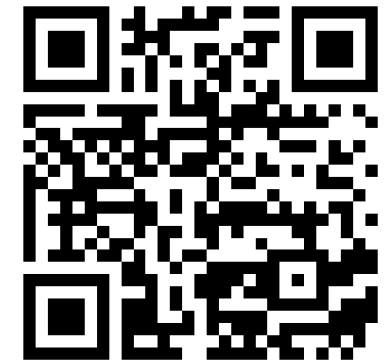# GEAS & MAGEA Library Orientation Tutorial
October 19, 2023

Meet your
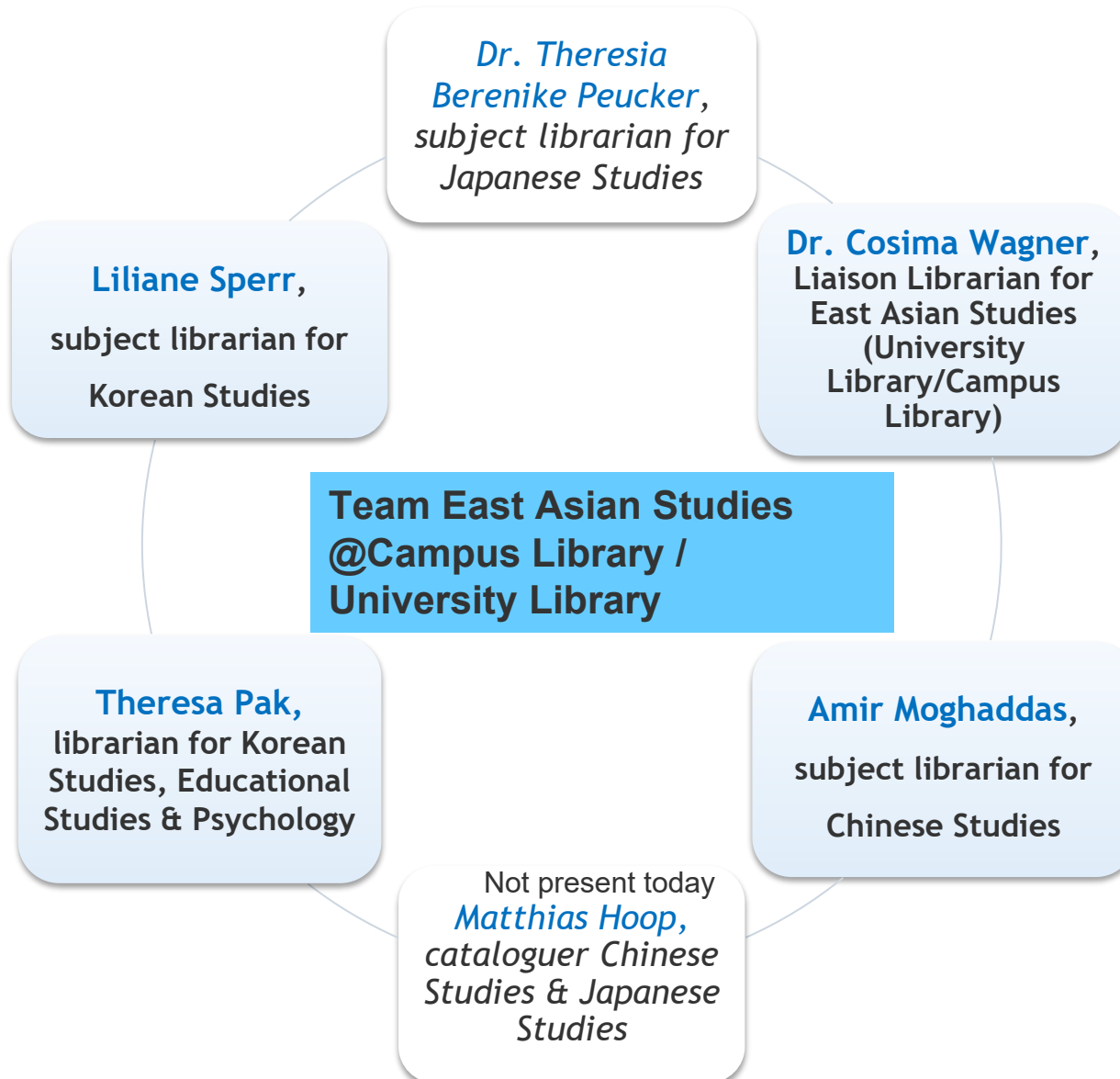## East Asian Studies librarians team
at Campus Library!

Our aim for today

- You get to know us librarians in person (Part 1)

- You know how to access the library and order books (Part 1)

- You get an understanding of whom to contact for your questions and needs around the bibliographic aspects of your PhD-project (Part 2)

- You have a first orientation about our library services and know that we are open for further individual or group tutorials about searching sources for your PhD or Master thesis projects (Part 2)

Agenda

1. Introduction to library facilities and services
   o Libraries at Freie Universität Berlin
   o Campus Library services
   o Acquisition requests & Open Access resources

2. Access to EAS ressources and other

3. Consulting services on research data management and digital humanities

4. Your feedback: how can we further support your MA studies and PhD projects?

1. Your East Asian Studies librarians team

Team East Asian Studies @Campus Library / University Library

Dr. Theresia Berenike Peucker, *subject librarian for Japanese Studies*

Dr. Cosima Wagner, **Liaison Librarian for East Asian Studies (University Library/Campus Library)**

Liliane Sperr, **subject librarian for Korean Studies**

Theresa Pak, **librarian for Korean Studies, Educational Studies & Psychology**

Amir Moghaddas, **subject librarian for Chinese Studies**

Not present today
Matthias Hoop, cataloguer Chinese Studies & Japanese Studies

2. 1 Libraries at Freie Universität Berlin

Who we are…..

Central Library

University-Archive

Faculty Libraries
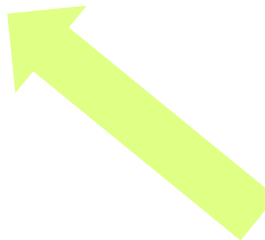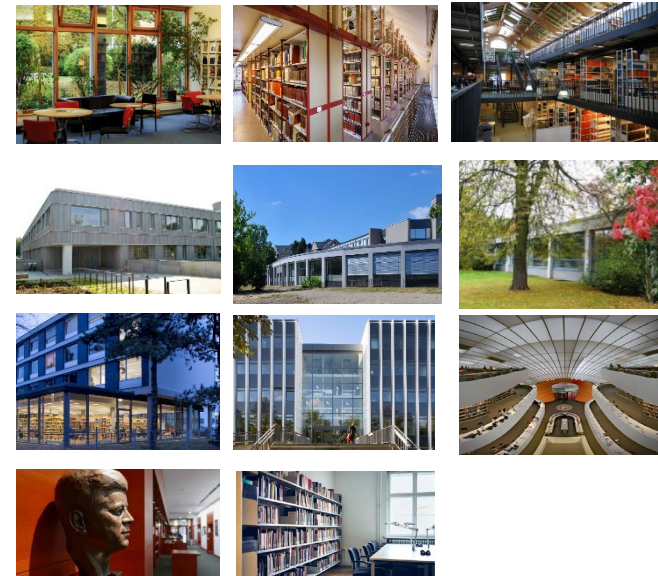
CeDiS inside

Some facts about Campus Library

- Opened in 2015 as a new „integrated" library housing 24 former departmental libraries
- Floor area of approximately 10,000 square meters, holdings of around one million volumes, 1,000 working spaces
- Holdings are shelved according to *the „Regensburger Verbundklassifikation"* classification system

https://rvk.uni-regensburg.de

Location marks for China, Korea, Japan sections

You have seen the Korea and Japan sections on the top level and the China section on the bottom level – all in the new part of the building. Materials in these sections are labeled with special location marks ("Lokalkennzeichen").

Japan & Korea section

China section
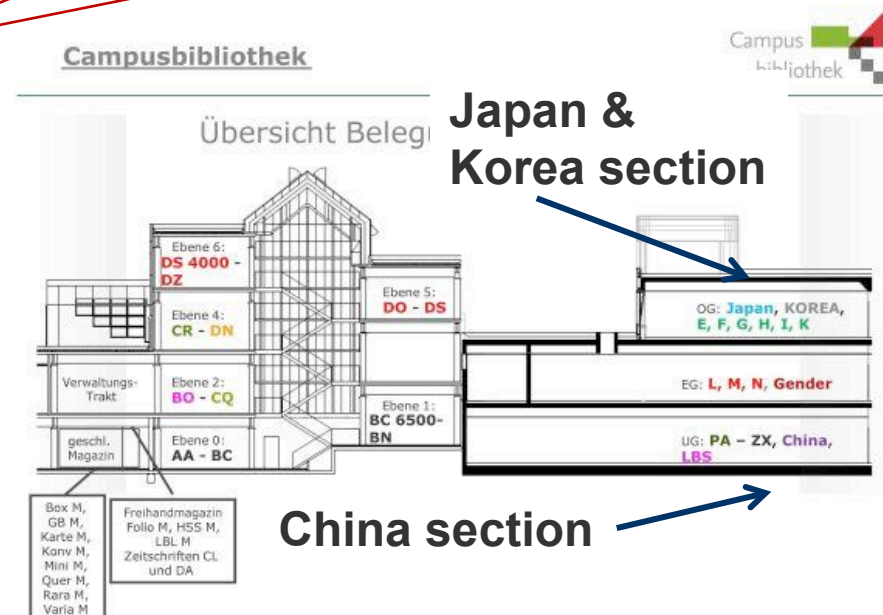
2. 2 Campus Library services
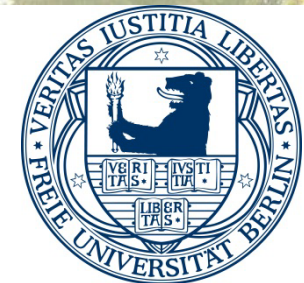
Campus Library services

Entrance: L-street, Silberlaube

Opening hours:
mon-fri 9 a.m. – 10 p.m.
sat   10 a.m. – 8 p.m.
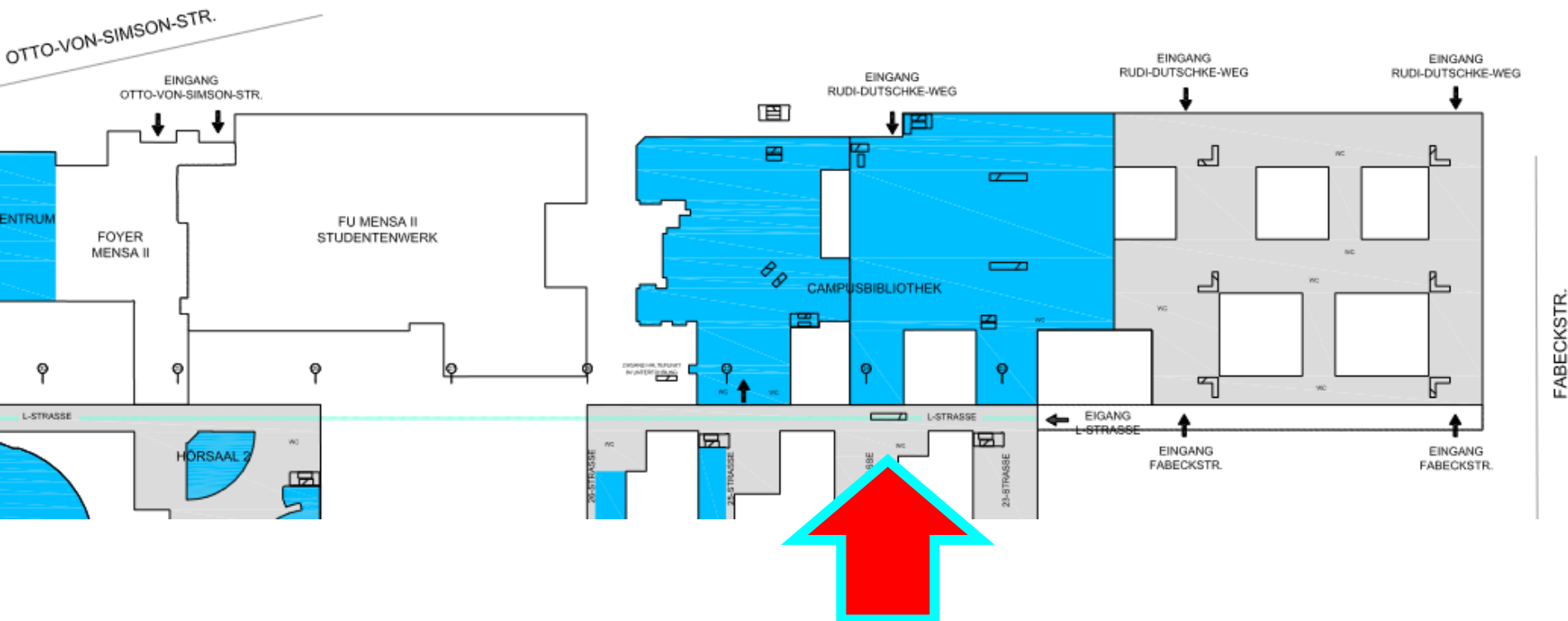
Campus Library services
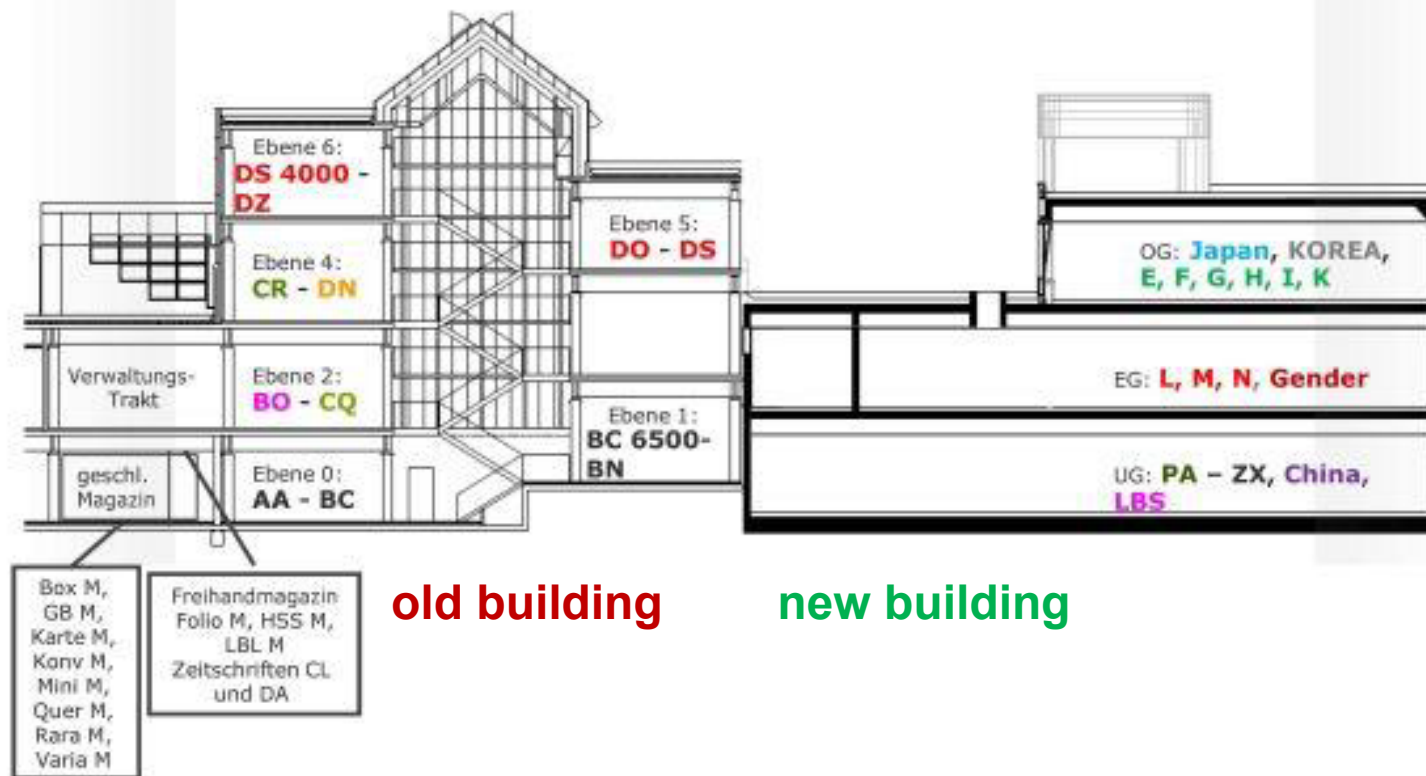
carrels

- available for examinees, PhD candidates, researchers
- for a period of 3 month time, 6 month max.
- please write an application to raumbuchung@campusbib.fu-berlin.de
- application form https://www.fu-berlin.de/sites/campusbib/_media/Services-Einzelarbeitsraum-Antrag.pdf

parent-child-room

reservation via our booking system
https://raumbuchung.ub.fu-berlin.de/studydesk_cb//index.php?area=24

group study rooms

reservation via booking system

https://raumbuchung.ub.fu-berlin.de/studydesk_cb/index.php?area=26

exeptions: „first come, first served"-group study rooms old building 2nd floor

accessability

- barrier-free entrance (side entrance Ihnestraße 28)
- assistance for choosing and carrying your books for users with physical restrictions
- carrel specially equipped for blind and visually impaired users

reservation via:
https://raumbuchung.ub.fu-berlin.de/barrierearm_cb/

Campus Library services

digitization services

Please choose your online form here:

https://www.fu-berlin.de/en/sites/ub/service/digitalisierung/index.html

Please take a look at the video tutorial here:

https://www.youtube.com/watch?v=r1hlVZrcUjA&feature=youtu.be

interlibrary loan request

https://www.fu-berlin.de/en/sites/ub/literatursuche/fernleihe/index.html

Scanning and printing service
- All FU Berlin libraries offer scan services free of charge (https://www.fu-berlin.de/en/sites/ub/service/scannen/index.html)
- Printing service at ZEDAT (https://www.zedat.fu-berlin.de/Print/PrintService)

Campus Library services

Borrowing conditions:

https://www.fu-berlin.de/sites/campusbib/_media/Ausleihbedingungen_2022__NexusSansPro_.pdf

Library regulations:

- Eating in the library is forbidden

- please store food and beverages in sealable containers and bottles

- the use of lockers is voluntary

- „lost and found" at the circulation desk

See also: https://www.fu-berlin.de/en/sites/campusbib/arbeiten_vor_ort/index.html

Contact and further information

address   Fabeckstraße 23-25, 14195 Berlin

phone   (030) 838 – 56384

Email   auskunft@campusbib.fu-berlin.de (information desk)

          leihstelle@campusbib.fu-berlin.de (library account information)

latest news about coronavirus safety measures at the Free University
https://www.fu-berlin.de/en/sites/coronavirus/news-start/index.html

Campus Library Website
https://www.fu-berlin.de/en/sites/campusbib/index.html

Questions for this part of the tutorial?

2. 3 Acquisition requests & more
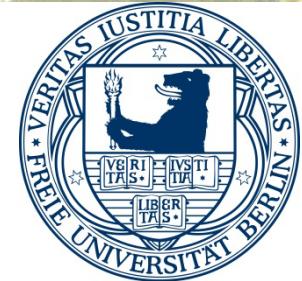
Acquisition requests and more

Do you need literature (books, eBooks, databases, films etc.) for your PhD / MA project?

Please contact us for acquisition requests via direct mail to the East Asian Studies librarian's team (fastest way!):
 oas-erwerbung@campusbib.fu-berlin.de

If you have your own budget for book acquisitions please contact us BEFORE you buy a book!

Other ways to make acquisition requests via the respective form in Primo:
https://www.fu-berlin.de/en/sites/ub/literatursuche/fernleihe/kaufvorschlag/index.html

Please keep in mind the long delivery time for book orders from East Asia!

Acquisition requests and more

For acquisition requests please contact the respective subject librarian via a joint „acquisition mail address":

material on China/in Chinese:
Amir Moghaddass
oas-erwerbung@campusbib.fu-berlin.de

material on Japan/in Japanese:
Dr. Theresia Peucker
oas-erwerbung@campusbib.fu-berlin.de

material on Korea/in Korean:
Liliane Sperr / Theresa Pak
oas-erwerbung@campusbib.fu-berlin.de

Acquisition requests and more

Searching the region & inter-library loan: KOBV gateway to libraries in the federal states of Berlin/Brandenburg and beyond

https://portal.kobv.de/?ref=logo&plv=2
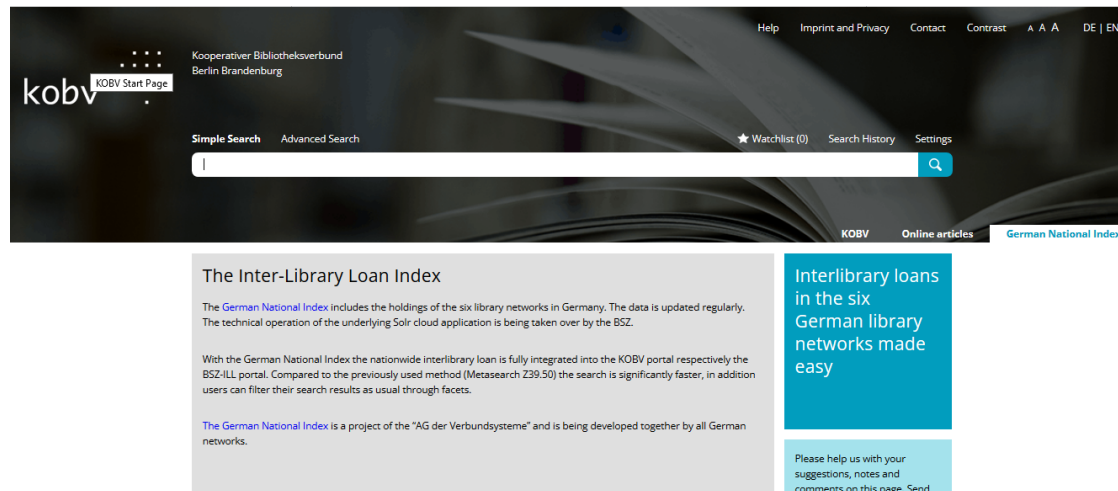
Interlibrary Loan (1,50€ / request from students)
Via FU: https://www.fu-berlin.de/en/sites/ub/literatursuche/fernleihe/index.html

Via CrossAsia („Blauer Leihverkehr", log-in required): https://staatsbibliothek-berlin.de/en/about-the-library/departments/east-asia-department/access-and-services/terms-of-usage/blauer-leihverkehr

Acquisition requests and more

Use a Browser extention for accessing open access publications!

Unpaywall http://unpaywall.org/welcome

Open Access Button https://openaccessbutton.org

Avoid
Paywalls,
Request
Research.

Acquisition requests and more

Latest news: New Browser Plug-in for searching literature and connecting to library holdings of Freie Universität University Library:

„Lean Library" Plug-in

How to use LL at Freie Universität Berlin:
 https://www.fu-berlin.de/sites/ub/literatursuche/leanlibrary/index.html (in German only, English version coming soon!)

Questions for this part of the tutorial?

Access to East Asian Studies sources: Primo
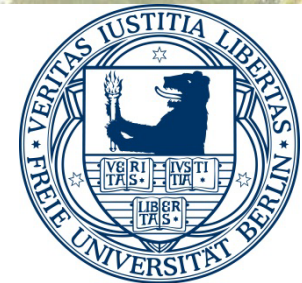
Discussion: your feedback

- How and where have you searched for research literature so far?

- What sources and/or forms of publications (monographs, journals, newspapers, databases, films…) have you already worked with or would you like to work with?

- What difficulties have you faced in accessing academic literature so far?

Access to East Asian Studies sources at FUB

PRIMO - The university library discovery system

- Features
- Functions
- Rules
- Bugs

Access to East Asian Studies sources

PRIMO: Features

- **„One-stop-shop"**
  Covers all tasks associated with media use:
  search, lending/ordering, renewal, purchase suggestions, account overview and management, profile setting, ...

- **FU library cataloge**
  lists all media available at the FU (print & online):
  books, journals, audiovisual media, databases, ...

- **Discovery system**
  extremely large search space; data enrichment, authority data linking, word segmentation, fuzzy search ("Did you intend to search for: ...?") -> relevance ranking -> filter (drill-down)

Access to East Asian Studies sources

Primo: Functions

Resources, scopes, login, VPN

Default setting:
**FU catalog
& articles+
(ALL sources)**
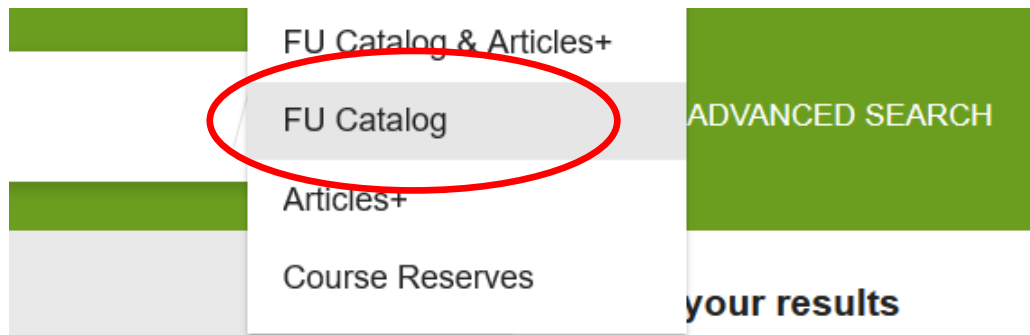
Ressources provided
by FU Berlin to
registered users
Log in & VPN

Video tutorial: "Understanding Primo in 8 minutes"
More information on Primo: www.fu-berlin.de/en/sites/primo-hilfe/index.html

Primo: Functions

Advanced features and searching strategies
a) advanced search

Access to East Asian Studies sources

Primo: Functions

Advanced features and searching strategies
b) filtering results (e. g. include / exclude)

PAGE 1

BOOK

1 Tiananmen 1989 : our shattered hopes / written by Lun Zhang and Adrien Gombeaud ; art by Ameziane.
Zhang, Lun [Verf.]
Gombeaud, Adrien [Verf.]
Amazing Améziane [Illustr.]
San Diego : IDW Publishing, [2020].

📖 Available >

Tweak your results

☐ Display resources without direct access

SORT BY Relevance ▾

AVAILABILITY ⌄

☐ 0 selected **PAGE 1** 62,320 Results ⬤ **Personalize**

produced by Columbia Broadcasting System.
CBS Inc., production company.
New York, NY : Columbia Broadcasting System, 2014.

🔗 Available Online >

MATERIAL TYPE ⌃

Articles *(27,315)*

☐ **Newspaper Articles** *(21,193)* ✉

Reviews *(5,001)*

Show More

Sozialwissenschaften *(35)*

Theaterwissenschaft *(2)*

BOOK

3 Memories of Tiananmen: Politics and Processes of Collective Remembering in Hong Kong, 1989-2019
Francis L.F. Lee ; Joseph M. Chan

Primo: Functions

Advanced features and searching strategies
c) extend search beyond the FU

No results? Not what you are looking for? You can:

- Search in libraries in the region
- Search in libraries in Germany (interlibrary loan)
- Submit a purchase suggestion

Access to East Asian Studies sources

Primo: Rules
Searching in original script (CJK)

- **Mapping of original scripts (OS)-variants** is (relatively) reliable in all scopes

  ✓ *Avoid or be aware of rare characters*

- **segmentation/tokenization** of „words" in original script

  ✓ *Avoid separation of compound „words" e.g. 當|代/近代*

  ○ Drawback: no truncation*, no ma?king, no „phrase querry", no Boolean operators AND, OR, NOT in CJK or other OS
    > use **advanced search and filtering** instead

Access to East Asian Studies sources

Primo: Rules
Searching in transcription/transliteration

- **Chinese**: Hanyu Pinyin (**sylables** / „words") & Wade-Giles

- **Japanese**: Hepburn (DIN 32708)
  Campusbibliothek: AN 92350 I43

- **Korean**: McCune-Reischauer
  Korean Romanization and Word Division:
  https://www.loc.gov/catdir/cpso/romanization/korean.pdf
  Exercises:
  http://www.eastasianlib.org/ckm/korean_librarianship_frame_main.html (chapter I)

Primo: Bugs

- **Electronic ressources**
  - ✓ *Make sure to be signed in (Primo)*
  - ✓ *When off campus: use VPN client (Follow the guidelines on the GEAS webpage: http://www.geas.fu-berlin.de/about_geas/info_service/server_access/Access-VPN.html)*
  - ○ Ressource still unavailable?

- **OS search: unintuitive bugs:**
  e.g. „Title starts with" excludes FU holdings in OS -> contact a librarian (preferably by email)

Any questions?

Please don't hesitate to contact
a librarian for assistance

Access to East Asian Studies sources

CrossAsia (xasia)

- hosted by Berlin State Library, special library service for East Asia Studies, access fee paid by FU university library

- Registration needed to access all services (esp. full texts) via CrossAsia (xAsia): https://crossasia.org/en/my-crossasia/registration/

- Please check the schedule for CrossAsia webinars at the „**CrossAsia Classroom**": https://blog.crossasia.org/classroom/

  - Recommendation to get a library card of the

  Berlin State Library: https://staatsbibliothek-berlin.de/en/service/registration

Access to East Asian Studies sources

Crossasia Search

Acquisition request possible!

https://crossasia.org/en/resources/crossasia-search/

Access to East Asian Studies sources

https://crossasia.org/en/resources/databases/

Access to East Asian Studies sources Licensed by Freie Universität Berlin

DataBase Information System (DBIS): Collection East Asia at FUB

Access to East Asian Studies sources

Permanent access for members of the FU Berlin to core bibliographic databases:

- **Oxford Bibliography Online** – Chinese Studies
  http://www.oxfordbibliographies.com/page/chinese-studies

- **Bibliography of Asian Studies**   http://bmc.lib.umich.edu/bas

- … and **e-books via Primo** primo http:// primo.fu-berlin.de/

Consulting services on research data management and digital humanities

New Freie Universität Research Data Management policy

Research Data Policy of Freie Universität Berlin

1 Preamble

Today, a responsible approach to digital research data is one of the cornerstones of transparent, high-quality, visible, and sustainable research. Freie Universität Berlin supports its members (researchers, instructors, and students) in implementing the relevant principles in alignment with the German Research Foundation's Guidelines on the Handling of Research Data [1] and Guidelines for Safeguarding Good Research Practice, [2] Freie Universität Berlin's Statute for Safeguarding Good Scientific Practice, [3] Freie Universität Berlin's Open Access Policy, [4] the FAIR Data Principles [5] as well as other recommendations [6] regarding the entire research process, from data collection to the publication of research findings. Above and beyond these basic principles, Freie Universität Berlin believes that in the long term, research data are useful not only in a scientific context, but also have the potential to be used and distributed throughout society in accordance with the principles of open research (open science, open scholarship). The university encourages a culture of dialogue as a basis for developing quality assurance concepts for research data in the various departments and subject areas.

2 Scope

This policy applies to all members of Freie Universität Berlin [7] as well as to visiting researchers and guest lecturers, and partners and institutions with which the university holds a cooperation agreement. Where specific funding agreements with external funders stipulate other rules on data management, those rules take precedence. The binding policies of Freie Universität on data protection [8] and IT security [9] also apply.

3 Definition

https://www.fu-berlin.de/en/sites/forschungsdatenmanagement/policy/index.html

In line with ethical guidelines for good academic practice…

Research Data related services (incl. online consultations):

https://www.fu-berlin.de/en/sites/forschungsdatenmanagement/services/index.html

Ada Lovelace Center for Digital Humanities (DH) at FU Berlin

NEW at the FU Campus: Ada Lovelace Center for Digital Humanities (Coordinator Dr. Dennis Mischke https://www.ada.fu-berlin.de/en/ueber-ada/index.html)

→Networking initiative for **multilingual (non-Latin script) DH** practitioners in the Multilingual DH Lab: Wiki https://wikis.fu-berlin.de/display/nlsdh (in German, work in progress)

ADA LOVELACE CENTER FOR DIGITAL HUMANITIES (ADA)

ABOUT US   PROJECTS   ADA.LABS   DH@FU COMMUNITY   TEACHING & TRAINING   EVENTS   FUB-HUJI DH WINTERSCHOOL2023

Homepage ▸ ADA.LABs ▸ Multilingual Digital Humanities

MULTILINGUAL DH LAB

Welcome to the website of the *Multilingual DH Lab* at the »Ada Lovelace Center for Digital Humanities« at Freie Universität Berlin!

The ML DH Lab is a place of networking and encounter for researchers, teachers, students, research software developers, librarians, and all those members of Freie Universität Berlin who depend on the use of multilingual digital tools (platforms, software...) in their work, and especially on the use of non-Latin scripts in digital environments.

https://www.ada.fu-berlin.de/en/ada-labs/multilingual-dh/index.html

Please contact Cosima Wagner...

- with question on research data management for your PhD project

- with questions on Digital Humanities projects on East Asian Studies at Freie Universität Berlin and beyond

Email: cosima.wagner@fu-berlin.de
Telephone: +49-30-838-60307

Your comments/questions

1. What library and information retrieval or bibliographic search or research data related topics are of further interest to you?

2. Is there a topic where you would like us to conduct a special tutorial/workshop?

Please note your comments in the Pad (FU Box):
https://box.fu-berlin.de/s/S8oKyckRfHfzEc3

Our consulting offers to you:

Guided Library Tours & PhD / Master project-specific bibliographic search consulting:

Chinese Studies collection by Amir Moghaddass

Japanese Studies collection by Dr. Theresia Berenike Peucker

Korean Studies collection by Liliane Sperr

HAVE A GOOD START AT GEAS AND IN MAGEA AND PLEASE DO NOT HESITATE TO GET IN CONTACT WITH US ANY TIME!

Amir Moghaddass amir.moghaddass@fu-berlin.de
Liliane Sperr liliane.sperr@fu-berlin.de
Theresa Pak t.pak@fu-berlin.de
Dr. Theresia Berenike Peucker: theresia.berenike.peucker@fu-berlin.de
Dr. Cosima Wagner cosima.wagner@fu-berlin.de