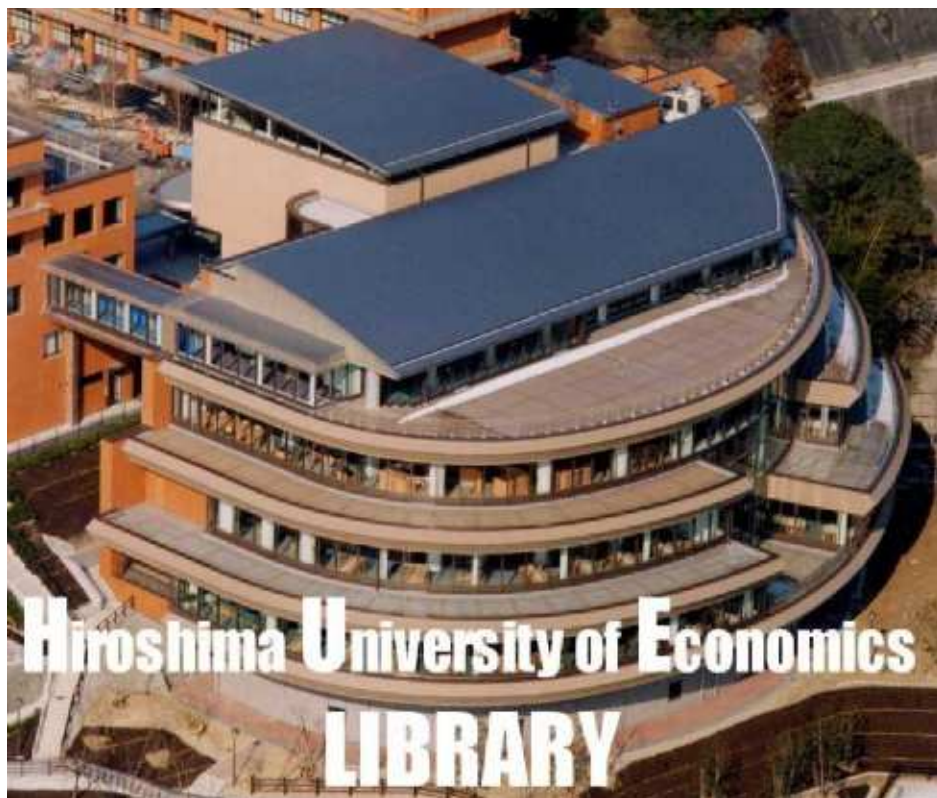


Hiroshima University of Economics Library

Guide for Users



ADDRESS:5-37-1, Gion, Asaminami-ku, Hiroshima City

PHONE: 082-871-1662, FAX: 082-871-1055

URL: <http://www.hue.ac.jp/lib/>

INDEX

LIBRARY GUIDE FOR USERS

Hours	p.1
Closed Days	p.1
Entrance and Exit	p.1
Manners	p.1

FLOOR PLANS

3F: Entrance Floor	p.2
2F: Study Floor	p.3
1F: Research Floor	p.4
B1F: Stacks	p.5
B2F: Stacks	p.6

LIBRARY SERVICES

At the Information Desk (On the 3rd Floor)

Circulation	p.7
Renewals	p.7
Reservation	p.7
group study room	p.7

At the Reference Desk (On the 1st Floor)

Research and Reference service	p.8
Interlibrary Loan Service	p.8
Individual study room	p.8
Going into the stacks	p.8
Borrowing a laptop PC	p.8

Photocopying Service	p.9
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LIBRARY RESOURCES

Library resources and their use	p.9
Arrangement of Materials	p.10

SEARCH MATERIALS

Search Catalog with KEINS	p.11
Information Retrieval	p.13

NDC (Nippon Decimal Classification)	p.14
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LIBRARY GUIDE FOR USERS

Hours

*It is changed in long vacation.

	Library	Information desk (3F)	Reference desk (1F)
Mon – Fri	8:30 – 21:00	8:30 – 21:00	9:00 – 17:30
Sat	9:00 – 17:00	9:00 – 17:00	–

Closed

- Sunday, National Holidays
- Rearrangement Day
- Bon Vacation (8/14-8/16)
- Year-End and New Year (12/29-1/3)
- Anniversary of the University Founding Day (1/23)



Entrance and Exit

Please push the gate board open when you come in and out.

NOTICE!! : If you bring out library materials without making a lone, the gate will be alarmed and be locked. Beside, it is possible to be alarmed when you have metal. If you have them, please tell it to a library staff.

Manners



Mobile Phone



Internet phone



Eating



Smoking

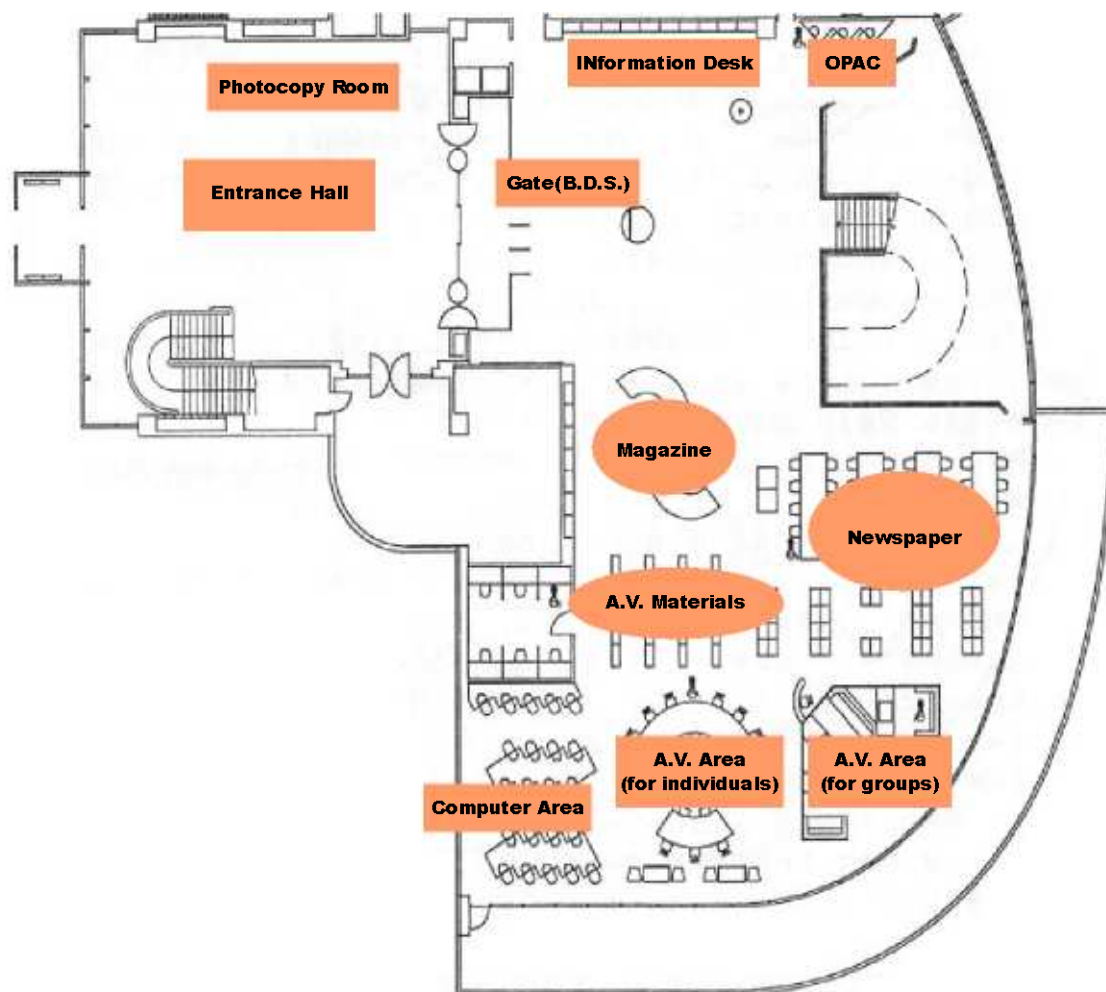
*Be quiet in the library!

*Use a mobile phone outside of the library!

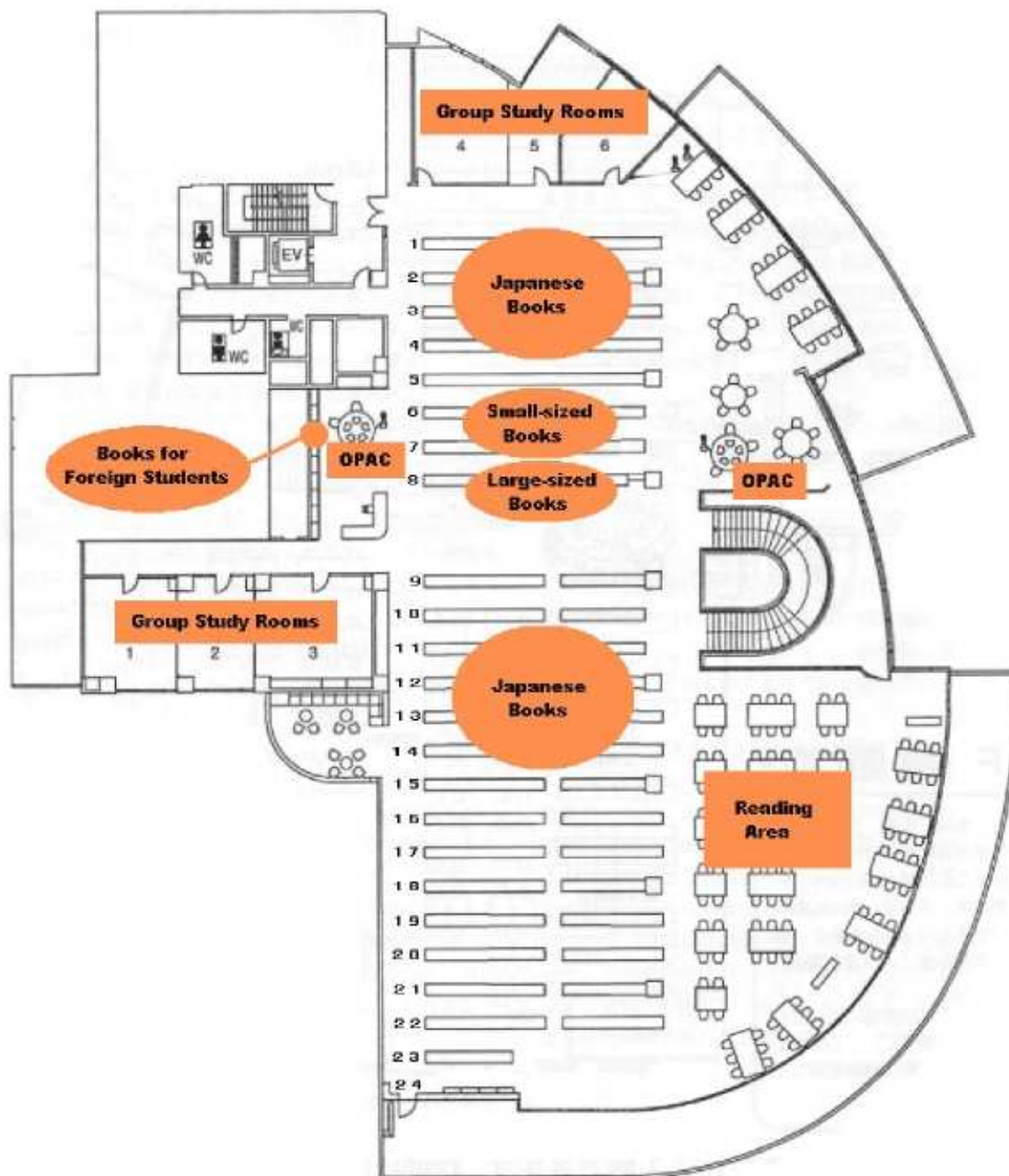
*Don't use the Internet Phone (Skype etc...) in the library! Use it in the Exchange Room, please.

FLOOR PLANS

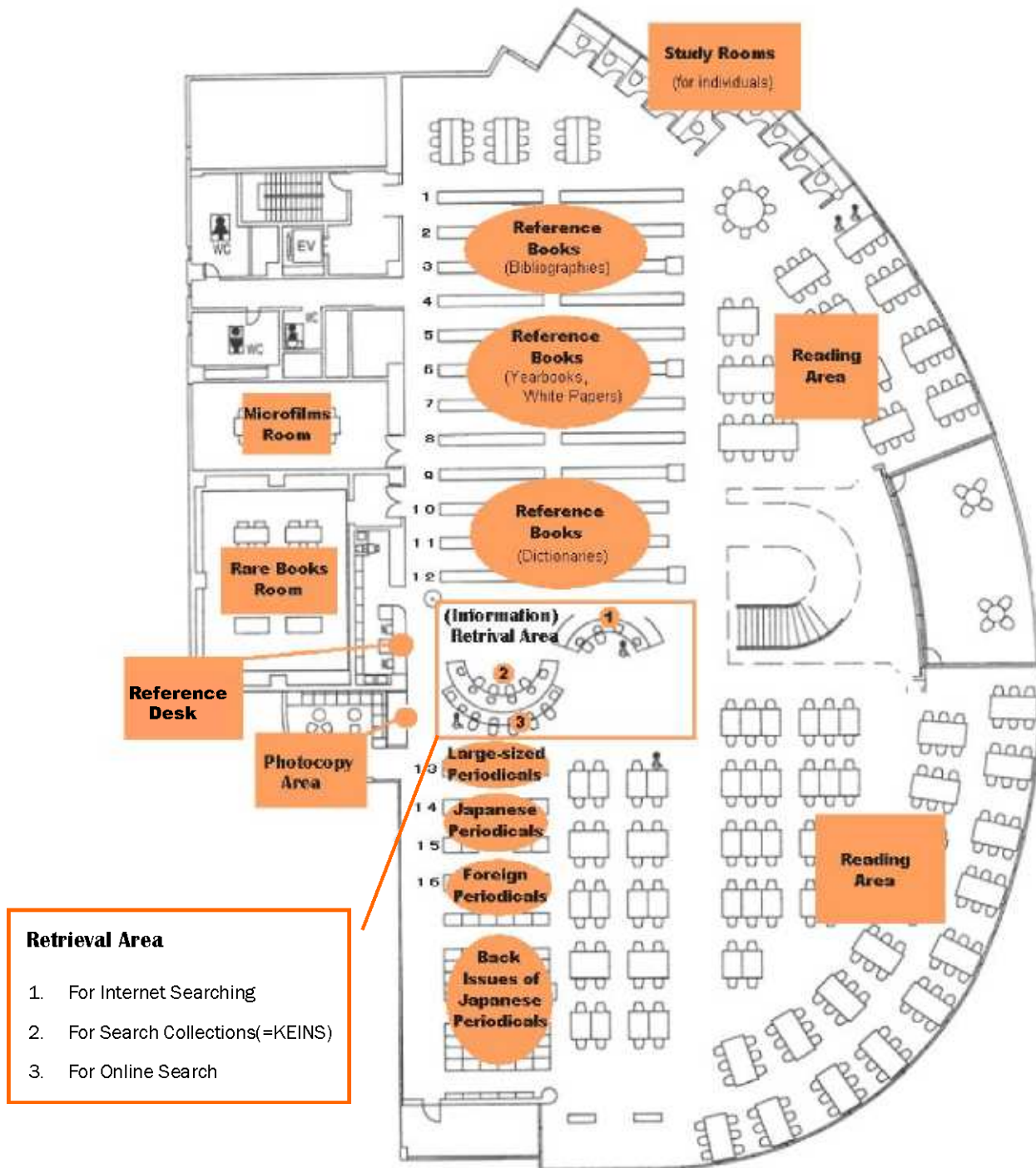
The Entrance Floor (On the 1st Floor)



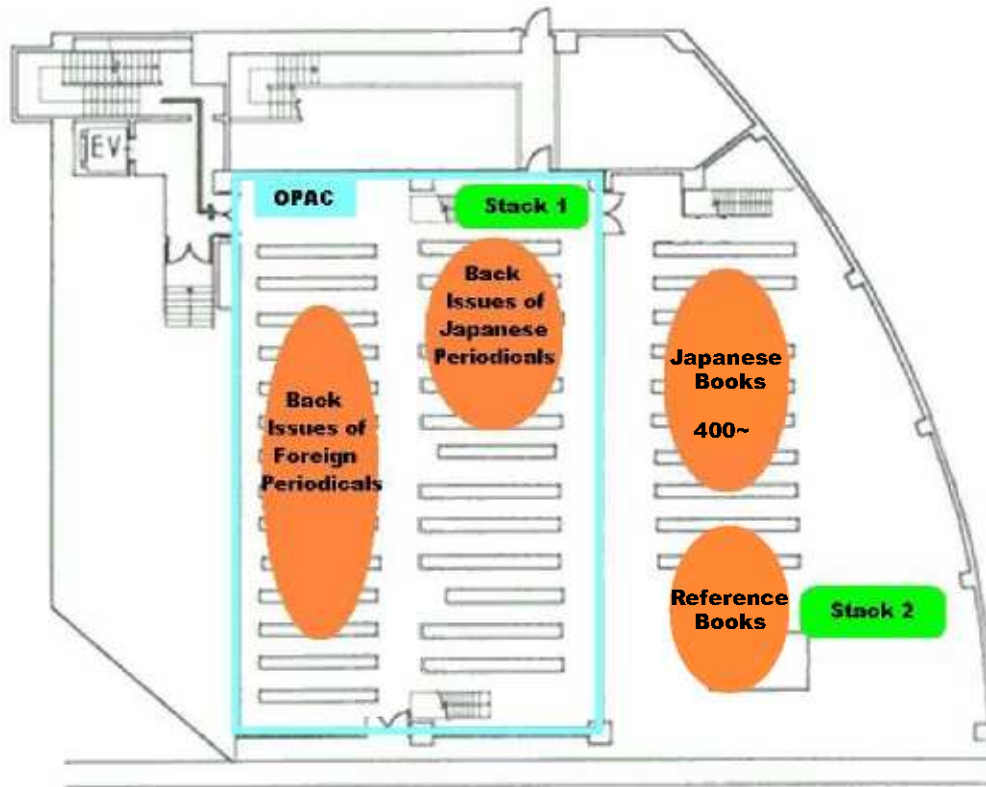
Study Floor (On the 2nd Floor)



Research Floor (On the 1st Floor)



Stacks (On the 1st Basement Floor)



Stacks (On the 2nd Basement Floor)



LIBRARY SERVICES

Information Desk (On the 3rd Floor)



Circulation

When you want to check out books, take them to the information desk with your student ID card or use self service machine (ABC) beside the desk. When you return books, bring them to information desk or use self service machine (ABC) as well as checking out. If the library is closed, put them into the book drop outside of the library (left side of the front door).

NOTE!! : If you miss the due date, you cannot borrow books for as many days as your book was overdue.

Borrowing limits and Loan periods are followings:

Category of Users		Borrowing Limits	Loan Periods
Undergraduates		5vols	2weeks
	*Special	5vols	2months
Graduates		20vols	2months
Exchange students, STEP		5vols	2weeks
Faculty & Staff		30vols	6months
Resident		5vols	2weeks

**Special Borrowings: This is only for students joining a seminar. Please ask your instructor to sign the application form available at the information desk before you apply it.*

Renewal

You may renew the loan of books just a time, if other people have not reserved them. Take books to the desk with your student ID card by the due date.

Reservation

You can reserve books being on loan. Fill in a reservation form and take it to the desk with your student ID card.

Group study room

When you study with your friends in a library, you had better use a group study room (allowing group works without disturbing other users). Fill in the application form and hand it to a library staff at the desk before using a room.

At the Reference Desk (On the 1st Floor)



Research and Reference service

When you have questions about library resources or you need information for your assignment, ask anything to reference staffs at this desk. It is available to following matters:

- Support your research and help to get information.
- Suggest library resources for your research topics.
- Search catalogs of other university libraries.

Interlibrary Loan Service

Interlibrary Loan provides lending and document delivery services. When you can't get books you need in this library, you can request them from other library.

NOTE!! : The cost and the postage are individual payments.

Individual study room

When you want to concentrate on studying, you may use an individual study room. You can study at your own pace all the day with the room key. Fill the application form and hand it to a library staff with your student ID card before using a room.

Going into the stacks

Before going into the stacks, come to the reference desk with your student ID card and leave your bags with staffs.

Borrowing a laptop PC (*Student-only)

You can borrow a laptop PC being available to the Internet. But it is for internal use only. Fill the application form and hand it to a library staff with your student ID card.



Photocopying Service

Within the limits of *copyright law, you can make photocopies of library materials using a copy machine by yourself in the library. When you take a photocopy, you must fill in the application form at the photocopy area (on the 1F & the 3F). It is charged 10yen per sheet.

**Copyright Law ...When you copy in the library, you need to the following rules.*

- *For the purpose of his own investigation or research.*
- *The limit of the copying is a single copy of a part of a material per person.*
- *It is unable to copy the latest issue of periodicals, magazines and newspapers.*

LIBRARY RESOURCES

Library Resources and Their Use

	Using in the library	Photocopying	Borrowing
Books	○	○	○
Books for foreign students	○	○	○
Periodicals/Journals/Magazines/Newspapers	○	○	×
Reference books	○	○	×
Audio-Visual materials	○	×	×
Microform materials	○	○	×
Materials in Stacks	○	○	○

Books (2F)

You can read in the library, make a photocopy, and check out.

Books for Foreign students (2F)

There are books about Japanese culture and textbooks of Japanese language, reference books, maps, and guidebooks, etc... The bookshelf number is '24'.

Periodicals (1F), Journals (1F), Magazine (3F) and Newspapers (3F)

You cannot check out periodicals, journals, magazines and newspapers. Use them inside the library or make a photocopy according to need.

Reference Books (1F)

In the reference areas, there are dictionaries and encyclopedias, yearbooks, white papers, statistics, catalogs, indexes, bibliographies, maps (2F) etc... Use these collections within the library only.

Audio-Visual Materials (3F)

There are many audio tapes, videotapes, CDs, DVDs. Bring a material to the information desk (3F) with your student ID card before using an audio-visual booth.

Microform Materials (1F)

When you use microform materials, ask to the reference desk (1F) before entering the microform material room (1F).

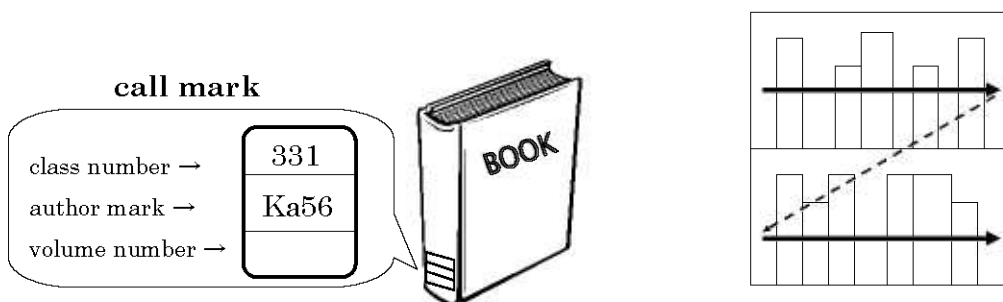
Materials in Stacks (B1F/ B2F)

On the B1F, there are back issues of journals, magazines, newspapers and bulletins. On the B2F, foreign books are in the stack1, and Chinese books and a part of Japanese books are in the stack2.

Arrangement of Materials

Books, Reference books and Audio-Visual materials

These materials are arranged in 'call mark' order. Call mark is consisted of 'class number', 'author mark', and labeled the spine of a book. Books are classified according to the subject matter by Nippon Decimal Classification, and each subject is given 'class number'. Besides, books are given 'author mark' that is alphabetized initial letter of author's family name. The books are arranged in order of call mark from left to right and top to bottom.



It's arranged from left to right and top to bottom.

Periodicals & magazines

Periodicals are located on the 1st floor, and magazines are on the 3rd floor. They are arranged in alphabetical order.

SEARCH MATERIALS

You can search library catalog with KEINS (it's a nickname in this university). Some desktop PCs for KEINS are available on each floor in a library. Also, you can search online from off-campus as well.

Search Catalog with KEINS

1. Menu Panel

KEINS

Specify the Keywords

[Japanese](#) | [English](#)
Results may be displayed in Japanese.

File All Books Serials Audio-visual

All Japanese Foreign
 Only material in the library is retrieved.

Fill in one or more of the boxes below :

<input type="text" value="Title (TI)"/>	▼	<input type="text"/>	AND ▼
<input type="text" value="Author (AU)"/>	▼	<input type="text"/>	AND ▼
<input type="text" value="All (FL)"/>	▼	<input type="text"/>	

* If necessary, specify the published year of the book you will searching for.
Published Year: From To

Sort by
 Title Year Author Material

If the case of more than two words,
for AND operation ... Insert an asterisk(*) between words.
for OR operation ... Insert a plus(+) between words.

Enter 'Title of a book', 'Author name', or keywords be related to subject of a book.
After that, click 'Search' button.



2. List of Bibliographies

List of Bibliographies

Keywords ... Title=historical economics?
Found 8 items (Books:9 items)
Books

1. [A bibliography of historical economics to 1990](#)
Donald N. McCloskey and George K. Hersh, Jr.
Cambridge [England]; New York : Cambridge University Press , 1990
2. [A bibliography of historical economics to 1990](#)
Donald N. McCloskey and George K. Hersh, Jr.
Cambridge [England]; New York : Cambridge University Press , 1990
3. [English historical economics, 1870-1926 : the rise of economic history and neomercantilism](#) (Historical perspectives on modern economic history)
Gerard M. Koot
Cambridge [Cambridgeshire]; New York : Cambridge University Press , 1997
4. [Enterprise and trade in Victorian Britain : essays in historical economics](#)
Donald N. McCloskey
London ; Boston : George Allen & Unwin , 1981
5. [Enterprise and trade in Victorian Britain : essays in historical economics](#) (Modern revivals in economic and social history)
Donald N. McCloskey
Aldershot : Gregg Revivals , 1993
6. [Historical economics : art or science?](#)
Charles P. Kindleberger
Hemel Hempstead ; Tokyo ; New York : Harvester Wheatsheaf , 1990
7. [Historical economics, 1780-1907](#) (The methodology of economics : v. 5)
Thomas Edward Cliffe Leslie ...[et al]
London : Routledge/Thoemmes Press , 1997
8. [The evolution of the international economic order](#) (The Eliot Janeway lectures on historical economics in honor of Joseph Schumpeter, 1977)
W. Arthur Lewis
Princeton : Princeton University Press , c1978

Click the title of a book (it's presented in blue color).

3. Bibliographical Details

Bibliographical Details

6 / 9

Bibliographic data

ISBN ... 0745007996

Title ... [Historical economics : art or science?](#) / Charles P. Kindleberger

Publisher ... Hemel Hempstead, Tokyo ; New York : Harvester Wheatsheaf, 1990

Phys Descript ... x, 371 p. : ill. ; 24 cm

Note ... Includes bibliographies and index

Author ... [Kindleberger, Charles Poor, 1910-](#)

Subjects ... [Economics, history](#) [Economics -- History](#)

Holding data

Book ID ... 00170942

Call number ... 331.2/KH2

Location ... [図書館1 一般洋書](#)

Material ... [図書](#)

6 / 9

Go to a bookshelf after writing down the "Title", "Author", "Call number" and "Location".

Information Retrieval

Search for newspaper articles

Following databases are available to desktop PCs in the Information Retrieval Area on the 1st floor.

- KIKUZO (*Japanese*)
Search for articles from “Asahi Newspaper”, “AERA” and “Syukan Asahi”.
- NIKKEI TELECON21 (*Japanese*)
Search for articles from 4 titles of “Nikkei Newspapers”.

Search for periodical articles and magazine articles

Following databases are available to every PC connected to the network on campus.

- NDL-OPAC (*Japanese*)
Search for articles from magazines and journals owned by National Diet library.
- GeNii (*Japanese*)
Search for literature information and journal articles published in Japan.
- Online Journal (*English*)
Search for articles from following online databases; “EBSCOhost”, “Business Source Elite”, “Science Direct web edition”, “CatchWord” “Ingenta Easylink” and “Cambridge University Press”, etc. For details, visit to library website.



N D C (Nippon Decimal Classification)

000 General works	500 Technology, Engineering
010 Libraries	510 Construction, Civil engineering
020 Books, Bibliography	520 Architecture, Building
030 General encyclopedias	530 Mechanical engineering
040 General collected essays	540 Electrical engineering
050 General serial publications	550 Maritime engineering
060 General societies, Academies	560 Metal and mining engineering
070 Journalism, Newspapers	570 Chemical technology
080 General collections	580 Manufactures
090	590 Domestic arts and sciences
100 Philosophy	600 Industry and commerce
110 Special treatises on philosophy	610 Agriculture
120 Oriental thought	620 Horticulture
130 Western philosophy	630 Sericulture, Silk industry
140 Psychology	640 Animal husbandry
150 Ethics, Morals	650 Forestry
160 Religion	660 Fishing industry, Fisheries
170 Shintoism	670 Commerce
180 Buddhism	680 Transportation services
190 Christianity	690 Communication services
200 General history	700 The arts, Fine arts
210 General history of Nippon	710 Sculpture, Plastic arts
220 General history of Asia	720 Painting, Pictorial arts
230 General history of Europe	730 Engraving
240 General history of Africa	740 Photography and photographs
250 General history of North America	750 Industrial arts
260 General history of South America	760 Music
270 General history of Oceania	770 Theater
280 General biography	780 Sports and physical training
290 General geography, Description and travel	790 Accomplishments and amusements
300 Social sciences	800 Language
310 Political science	810 Nipponese
320 Law	820 Chinese
330 Economics	830 English
340 Public finance	840 German
350 Statistics	850 French
360 Society	860 Spanish
370 Education	870 Italian
380 Customs and folklore	880 Russian
390 National defence, Military science	890 Other minor languages
400 Natural science	900 Literature
410 Mathematics	910 Nipponese literature
420 Physics	920 Chinese literature
430 Chemistry	930 English and American literature
440 Astronomy, Space sciences	940 German literature
450 Earth sciences, Geology	950 French literature
460 Biology	960 Spanish literature
470 Botany	970 Italian literature
480 Zoology	980 Russian literature
490 Medical sciences	990 Literatures of other languages