔁 Filters	<u>III</u> Timeline		Sorted by: Best match	Display options
			Save	mail Send to
Create a f	file for exterr	nal citation managem	ent software	
Selection:	Selection (1)	\$		
Cre	eate file	Cancel		
572 results	1 item selected	× Clear selection		
Ind	luction of <b>pluri</b>	<b>potent stem cells</b> from r	nouse embryonic and ac	lult fibroblast

🔁 Filters	<u>III</u> Timeline		Sorted by: Best match	Display options
			Save	mail Send to
Create a f	file for exterr	nal citation managem	ent software	
Selection:	Selection (1)	\$		
Cre	eate file	Cancel		
572 results	1 item selected	× Clear selection		
	luction of <b>pluri</b>	<b>potent stem cells</b> from r	nouse embryonic and ac	lult fibroblast

50

🔁 Filters	<u>III</u> Timeline		Sorted by: Best match Display options	
			Save Email Send to	
Create a	file for extern	nal citation ma	pubmed-vamanakaAN.nbibを聞く	<
Selection:	Selection (1)		- 次のファイルを開こうとしています:	
		Cancel	- ファイルの種類: NBIB Formatted File (PubMed) - ファイルの場所: https://pubmed.ncbi.nlm.nih.gov	
Cre	eate me	Cancer	このファイルをどのように処理するか選んでください	
			<ul> <li>プログラムで開く(<u>O</u>): ResearchSoft Direct Export Helper (既定) ~</li> <li>ファイルを保存する(<u>S</u>)</li> </ul>	
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  - Using the library
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- 2. Management
  - Introduction of reference management software functions and comparison
  - How to import into EndNote basic Online
  - Citations in writing
- 3. Fair Use

### Citations in writing

#### How to use CWYW



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## Creating a Bibliography List

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### Contents

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#### 3. Fair Use

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## Summary

- Procedure of Literature Acquisition
  - Utilization and convenience of NULink
  - If NU has electronic resources, it will be available on your own device
  - When you are looking for book, use OPAC
  - If a book is not archived in other campus or on-campus collection, you can request to order it.
- Management
  - Bibliographic information can be managed and shared with bibliographic management software
  - Easy to create a reference list when writing thesis
- Fair use
  - Do not download large amounts of electronic resources
  - Protect copyright and do not plagiarize

### This is the last slide of "Acquisition and Management."

Go on the next video.

If you have questions, please send them to <u>libmed@t.mail.nagoya-u.ac.jp</u>