

The library of Sophia Linguistic Institute for International Communication (SOLIFIC) houses about 18,500 books and 320 periodicals on linguistics. We also hold unpublished dissertations, unpublished manuscripts, reprints, and many other materials (The information about some of them may not be found in the OPAC system. In that case, please ask the reception desk).

When you use the linguistics library, please follow the following rules.

1. Location

5th Floor of the Central Library, Room 513

2. Available Hours

Graduate students of linguistics can use the linguistic library on the days the central library is open (8:00 AM - 10:00 PM). Note that the central library may be closed during the New Year holidays and entrance exams. Please check the SOLIFIC website or the central library's website for details.

3. Reception Hours

Tuesday, Thursday, Friday: 9:00 a.m. - 4:00 p.m.
(11:30 a.m. - 12:30 p.m. closed for lunch)

4. Browse

Open shelf (except for the Ota Collection and some dictionaries/journals)

- Books are placed in alphabetical order by field.
- Journals are placed in alphabetical order by title.
- Bulletins are placed in alphabetical order by university/institute.

It is not allowed to take the books and other materials out of the linguistics library. (If you take materials to the research room on the second floor (L-221) borrowing procedures are required. See "How to Check Out" below.)

After you use them, please return them to where they originally were. If you are not sure, please ask at the reception desk.

5. Check Out / Return

You can borrow up to 5 books for 30 days (included in the Central library's borrowing limit of 20 books).

| | How many? | For how long? |
|------------------------------------|-----------|---------------|
| Graduate Student of Linguistics | 5 books | 30 days* |

* There are some exceptions. Ask the reception desk for details.

5-1. How to Check Out (When Reception Staff are Available)

Fill out “the check-out form” at the reception desk of the linguistics office, and then resister the book(s) by “the automatic check-out machine” on the first floor of the central library.

If you skip this step the “book-detection” system at the exits will sound.

Please be careful!

5-2. How to Check Out (When Reception Staff are Unavailable)

Fill out “the check-out form” and post “the form” into the box on the reception desk. Resister the book(s) by “the automatic check-out machine” on the first floor of the central library.

Note: The following materials cannot be borrowed when staff are unavailable (refer to 5-4. below)

- ▶Dissertations
- ▶Reference books for thesis writing
- ▶AV materials

5-3. You **cannot** borrow

- ▶Items with a “禁” (Non Circulating)
- ▶Journals
- ▶Reprints
- ▶Materials in the Ota Collection
- ▶Dictionaries
- ▶Encyclopedias
- ▶Book(s) Designated by teachers,

5-4. You **can** borrow (**Only in the Reception Hours**)

Doctoral/Master's theses, reference books and AV materials (e.g. DVDs) require special lending procedures. Please complete the procedures during the reception staff's available hours.

Fill out "the check-out form" and hand the desired material to reception.
You will receive a "Special Lending Permit Slip". Present this **at the staffed counter** on the first floor of the library to complete the borrowing procedure.
" Special Lending Permit " is required until the material is returned. Please keep it safe with the material.
Return the material at the first-floor counter by presenting the " Special Lending Permit ".

*Even during the applicable period for long-term loans in spring / summer vacation, the loan period for thesis is 30 days.

5-5. How to Extend the Lending Period

You can extend the lending period at most once via the automatic check-out machine or OPAC.

If you wish to extend the lending period for a second time, please visit the institute library(L-513) during the staffed reception hours.

6. Copy

Write the copy-log at the reception desk. Then, you can take it out and make copies using the library's copy machine.

After copying, return the materials to their original places and check the return box on the copy-log form.

*** Please refrain from unauthorized copying using a smartphone."**

If you have any questions, please ask reception.

7. Note

7-1. When Taking Materials Out

Please complete the lending procedure on the first floor (complete the "4-1. or 4-2 procedure). If you use or bring materials without completing the lending procedure, it will cause inconvenience to other users as the materials will appear available in OPAC but will not be physically present. Regular checks are conducted to ensure materials are not taken to lockers, etc., without completing the borrowing procedure.

7-2. The institute library is a Shared Space

The library is used not only by graduate students majoring in linguistics but also by faculty, graduate students from other departments, and undergraduate students. Please be considerate to ensure everyone can use the library comfortably.

Examples:

Please refrain from Talking on a mobile phone or eating in the room.

When you go home or leave the room for a long time, please put away your personal belongings from the desk. (It also prevents theft.)

After you use books, please return them to where they originally were.

7-3. When You Can't Find a Book or Have a Purchase Request

Please consult directly at the reception counter or email the laboratory library

E-mail: i-linlib@sophia.ac.jp (SOLIFIC Library)

7-3. Regarding Equipment (PCs, Printers) and Lockers in the Laboratory

Please consult the Graduate Program in Linguistics Office (@Room822, Building 2)

E-mail: i-lingd@sophia.ac.jp

*Important Notes on the Use of Electronic Journals

(Excerpt from the Central Library Website)

<https://ax5kr6fu7r.search.serialssolutions.com/ejp/?libHash=AX5KR6FU7R#/?language=en-US&titleType=ALL>

+++Notice+++

According to the publisher's license policy, following actions are prohibited;

- To download data more than acceptable range of personal use.

eg) Whole articles in a volume. Systematic downloading

- **Please disable the prefetch function by changing the browser settings when using the electronic resources.** Recently, there have been many cases where the link prefetching of a web browser caused unintended large-volume download and access. For more details, please refer to the following : [here](#)

- To share one's ID/PW with others

- To copy and distribute articles in digital format (such as PDF).

English ▾

8. Reference

◆ Index

- books: title index, author index, series title index
- journals: journal title index
- Master's thesis, reprints: author index

◆ Classification

Books are classified as follows.

| | | |
|----|---|--------------------------------------|
| Di | : | Dictionary |
| Gn | : | General Linguistics |
| P | : | Phonetics, Phonemics & Phonology |
| G | : | Grammar |
| CP | : | Corpus Linguistics |
| S | : | Semantics & Pragmatics |
| Ps | : | Psycholinguistics |
| So | : | Sociolinguistics |
| Pa | : | Pathology |
| Ph | : | Philosophy of Language |
| HC | : | Historical & Comparative Linguistics |
| KL | : | Korean Linguistics |
| CL | : | Chinese Linguistics |
| JL | : | Japanese Linguistics |
| AL | : | Applied Linguistics |
| In | : | Interdisciplinary Subjects |

◆ Label

| | |
|----|-------------------|
| Gn | ←Classification |
| A | ←Author |
| 1 | ←Reference Number |