Basic Training 2024 for PhD students

ACQUISITION AND MANAGEMENT

Nagoya University Graduate School of Medicine
Medical Library
Ext ： 2509

E-mail ： libmed@t.mail.nagoya-u.ac.jp
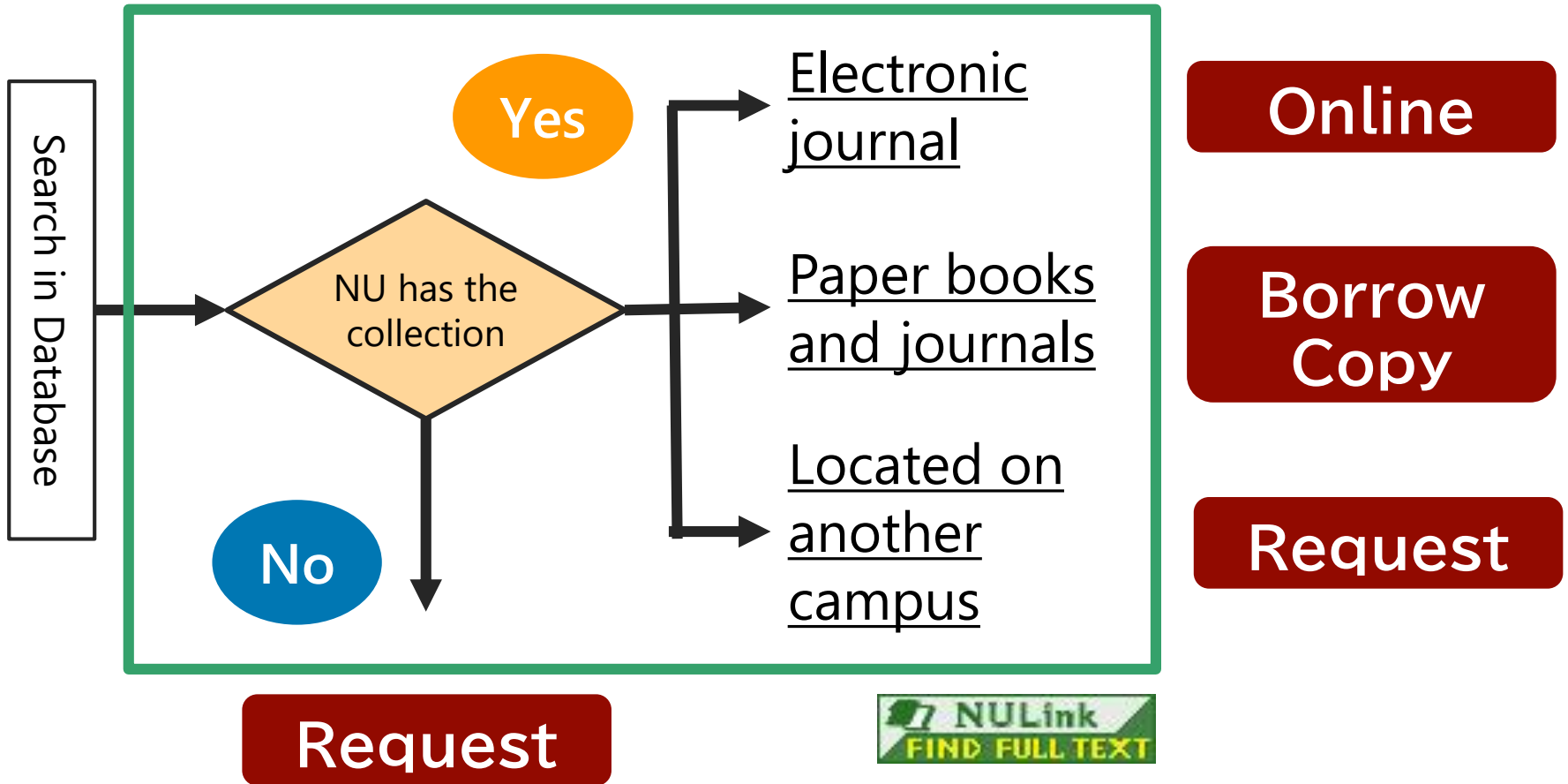
Contents

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

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3. Fair Use

1. Steps for Literature Acquisition

Search in Database

NU has the collection

Yes

No

Electronic journal

Paper books and journals

Located on another campus

Online

Borrow Copy

Request

Request

NULink FIND FULL TEXT

Contents

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PubMed as an example

Make sure to access from the Nagoya University URL

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

名古屋大学附属図書館医学部分
Nagoya University Medical Libra

> Mol Genet Metab. 2011 Aug;103(4):378-82. doi: 10.1016/j.ymgme.2011.04.001. Epub 2011 Apr 8.

Significant association of serum uric acid levels with SLC2A9 rs11722228 among a Japanese population

Nobuyuki Hamajima [1], Rieko Okada, Sayo Kawai, Asahi Hishida, Emi Morita, Guang Yin, Kenji Wakai, Hirotaka Matsuo, Hiroki Inoue, Yuzo Takada, Yatami Asai, Atsuyoshi Mori, Mariko Naito

Affiliations + expand

FULL TEXT LINKS

ELSEVIER
FULL-TEXT ARTICLE

NULink
FIND FULL TEXT

ACTIONS

" Cite

Off Campus Web Services Start Page

PubMed (URL for Nagoya Univ.)

NULink (In case of electronic journal available)

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

Electronic Journal Access Service

A system that allows you to search for e-journals and e-books contracted with Nagoya University

https://sfx9.usaco.co.jp/nagoya/az/?lang=eng

Electronic Journal Access Service

A system that allows you to search for e-journals and e-books contracted with Nagoya University

https://sfx9.usaco.co.jp/nagoya/az/?lang=eng

Example of Search Results

Pay attention to available period of use

Indian Journal of Otolaryngology and Head & Neck Surgery

2013/01/01year(s) - 2019/01/31year(s)	ProQuest Central
1997year(s) 49vol - (Embargo 1 year(s))	PubMed Central
1950/03/01year(s) 2vol 1iss -	SpringerLink Journals - AutoHoldings

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

Example of Search Results

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

Journal title	Available	Vendor		Actions
Campus health	2016year(s) 53vol 2iss -	🔒要ID/パスワード ID/Password Required	Miscellaneous Ejournals	ⓘ

Access from Off-campus

Access from the "Off Campus Web Service Start Page"

名古屋大学附属図書館医学部分
Nagoya University Medical Libra

Home

NU OPAC

Keywords 🔍

Electronic Journal List

Off Campus Web Services Start Page

🔵 **Remote Access : Off Campus Web Services Start Page**

last update:11/11/2021 11:03:42

❎ DB News

[WARNING!] Please use these electronic resources for individual, noncommercial use, without systematically downloading. Please read "Copyright and Fair Use" and observe the rule.

[To everyone connected
the previous this page.

❎ News and Mainte
❖ Nagoya Univ. Library
❖ ICT System Trouble

> **Select a journal title**
> **Enter THERS account /**
> **Password**

Starting procedure Ending procedure Reminders FAQ log out

Starting procedure

> **Make sure to logout**
> **at the end**

campus use.
3. Click the name of the service in the list. You will be asked to enter an ID and password. Access to the service will be granted after identification is accepted.

If no screen transition is observed, try reloading (e.g. clicking 'Reload current page' or 'Refresh') on that page.

❎ Access to web services :

Electronic Resources available to
revent the spread of COVID-19

These are limited-time service.
Please check each site for details.

• EBSCOhost *details: here
  expiration date: Jan. 31, 2022

Nagoya University OPAC

• Nagoya University OPAC

Databases/eBooks

• AAS Historical Periodicals Collection:
  Series 1 [EBSCOhost]

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3. Fair Use

NULink (In case of electronic journal unavailable)

PDF may be available for open access

To search for a booklet, select **Nagoya University Library Search(OPAC)**

Nagoya University Library Search(OPAC)

https://opac.nul.nagoya-u.ac.jp/?lang=english

- Search Material (paper medium) in Nagoya University Library

- Available to accsess on PCs, smartphones, etc.

Home

NU OPAC

Keywords 🔍

[STEP2] Access to a Printed version

Holdings in **Nagoya University Library Search (OPAC)** GO
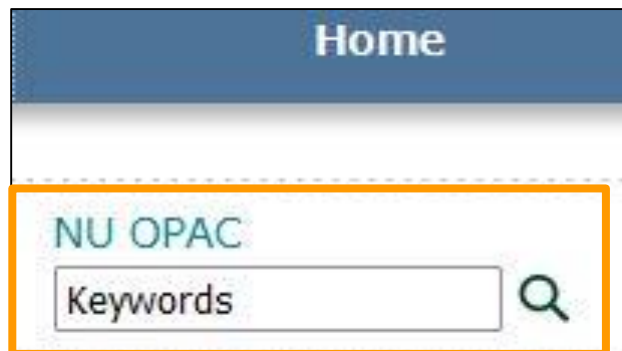
Click here for the homepage of Medical Library

How to search

Search by author name, title, series information, publisher

- Searchable with parts of the word or Kanji readings

- Include space in between while entering multiple search words

How to search

Example of Search Results

Catalog Search ▼ User Service ▼   Browsing History Search History あ 日本語

Nagoya Univ | Other Univ | NDL | WorldCat

Basic Search | Advanced Search | ☐ contains tag

pediatric   🔍 Search

Sorting

Refine Your Search

Bibliography Search Result List 1-20 of about **705** 🖶 Print | Simple Display | Details Display |

Material Type

Japanese Books (151)
Non-Japanese Books (480)
Japanese Serials (29)
Non-Japanese Serials (45)

1 2 3 4 5 6 Next >>

☐ Select All 🔖 Bookmark ➡ Output ✉ Mail 📁 Export   Year(Newest) ▾ 20 ▾

1 ☐ Tachdjian's **pediatric** orthopaedics : from the Texas Scottish Rite Hospital for Children
   図書 [edited by] John A. Herring ; v. 1. -- 6th ed. -- Elsevier, c2022.

2 ☐ Tachdjian's **pediatric** orthopaedics : from the Texas Scottish Rite Hospital for Children
   図書 [edited by] John A. Herring ; v. 2. -- 6th ed. -- Elsevier, c2022.

Holding Library

Central Lib
- Cent Lib (23)
Higashiyama
- Education (32)
- Info and Lang (2)
- Eng (1)
- Agr (2)
- GSID (1)
- Health and Sports (10)
Tsurumai

3 **Pediatric** Thoracic Surgery

Narrow down search results by material type (book / magazine), holding library, author name, publication year, etc.

▶ Show more 3 items

5 ☐ スタンダード小児内視鏡外科手術 : 押さえておきたい手技のポイント
   図書 山高篤行, 内田広夫, 家入里志編集. -- メジカルビュー社, 2020.5.

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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

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Archival Information (Journals)

Make sure to check the holding place, location, call number, and year

Link to E-Journals

- "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***** → enzym**e**, enzy**mes**

- 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. Long-term Association of Periodontitis With Decreased Kidney Function.

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

1. Is there an electronic journal where you can access Full-text?

2. Is there a print media on campus?

Answer Example

- Use Single Citation Matcher of PubMed

Answer Example

PubMed Single Citation Matcher

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

Journal
Journal may consist of the full title or the title abbreviation.

Date
Month and day are optional.

Year: 2019
Month: MM
Day: DD

Details

Volume: 73
Issue: 4
First page: 513

Author
Use format lastname initials for the most comprehensive results, e.g., Ostell J. See also: Searching by author.

Limit authors
☐ Only as first author   ☐ Only as last author

Title words

Search   Clear

Answer Example

Long-term Association of Periodontitis With Decreased Kidney Function

Christin Wangerin [1], Christiane Pink [1], Karlhans Endlich [2], Rainer Rettig [3], Sylvia Stracke [4], Matthias Nauck [5], Henry Völzke [6], Thomas Kocher [1], Birte Holtfreter [7]

Affiliations + expand

FULL TEXT LINKS

ELSEVIER
FULL-TEXT ARTICLE

NULink
FIND FULL TEXT

ACTIONS

" Cite

☆ Favorites

Answer Example

Answer Example

1
☐ 雑誌
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 ∨

No.	Holding library	Location	Call No	Volume	Year	Continuing	Note1	Note2	Alert
0001	Med	Med Library		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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3. Fair Use

NULink (In case of electronic version unavailable)

NULink 名古屋大学附属図書館 Nagoya University Library 電子ジャーナルアクセスサービ

Article Title: Nonclassical Monocytes in Health and Disease.
Author: Narasimhan , Prakash
Source: Annual Review of Immunology [0732-0582]
Year: 2019   **Volume:** 37   **Pages:** 439 -456

Get Article | **Other Services**

Full text link is not found.
Please access full text by following Steps 1-3

【STEP1】 Access to Free Online Journal

Find related information in **Google Scholar** GO

Article Title ∨

Search Terms: Nonclassical Monocytes in Health :

Free

Find related information in **ResearchGate** GO

【STEP2】 Access to a Printed version

Holdings in **Nagoya University Library Search (OPAC)** GO

Holdings in **CiNii Books** GO

Holdings in **国立国会図書館オンライン** GO

【STEP3】 InterLibrary Copy Request (NU ID and PW are necessary)

ILL Copy Request GO

About ILL GO

* Please confirm that the material

Requesting from off-campus/
different campus

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NULink (In case of electronic version unavailable)

Bibliography Search Result(OpenURL) (open URL)

Transmitted document information (meta tag) is as follows.

Local bibliography Search Results:2 🔍 Search

Data

Information source :	PubMed
Title of article :	Nonclassical Monocytes in Health and Disease.
Author :	Narasimhan Prakash
Journal title :	Annual Review of Immunology

Search Terms: Nonclassical Monocytes in Health ⦂

Free

Find related information in **ResearchGate** GO

【STEP2】 Access to a Printed version

Holdings in **Nagoya University Library Search (OPAC)** GO

Holdings in **CiNii Books** GO

Holdings in **国立国会図書館オンライン** GO

【STEP3】 InterLibrary Copy Request (NU ID and PW are necessary)

ILL Copy Request GO

About ILL GO
* Please confirm that the material

Requesting from off-campus/ different campus

Related Information

NII Bibliography Search

same conditions
same bibliography

Get it from another organization

ILL Copy Request(get a copy from another library)
ILL Lending Request(borrow the actual book)

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NULink (In case of electronic version unavailable)

Bibliography Search Result(OpenURL) (open URL)

Transmitted document information (meta tag) is as follows

NII Bibliography Search

東海国立
大学機構

Sign in

Enter your **THERS account**.

ab.12c.3456@x.thers.ac.jp

Can't access your account?

Back   Next

[STEP3] InterLibrary Copy Request (NU ID and PW are necessary)

ILL Copy Request GO

About ILL GO

* Please confirm that the material which you are looking for is not in Nagoya University Library.

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!

1. Information about applicant. Please input or confirm the information.

User ID:　　　　　　　　　　　Name:

User type:　　　　　　　　　　Number of order:5items

The default is the university email address (mbox)

Specify the mail address used to receive confirmation email.

◉ E-mail address:　　　　　　　If you need to change your email address

○ ⚹Change E-mail:

Re-type new e-mail:

◉ ⚹ Phone Number.: 000-000-0000　If you need to change your phone number

○ Another number:

Request Screen ②

- Input Receiving Library

2. Select Home lib or Cent Lib as your pickup lib. >More

* Pickup lib: [Med ▾]   Select "Med"   2021/11/19

- Input Document information

4. Document information. Please input or confirm the information

Title: 音声言語処理と自然言語処理 / 中川聖一編著 ; 小林聡 [ほか] 共著. -- 増補. -- コロナ社

Volume: [   ]

Pages: [   ]

Article: [   ]

Article author: [   ]

NCID:WB03582532

Fill in as much in detail as possible! When using NULink, database information will be automatically entered.

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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:

Author(book):   Publisher:

Pages:439-456   Published year:2019

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**

Contents

Introduction of reference management software functions

- Endnote Online

- RefWorks

- Mendeley

EndNote Online

- https://access.clarivate.com/login?app=endnote

- 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 off-campus 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

RefWorks

- https://refworks.proquest.com/

- An email address issued by the university is required for registration

Mendeley

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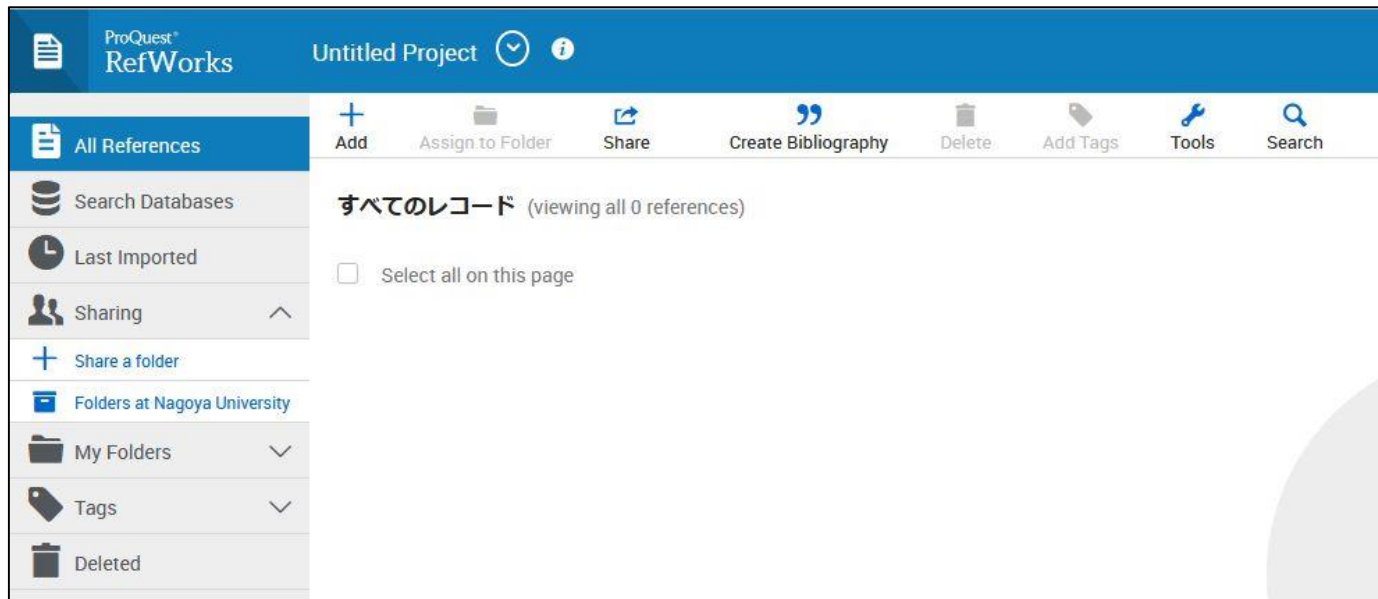
- When you log in using a PC connected to the campus network (including VPN connection) after creating an account, it will automatically switch to the institutional version specifications.

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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3. Fair Use

Import from PubMed

- Install CWYW (Cite While You Write)

1. Choose "Format" tab

2. Click here

3. Chose OS and download

Import from PubMed

Import from PubMed

Import from PubMed

Filters   Timeline   Sorted by: Best match   Display options

                                                         Save   Email   Send to

Create a file for external citation management software

Selection: **Selection (1)**   ⬍

Create file   Cancel

572 results   1 item selected   × Clear selection

☑ Induction of **pluripotent stem cells** from mouse embryonic and adult fibroblast
cultures by defined factors

Import from PubMed

Import from PubMed

Import from PubMed

Import from Web of Science

Check the search results and click in the order of "Export", "EndNote Online".

Import from Web of Science

Sign in to continue with Web of Science

Email address

Password 👁

Forgot Password?

Sign in

By signing in, you acknowledge and

Need help? Conta

Export Records to EndNote Online

Record Options

⦿ All records on page

○ Records from: 1

No more than 500 reco

Record Content:

Author, Title, Source ⌄

Export   Cancel

Saved items can be selected

Save in EndNote basic

Import from Web of Science

English ∨   **⊞ Products**

Marked List   History   Alerts

Web of Science
Web of Science (Classic)
Master Journal List
Publons
InCites Benchmarking & Analytics
Journal Citation Reports ™
Essential Science Indicators

Reference Manager
EndNote
EndNote Click

e Core Collection for:

Analyze Results

An icon will be displayed in the saved search results

To check the saved contents, click "EndNote"

EN

☐ 1 Induction of pluripotent stem cells from mouse embryonic a
factors
Takahashi, K and Yamanaka, S
Aug 25 2006 | CELL 126 (4) , pp.663-676

Citations: high

50
References

Differentiated cells can be reprogrammed to an embryonic-like state by transfer of nuclear contents into oocytes or by fusion with embryonic stem (ES) cells. Little is known about factors that induce this reprogramming. Here, we demonstrate induction of pluripotent stem cells from mouse embryonic or adult fibroblasts by introducing four factors, Oct3 ... Show more

Import from Web of Science

Sorting / sharing is possible with "Organize"

A list of saved records will be displayed here.

Click "Unfiled" to check the saved contents

Contents

Citations in writing

- How to use CWYW

Select the style specified by the posting destination

EndNote Tab could be found here.

Place the cursor on the quoted part and click "Insert Citations"

Creating a Bibliography List

EndNote Find & Insert My References   ✕

名古屋   ∨   Find

Keyword search for managed documents is possible

Author	Year	Title
名古屋…	1983	稿本名古屋大学医学部百拾五年史
名古屋…	198…	名古屋大学五十年史

Click on the relevant document

Reference Type: Book
Author: 名古屋大学医学部名古屋大学史編集委員会,
Year: 1983
Title: 稿本名古屋大学医学部百拾五年史
Place Published: 名古屋
Publisher: 名古屋大学医学部

Click Insert

Insert   ∨   Cancel   Help

Library: EndNote   2 items in lis

Creating a Bibliography List

If you change the style, the citation format will change automatically.

Inserted in the quote format of the selected style

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   - How to import into EndNote ~~basic~~ Online
   - Citations in writing

3. **Fair Use**

Fair Use

- Downloading and printing out a large amount of data beyond the scope of personal use of electronic resources is prohibited by contract (in particular, it is not allowed to collect a large amount of data intentionally and to use the pre-reading function of a browser by automatic operation of equipment using programs).

- A malicious breach may result in the suspension of usage for the electronic resource from all over the university.

- It is prohibited to convert to other formats or media or modify the contents without the consent of the copyright holder.

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
libmed@t.mail.nagoya-u.ac.jp