

### 3. Reference information

#### 3.1 Organizational operating structure

- Library steering committee

Library director : Naohiko TANAKA

Members : Kazumi TSUNODA, Keiko KAWAGUCHI, Koji FUKUI, Kyoko HIDAKA, Hitoshi KUWATA, Yasushi SAKUYAMA, Ichiro SOFUE, Miyoko HIRASHIMA

Based on rules, the library steering committee consists of a library director, two professors from the College of Engineering, one professor from the College of Systems Engineering and Science, one professor from the College of Engineering and Design, one professor from the School of Architecture, one professor from the Graduate School of Engineering and Science, and two staff members from the library.

Term : Director 1st Apr. 2021~31st Mar. 2024 (including academic appointment)

: Members 1st Apr. 2020~31st Mar. 2022

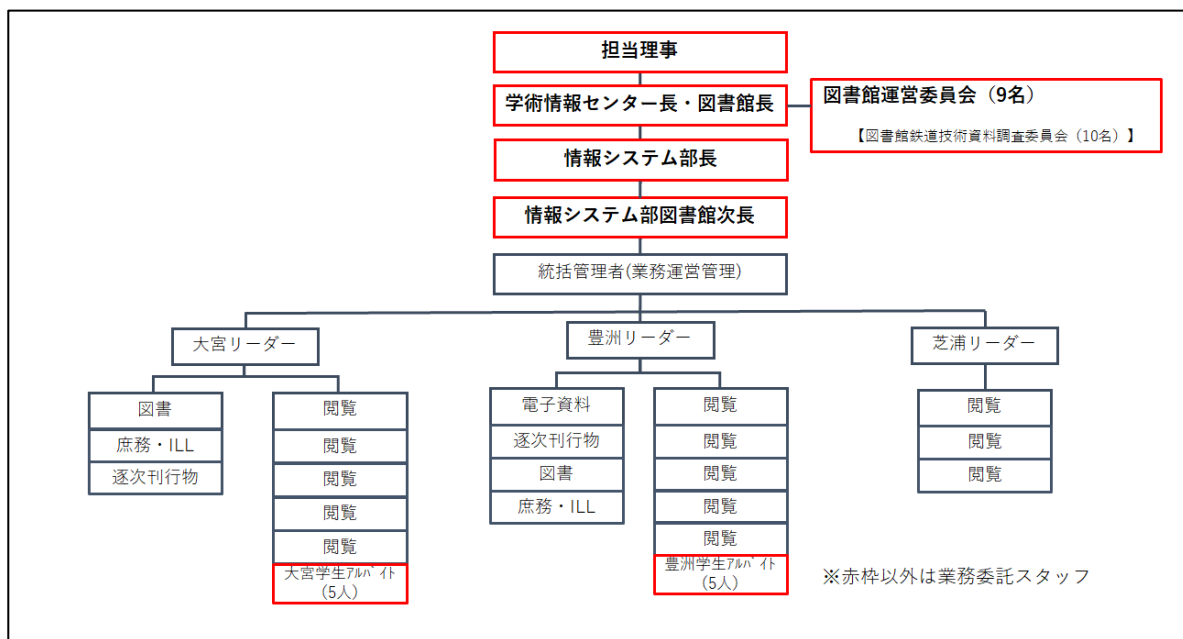
\* Staff members from the library shall have a term of office.

- Library Research Committee of Railway Technology Material

University members: Six persons; Outside university members: Four persons

Term: 1st Apr.,2021~31st Mar. 2023(Activities are ongoing from the previous year)

- Library organizational chart



- Aims for Fiscal Year 2021

To advance the Toyosu Library expansion plan to build a new library for the post-COVID19 world.

1. Utilize library functions in job-hunting related activities (Using the corporate database, information including the latest updates and cooperate issues will be provided online to students who are engaged in job-hunting activities.)
  - Collect materials in response to the latest trends, such as the use of the Internet for job hunting, and promote the use of these materials through publicity in cooperation with the Career support section.
  - Hold guidance on the use of job-hunting related databases that are popular among students, with the aim of raising awareness and increasing the use of these databases among lower year students.
  - Make effective use of library facilities and respond flexibly to web interviews, etc.
2. In addition to grasping the requests and trends of female students (utilizing library satisfaction surveys) and enhancing materials that suit their need, research other universities where the number of female applicants is increasing and introduce case studies with reference to the library facilities of those universities. (Visualization of data on women's ability to find employment and advance to higher education, etc.)
  - Understanding and reflecting the needs of female students through satisfaction surveys.
  - Improved job-hunting materials for female students.
  - Gathering information on other universities.
3. Promote plans to renew and expand the Toyosu Library as a place for academic study with new functions.
  - Review library functions and proceed with the Toyosu Library restructuring plan to accommodate the two-library (Toyosu and Omiya) system.
  - Enhance materials, including specialized books focusing on design, architecture, environment, and energy, in response to the transition to a course-based system, expansion of the graduate school, and relocation of the Department of Design Engineering.
  - In anticipation of the post-corona, promote the online availability of materials and guidance and improve the usability of the library website, which serves as a point of contact.
4. Promote library use by international students by enriching materials for them and actively providing guidance on how to use the library.
  - Increase the number of lent books and enrich materials that help students improve their language skills, such as foreign books, TOEIC, English multilingual readers, and e-books.
  - Continue to conduct library satisfaction surveys and publish the English version of the library newsletters to bring international students closer to the library and provide them with opportunities to use the library.

• List of deliberations of FY2021 by library steering committee

	Month	Contents
1	Apr.	Published in the Yomiuri Shimbun_Briefing on the Use of the University Library for SIT Junior and Senior High School Students
2	May	Publication of the third issue of the Library Annual Report
3		JUSTICE Contract Status Survey for FY2021
4	Jun.	Handling of long-term loan of notebook PCs at the library
5		Book Garden(Book Selection Event) at 3 campuses
6		Removal of unnecessary books
7	Jul.	Publication in the "Library Journal"
8		Japan Library Association "Library Survey"
9		Publication of the library newsletter "OH! MY LIB CAFE No.41"
10		Change of notebook PC check-out counter (Library will be in charge)
11	Aug.	Library tour for student preparing for examinations
12		Publication of library article in Support Association News
13		Conducting of FY2021 Library Satisfaction Survey
14	Sep.	About the "How to Use the Journal Impact Factor 2021" document
15		Change date of library hours
16	Oct.	Library survey of Academic Information Infrastructure in FY2021 by Ministry of Education, Culture, Sports, Science and Technology (MEXT)
17		Publication of the library newsletter "OH! MY LIB CAFE No.42"
18		Preliminary report for 2021 Library Satisfaction Survey
19		Aggregation of 2021 Library Satisfaction Survey (free writing section)
20	Nov.	Aggregation of 2021 Library Satisfaction Survey
21		Publication of the pamphlet "Japan Association of National University Libraries Overview and Vision"
22		Guidance on using the university library for SIT junior and senior high school students
23	Dec.	Library usage survey of Industry-Academia Collaboration Laboratory(temporary name) (Joint Researchers)
24		Purchase of academic journals and e-resources in FY2022
25		Publication of the library newsletter "OH! MY LIB CAFE No.43"
26	Jan.	Issuing library cards for graduates
27		Prize for Best Reader FY2021
28	Feb.	Use of Omiya library group study room for "Everyday English" class
29	Mar.	Aggregation of questionnaire on guidance on using the university library for affiliated junior and senior high school students
30		Library materials for the beginning of term meetings of the whole university in FY2022