

How to use OPAC

What you **can search for** with OPAC

1. GRIPS Library collections

- (1) Printed materials (books, journals)
- (2) E-books that GRIPS' subscribes to (*)

2. The collections of other libraries in Japan

What you **cannot search for** with OPAC

1. GRIPS doctoral dissertations/master' s theses

- (1) Doctoral dissertations → Search *GRIPS Institutional Repository*.
Full text versions are available for documents published in 2013 or later.
<https://grips.repo.nii.ac.jp/?lang=english>
- (2) Master' s theses → Title lists are available in the library.

2. E-journals that GRIPS' subscribes to (*)

3. Journal articles (*) → Use *GRIPS Discovery Service* and article databases

When you use GRIPS' subscribed online-resources via a PC outside GRIPS or via your own PC inside GRIPS, access them through off-campus access service (*EZproxy*).

Go to the Online Resources page on the Library' s website, and click on the "Remote" button to log in to EZproxy.

Access to OPAC

GRIPS Library website

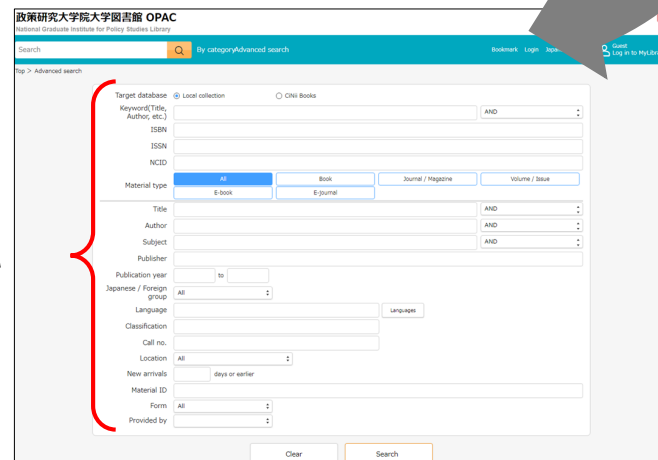
<https://www.grips.ac.jp/lib/en/>



OPAC top (basic search)



OPAC advanced search



- Accessible from anywhere with an internet connection

OPAC search with detailed search conditions

Basic search screen

<https://glib.grips.ac.jp/drupal/en/?q=en>

- On the basic search screen you can use various keywords such as title, author and subject. Put **spaces between words** when you enter them.

The screenshot shows the GRIPS Library website. The header includes the logo and name of the National Graduate Institute for Policy Studies (GRIPS) in both Japanese and English. A navigation bar contains links for GRIPS Library, News, and a search icon. A search bar is prominently displayed with the text 'sustainable development' entered. A callout box points to the search bar with the text: 'Enter keywords delimited by spaces → Keyword suggestions appear'. Below the search bar, a list of suggestions is shown: 'Sustainable development', 'Sustainable development report', 'Sustainable development goals', 'Sustainable development technology', 'Sustainable development technological innovations', and 'Sustainable development Regional'. Another callout box points to the 'Advanced search' link in the navigation bar with the text: 'Advanced search'. In the top right corner, there is a 'Guest Log in to MyLibrary' link, with a callout box pointing to it that says 'MyLibrary'. Below the search bar, there is a 'NewArrival' section with five book covers. On the right side, there is a 'Calendar' section for September 2023, showing a grid of dates. Below the calendar, there are links for 'Open 9:00-19:00', 'Open 10:30-17:00', and 'Closed', along with a link to the 'Annual Calendar'.

政策研究大学院大学図書館
National Graduate Institute for Policy Studies

GRIPS Library News

Enter keywords delimited by spaces
→ Keyword suggestions appear

sustainable development

Sustainable development
Sustainable development report
Sustainable development goals
Sustainable development technology
Sustainable development technological innovations
Sustainable development Regional

By category **Advanced search** Bookmark Login Japanese Help

Guest Log in to MyLibrary

MyLibrary

Calendar

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Open 9:00-19:00
Open 10:30-17:00
Closed

Annual Calendar

NewArrival

The econom...
Time : the ...
Nikkei Asia
公研
公正取引

Advanced search screen

<https://glib.grips.ac.jp/opac/en/complexsearch>

- You can specify detailed search conditions here to narrow your search.

The screenshot shows the OPAC Advanced search interface with the following callouts:

- Basic search**: Points to the main search bar at the top left.
- Target database**: Points to the dropdown menu showing "Local collection (GRIPS)/CiNii Books (Other libraries)".
- Material type**: Points to the tabs for "All", "Book", "Journal / Magazine", "Volume / Issue", "E-book", and "E-journal".
- Standard number**: Points to the fields for "ISBN", "ISSN", and "NCID".
 - ISBN (book): 10/13 digits
 - ISSN (journal): 8 digits
- Location**: Points to the "Location" dropdown menu.
- Material ID**: Points to the "Material ID" field.
 - Book number on barcode label (8 digits)
- Call number**: Points to the "Call no." field.
 - Book number on book spine label
 - Example: 611.3 | | Ka37

The interface includes fields for Keyword (Title, Author, etc.), AND/OR operators, Title, Author, Subject, Publisher, Publication year, Japanese / Foreign group, Language, Classification, New arrivals, days or earlier, Form, and Provided by. A "Search" button is at the bottom right.

List of results of basic search (Books)

- Check holdings and status of books that you want to use

政策研究大学院大学図書館 OPAC
National Graduate Institute for Policy Studies Library

Check the collections of other libraries

Local collection(2) **CINii Books(31)** CINii Research Articles(9)

Top > Search Result List

Search 1 - 2 of 2 matches

Check spelling [global trend public sector reform](#)

Sort by Recommendation

selected Items: 0 [Select All](#) [Clear](#) [Bookmark](#)

Global trends in public sector reform
Administration publique aujourd'hui ; Public administration today
Author : Michiel S. de Vries, Juraj N emec
Publisher : Bruylant 2012
ISBN : 9782802740469 / 9782802739852
Holdings : Electronic Books EB Not to be taken out
Status : Not rentable

Global trends in public sector reform
Administration publique aujourd'hui ; Public administration today
Author : Michiel S. de Vries, Juraj N emec
Publisher : Bruylant 2012
ISBN : 9782802739852
Holdings : Textbooks section 317|| V96 Not to be taken out, General books section 317||V96 For 1 month
Status : Reservable(Due: August 07,2023)

Save Read online Reserve Save

Refine your search

Material Type [Clear](#)

Book	1	<input checked="" type="checkbox"/>
Journal / Magazine	0	
E-book	1	<input checked="" type="checkbox"/>
E-journal	0	

Author [Clear](#)

Juraj Nemec	2	<input checked="" type="checkbox"/>
Vries, Michiel S. de	2	<input checked="" type="checkbox"/>

Year [Clear](#)

2019-2023	0	
2014-2018	0	
> 2009-2013	2	<input checked="" type="checkbox"/>
1999-2003	0	

Refine

Book information

- Title, author, publisher, etc.
→ Click the title and go to [detailed results](#)
- **Holdings** (location, call number, circulation class)
- **Status** (available/in circulation)

Search National Diet Library's Catalogue using the same conditions

Search under the same conditions

NDL ONLINE

Refine your search

→ Select material type, author, or keyword and click "Refine"

Reserve materials currently on loan

→ Log in to [MyLibrary](#)

Bookmark your preferred materials

Detailed results of basic search (Books)

- Books are arranged by **call number** in their designated locations.
- “Reserve” buttons appear when a book is out on loan to another user.
 - *You cannot reserve books that are not out on loan.
- Textbooks are for in-library use only. There are a few **extra copies** of some textbooks in the general books section.

Also, **e-books** might be available. → Search with *E-Journal/E-Book search*

Top > Search Result List > Details (Local collection)

Global trends in public sector reform
Michiel S. de Vries, Juraj Nemec
Bruxelles : Bruylant, 2012

Location
Textbooks: **In-library use only**
General books: **May be borrowed**

Circulation class

Status
▪ Book are **available** when this field is blank
▪ **Due date** and **number of reservations** appear when books are on loan

Virtual Bookshelf
List of books that have similar call numbers (Call number shows subject area of book)

No.	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	Textbooks section	317 V96	01306833	Not to be taken out		0	
2	General books section	317 V96	01306844	For 1 month	In circulation (August 07, 2023)		

Reserve materials currently on loan
→ Log in to **MyLibrary**

Call number
Books are arranged **by call number** (shown on spine labels)

Virtual Bookshelf

Virtual Bookshelf

Organizational b...
Michael L. Vasu...
31711V44

Public administr...
edited by Eran Vi...
31711V68

Global trends in ...
Michiel S. de Vrie...
31711V96

Refounding dem...
: hbh
edited by Gary L...
31711W37

The political eco...
[by] Gary L. Wam...
31711W37

List of results of advanced search (Journals)

- Journals are arranged in **alphabetical order by title** in journals section.
- Journals cannot be borrowed, but you can read or photocopy articles in the library.
- There may be **volumes missing**. Check the **holding year and volume**.
 - You can obtain photocopies of journal articles through Inter-library Loan service.
<https://www.grips.ac.jp/lib/en/service/member/ill/>
- E-journals might be available. → Search with *E-Journal/E-Book search*

政策研究大学院大学図書館 OPAC

Change search conditions

Refine your search

Journal information

- Title, publisher, etc.
 - Click title to go to **detailed results**
- Holding year/volume

Journal holdings (location, holding year/volume)

- Journals are arranged in **alphabetical order by title** in journals section.
- There may be **volumes missing**.

Advanced search 1 - 3

Sort by Recommendation

Selected Items: 0 [Select All](#) [Clear](#) [Bookmark](#)

The American economic review
Editor : American Economic Association
Publisher : American Economic Association
ISSN : 00028282
Holdings : 1968-2021 Ongoing Journals section

Journal / Magazine

Save Holding

Journal holdings

Location	Year of holding	Holding volume	Continuing acceptance
Journals section	1968-2021	58(2-5),59-63,64(1-3),65-110,111(1-3)+	Ongoing

Bookmark

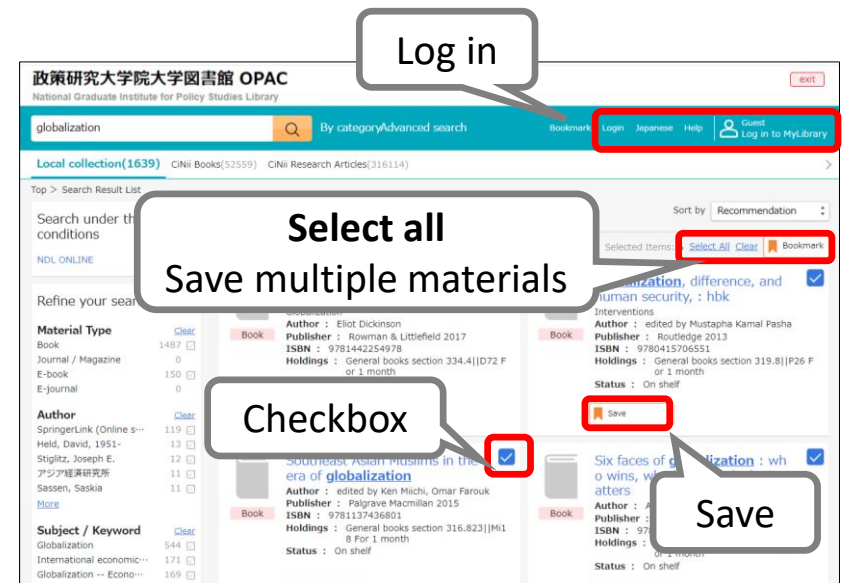
Bookmark materials

[When **not** logged in to *MyLibrary*]

- Click "Save" and you can temporarily bookmark materials one by one.
- You can temporarily bookmark multiple materials at one time by clicking checkboxes or clicking *Select all* on the search result list page.

[When you are **logged in** to *MyLibrary*]

- You can **save** bookmarks to your *MyLibrary* account when you are **logged in**. (Temporary bookmarks will be discarded when the session is closed.)



Manage bookmarks

- You can search or manage your bookmarks when you are logged in to *MyLibrary*.
 - Select one or more bookmarks and edit/delete them one by one.
 - You can move bookmarks from one list to another, or delete them one at a time by clicking checkboxes or clicking *Select all*.

