


# Library User Guide

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## << Access Information for the KEK Library and its Services >>

- **Homepage:** “KEK Reports and Library”  
<https://www2.kek.jp/library/index.html>
- **Search System:** “KEK OPAC (Online Public Access Catalogue)”  
(Devices in the KEK network) [https://lib.kek.jp/opac/opac\\_search/?lang=1](https://lib.kek.jp/opac/opac_search/?lang=1)  
(Devices outside the KEK network) [https://lib-extopc.kek.jp/opac/opac\\_search/?lang=1](https://lib-extopc.kek.jp/opac/opac_search/?lang=1)  
(Mobile phones outside the KEK network (simple search only))  

- **Application Forms for the Services (Japanese only):**  
<https://stw.kek.jp/stpg/library/sinsei/>
- **Address:** High Energy Accelerator Research Organization (KEK)  
Library and Archives,  
Kenkyu-honkan 1F, 1-1 Oho, Tsukuba,  
Ibaraki 305-0801, Japan
- **Phone:** (Library office) 029-864-5137&5138  
(Library counter) Ex.3029
- **E-Mail** irdlib@mail.kek.jp

April, 2018

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## **1. The Basics of the KEK Library**

### **1.1 Library opening hours (same as the library office working hours)**

**Monday - Friday 9:00 - 17:00** (except holidays and KEK's summer closure)

- Even during time outside the opening hours (such as nights, weekends and holidays), users of the library ("the users") can enter the library with a KEK ID card. Pass the ID card through the slit of the reader on the right of the library entrance.  
If the users are Sokendai students, graduate education special research students or students from cooperative graduate schools had not received the KEK ID card yet, contact the Graduate Education Unit during their working hours (9:00 – 17:00 on weekdays). The others registered at KEK but have not received the ID card yet, contact the KEK User's Office during their working hours (9:00 – 17:00 on weekdays).
- KEK will completely close for about 3 working days every summer because of electric power supply suspension. Detail of the summer closure schedule will be notified on the board in the library, in homepage of the library and/or in OPAC when fixed.

### **1.2 Compliance with the library usage rule**

The library regards that the users agree to and comply with the "Library Usage Rule", which is available in the KEK homepage with the link below (Japanese only).

<https://www2.kek.jp/library/riyou/kitei103.pdf>

### **1.3 Entry to the library**

The users can enter the library when they meet either of the following conditions depending on their status at KEK.

- **KEK staffs and SOKENDAI students**  
(SOKENDAI: The Graduate University for Advanced Studies)  
They can enter the library without any registration to the library.
- **Non-SOKENDAI students and visiting researchers (like collaborators) registered at KEK:**  
They need to make registration at their first visit to the library with the "Application Form for Visitors" available on the library counter.
- **External Visitors:**  
They need to make registration at their every visit to the library with the "Application Form for Visitors" available on the library counter.

### **1.4 User responsibility to carefully handle the library materials**

The users shall always handle the library materials carefully. When the users finished using the materials in the library, put the materials back to the same place as where those materials were.

## **1.5 Compensation for loss or damage of borrowed materials**

The library materials are under full and sole responsibility of the borrower during loan of the materials. Notify the library office immediately if any loss or damage occurred on the borrowed books. In case of loss or damage which repair is impossible or expensive for, the borrower will be required to provide the library with the same material as the replacement or to compensate by money. In addition, the library strictly prohibits that the users make writing on the library materials and will regard any writing by the users as damage subject to compensation.

## **1.6 Using the library PC**

The library PC can be used for search of the library materials or for any other studies through internet. There are three units of the library PC (two on the first floor and one upstairs). When using the PC, login at the account of "Library USER". Take note the search program will close (log off) automatically for security purpose in fifteen minutes after login. Do not save the user's data in the library PC. Especially **NEVER** modify nor delete the data stored in the PC.

## **1.7 Using the reading desks**

Several reading desks are available for the users in the library. The users can bring own laptop on the desk. The users who want to connect to wireless LAN need to make a prior application for the KEK internal network service as follows.

- **KEK staff members**  
Make on-line application to the Computing Research Center in the page with the link below in the KEK homepage.  
<http://ccwww.kek.jp/ccsupport/index-e.html>
- **Other users than KEK staff members**  
Make application to the User's Office.

The library will take no responsibility for losses or damages of any items of the users left on the desks. When the items are left on the desks for long, the library office will temporarily keep the items at the library counter. Take note that the items would be disposed after a certain period.

## **1.8 Coin lockers**

Coin lockers are available in front of the entrance for large belongings. A hundred yen coin must be put when locked but will be back when opened.

## **1.9 No eating, drinking, smoking and making noise**

Eating, drinking, smoking and making noise in the library are prohibited.

## 2. Borrowing and return

### 2.1 Loan period and limit

(Loan Period) 1 month

(Limit) 10 books

Loan service is not available for reference books with the round “in-the-library-use” label on the spine, preprint reports, journals and bound journals. Those materials can be used in the library only.



(Left) “In-the-library-use” label

### 2.2 Borrowing

Take the check-out slip (a set with three duplicate-type sheets) out of the pocket inside the back cover of the book, fill it out, and put it into the small blue box on the library counter. Do not separate the slip to individual sheets when putting it into the box. The slip should be filled out with easy-to-read characters. Some books have supplement like CD or DVD available for loan. In such case, a small label attached to the pocket where the check-out slip is in. If the users want to borrow such supplement together with the book, tell the library staffs at the library counter.

#### (How to fill out the check-out slip)

① (単行本)  借用票 Check-out slip	受入番号 (Material ID)	BF (洋書) 3239	BJ (和書)	ラベル番号
	借用日 (Date)	2011年/Y 11月/M 11日/D 更新:		P7.1
	氏名 (Name)	姓 (Family Name) John	名 (First Name) Smith	C
				2
	KEK	職員 (素核研・物構研・加速器・放射線・計算・機工・超伝導・J-PARC・管理局・その他) 研究員 (共同研究・学振・協力・その他) 総研大生 (加速器・物質構造・素核・その他)・その他大学院生		
	外来者 (Visitor)	共同利用者・その他 滞在期間 0000年/Y 00月/M 00日/D ~ 0000年/Y 00月/M 00日/D (Length of stay)		
	実験グループ名等 (Office, Group)	Photon Factory		
	電話番号 (Phone Number)	E-mail john.s@post.kek.jp		
<p>&lt;注意&gt; <input type="radio"/> 外来者は、借用図書を機構外へ持ち出さないでください。 <input type="radio"/> 退去前に必ず返却してください。 ※記入された個人情報は、借用図書に関する業務連絡以外には使用しません。</p>				

Date: The date of borrowing (YYYY/MM/DD)

Name: Full name of the borrower

KEK: Belonging organization in a row depending on the status including KEK staff, registered visiting researcher and SOKENDAI student

Visitor: This column is for external researchers (collaborators) and other kind external visitors. Information on length of stay is required.

Office, Group: Details of belonging organization

Phone Number/E-mail Address: The number and address convenient for the library office to contact the borrower.

**(Note)** The columns of “KEK” and “Visitor” in the check-out slip are in Japanese only. If the users can not fill in the columns because of language problem, make sure to put information in detail on their belonging organization into the column of “Office, Group” (like name of department/laboratory, in addition to office/group). This will help the library office contact the users when needed.

## 2.3 Reservation

The users can make reservation for the books on loan to other users through MyOPAC, or also can do it by visiting, calling (ex 5137/5138) or sending e-mail ([irdlib@mail.kek.jp](mailto:irdlib@mail.kek.jp)) to the library Office. For details of MyOPAC, see the paragraph 9 for “About MyOPAC” (Page 19).

## 2.4 Extension

The users can extend the loan period by 1 month each time up to twice, subject to no prior reservation by other users. Press the “Extension” button at the rightmost column of the lending status list in MyOPAC as explained in detail in the note below. It is also possible to make extension directly with the library office, which will accept requests for extension also by phone or e-mail.

### **(Note)**

One press of the extension button in MyOPAC makes one month extension from the current due date (**NOT** from the date of extension, even in case of extension after the due date). No extension is possible in the following cases.

- The book is overdue for no-less-than two months (The “Extension” button appears in the system but it does not work).
- The loan period has been already extended twice (The “Extension” button does not appear in the system).
- Other user has made reservation for the book before the extension (The “Extension” button does not appear in the system).

Even after the borrower already made extensions twice, it might be still possible the borrower makes further extension subject that no other user has already reserved the material. If further extension is possible, the borrower must bring the book to the library counter for inspection and make a procedure for new borrowing.

## 2.5 Return

Return the books before due date to the library counter or to the book post in front of the entrance. The book post is open even when the library is closed. CD or DVD must be

returned to the library counter only. If the users return CD or DVD to the book post, wrap it with some cushioning material to avoid damage.

The users with KEK registration for a limited period can borrow materials for one month or until expiry date of the registration, whichever is shorter. Make sure that the borrowers return the materials before leaving KEK. If the borrowers forgot to return the materials before leaving KEK, they shall consult with the library office on how to handle the books.

## **2.6 Prohibition of sub-loan**

Sub-loan of the borrowed books to any third person is not allowed since it may cause loss or delay of return. The borrowers must once return the books, and the third person must make a new procedure for borrowing.

## **2.7 Follow-up by the library office for overdue**

Return the borrowed books when the users finish using the books (by the due date). When the users fail to return the books by the due date and receive a mail from the library office such as below, immediately confirm the borrowed books are kept in good conditions. If the users want to keep borrowing, make extension of the loan through MyOPAC, or contact the library office to request for extension.

- **Mail to remind of the due date:**

The mail will be automatically sent a day before the due date of the loan.

- **Mail to request for prompt return of long overdue books:**

The mail will be automatically sent for the books which have not been returned for one month after the due date. When having received such mail, promptly return the books or make the procedures to extend the loan period. If no action has been made by the borrower even after receiving such mails a couple of times, the library office will take further actions against the borrower, like calling the borrower, contacting the supervisor, and/or meeting the borrower.

- **Mail to request for return of the books over the limit**

The limit for loan is ten books during a same period. If total number of the borrowed books is more than the limit, the users will receive a mail from the library office to request to return some of the books immediately to make the total number within the limit.

## **3. Reference service**

The library office will be glad to help the users find materials and/or information necessary for their researches. Feel free to contact the library office for such help whenever needed.



## 4. Photocopy

The users can copy materials with the copier in the copy room of the library, to the extent permitted under the copyright law (ask the library office about the requirement details). Before using the copier, the users must read well and agreed to terms relating to copyright protection written on “The Material Photocopying Application & The Copier Usage Record (the usage record)”, near the copier.

- **Copying the materials with copyright (like books, journals and preprints) :**

Put necessary information on the usage record, including

- The user name and contact information
- Circle on the statement “I agree to the terms of the copyright law”
- Title and volume of the material
- Range of the pages for copy
- Number of sheets for copy (in the box of belonging organization)

- **Copying the materials free from copyright (like documents made by the user):**

Put necessary information on the usage record, including the user name, contact information and number of sheets for copy.

## 5. Microfilms

The microfilms (including microfiche) are stored in the cabinet in the copy room. The users can browse or print microfilms with the microreaders near the cabinet. Before printing, put necessary information to the notebook on the cabinet, including the user name, film (fiche) name, and number of sheet for printing.

- After using the films, make sure to return those to the same place in the cabinet where those were taken from.
- The users can search the microfilms with OPAC in the KEK library homepage.  
[https://lib.kek.jp/opac/opac\\_search/?lang=1](https://lib.kek.jp/opac/opac_search/?lang=1)
- Ask assistance of the library office to use microfiche, since setting of microreader feeder must be adjusted when browsing and/or printing microfiche.

## 6. Audiovisual materials

Audiovisual materials such as video, CD and DVD are available for use in the library or for short-term loan during the library opening hours (from 9:00 to 17:00 on weekdays). The materials are stored in a locked cabinet in the library and can be used with the following procedures.

## 6.1 For using in the library

Select some materials out of those on the shelves in the cabinet, or search those with “the List of Audiovisual Materials” in the library homepage with the following link.

<https://www2.kek.jp/library/lists/av-e.html>

Fill out the application form available at the library counter and submit it to the library office. Upon receipt of a valid application, the office staffs will open the cabinet to take the materials. After using the materials, return those to the library counter.

## 6.2 For taking out of the library

For taking the materials out of the library to use those in other places such as KEK laboratories, the short-term loan service is available subject to the following conditions.

<b>Loan Period:</b>	<b>3 Days for Video and DVD</b>
	<b>2 Weeks for Language Training Tape and CD</b>

Fill out the application form available at the library counter and submit it to the library office. Return the borrowed materials to the library counter to avoid damage to the materials (Do not return to the book post).

# 7. How to search materials

The users can search materials with following methods depending on the material types.

## 7.1 Books

Books held in KEK can be searched through OPAC in the library homepage with the link below.

[https://lib.kek.jp/opac/opac\\_search/?lang=1](https://lib.kek.jp/opac/opac_search/?lang=1)

When searching books in a specific category, search those through OPAC, or walk around the bookshelf area of the library referring to the classification number of the category. The number can be identified with “the KEK Book Classification Number Table” in the library homepage with the link below and as the Appendix A.

[https://www2.kek.jp/library/KISS/cl\\_no.html](https://www2.kek.jp/library/KISS/cl_no.html)

Take note that the books available for loan are arranged on the second floor, and those only for use in the library (“reference book”) are in the low bookshelves by the south windows of the first floor. All of those books are arranged according to the classifications shown in the label on the spines (“Call Number Label”), like an example as follows.

**P** : Physics (**Blue** label)

**E** : Electric/Electronic Engineering and Computer (**Red** label)

**N** : Others (**Yellow** label)

**(Note) The basics on the call number label.**

- Top:** KEK own classification number (refer to the table in the Appendix A)  
**Middle:** Initial (A-Z) of the author's family name or the book title  
**Bottom:** Serial number

P1.4
E
10.5

Referring to the left figure as an example, it means; the fifth book (corresponding to "5" of "10.5") with the tenth title ("10" of "10.5") among the books with the title or author name beginning with "E" in the fourth sub-classification ("4" of "P1.4") of the P1 classification.

Additionally, the library has holdings of books with two unique categories.

- ABC Books :** The books at introductory level in the various categories  
**JP Books :** The books on Japanese culture and language suitable for the international researchers and students.  
**PSL Books :** The books on personal and laborers.  
**TXT Books :** Textbooks (Japanese only)

Those kind books are arranged on the bookshelves near the entrance according to the classification number.

## 7.2 Journals

The Journals held in KEK can be searched through OPAC in the library homepage with the link; [https://lib.kek.jp/opac/opac\\_search/?lang=1](https://lib.kek.jp/opac/opac_search/?lang=1).

Both of the Japanese and the international journals are arranged on the first floor by the titles in alphabetical order.

**The journals purchased in the current year:**

On the bookshelves for new journals of the first floor

**The journals purchased in the previous years:**

On the bookshelves for bound journals of the first floor

If the users need the supplements of the journals like CD, ask for help of the library office.

## 7.3 Electronic books & electronic journals

A variety of the electronic journals and books are available, such as Science Direct, AIP/APS, Springer-LINK, Wiley-Online, JSTOR, IEL, IOP, Nature, Science and

SPIE. Those resources can be searched through OPAC, or through the “E-Journal & E-book Portal” in the library homepage with the link below.

<https://www2.kek.jp/library/libhome/oj/services-e.html>

## 7.4 Newspapers

The current issues of the daily and weekly major newspapers are in the box by the window of the lounge near the entrance. The library keeps back number issues of those papers in the rack next to the box (in front of the library counter) for one month. The older issues are moved to the bookshelves to keep for the following periods.

**Nikkei:** 1 year

**Others:** 6 months

**Reduced size editions of Asahi Shin-bun:** the 1992 and later year editions

The library is subscribing the following newspapers.

### <Morning/Evening Issues>

Asahi Shin-bun / Mainichi Shin-bun / Yomiuri Shin-bun / Nihon Keizai Shin-bun

### <Morning issue only>

Sankei Shin-bun / Tokyo Shin-bun / Ibaraki Shin-bun / Nikkei Sangyo Shin-bun /  
Nikkan Kogyo Shin-bun

### <Others >

Kagaku Shin-bun / The Japan Times / International New York Times /  
Chinese People's Daily

## 7.5 Preprints & reports

The users can search KEK accession preprints and reports, as well as the KEK own publications through the “KEK Library Preprints and Reports Database” with the link; [https://www.i-repository.net/il/meta\\_pub/engG0000128Lib](https://www.i-repository.net/il/meta_pub/engG0000128Lib).

Normally, the full texts of the materials are available in the database. However, there may be the exceptions when the full texts are unavailable. In such cases, try to find those in the library or in the websites as suggested in the following table.

Material Type	Location
KEK Annual Reports	The electronic versions are available in the KEK Annual Report page and the library homepages. The printed versions are available in the low bookshelves on the first floor near the entrance.
KEK Publications	On the low bookshelves in front of the library counter.
Proceedings	On the bookshelves on the second floor. Refer to the call number (obtainable through OPAC) to identify the precise location of the proceedings which are looked for. The bound proceedings are on the low bookshelves of the first floor.
Annual reports of other organizations	On the bookshelves near the east upstairs on the first floor.

Large volume materials	The low bookshelves by the south window on the first floor.
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(Note) Preprints that KEK does not hold is not accessible through the KEK search system, although those might be available from the publishing organizations.

## 7.6 CD-ROM

CD-ROMs are kept at the library counter and also on the PC corner. The titles can be searched with the “CD-ROMs Title List” in the library homepage with the link below.

<https://www2.kek.jp/library/lists/cdrom-e.html>

## 7.7 Standards

The JIS Standards and the JIS Handbooks are arranged on the bookshelves in west side of the first floor. The JEC (Japanese Electrotechnical Committee) standards are on the low bookshelves by the south window of the first floor.

## 7.8 Doctoral theses of SOKENDAI

The library holds the annual issues of abstracts and examination results of the doctoral thesis of SOKENDAI. The Postgraduate Education Unit of the KEK Research Cooperation Division keeps original copies of the thesis.

SOKENDAI has the database of all doctoral theses submitted to SOKENDAI (full texts and/or abstracts). To access to the database, move to the “SOKENDAI Repository” page with the link below.

<https://ir.soken.ac.jp/>

Full text is available if the author approves it. Otherwise, only abstract is available.

## 8. How to make search with OPAC

The users can search the books and the journals KEK holds with OPAC that is the very useful tool to access to a variety of the KEK resources. OPAC searches words about a variety of items contained in the bibliographic and the holding information of the materials. This paragraph is to assist the users to understand how to use OPAC.

### (Note) General rules for entering words or numbers for search in OPAC

- Not case-sensitive for characters. Large and small characters can be mixed.
- Not pitch-sensitive for numbers.
- Not pitch-sensitive for Katakana.
- Possible to use Hiragana, instead of Katakana.

## 8.1 Simple search

### 8.1.1 Basics of simple search

Refer to the following figure on the layout of the simple search page and the table describing the functions of the tabs, buttons and windows in the page.



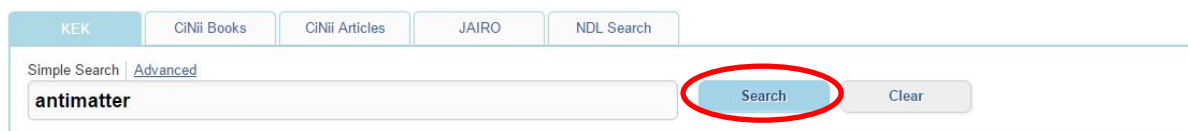
(a) Other Database Tabs	To access to the other databases including CiNii Books, CiNii Articles, JAIRO and NDL Search. The keywords for search are kept in memory even after shifting to the other database.
(b) Advanced Search	To shift to the advanced search page.
(c) Search Keyword Input	To enter search keywords. In case candidates of keywords are available, a pull down menu will appear and the users can choose one from the candidates.
(d) [Search]	To execute search with the entered words.
(e) [Clear]	To return to the initial state.
(f) Library Services	To use the library services available for all users.
(g) User Services	To use the additional services available for registered users. Login required with the user ID.
(h) [Login]	To shift to the login page of User Service.
(i) [Help]	To display the OPAC help in another window.
(j) [Keyboard]	A keyboard will appear in another window.
(k) [Japanese]	To shift to the Japanese site. Choose [English] for going back to the English site.

#### (Note)

Click the KEK logo or the “OPAC” tab on the upper-left corner to return to the top page.  
Contact the library office about details of Library Service and User Service.

## 8.1.2 Procedures for simple search

(1) Enter search words and click the “Search” button.

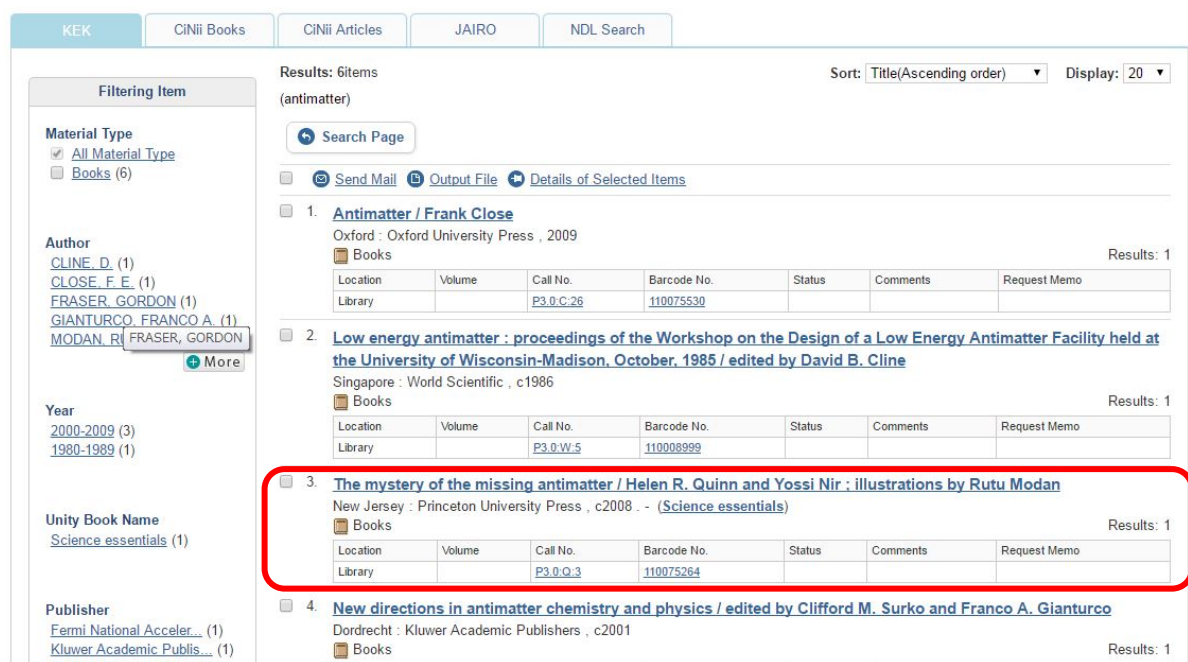


KEK CINii Books CINii Articles JAIRO NDL Search

Simple Search [Advanced](#)

**antimatter** **Search** Clear

(2) A list of materials matched with the search words will appear. Choose a title out of the candidates and click its link.



KEK CINii Books CINii Articles JAIRO NDL Search

Results: 6 items (antimatter) Sort: Title(Ascending order) Display: 20

[Search Page](#)

[Send Mail](#) [Output File](#) [Details of Selected Items](#)

1. [Antimatter / Frank Close](#)  
Oxford : Oxford University Press , 2009  
Books Results: 1

Location	Volume	Call No.	Barcode No.	Status	Comments	Request Memo
Library		P3.0.C.26	110075530			

2. [Low energy antimatter : proceedings of the Workshop on the Design of a Low Energy Antimatter Facility held at the University of Wisconsin-Madison, October, 1985 / edited by David B. Cline](#)  
Singapore : World Scientific , c1986  
Books Results: 1

Location	Volume	Call No.	Barcode No.	Status	Comments	Request Memo
Library		P3.0.W.5	110008999			

3. [The mystery of the missing antimatter / Helen R. Quinn and Yossi Nir ; illustrations by Rutu Modan](#)  
New Jersey : Princeton University Press , c2008 - ( [Science essentials](#) ) Results: 1

Location	Volume	Call No.	Barcode No.	Status	Comments	Request Memo
Library		P3.0.Q.3	110075264			

4. [New directions in antimatter chemistry and physics / edited by Clifford M. Surko and Franco A. Gianturco](#)  
Dordrecht : Kluwer Academic Publishers , c2001  
Books Results: 1

Filtering Item

Material Type

☒ All Material Type

☐ Books (6)

Author

[CLINE, D.](#) (1)

[CLOSE, F. E.](#) (1)

[FRASER, GORDON](#) (1)

[GIANTURCO, FRANCO A.](#) (1)

[MODAN, R.](#) [FRASER, GORDON](#) [More](#)

Year

[2000-2009](#) (3)

[1980-1989](#) (1)

Unity Book Name

[Science essentials](#) (1)

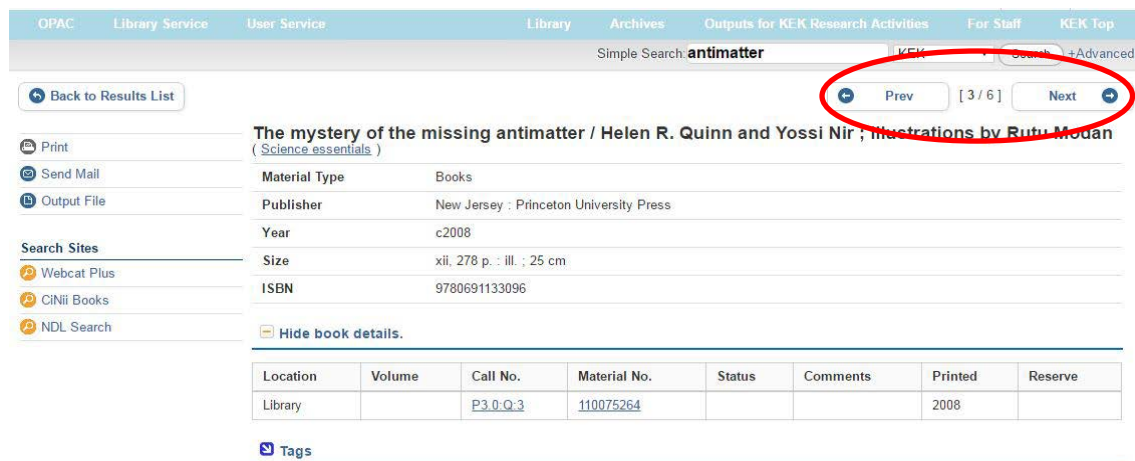
Publisher

[Fermi National Acceler...](#) (1)

[Kluwer Academic Publis...](#) (1)

[Oxford University Press](#) (4)

(3) The bibliographical and the KEK holding information on the item will appear. Press the “Next” or the “Prev” button to see the next or the previous item in the list respectively.



OPAC Library Service User Service Library Archives Outputs for KEK Research Activities For Staff KEK Top

Simple Search **antimatter** [KEK](#) [Search](#) [Advanced](#)

[Back to Results List](#) [Prev](#) [ 3 / 6 ] [Next](#)

[Print](#) [Send Mail](#) [Output File](#)

**The mystery of the missing antimatter / Helen R. Quinn and Yossi Nir ; illustrations by Rutu Modan**  
( [Science essentials](#) )

Material Type Books

Publisher New Jersey : Princeton University Press

Year c2008

Size xii, 278 p. : ill. ; 25 cm

ISBN 9780691133096

[Hide book details.](#)

Location	Volume	Call No.	Material No.	Status	Comments	Printed	Reserve
Library		P3.0.Q.3	110075264			2008	

[Tags](#)

Search Sites

[Webcat Plus](#)

[CINii Books](#)

[NDL Search](#)



(4) Click the material number if the KEK holding information is necessary.

The screenshot shows the OPAC search results for the book 'The mystery of the missing antimatter' by Helen R. Quinn and Yossi Nir. The search term 'antimatter' is entered in the search bar. The results page displays the book's title, authors, and a table of holdings. The material number '110075264' is circled in red in the 'Material No.' column of the holdings table.

Location	Volume	Call No.	Material No.	Status	Comments	Printed	Reserve
Library		P3.0.Q.3	110075264			2008	

(5) The KEK holding information will appear in another window.

The screenshot shows a pop-up window displaying detailed holding information for the material number 110075264. The information includes the material number, user comment, restriction, volume, location, call number, status, ISBN, and media type.

Material No.	110075264
User comment	
Restriction	
Vol.	
Location	Library
Call No.	P3.0.Q.3
Status	
ISBN	
Media type	Book

### 8.1.3 Tips for simple search

There are many useful tips for making search efficiently as follows. With these tips on the ways to enter search words, the users can efficiently retrieve necessary information and quickly find the materials they are looking for.

#### Exact Match Search

Add 「#」 to top of the search words. This way is suitable when the users know the exact title, author name or other items contained in the bibliographic and/or the holding information of the materials.

(Example)      **# Nature physics**

When entering as above, only 「Nature physics」 is retrieved.

#### Partial Match Search

Enclose the search words with 「“ ”」



This way is suitable when the bibliographic or the whole set of words.

**(Example) “particle physics”**

When entering as above, the titles containing the set of words “particle physics” are retrieved, such as 「Particle physics」 and 「Springer series in nuclear and particle physics」.

**Prefix Search**

Enter a first part of the search words and add 「\*」 to its last without space.

This way is suitable for the words with possible inflectional or plural form for example. It is also useful to search the books published during a range of years such as a certain decade.

**(Example) Commu\***

When entering as above, the titles containing the words beginning with “Commu” or “commu” are retrieved such as 「commutative」 and 「communication」.

## 8.2 Advanced search

### 8.2.1 Basics of advanced search

Refer to the figure on the layout of the advanced search page and the table on the functions of the tabs, buttons and windows in the page.

The screenshot shows the KEK Library Service User Service page. The page is divided into several sections, each labeled with a letter in parentheses:

- (a)**: Search tabs including KEK, CiNii Books, CiNii Articles, JAIRO, and NDL Search.
- (b)**: Search type selector with Simple Search and Advanced.
- (c)**: Search conditions section with AND/OR dropdowns.
- (d)**: Search input field.
- (e)**: Search button.
- (f)**: Clear button.
- (g)**: Sort dropdown menu.
- (h)**: Display dropdown menu.
- (i)**: Document Type section with checkboxes for Books, Japanese books, Foreign books, Journals, Japanese journals, and Foreign journals.
- (j)**: Search Option section with fields for Published Year, Subject, and Media type.
- (k)**: Library Service section with links to New Books List, New Journals List, Journals Title List, and Audio Visual Title List.
- (l)**: User Service section with links to Loan / Reservation States, Interlibrary Loan (ILL) Request, ILL States, Book Purchase Request for Lab, States of Book Purchase Request for Lab, Book Purchase Request for Library, and States of Book Purchase Request for Library.
- (m)**: Log in button.

Additional labels include (n) for Help, (o) for Keyboard, and (p) for Japanese.

(a) Other Database Tabs	To access to the other databases, including CiNii Books, CiNii Articles, JAIRO and NDL Search. The search words are kept in memory even after shifting to the other database.	
(b) Simple Search	To shift to the simple search page.	
(c) Logical Operator	To choose a logical operator (AND, OR, NOT).	
(d) Search Conditions	To choose an item of search condition out of a variety of items in pulldown menu such as title, author, publisher, subject, and ISBN.	
(e) [Search ]	To execute search with the entered words.	
(f) [Clear ]	To return to the initial state.	
(g) Sort	To choose order to display results (in ascending or descending order for title, author or year).	
(h) Display	To choose the number of items to be displayed on one screen as the result of search.	
(i) Document Type	To choose a document type.	
(j) Search Option	To setting search option including publishing year, category and media type.	
	Year	For selecting publishing year(s)
	Category	To choose category (e.g. Physics )
	Media Type	To choose printed or electronic version.
(k) Library Service	To use the common library services available for all users.	
(l) User Service	To use the additional services available for the registered users. Login required with the user ID.	
(m) [Log In ]	To shift to the login page of User Service.	
(n) [H e l p ]	To display the OPAC help in another window.	
(o) [Keyboard]	A keyboard will appear in another window.	
(p) [Japanese]	To shift to the Japanese site. Choose [English] for going back to the English site.	

### 8.2.2. Additional options for advanced search

Many additional options are available for advanced search as follows.

Choose search terms out of pre-set (pulldown) menu or enter those directly, depending on the windows. Then, click the “Search” button. Refer to the paragraph 8.1 on the simple search (Page 14), because the procedures of the advanced search are essentially similar to the simple search.

**Document Type** Choose a document type (or types).

**Search Conditions** Choose an item of search condition out of a variety of items in pulldown menu such as title, author, publisher, subject, and ISBN etc.

**Logical Operator** Choose a logical operator (AND / OR / NOT) when using a combination of search words.

**Publishing Year (Range)** Enter a range of years when the materials are supposed to be published.

**Subject** Choose a subject.

**Media Type** Choose a media type.

**Sort** Choose ascending or descending orders (title, author or year).

**Display** Choose number of the search result items in one screen.

## 9. About MyOPAC

MyOPAC provides registered users with a variety of additional services than OPAC does. Login is required to use the system.

### 9.1 Login MyOPAC



Click the “Log in” button on the upper-right corner of the OPAC top page to move to the MyOPAC login page. Enter the user ID and password, which are same as those for the KEK integrated authentication and the KRS systems. If the users forgot the login information or have not obtained the information yet, contact the library office.

## 9.2 Reservation through MyOPAC

The users can reserve books on loan to other users through the search page of MyOPAC.

## 9.3 Bookmark

Check the boxes at leftmost columns of favorite items in the list of search results (Result list), and click the “Bookmark” button on top of the list. Then, the items appear in the “Bookmark” section of the MyOPAC top page.

Search Page

Send Mail Output File Details of Selected Items **Bookmark**

1. [Antimatter / Frank Close](#)  
Oxford ; New York : Oxford University Press , 2009  
Books Results: 1

Location	Volume	Call No.	Material No.	Status	Comments	Request Memo
Library		P3.0.C:26	110075530			

2. [Low energy antimatter : proceedings of the Workshop on the Design of a Low Energy Antimatter Facility held at the University of Wisconsin-Madison, October, 1985 / edited by David B. Cline](#)  
Singapore : World Scientific , c1986  
Books Results: 1

Location	Volume	Call No.	Material No.	Status	Comments	Request Memo
Library		P3.0.W:5	110008999			

3. [The mystery of the missing antimatter / Helen R. Quinn and Yossi Nir : illustrations by Rutu Modan](#)  
New Jersey : Princeton University Press , c2008 . - (Science essentials)  
Books Results: 1

Location	Volume	Call No.	Material No.	Status	Comments	Request Memo
Library		P3.0.Q:3	110075264			

4. [New directions in antimatter chemistry and physics / edited by Clifford M. Surko and Franco A. Gianturco](#)  
Dordrecht : Kluwer Academic Publishers , c2001  
Books Results: 1

Location	Volume	Call No.	Material No.	Status	Comments	Request Memo
Library		P3.0.N:14	110072458			

Alternatively, click a title in the result list to show the detail page of holding information on the title. Then, click the “Bookmark” in the menu bar on left side of the detail page of holding information. To delete or edit the bookmark, click ”More” in lower right corner of the Bookmark section of the MyOPAC top page to move to the editing page.

## 9.4. Tag

The users can tag their favorite items with a certain name in the detail page of holding information. The list of the tag names appears in the “Tags” section of the MyOPAC top page. The users can put more than one tag names for an item.

Hide book details.

Location	Volume	Call No.	Material No.	Status	Comments	Printed	Reserve
Library		P3.0.Q:3	110075264			2008	

**Tags**  
+Add Tags

## 9.5 User Service

The following services are available through the “User Service” menu.

### **(Loan / Reservation States)**

- Check status of the borrowing and extend the period.
- Check status of the reservation and cancel the reservation.
- Refer to the past record of borrowings and returns.

### **(Interlibrary Loan (ILL) Request)**

- Request photocopies of books and/or journals held by the other libraries.
- Borrow books from the other libraries.

For more details, refer to the paragraph 11 for “How to access to materials that KEK does not hold” (Page 24).

### **(ILL States)**

- Check status of processing the ILL requests.

### **(Book Purchase Request for Lab)**

- Request to purchase books or journals for use in the laboratories.

Only KEK staffs are eligible to make the request. The purchased book shall be paid with official fund of KEK. After receiving the request, the library will inform the applicant of procedures for the purchase.

### **(States of Book Purchase Request for Lab)**

- Check status of processing the requests relating to “Book Purchase Request for Lab”.

### **(Book Purchase Request for Library)**

- Request to purchase books or journals for holding in the library.

For more details, refer to the paragraph 12 for “Purchase Request for Books & Journals” (Page 25).

### **(States of Book Purchase Request for Library)**

- Check status of processing the requests relating to “Book Purchase Request for Library”.

The users can withdraw the requests before approval for the requests.

## **10. How to search e-journals & e-books**

### **10.1 Access to the search page**

E-journals and E-books can be searched through the page of “E-Journal E-Book Portal” with the link below in the “KEK Reports & Library” homepage.

<https://www2.kek.jp/library/libhome/oj/services-e.html>

The users can access to the page from the top page of “KEK Reports & Library”, through the link “KEK e-journal & e-book list” in the section of “KEK Library”, and then the link “E-Journal & E-book Portal clicks here”.

### **10.2 Search options**

Several search options are available as explained below, referring to the figure at the last of this section. The procedures are essentially similar when choosing the other tabs.

#### **(1) Advanced Search by title**

Enter search word(s) contained in the title in the right window, and choose a search term from the pulldown menu in the left window. Then, press the “Search” button.

The pulldown menu includes the four search terms.

##### **“Title begins with”**

Enter some word(s), with which the title begins. Articles at the beginning of the title are neglected (like “The” or “A”).

##### **“Title equals”**

Enter the full text of the title. Articles at the beginning of the title are neglected (like “The” or “A”), although those in the middle are not.

##### **“Title contains all words”**

Enter the word(s) contained in the title in no particular order. It is possible to make “prefix search” by entering a first part of the word with adding “\*” to the last. The method is suitable when using the search words with plural or inflectional forms, or when spell of the latter part of the words is unsure.

##### **“ISSN/ISBN equals”**

Choose the search term “ISSN/ISBN equals” out of the pulldown menu in the left window and enter the full digits of the numbers of ISSN or ISBN (eight for ISSN and ten/thirteen for ISBN without hyphens) in the right window. Then, press the “Search” button.

## (2) Simple search by the first letter of the title

In case of English titles, choose the first letter of the title to display titles beginning with the letter, by alphabetical order. In case of Japanese titles, choose the first syllable (in Hiragana) of the title to display titles beginning with the syllable, by Japanese syllabary order.

## (3) Search by subject

Choose a subject category of the material out of the pulldown menu. After displayed a list of sub-categories, choose one to obtain a list of materials.

## (4) Search through publishers' search pages

The page provides the users with search pages of many publishers as the figure shown in the next page. If the users know the publisher name, use the publisher's search page. Procedures of the search depend on the publishers and refer to the guide provided in the publisher's page.



高エネルギー加速器研究機構 図書室  
電子ジャーナル・電子ブックリスト  
e-Journals e-Books List

Archives | KEK Home

Library > E-Journal E-Book Portal

English ▼

 Search by Title or Identifier (ISSN/ISBN)

Title begins with ▼  Search

Method (1)

 Browse e-journals by title

• English title

0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

• Japanese title

あ い う え お か き く け こ さ し す せ そ た ち つ て と な に ぬ ね の は ひ ふ へ ほ  
ま み む め も や ゆ よ ら り る れ ろ わ

Method (2)

 Browse e-resources by subject

-- Please select a subject category -- ▼

Method (3)

 Search for keywords in e-journals

Select a database ▼

Method (4)

## **11. How to access to materials that KEK does not hold**

It may be possible to access to the materials that KEK does not hold with either of methods mentioned below.

### **11.1 Obtaining photocopy from other libraries through the library office**

It is possible to obtain through the library office by mail the photocopies of necessary part of the materials from other libraries that have those materials. Only KEK staffs are eligible for the service and the expenses have to be paid with official fund of KEK. In addition, the service shall be applied through MyOPAC or to the library office directly. The application form (in Japanese only) is available with the link below in the KEK homepage or at the library office.

<https://stw.kek.jp/stpg/library/sinsei/>

If the applicant is not an eligible KEK staffs, authorization by some eligible KEK staffs such as the supervisor is necessary, in advance. Normally the copies will arrive at the library office within one week after acceptance of the application.

### **11.2 Borrowing through “InterLibrary Loan (ILL)” service**

It is possible to borrow the books from other organizations by mail through the “InterLibrary Loan (ILL)” service. The procedures are similar to the photocopy service mentioned above. Normally the books will arrive at the library within one week after acceptance of the application.

### **11.3 Visiting the other libraries**

Visit the other libraries to use materials in the libraries or to copy the materials. The users can look at materials in the other libraries such as those in the research institutes in Tsukuba, when they have the “Common Pass” of the Tsukuba Science City Network. Contact the KEK library counter to borrow the common pass.

It will be easier and quicker to enter the library of University of Tsukuba, with the “Library Card” of the university or the ID card of KEK. With the library card of the university, the users are eligible to borrow books from the library.

## **12. Purchase request of books & journals**

If the library does not have books or journals that the users are looking for, it is possible for the users to request the library to purchase the material. Make application for the material through MyOPAC or submit the application form “Recommendation for New Purchase of Books / Journals” to the library.



The application form is available on the low bookshelf near the entrance, or at the library counter. Fill out the form and put it in the “Purchase Request Box” on the same low bookshelf or submit it to the library office hand-to-hand or by in-house mail.

“The Committee for Books & Publications” of KEK will review the application. If the committee has approved the application, the library office will notify the applicant who will have first priority to use the material when it gets ready for use at the library.

<b>Appendix A. KEK book Classification Number Table</b>
---

**P : Physics** ■

- 0.0 General
  - 0.2 General Physical Topics
    - 0.22 Education and Basics
    - 0.671 Accelerators and Photon Factory
    - 0.676 Radiation Detection and Measurement
- 1.0 Mathematical Physics
  - 1.3 (Classical) Mechanics
  - 1.4 Quantum Mechanics, Quantum Theory
  - 1.5 Relativity and Gravitation
- 2.0 Electromagnetism & Optics
  - 2.2 Electromagnetism
  - 2.4 Optics
- 3.0 Elementary Particle Physics
  - 3.1 General, Gauge Field Theory
  - 3.6 Properties of Specific Particles and Resonances, Quark etc.
- 4.0 Nuclear Physics
  - 4.3 Nuclear Reactions and Scattering, Heavy Ion (Collisions)
  - 4.6 Nuclear Engineering and Nuclear Power Studies
- 5.0 Atomic & Molecular Physics
  - 5.4 Molecules
- 6.0 Gases, Fluid Dynamics & Plasma
  - 6.1 Physics of Gas
  - 6.2 Fluid Dynamics
- 7.0 Condensed Matter: Structure, Thermal & Mechanical Properties
  - 7.1 Structure of Liquids and Solids: Crystallography, Rare Earth
  - 7.8 Surfaces and Interfaces: Thin Films and Whiskers
- 8.0 Condensed Matter: Electrical, Magnetic & Optical Properties
  - 8.1 Electronic States
  - 8.5 Magnetism, Magnetic Properties and Materials
  - 8.7 Dielectric Properties and Materials
- 9.0 Interdisciplinary Subjects
  - 9.1 Material Science and Metallurgy, Nano Materials
  - 9.4 Cosmic Rays
  - 9.5 Astronomy and Astrophysics

9.7 Biophysics, Medical Physics and Biomedical Engineering

**E : Electronics, Computer & Control ■**

- 1.0 General
  - 1.8 Electronic Circuits
- 2.0 Electron Devices & Materials
  - 2.3 Superconducting Materials and Devices
  - 2.4 Semiconducting Materials and Devices
  - 2.6 Dielectric Materials and Devices
- 3.0 Electromagnetics & Communication
  - 3.1 Electromagnetism
- 4.0 Instrumentation & Special Applications Measurement Science
- 5.0 Power Systems & Applications
- 6.0 Systems & Control Theory
  - 6.4 Systems Theory, Cybernetics, A.I. etc.
- 7.0 Control Technology
- 8.0 Computer Programming & Applications
  - 8.3 Programing Systems, Languages and Processors
- 9.0 Computer Systems & Equipment
  - 9.6 Computer Peripherals. TCP/IP, IP

**N: Others ■**

- 0.0 General
- 1.0 Philosophy
- 2.0 History
- 3.0 Social Sciences
  - 3.6 Society, Earthquake
  - 3.7 Education
- 4.0 Natural Sciences
  - 4.10 Mathematics
  - 4.11 Algebra
  - 4.13 Analysis
  - 4.14 Geometry
  - 4.3 Chemistry
  - 4.6 Biology
  - 4.9 Medical Science, Pharmaceutics
- 5.0 Technology and Engineering
  - 5.3 Mechanical Engineering
- 6.0 Industry and Commerce
- 7.0 Arts
- 8.0 Language, Scientific Paper Writing
  - 8.3 English, English Paper Writing
- 9.0 Literature

- ABC:** Scientific Books at Introductory Level ■
- JP:** Books about Japan and Japanese Caluture ■
- PSL:** Books about Personal and Laborers ■
- TXT:** Textbooks ■

## Appendix B Map of the KEK Library

