Library Guide

2019

NAIST
1. 事務局 / Administration Bureau  
2. 附属図書館（電子図書館）/ Library  
3. 大学会館・保健管理センター / University Union and Health Care Center  
4. 学際融合領域研究棟2号館 / Interdisciplinary Frontier Research Complex No.2  
5. ミレニアムホール / Millennium Hall  
6. ゲストハウスせんたん / Guesthouse Sentan  
7. 情報科学棟・総合情報基盤センター / Information Science Complex and Information Initiative Center  
8. バイオサイエンス棟・遺伝子教育研究センター / Biological Science Complex and Research and Education Center for Genetic Information  
9. 動物飼育実験施設 / Animal Experimentation Facility  
10. 植物温室 / Botanical Greenhouses  
11. 物質創成科学棟・物質科学研究センター / Materials Science Complex and Research and Education Center for Materials Science  
12. バイオナノプロセス実験施設 / Bio Nano Process Laboratory  
13. 学際融合領域研究棟1号館 / Interdisciplinary Frontier Research Complex No.1  
14. 学生宿舎・職員宿舎 / Student Dormitories and Staff Residences  
15. グリーンラボ / Green Lab  
16. 正門 / Main Entrance  
17. 事務局別館 / Administration Bureau Annex
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− 1 −
The NAIST Library was established to facilitate educational and research activities related to advanced science and technology (information, biological and materials sciences). The Library offers Digital Library Service that instantly provides users with needed academic information by allowing around-the-clock access to digitized materials through the network, in addition to the ordinary library service of providing books, journals and other materials. The Digital Library also offers audio, video and other multimedia information as well as texts stored in its database. NAIST faculty and students can use both digitized and non-digitized library materials any time.

**Library hours and holidays**

- **Open days**
  The Library is open to the public between 9:00 am and 5:00 pm except on the following days:
  - Saturdays
  - Sundays
  - National holidays
  - Anniversary of the founding of NAIST (October 1)
  - Summer holidays
  - New Year holidays (December 28 to January 4)
  Users will be informed of any temporary closing of the Library via public notices and e-mail.
  * NAIST faculty and students can use the Library all year round, except during the New Year holidays and temporary closings, using their NAIST ID cards.

- **NAIST Library hours**

<table>
<thead>
<tr>
<th>User category</th>
<th>Library hours</th>
<th>Service hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAIST faculty and students</td>
<td>24 hours a day*</td>
<td>9:00 am – noon</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>External users</td>
<td>9:00 am – 5:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

* NAIST ID cards are required for entry from 7:00 pm to 8:00 am.
• Requirements for external users
External users must complete the necessary procedures at the Service desk on the second floor of the NAIST Library during the service hours. They will then be given a library pass, which should be worn in a clearly visible manner and returned to the counter upon leaving the Library. Note that it is not permitted to stay in the library for purposes other than using library materials.

• Digital Library
The Digital Library is available 24 hours unless the system is down due to power failure.

• Notes
  • Eating and smoking are not allowed in the NAIST Library.
  • Beverages are permitted, but must be in spill proof containers.
  • Beverages are not permitted around computers or photocopiers.
  • Be careful not to spill drinks.
  • Refrain from disturbing other users, including taking up reading space by putting your bag on a spare seat or leaving litter behind.
  • Handle library materials with care. If you lose or damage library materials, or damage library facilities or equipment, you may be required to pay for such loss or damage.
  • Please dispose of all trash properly.
Library Portal

Library Portal is a website designed to be customized by individual internal users, allowing access to various online services and contents of the NAIST Library. You can log into Library Portal by entering the ID and password of the institute-wide information network system (MANDARA system) on the top page of the library website. Apply for library services and view necessary information on the screen. For detailed information, please refer to P.13.

Logging into the Library Portal by entering your ID and password of MANDARA system.

Screen that appears following the login

Services available through the NAIST Library website

https://library.naist.jp/
Library materials Search (OPAC: Online Public Access Catalog)

All users can search materials in the collection of NAIST via the Library website.

(Brief search)
A brief search is used for searching items by keyword, without specifying individual search parameters.

(Detailed search)
A detailed search enables you to search for necessary information effectively by specifying individual search parameters such as title, editor, author, subject, and publisher.

In both search options, you can expand the search scope to full texts. The system will locate materials that contain the specified keywords from digitized tables of contents and texts, as well as the titles and authors of books and journals. Searching the texts of “Papers” and “Theses, Reports, Handouts” takes longer.
• **Scope of search**

<table>
<thead>
<tr>
<th>Books (CD-ROMs, DVDs)</th>
<th>Books, CD-ROMs and DVDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals</td>
<td>Serial publications</td>
</tr>
<tr>
<td>Issue titles</td>
<td>Feature topics contained in special issues of journals</td>
</tr>
<tr>
<td>Papers</td>
<td>Papers and articles contained in digitized information (books and journals, excluding online journals)</td>
</tr>
<tr>
<td>Theses, Reports, Handouts</td>
<td>Theses, reports on Grant-in-Aid for Scientific Research, technical reports, course materials and records of lectures</td>
</tr>
<tr>
<td>Videos</td>
<td>Videos of class lectures and special lectures (including the lecture archive)</td>
</tr>
</tbody>
</table>

**Note:**
- If the title you want to search for consists of only one word, enclose the word with slashes (/). Example: /cell/
- When searching a journal, the system ignores the year of publication, even if specified.

**Screen showing information about searched materials**

(1) Volume  
Digitized materials appear as an icon in the volume column. You can view these materials by clicking on the corresponding icon. Icons with “Free” are always available without logging in.
To access the digitized materials for internal use only, you must submit a written pledge (see P.10) and enter your MANDARA system ID and password, issued by the Information Initiative Center, in the designated boxes. You do not need to enter the user ID and password if you have already logged into the Library Portal.

The following applications are necessary to view digitized materials.

<table>
<thead>
<tr>
<th>Icons</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Reader</td>
<td>PDF files (Materials that have been digitized by NAIST)</td>
</tr>
<tr>
<td>Flash Player</td>
<td>H.264 HD</td>
</tr>
<tr>
<td>—</td>
<td>Use a browser which supports HTML5</td>
</tr>
<tr>
<td>Flash Player</td>
<td>Available on mobile devices</td>
</tr>
<tr>
<td>QuickTime</td>
<td>H.264 HD (May take longer time depending on each PC environment)</td>
</tr>
<tr>
<td>Windows Media Player</td>
<td></td>
</tr>
</tbody>
</table>

(2) Material Location

<table>
<thead>
<tr>
<th>Material Location</th>
<th>Where to find them</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>In the reading area of the NAIST Library</td>
</tr>
<tr>
<td>Library (Language)</td>
<td>Language study section in the reading area</td>
</tr>
<tr>
<td>Library (PBK pocket ed.)</td>
<td>PBK pocket section in the reading area</td>
</tr>
<tr>
<td>Library (Information Science)</td>
<td>Information science section in the reading area</td>
</tr>
<tr>
<td>Library (Reference)</td>
<td>Reference books section in the reading area</td>
</tr>
<tr>
<td>Library (Okuno Memorial Collection)</td>
<td>Okuno Memorial Collection section in the reading area</td>
</tr>
<tr>
<td>Library (Chi-no-Mori Selection)</td>
<td>Chi-no-Mori book selection in the reading area</td>
</tr>
<tr>
<td>Library (Travel)</td>
<td>Travel section in the reading area</td>
</tr>
<tr>
<td>Library (Cooperative)</td>
<td>In the reading area of the NAIST Library but separate from other materials.(Ask a staff)</td>
</tr>
<tr>
<td>Library (Audio Visual)</td>
<td>Ask a staff to use.</td>
</tr>
<tr>
<td>Library (Audio Visual2)</td>
<td></td>
</tr>
<tr>
<td>Library Office</td>
<td></td>
</tr>
<tr>
<td>Library (Stack)</td>
<td>In the stack room. Ask the staff to retrieve materials.</td>
</tr>
<tr>
<td>Multimedia Lounge</td>
<td>In the Multimedia Lounge</td>
</tr>
<tr>
<td>Lab name</td>
<td>Materials located in NAIST labs</td>
</tr>
</tbody>
</table>
(3) Call Number

Books in the Library can be searched for by using a “call number” which consists of a classification number assigned to each book according to the subject (see PP.19-20), combined with the author's name. For example, a book titled *Molecular biology of the gene* by James D. Watson is assigned the call number “467.2|WAT.” The number “467.2” indicates that the contents of the book are categorized in the “experimental genetics, genes” field. The call number is written on the spine of each book.

Special code that constitutes a call number

<table>
<thead>
<tr>
<th>R</th>
<th>Reference books for use only in the NAIST Library, newspapers, CD-ROMs:</th>
<th>[NOT FOR LOAN]</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAKENB</td>
<td>Separately placed reports on Grant-in-Aid for Scientific Research (NAIST faculty serve as representatives)</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td>Books for office use (Ask at the Service desk.)</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Materials treated as journals (including annual reviews):</td>
<td>[NOT FOR LOAN]</td>
</tr>
</tbody>
</table>

(4) Status

When the indication “In circulation (due date)” appears, it means the book you are searching for is out on loan. Please wait for the book to be returned. The book may be reserved by clicking the reserve button. If you find that the book is overdue, please let staff know and a reminder will be sent to the borrower.

CiNii Books

CiNii Books, offered by the National Institute of Informatics (NII), is a service that enables searching of information on books and journals that are held in university libraries in Japan.

https://ci.nii.ac.jp/books/?l=en

“Webcat Plus” (http://webcatplus.nii.ac.jp) is for searching Japanese books and materials

Webcat Plus, offered by NII, collects information contained in Japanese books published from the Edo period to present. It can locate the book you need from a huge amount of information by using an associative search method, which is similar to the human thought process.
National Diet Library Online Search and Request Service (NDL Online)

NDL Online enables you to search for books, periodicals, electronic resources, Japanese and Chinese classics, and doctoral dissertations contained in the National Diet Library.

https://ndlonline.ndl.go.jp/

National Diet Library Kansai (Address: Seikadai, Seika-cho, Soraku-gun, Kyoto) collects reference books, government-issued publications, Japanese books and Japanese and foreign periodicals, and scientific and technical materials, focusing on materials related to Asia. Anyone who is 18 years or older can enter the reading room and use the library materials, though they are not available for loan. Note that the National Diet Library Kansai does not have original classics, foreign government-issued materials, legislation and parliamentary materials, past issues of telephone directories, residential maps, children’s books, musical scores, or Braille materials.

By completing user registration, you can request photocopies of the library's materials via the Internet (copied materials can be mailed to you), and reserve books for reading in the library. For more details, please refer to the website of the National Diet Library (http://www.ndl.go.jp/en/index.html).

National Diet Library Digital Collections

The NDL Digital Collections enables a user to search and view a variety of digital materials collected and stored by the National Diet Library of Japan.

To view and copy materials which are not open on the NDL homepage in public is available only at the NDL and the partner libraries-NAIST by requested for internal users. Please apply for those services at the Service desk during weekdays (9:00-12:00, 13:00-17:00)

Nara Prefectural Library and Information Center

This online public access catalog enables you to search books and periodicals contained in the Nara Prefectural Library and Information Center.

http://www.library.pref.nara.jp/

Borrowing from Nara Prefectural Library and Information Center is free.
**NAIST’s digitized materials**

Before using NAIST’s digitized materials, you are required to submit a written pledge at the Service desk to abide by copyright laws. Once you have submitted the written pledge, as an internal user you can access materials digitized by NAIST, around the clock from anywhere. (Digitized materials marked with the “FREE” icon can be viewed by all users, both internal and external.)

If you violate the pledge, disciplinary measures may be taken.

The pledge form is available on the following URL:

https://library.naist.jp/library/guide/application/image/agreement_form_e.pdf  
(NAIST Digital Library > Library Guide > Application forms)

- **Digitized journals and books**
  These journals and books have been digitized by NAIST. Select the journal or book you want to read, and its bibliographic information, location, and other data will appear on the screen. You can also read its contents online.

- **Theses**
  You can read the texts and abstracts of theses written by NAIST’s graduates, reports on Grant-in-Aid for Scientific Research, and technical reports of the Graduate School of Information Science online.

- **Lecture Archive**
  Videos of NAIST class lectures can be viewed.

- **Lecture Videos**
  Videos of the special lectures held at NAIST can be viewed.

- **Handouts**
  Materials used in course works and the lectures held in NAIST can be viewed.

**Online books**

These are books digitized and offered online by publishers. Basically, all online books are available on-campus, some of them are also available from off campus via Shibboleth authentication.

(NAIST Digital Library > Searches > NAIST Online Book List)

You can search online books via Library material Search. (P.5)
Online journals

A list of journals digitized and offered by publishers is available to view on the screen at NAIST. Basically, all online journals are available on-campus, some of them are also available from off campus via Shibboleth authentication.

https://library.naist.jp/library/e-journal/journals_e_flame.html
(NAIST Digital Library > Searches > NAIST Online Journal List)

Access to these online books and journals assumes compliance with the requirements imposed by respective publishers. In general, the following actions are prohibited by publishers:

1. Systematic or automatic downloading
2. Other use beyond personal
3. Reproduction or redistributing of full text files

If a user has violated any of the above restrictions, NAIST may be penalized, such as access restriction. For this reason, only those who will comply with the above requirements are allowed to use the online materials.

<table>
<thead>
<tr>
<th>Major accessible online journals (as of January 2019)</th>
<th>Number of titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS (American Chemical Society) Publications</td>
<td>56</td>
</tr>
<tr>
<td>ACM (Association for Computing Machinery)</td>
<td>148</td>
</tr>
<tr>
<td>APS (American Physical Society)</td>
<td>11</td>
</tr>
<tr>
<td>IEEE-CSDL (IEEE-Computer Society)</td>
<td>40</td>
</tr>
<tr>
<td>Nature Publishing</td>
<td>24</td>
</tr>
<tr>
<td>Oxford Journals (Oxford University Press)</td>
<td>255</td>
</tr>
<tr>
<td>ScienceDirect (Elsevier)</td>
<td>1677</td>
</tr>
<tr>
<td>Wiley ONLINE LIBRARY (Wiley)</td>
<td>860</td>
</tr>
</tbody>
</table>

Online dictionary

The Online dictionary is available on/off campus via Shibboleth Authentication.

• Kenkyusha Online Dictionary (KOD)

This online dictionary search service is provided by Kenkyusha. A total of 20 dictionaries, including Japanese-English, English-Japanese and English-English, is accessible.
The following databases are available from anywhere in NAIST or outside via Shibboleth Authentication.

- **Web of Science** (natural science fields in general, including biology, chemistry, materials science, medicine, and computer science)
  This is a comprehensive search platform for academic information, and includes a citation database (Web of Science Core Collection), a journal evaluation, a paper evaluation and analysis tool (Journal Highly Cited Data).

- **Reaxys** (chemical and other related scientific information)
  This is a web-based tool for the retrieval of chemistry information and data from published literature including journals and patents.

- **Article search service in Nikkei BP**
  This is an online search service for an article published by the Nikkei Business and for a press release of a company and public office (in Japanese only).
  There is a limit on the number of articles displayed in a year.

The following free databases are available via Internet.

- **CiNii Articles**
  This database service is offered by the National Institute of Informatics (NII), which collects and provides information about academic papers, mainly domestic ones.

- **Google Scholar**
  This is a search engine for scholarly literature provided by Google.

- **PubMed** (health and biological Sciences)
  PubMed comprises more than 26 million citations for biomedical literature published from 1946 to present.

**naistar (Academic Repository)**

naistar (Academic Repository) is a collection of digital academic research materials produced at NAIST for public viewing via internet free of charge.
The following services are available only for internal users. Please log in to the Library Portal for these services.

<Library Services>

Photocopy request
If the materials you need are not available, the NAIST Library can request a copy of the materials from the library of another university or institution. You are required to pay photocopying and postage fee.

Loan request
If the materials you need are not at the NAIST Library, the library can request the materials from the library of another university or institution. You are required to pay the cost of having the materials sent to NAIST and returned to the university or institution. Borrowing materials from the Nara Prefectural Library and Information Center is free.

Order books for Lab use (faculty members only)
NAIST faculty members may order books using NAIST’s budget, external funds (including the Grant-in-Aid for Scientific Research and funds for contracted research) and donations.

Request books for the library
NAIST faculty, staff, and students may request books for student use.

<User Information>

Materials on loan
The number of library materials you have checked out and related information are shown on the screen. You may extend the loan period twice if it is before the deadline and not reserved.

Reserved materials
The library materials you have reserved and related information are shown on the screen.

<Settings>

Notification of new library materials arrival
By registering keywords associated with your research theme and your e-mail address, you will be notified, by e-mail, of the arrival of new library materials that contain the registered keywords when new data (title, subject, table of contents, and text) is added to the Library’s database.
Checking out materials and reading in the NAIST Library

Checking out and returning library materials (internal users only)

(Borrowing materials)

Internal users can check out up to ten books for two weeks from the Library except reference books and journals which are not available to check out. You can check books out using the ABC (Automatic Book Circulation) machine. To borrow DVDs and CD-ROMs, ask staff at the Service desk.

(Returning books)

After returning books using the ABC machine, please put the books on the return cart, and not directly back to the shelves.
If you fail to return a book by the due date, a reminder will automatically be sent to you by e-mail. If the book on loan remains overdue for three days or more, the borrower will be banned from checking out any additional books from the NAIST Library until it is returned.

(Reservation)

If the book you need is on loan, you can reserve it through the Library Portal. You will be given the priority to borrow the book immediately after it is returned.

(Renew)

You can extend the loan period twice through the Library Portal if it is before the deadline and not reserved.
Using materials in the library

You can freely use the materials available in the reading area on the second floor of the Library. Books are arranged on the shelves according to the Nippon Decimal Classification and NAIST information classification table (see PP.19-20). Foreign journals are arranged in alphabetical order of the titles and Japanese journals in order of the Japanese syllabary.

- **Foreign journals**
  Arranged in alphabetical order, word-by-word, not letter-by-letter.
  Example: Plant biotechnology → Plant science → Planta
  Note the order of journals containing “the” in the title:
  Example: Journal of applied physics → Journal of bacteriology
  → Journal of the American Chemical Society

- **Japanese journals**
  Arranged in order of the Japanese syllabary. Alphabetical titles precede Japanese titles.
  Example: Newton → UNIX user → 育種学雑誌

Floor plan

![Floor plan of the library](image-url)
Other university libraries (inter-library service)

If you directly visit a library outside of NAIST where the book you need is located, inquire at the Service desk of the library for necessary procedures, which vary from library to library.

At the libraries in Nara Women’s University and Nara University of Education, you can check books out. Show your student or faculty ID card and verification of address, such as your alien registration card, at the each Service desk.

Reference service

Using its collection of materials and information devices, the NAIST Library assists users in their research and learning. If you have any questions about the availability or location of any library materials or you need library information or assistance in doing research, please inquire at the Service desk or the Information Services and Digital Library Section of Information and Digital Library Services Division.
Facilities and equipment of the NAIST Library

Study corner
Twenty individual desks are available in this area. Eighteen desks have a power socket and an Ethernet port. Internet connection is available only for faculty and students. And two desks have a TV with video and DVD player. You can also watch TV programs including programs of the Open University of Japan.

Information Station
There are six client PC terminals for searching information.

Multimedia Lounge
The Multimedia Lounge is available for a variety of purposes. For example, reading magazines and newspapers or having a group meeting. This room has twenty chairs, desks, sofas, a large screen and a LCD TV.

Theater Lounge
This room is available for small group meetings and viewing audiovisual materials on a large screen TV. It is Open from 9:00 am to 5:00 pm when the library is open. For reservations or requests to use the lounge after the service hours, please come to the Service desk.

Multimedia Hall / Multimedia Presentation Room
The hall and room can be used for educational and research purposes. The Multimedia Hall, which can hold 34 people, is equipped with audio-visual devices and thus is suitable for lectures and seminars, while Multimedia Presentation Room can accommodate up to 12 people. These are not offered for private use or for use by external people. To use either of these, please send an application by e-mail to g-kanri@ad.naist.jp or directly apply at the General Information Affairs Section, Information and Digital Library Services Division on the second floor of the NAIST Administration Bureau. These are available between 9:00 am and 5:00 pm except when the library is closed.

Video materials
The library collects foreign films on DVD and their screenplays with Japanese translations. Please apply at the Service desk to check out. Some of them are internal use only.
Photocopying

A black-and-white/color card-operated multi-functional printer (MFP) is located in the Information station on the second floor. Prior to photocopying library materials, you are required to fill in a “photocopying agreement”, and you must fully comply with Copyright laws.

Service hours
Students: Apply at the Service desk on weekdays 9:00–12:00, 13:00–17:00
Faculty: 24 hours a day with NAIST ID cards

Copyrights

Literary works contained in books, journals, and newspapers are all protected by copyright laws. Due to reproduction rights that prohibit literary works from being reproduced without permission of the copyright holder, no one is allowed to “reproduce (copy)” literary works “in tangible form” without prior permission in any form whatsoever, whether by handwriting, photographing, duplicating, audio-recording, video-recording, or storing data on a PC’s hard disk or server. However, there are exceptional cases where reproducing literary works is allowed without permission of the copyright holder.

Libraries and other institutions designated by Cabinet Order (NAIST Library) are exceptionally allowed to reproduce literary works without permission of the copyright holder under Article 31 (Reproduction in libraries, etc.) of the copyright laws on condition that:

- Reproduction is intended for non-profit purposes;
- Reproduction is undertaken by the libraries themselves;
- The matters to be reproduced are materials held in the collection of the libraries; and
- Reproduction is necessary for the following purposes:
  - To furnish a user with a single copy of part of a literary work already made public at the request of the user and for the purpose of his or her own investigation or research: in the case of a book, up to half of its contents may be reproduced, while in case of a work contained in a journal whose next issue has already been published, all of its contents may be reproduced.

Q&A about copyrights

Q: When requesting another university to photocopy library material in its collection, can I ask them to send the copied material directly to my research laboratory by fax?
A: Transmission of copied materials is banned under Article 23 (Rights of public transmission, etc.) of the copyright laws.

Comment: The right to publicly transmit a work, conferred exclusively to the author, prohibits literary works from being transmitted to the public without permission by any means whatsoever, whether by wireless or by cable. The term “public” means “unspecified persons” or “a large number of specific persons.” Even if the fax is addressed to “one specified person,” it is regarded as being sent to “unspecified persons” or the public, as it can be received by anyone: each fax transmission is intended for “one specified person,” but if the service is offered to send faxes to “anyone” upon application, such an act would constitute “transmission of fax to the public.”

Q: How long is the copyright period?
A: In principle, the copyright period begins with the creation of the work and continues until seventy years after the death of the author (Article 51 of the copyright laws). However, copyright in works bearing the name of a group remains in force until seventy years after the work was made public (Article 53 of the copyright laws).

Relevant organizations
Copyright Research and Information Center: http://www.cric.or.jp/english/index.html
### Classification table (Nippon Decimal Classification: 9th edition)

**Example: Field of biology**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>General works</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Philosophy</td>
<td></td>
</tr>
<tr>
<td>200</td>
<td>History</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>Social sciences</td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>Natural sciences</td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>420</td>
<td>Physics</td>
<td></td>
</tr>
<tr>
<td>430</td>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>440</td>
<td>Astronomy, Space sciences</td>
<td></td>
</tr>
<tr>
<td>450</td>
<td>Earth sciences</td>
<td></td>
</tr>
<tr>
<td>460</td>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>461</td>
<td>Theoretical biology</td>
<td></td>
</tr>
<tr>
<td>462</td>
<td>Biogeography</td>
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</tr>
<tr>
<td>463</td>
<td>Cytology</td>
<td></td>
</tr>
<tr>
<td>464</td>
<td>Biochemistry</td>
<td></td>
</tr>
<tr>
<td>465</td>
<td>Microbes, Microbiology</td>
<td></td>
</tr>
<tr>
<td>467</td>
<td>Genetics, Evolution</td>
<td></td>
</tr>
<tr>
<td>468</td>
<td>General ecology</td>
<td></td>
</tr>
<tr>
<td>469</td>
<td>Anthropology</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Books with call number prefixed with “R” are reference books and are not available for loan.

**Molecular biology of the gene seventh edition,**
by James D. Watson ...[et al.]
(Pearson, 2014)
Call number: 467.2 | WAT
# NAIST information classification table

This specific classification system was designed for the exclusive use of NAIST Library.

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Information science</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>Computer science, information engineering, software science, information science</td>
</tr>
<tr>
<td>AB</td>
<td></td>
<td>Information series, general collections</td>
</tr>
<tr>
<td>AC</td>
<td></td>
<td>Proceedings</td>
</tr>
<tr>
<td>AD</td>
<td></td>
<td>Theses</td>
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<tr>
<td>BA</td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>BB</td>
<td></td>
<td>Numeric analysis</td>
</tr>
<tr>
<td>BC</td>
<td></td>
<td>Basic information</td>
</tr>
<tr>
<td>BD</td>
<td></td>
<td>Basic software</td>
</tr>
<tr>
<td>BE</td>
<td></td>
<td>Theory of information machinery</td>
</tr>
<tr>
<td>CA</td>
<td></td>
<td>Information elements, circuits</td>
</tr>
<tr>
<td>CB</td>
<td></td>
<td>Information devices</td>
</tr>
<tr>
<td>CC</td>
<td></td>
<td>Computing methods</td>
</tr>
<tr>
<td>CD</td>
<td></td>
<td>Telecommunications</td>
</tr>
<tr>
<td>CE</td>
<td></td>
<td>Hardware design • production</td>
</tr>
<tr>
<td>DA</td>
<td></td>
<td>Programming languages</td>
</tr>
<tr>
<td>DB</td>
<td></td>
<td>Programming</td>
</tr>
<tr>
<td>DC</td>
<td></td>
<td>Databases</td>
</tr>
<tr>
<td>DD</td>
<td></td>
<td>System programs</td>
</tr>
<tr>
<td>DE</td>
<td></td>
<td>Software design methods</td>
</tr>
<tr>
<td><strong>B Basic information science</strong></td>
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<td></td>
</tr>
<tr>
<td>BA</td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>BB</td>
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<td>Numeric analysis</td>
</tr>
<tr>
<td>BC</td>
<td></td>
<td>Basic information</td>
</tr>
<tr>
<td>BD</td>
<td></td>
<td>Basic software</td>
</tr>
<tr>
<td>BE</td>
<td></td>
<td>Theory of information machinery</td>
</tr>
<tr>
<td><strong>C Hardware</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td></td>
<td>Information elements, circuits</td>
</tr>
<tr>
<td>CB</td>
<td></td>
<td>Information devices</td>
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<tr>
<td>CC</td>
<td></td>
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<td></td>
<td>Telecommunications</td>
</tr>
<tr>
<td>CE</td>
<td></td>
<td>Hardware design • production</td>
</tr>
<tr>
<td><strong>D Software</strong></td>
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<td></td>
</tr>
<tr>
<td>DA</td>
<td></td>
<td>Programming languages</td>
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<tr>
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<td>Databases</td>
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<td></td>
<td>System programs</td>
</tr>
<tr>
<td>DE</td>
<td></td>
<td>Software design methods</td>
</tr>
<tr>
<td><strong>E Knowledge systems</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EA</td>
<td></td>
<td>Artificial intelligence</td>
</tr>
<tr>
<td>EB</td>
<td></td>
<td>Computational linguistics</td>
</tr>
<tr>
<td>EC</td>
<td></td>
<td>Pattern information processing</td>
</tr>
<tr>
<td><strong>F Information and society</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FA</td>
<td></td>
<td>Information systems and society</td>
</tr>
<tr>
<td>FB</td>
<td></td>
<td>Personal names and history</td>
</tr>
<tr>
<td><strong>M Miscellaneous</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td></td>
<td>(Special subjects)</td>
</tr>
<tr>
<td>ML</td>
<td></td>
<td>How to write academic papers and how to make academic presentations (information)</td>
</tr>
<tr>
<td>MM</td>
<td></td>
<td>General subjects (information)</td>
</tr>
<tr>
<td>MR</td>
<td></td>
<td>General reference books (information)</td>
</tr>
<tr>
<td>MZ</td>
<td></td>
<td>General academic books (information)</td>
</tr>
</tbody>
</table>

- **BA40** Mathematical programming
- **BC10** Information theory
- **BC20** Signal processing
- **BC30** System theory
- **BC40** Biological information
- **BD10** Symbolic logic
- **BD20** Computing theory
- **BD30** Automata, formal linguistic theory
- **BD40** Programming theory
- **CD10** Telecommunications networks
- **CD15** Internet protocol, HTTP, TCP/IP
- **CD20** OSI reference model
- **CD30** Distributed systems
- **DA100** Programming languages and their frameworks
- **DA105** JAVA
- **DA110** C language, C++
- **DA120** PROLOG/LISP
- **DA130** Macintosh
- **DA200** (Basic elements of languages)
- **DA300** Language processing systems
- **DD50** UNIX, etc.
- **DE10-20** Software development methods, etc.
- **EA40** Learning
- **EA50** Cognitive science, neuroscience
- **EC10** Pattern recognition
- **EC20** Image processing
- **EC25** Computer vision
- **EC30** Speech information processing
- **EC40** Computer graphics
- **EC45** Electronic publishing, DTP
- **EC50** Control systems
- **EC55** Robots
- **MQ20** Copyright, intellectual property right
- **MR40-80** Dictionary • Encyclopedia (information), etc.
I. General Provisions

Article 1 (Purpose)
These Regulations stipulate the necessary matters concerning use of the Nara Institute of Science and Technology (hereinafter referred to as “NAIST”) library (hereinafter referred to as the “NAIST Library”).

Article 2 (Materials)
The materials the NAIST Library will provide for use shall be as stated in the items below.
(1) Books and materials (books, magazines, CD-ROMs, videos, microfilm, and other materials that have a physical form and are managed by the NAIST Library; hereinafter the same)
(2) Digitalized materials (information accumulated in a library system that the NAIST Library has digitalized, and is provided through a network; hereinafter the same)
(3) Electronic journals (including online databases; materials NAIST provides through a network, under agreements with publishing companies; hereinafter the same)

Article 3 (Users)
1. Person's who may use the NAIST Library (hereinafter referred to as the “Users”) are as listed in each of the items below.
(1) NAIST board members, employees, and students (including Special Auditing Students, Special Research Students, Non-degree Students, Research Students, and Undergraduate Internship Students), and people
who have been granted the title of professor emeritus, honorary doctor, or honorary professor (hereinafter referred to as the “NAIST Users”)
(2) Persons who have received permission to use the NAIST Library under something such as a mutual use agreement (hereinafter referred to as the “External Special Users”)
(3) Persons other than those stated in the two above items who have applied to use the NAIST Library
2. Unspecified persons who use the NAIST Library through a network using computerized materials that have been available publicly shall not be considered Users.

Article 4 (Operating hours)
1. Operation hours of the NAIST Library shall be from 9 a.m. until 5 p.m., excluding the days stipulated in the items below.
   (1) Saturdays
   (2) Sundays
   (3) The holidays stipulated in the Act on National Holidays (Law No. 178, 1948)
   (4) University Foundation Day (October 1)
   (5) Days during summer vacation closure
   (6) Days when facilities are closed
   (7) Other days that the Director of the NAIST Library (hereinafter referred to as the “Director”) recognizes as necessary
2. Excluding item 6 of the previous clause, the on-campus Users may read books and materials (excluding books and materials on closed shelves and in closed book storerooms) inside the library and borrow and take them outside the library, even if it is not within operating hours.
3. On-campus Users may use computerized materials even if it is not within operating hours of Article 4 Clause 1.
4. In the event that the Director recognizes it as necessary, it shall be possible to stop library systems.

Article 5 (Days when facilities are closed)
The days when facilities are closed under Item 6 of Article 4 Clause 1 shall be the days stipulated in the items below, and the NAIST Library’s facilities shall be closed on days when facilities are closed.
(1) The end of and the beginning of the year (from December 28 until January 4 of the following year)
(2) Other days that the Director recognizes as necessary

II. Use of library materials

Article 6 (Types of use)
Types of library material use shall be as stated in the items below.
(1) Reading inside the library
(2) Borrowing and taking materials outside the library
(3) Borrowing for public use
(4) Reference investigation
(5) Copying documents
(6) Reciprocal use

Article 7 (Reading inside the library)
Users may read books and materials as stated below.
(1) Books and materials that are placed in reading rooms and on open bookshelves may be read freely.
(2) Books and materials that are in closed shelves or book storerooms may be read by conducting the procedures using exhibit form no. 1.

Article 8 (Borrowing and taking materials outside the library)
1. On-campus Users and the External Special Users may borrow and take books and materials outside the library.
2. A person who intends to borrow something and take it outside the library must follow the prescribed procedures.
3. Notwithstanding the provisions of Article 8 Clause 1, persons who have received special permission from the Director may conduct procedures using exhibit form no. 2 and borrow articles, limited to cases in which the Director has given permission.
4. The limit for borrowing articles and taking them outside the library shall be ten items at the same time, and the loan period shall be two weeks.

Article 9
Books and materials that the Director will designate as not available for
borrowing shall be as stated in the items below.
(1) Valuable books
(2) Reference books
(3) Serial publications

Article 10
1. A person who has borrowed something and taken it outside the library shall bear responsibility for the safekeeping of said book or material.
2. Books and materials that have been borrowed and taken outside the library may not be re-loaned to other people.

Article 11
1. Books and materials that have been borrowed and are outside the library must be returned within the loan period.
2. In the event that a User has lost the eligibility to borrow something from the library, he or she must promptly return the relevant book(s) or material(s).
3. When the Director recognizes that it is necessary for library management, he or she may request the return of books and materials that are being borrowed and are outside the library.

Article 12 (Reserving materials that have been borrowed and are outside the library) 
On-campus Users may reserve books and materials that are being borrowed and are outside the library.

Article 13 (Borrowing for public use)
1. Of the books and materials that the NAIST Library manages, books and materials that will always be available outside the library shall go through the prescribed procedures for borrowing for public use.
2. For books and materials that have been borrowed for public use under the previous clause, persons such as the head of a laboratory of the graduate schools shall bear responsibility for its safekeeping.
3. When the Director has recognizes that it is necessary for library management, he or she may request the inspection or temporary return of books and materials that are being borrowed for public use.
Article 14 (Reference investigation)
1. On-campus Users may request the NAIST Library to conduct reference investigations such as location investigations or information searches for materials.
2. In the event that something such as a paid database shall be used to conduct a reference investigation, the prescribed procedures must be taken. In such cases, the expenses that arise shall be borne by the person requesting the relevant investigation.

Article 15 (Copying documents)
Users may apply to copy books and materials. Provided, however, that in the event there is a risk that the copying shall infringe copyrights, etc. or there is a risk books or materials shall be damaged, the Director may refuse that copy.

Article 16
In the event a book or material has been copied in the NAIST Library, a separately stipulated fee shall be paid.

Article 17 (Reciprocal use)
1. On-campus Users may ask the NAIST Library to mediate for use of materials that are in the possession of an external organization such as another university.
2. When a proposal has been made for borrowing a book or material from an external organization such as another university, it shall be responded to within the scope allowed by the Director.

III. Use of digitalized materials

Article 18 (Public disclosure of digitalized materials)
1. The Director shall provide the on-campus Users with digitalized materials, based on the Copyright Act (Law No. 48, 1970) and conditions for licenses by copyright owners.
2. The Director may also publicly disclose digitalized materials to unspecified persons outside NAIST, within the scope of the licenses of the previous
Article 19 (Written pledges)
In order to comply with the Copyright Act and with the conditions for licenses by copyright owners, persons who will use digitalized materials under Article 18 Clause 1 must submit the written pledge form no. 3 to the Director.

IV. Use of electronic journals, etc.

Article 20 (Use of electronic journals, etc.)
Users may use electronic journals, etc. within the scope of publishing companies’ licenses.

V. Use of facilities

Article 21 (Use of facilities)
1. On-campus Users may use the multimedia hall, the multimedia posting room, the multimedia lounge, and the theater lounge (hereinafter referred to as the “Media Rooms”).
2. In the event that it is necessary for library operation, the Director may restrict use of the Media Rooms.

Article 22 (Procedures for use)
The prescribed procedures shall be followed for use of the Media Rooms.

VI. Miscellaneous provisions

Article 23 (Cessation of use)
In the event that a User has violated matters stipulated in these provisions, the Director may restrict, stop, or prohibit use by that User.

Article 24 (Compensation for damages)
When a person has damaged NAIST Library facilities or equipment, or a person has lost or damaged library materials, the Director may order that person to
provide compensation.

Article 25 (Prevention of personal information exposure)
Of the materials that the NAIST Library provides for use, in the event that personal information (refers to information related to a living individual, and by which it is possible to identify a specific individual from the name, date of birth, or other statements included in that information (including information for which it is possible to easily conduct a cross-check with other information and thereby identify a specific individual)) is stated in articles that fall under historical or cultural materials or materials for academic research, consideration shall be given to the public nature of the NAIST Library and then that personal information shall be handled according to the Nara Institute of Science and Technology Personal Information Management Regulations (Regulations No. 5, 2005).

Supplementary provision
These provisions shall come into effect on April 1, 2004.
Supplementary provision
These provisions shall come into effect on January 1, 2010.
Supplementary provision
These provisions shall come into effect on August 1, 2010.
Supplementary provision
These provisions shall come into effect on March 1, 2011.
Supplementary provision
These provisions shall come into effect on April 1, 2011.
Supplementary provision
These provisions shall come into effect on April 1, 2012.
Supplementary provision
These provisions shall come into effect on July 1, 2013.
Supplementary provision
These provisions shall come into effect on December 1, 2014.
Contact information

● General information concerning the library and applying to use the library facilities:
  General Information Affairs Section,
  Information and Digital Library Services Division
  Tel: 0743-72-5093, 5094  (+81-743-72-5093, 5094)
  E-mail: toshokan@ad.naist.jp

● Reading and checking out materials in the library, reference service, photocopy or loan request, and other matters relating to the use of library materials:
  Information Service and Digital Library Section,
  Information and Digital Library Services Division
  Tel: 0743-72-5096, 5104  (+81-743-72-5096, 5104)
  E-mail: g-serv@ad.naist.jp

● Acquisition of library materials:
  Information Service and Digital Library Section,
  Information and Digital Library Services Division
  Tel: 0743-72-5096, 5104  (+81-743-72-5096, 5104)
  E-mail: koza-bk@ad.naist.jp

● Digitization of library materials, copyrights, and Digital Library system:
  Information Service and Digital Library Section,
  Information and Digital Library Services Division
  Tel: 0743-72-5623  (+81-743-72-5623)
  E-mail: lib-is@ad.naist.jp

● Fax: 0743-72-5016  (+81-743-72-5016)
  (All sections in Information and Digital Library Services Division)