

3. Reference information

3.1 Organizational operating structure

- Library steering committee

Library director : Naohiko TANAKA

Members : Katsuaki SHIRAI, Yoshimasa WATANABE, Koji FUKUI, Kyoko HIDAKA, Norika OGASHIWA, Mikihiro NOMURA, 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. 2022~31st Mar. 2024

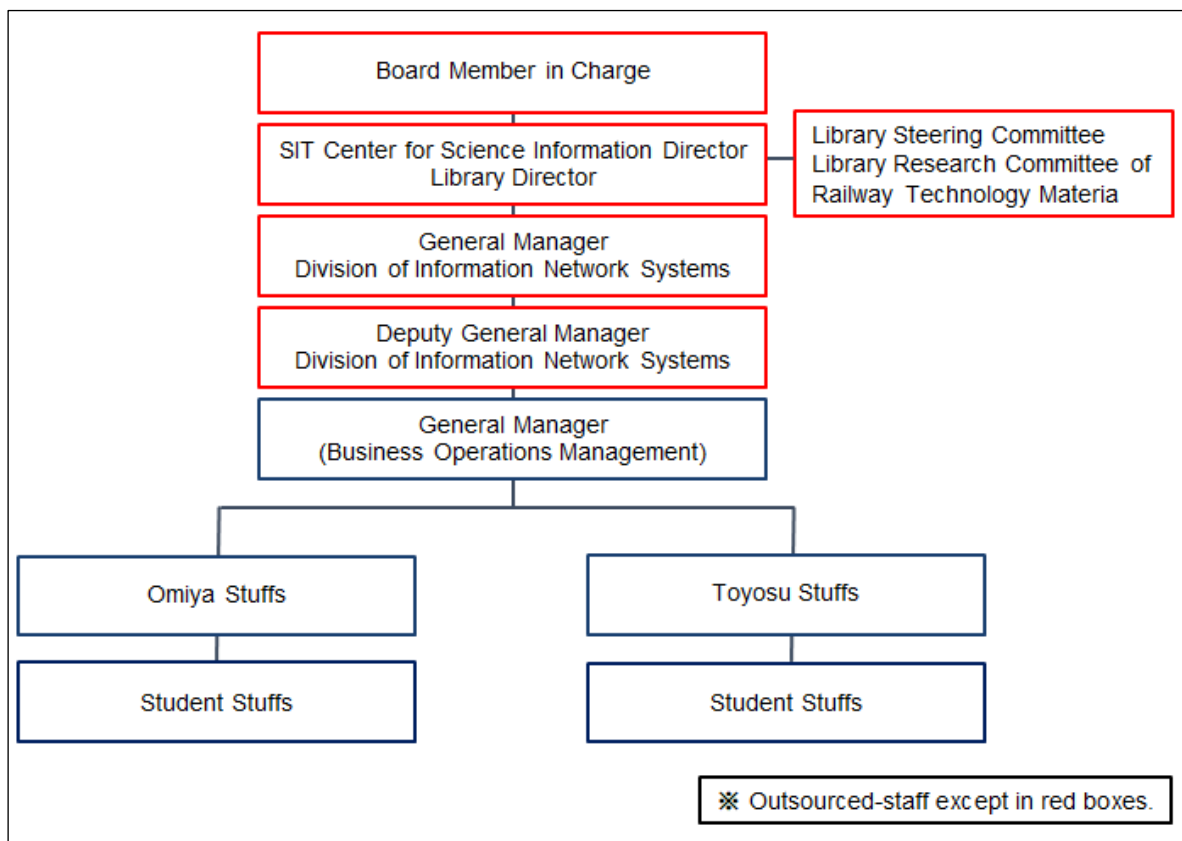
* The term of staff members from the library shall be the term of their positions.

- Library Research Committee for Railway Technology Materials

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(FY2022)



- Aims for Fiscal Year 2022 : Define and construct library functions and organize materials accordingly in a two-library system
1. Support job-hunting activities by utilizing library materials and functions, as well as by providing up-to-date information and a venue for online interviews.
 - Collect and disseminate information on materials and databases of 400 well-known companies to support students' job-hunting activities.
 - Continue to provide information on resources in cooperation with the Career Support Division.
 - Utilize the library's facilities as a venue for online interviews and other job-hunting related activities.
 2. Keep track of the needs and trends of female students and reflect them in the planning of the new Toyosu library.
 - Display job market-related posters and items provided by database companies, and help students get a clear image of their future career through the display.
 - Continue to pay attention to female students' voices in the library satisfaction survey, and hire female students as library staff members to listen to their opinions on a daily basis.
 - Reflect these opinions for selecting/arranging materials, improving facilities, and choosing items for distribution when Toyosu library is expanded.
 3. Give the library a function as a new academic information center with greater selection of materials and better facilities in response to the relocation of the Shibaura campus to Toyosu.
 - Reorganize the materials in new Toyosu library in order to respond to the transition to a course system, the enhancement of the graduate school, as well as the relocation of the Faculty of Design Engineering.
 - Add new functions/services to the library, such as setting up an industry-academia collaboration section in the library.
 4. Promote the use of electronic resources, especially foreign e-books, and promote services that are more suitable for post-covid situations. Continue to provide library information in English for the convenience of international students.
 - Enhance library materials for international students. Conduct a library satisfaction survey among international students to understand their requests. Issue library newsletters in English to promote the use of the library.

【Beginning of term】

- Establish library operations that respond to the post-covid situations, improve the convenience of the library website, and review on how the facilities are used, how the materials are checked out/returned, and how the online guidance is operated.
- Enhance library publicity through the website, open the archives of library's exhibits to the public, and publicize the library's students participation programs.
- Promote visualization of operations by consolidating activities throughout the year in the library's annual report.

【Departmental initiatives on SDGs】

- Set up permanent exhibitions on SDGs at Omiya and Toyosu libraries.
- Continue to educate users and provide up-to-date information. In particular, Omiya library will collaborate with student groups working on SDG-related matters, and participate in combined activities.

• List of deliberations of FY2022 by library steering committee

Month	Contents	
1	Apr.	Inauguration of the Library Management Committee for FY2022
2		Library organization and personnel structure
3	May	Executive Committee of Library Liaison Office Conference by Association of Private Institute of Technology
4		Notification of the revision of the Standards for the Establishment of Universities to member libraries
5		Schedule for relocation of new shelves at Toyosu library and materials at Shibaura library
6		Book Garden(Book Selection Event) at 3 campuses
7		Publication of the fourth issue of the Library Annual Report
8	Jun.	Japan Library Association "Library Survey"
9		JUSTICE Contract Status Survey for FY2022
10		Removal of unnecessary books FY2022
11		Change of Media for Master's Thesis Abstracts
12	Jul.	Purchase plan of academic journals and e-resources in FY2023
13		Publication of the library newsletter "OH! MY LIB CAFE No.44"
14	Aug.	Library materials for the mid-term meetings of the whole university in FY2022
15	Sep.	Conducting of FY2022 Library Satisfaction Survey
16		Survey and Responses of the Ministry of Education, Culture, Sports, Science and Technology
17		Opening of the Toyosu extension area
18		Library Use by Bay Area Open Innovation Center Collaborative Researchers
19		Publication of the library newsletter "OH! MY LIB CAFE No.45"
20	Oct.	Questionnaire on the new Toyosu area
21		Library survey of Academic Information Infrastructure in FY2022 by Ministry of Education, Culture, Sports, Science and Technology (MEXT)
22	Nov.	Preliminary report for Library Satisfaction Survey
23		Guidance on using the university library for SIT junior and senior high school students
24	Dec.	Aggregation of 2022 Library Satisfaction Survey
25		Purchase of academic journals and e-resources in FY2023
26	Jan.	Issuing library cards for graduates
27		Prize for Best Reader FY2022
28	Feb.	Publication of the library newsletter "OH! MY LIB CAFE No.46"
29		Donation of thesis abstract
30		Use of Omiya library group study room for "Everyday English" class
31	Mar.	Aggregation of questionnaire on guidance on using the university library for affiliated junior and senior high school students