

## 4-2. Syllabus

### Viewing the Syllabus Online

The syllabus is an important tool for providing students with information on subjects, including the following items:

<https://portal2.apu.ac.jp/campus/slbsskgr.do>



- Subject / Class Name; Semester offered (Fall / Spring)
- Instructor
- Class outline (course objectives, standards for course completion, teaching methods, method of grade evaluation)
- Requirements for students
- Required readings and further readings

### Finding Textbooks and Reading Materials at the Library

Reading materials used for classes and individual study may be viewed or borrowed at the APU Library. The reading materials listed within the syllabus are linked to the RUNNERS Library System, allowing online checks of book availability, placing of reservations and ordering of materials from Ritsumeikan University Library. Additionally, some reference materials may be viewed as E-books.

#### Searching for and Acquiring Materials

Methods for searching for and getting hold of materials listed in the syllabus are given below.

Textbooks (books that students taking a class are required to purchase) / Further Reading (Books) (in the Reserve Corner): The names of textbooks and reference materials available in the Library Reserve Corner are displayed in the syllabus under the “Textbook” and “Further Reading” sections. Names which are linked may be clicked to display the material’s catalogued location and bibliographic information. Please refer to the “Reserve Corner” on the Library website for further information (you may access it using the “Library” link found under “Links” on Campus Terminal). For textbooks and reference materials available in electronic format, “E-Book” will be indicated in the “Comments” section. The E-Book can be accessed from the link shown in the “E-Book & Course-related links” section.

Further Reading (Journal, Articles, etc.) (not in the Reserve Corner): Reference Materials (magazines, year books / white papers, audiovisual materials, etc.)

Other materials introduced by instructors are displayed here. These materials are necessarily available in the library. Please inquire at the Reference Counter concerning availability.

#### E-Book & Course-related links

Materials listed as an “E-book” are not paper books, but rather digital books that may be viewed on a computer or other electronic device. You can open the URL in the browser and view them by clicking the title.

#### Searching for Materials Listed in the Syllabus

After clicking on the selected link, the screen will change to the RUNNERS Library System.

## A - Materials Available in the APU Library

Search > Results List  
Results: 1 items (0001437482)

Sort: Year(Descending order) | Display: 20

Material Type: Books (1)  
Year: 2000 (1)  
Publisher: Cornell University Press (1)  
Author: Krauss, Ellis S. (1)  
Language: English (1)  
Subject / Keyword: 20th century (1), Government and the press

1. Broadcasting politics in Japan: NHK and television news / Ellis S. Kraus  
Ithaca, N.Y. : Cornell University Press, 2000  
Book

Volume	Location	Call No.	Bookid	Status	ISBN	Comments
	KINUGASA Shugakukan Stacks	699.1 /KR 2	05110627654		0601437482	
	KINUGASA Shugakukan Stacks	699.1 /KR 2	06010005745		0601437482	
	APU Library Reserve	699.1 /KR 2	06310390937	Non-circulating	0601437482	
	APU Library Reserve	699.1 /KR 2	06310478809	Use restricted	0601437482	

The “Location” column shows where the book is currently catalogued. Materials located in “APU Reserve (On-Site Use)” may be found in the Reserve Corner. These materials may only be used inside the Library. Those located in “APU Reserve” may be checked out for up to three days.

## B - Reservation and ordering of materials from Ritsumeikan University Library

National intellectual capital and the financial crisis in Bulgaria, Czech Republic, Hungary, Romania, and Poland / Carol Yeh-Yun Liu ... [et al.]  
(Springer books in economics)

Hide details

Publisher: New York: Springer  
Year: c2014  
Site: xxi, 113 p. : ill. (some col.) ; 24 cm  
Notes: Bibliography: p. 115-117  
Includes online edition  
Author: Liu, Carol Yeh-Yun  
Language: English  
Codes: ID-PT4001339 ISBN-61911554 NCD-8814140563  
Index: 国次・あらすじの電子書籍はありません。

Volume	Location	Call No.	Bookid	Status	ISBN	Comments	Reserve	eJOS	Designated Book
	RUC Media Library Research Books	318.1 P. 63	1160282278		9781461481174		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Materials that are currently checked out from the APU Library, but which are available at another campus can be reserved or ordered. Materials ordered from another campus take approximately three days (weekdays) to arrive.

## C – Requesting purchase of books unavailable in the APU Library

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APU  
Ritsumeikan  
Asia Pacific University

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- Library Guidance
- Facility Reservation System
- FAQ
- Inquiry

### Book Requests

In order to support your studies and research activities, the APU library selects and adds to the collection in order to provide a rich learning environment and improve your learning experience. Requests can also be made for the purchase of new materials to add to the APU library collection.

Students can request purchase of books that are unavailable at the APU Library. Purchase requests are reviewed and approved in accordance with the APU Library Materials Acquisition Policy and Selection Guidelines. Books and materials purchase of which has been approved take approximately two months to be delivered.