

## ■ The Basics of Collecting Documents

—How to locate and collect documents in order to write a paper/thesis—

### ■ The importance of collecting documents

All research results in any subject are published as documents, such as articles or books and they have helped develop scientific studies.

You have to consult, refer to, and cite related research when you write a paper/thesis; otherwise, your paper/thesis will not be persuasive. So it is important to collect related documents so as to write a good paper/thesis.

When you collect and read documents, you will understand the general picture of the subject: what the important theories are, what the points at issue are, and so on. The direction of your paper/thesis will become clear.

Consequently, it is very important to explore consult and collect as many related documents as possible.

### ■ Basic information about collecting documents

Collecting documents consists of the following four steps. You may start from any step and precede in any order, depending on your theme or subject.

Please refer to the following example:

- If your professor has reserved reference documents, ... → Locate where these documents are and collect them. (Locate & Collect)
- If these reserved reference documents have a reference list, ... → Evaluate which documents are useful and collect them. (Evaluate, Locate & Collect)
- If you have decided a general theme (e.g. about environmental destruction), but you have no information about related reference documents, ... → Explore reference documents (Explore, Locate & Collect) and narrow down the theme of your interest. (Evaluate)

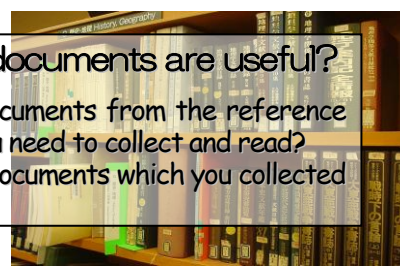
#### Explore



What are reference documents?

Explore as many related documents as possible about the subject and make a reference list.

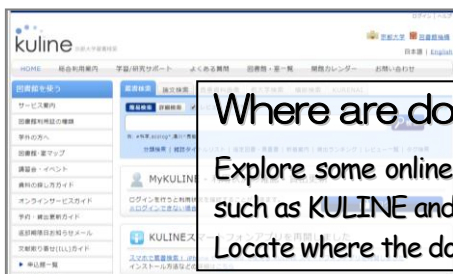
#### Evaluate



Which documents are useful?

Which documents from the reference list do you need to collect and read?  
Are the documents which you collected useful?

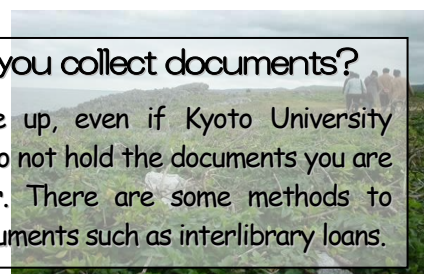
#### Locate



Where are documents?

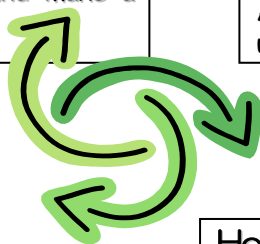
Explore some online catalog databases such as KULINE and CiNii Books.  
Locate where the documents are.

#### Collect



How do you collect documents?

Never give up, even if Kyoto University Libraries do not hold the documents you are looking for. There are some methods to collect documents such as interlibrary loans.



#### \* Explore \* What are reference documents?

- 📄 Follow the trail of documents by using reference lists from documents you have already collected.
- 📖 Consult summaries about your theme in **encyclopedias**. Fundamental documents about the subject are often published. Regarding online databases, JapanKnowledge is convenient.
- 🖥️ Search **KULINE** (Kyoto University Online Catalog) using keywords related to your theme.
- 🖥️ Make use of **some online databases**, such as CiNii Articles, Web of Science and KU Article Search when you search for articles.

- *The Basics of Collecting Documents - How to locate and collect documents in order to write a paper/thesis -*
- 📖 There may be **Bibliographies** and **Indices**. You can search for these documents at KULINE, when you input keywords about your subject followed by the words "bibliography"/ "index" in the title or subject field.
- 🔍 Books are placed according to subject. **Browse** related bookshelves by yourself. It may play a role in searching for documents.
- 💻 Use **the Association Searching** at **WebcatPlus**. You can find unexpected documents by using associated words.
- 💻 **WebPages** are useful. Use search engines, such as Google.



Bibliographies consist of title, author name, and so on. You need this information, when you search for and cite documents as references. So, it is important to write correct and adequate bibliographies. ⇒ Please refer to the reference guide "How to read reference lists".

## \* Evaluate \* Which documents are useful?

- **Are their fundamental documents?** ⇒ You need to read the books recommended/reserved by your teachers, documents cited in dictionary articles, documents written by authors of dictionary articles and documents with high citation.  
\*You can search for citation on databases such as Web of Science, Scopus, and Google Scholar.
- **Check reviews** ⇒ Please refer to the reference guide "How to search for Book reviews"(Japanese Only)
- **Are their books or articles?** ⇒ The nature of contents depends on format. Books present reliable, general academic information. On the other hand, articles contain more current, specific information.
- **How new are documents/researches?** ⇒ The year of publication and background information are important when you evaluate documents.
- **Are contents valid scientifically and academically?** ⇒ It is not proper to cite such anonymous information on the Web (ex. Wikipedia) without analyzing the contents. Compare various sources.

## \* Locate \* Where are documents?

Please confirm document format before you search KULINE.



**Books** → Search by book titles.

**Articles** → Search by the titles of the journals in which the articles are published.

- Search **Kyoto University Library**. ⇒ KULINE and the Kyoto University Card Catalog [at the Main Library, 3rd floor].
- Search **other university libraries**. ⇒ Search other university libraries holdings on KULINE, CiNii Books.
- Search nearby **public libraries**. ⇒ Search the online catalog of the Kyoto Prefectural Library and the Kyoto City Library.
- What do you do when you cannot find the location? ⇒ Please ask library staff members. They will help you with possible means of searching for book catalogs and libraries' information overseas.

## \* Collect \* How do you collect documents?

- **Kyoto University Libraries** hold documents. ⇒ Kyoto University has 50 libraries. Each library has their own rules of usage and library hours. Confirm before visiting. You can use some electronic journals on the Web. (Some journals can only be accessed on campus.)
- **Other university libraries** hold documents. ⇒ Visit the holding libraries, or apply for interlibrary loan services, and request articles or books for a fee. Please make interlibrary loan requests from your library or on the Web or MyKULINE.  
👉 **Reference Guide "Guide to Interlibrary Loan Services"**
- Nearby **public libraries** hold documents. ⇒ Visit the holding libraries in person and collect documents.
- It is possible to request articles from the **National Diet Library** or **libraries overseas** using interlibrary loan services.

Please feel free to ask at any library or at the Reference Counter of the Main Library ([ref@kulib.kyoto-u.ac.jp](mailto:ref@kulib.kyoto-u.ac.jp)) if you have any questions.