

Basic Search for Research Materials

OCT 2024
GRIPS LIBRARY

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Topics

1. Fundamentals of literature search
2. Online resources and search tools
subscribed by GRIPS
3. GRIPS Library collections
4. Materials not available at GRIPS

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1. Fundamentals of literature search

- a. Literature search in study workflow
- b. Details of bibliographical references
- c. Navigation to resources

3

1. Fundamentals of literature search

a. Literature search in study workflow

● Study Workflow

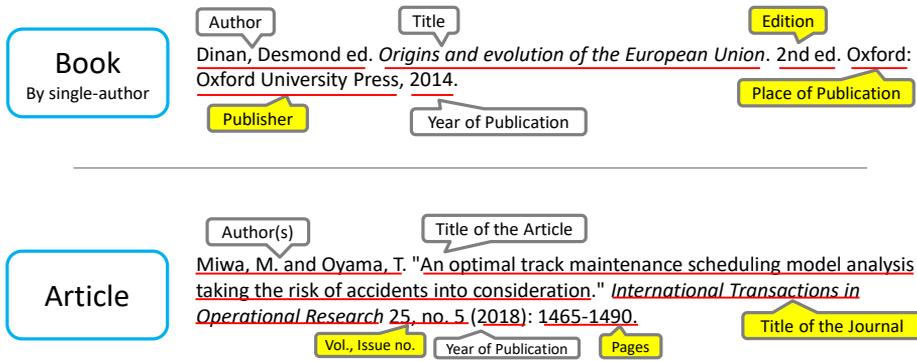


● The differences between books and journals

- ▣ Books
 - Systematic/established works
 - Time lag between events and publications than in journals
- ▣ Journal articles
 - Covering recent developments and emerging studies

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b. Details of bibliographical references



*These examples used Chicago manual of style. Citation style is generally determined by discipline or journals

c. Navigation to resources

1. Choose search tools by the type of materials



2. When the materials are **available** at GRIPS....

- Use online resources: e-journals and e-books subscribed by GRIPS, open access materials
- Use GRIPS Collections: books, journals, GRIPS doctoral dissertations/master's theses



3. If the materials are **not available** at GRIPS, you can:

- borrow books / get copies of articles through the **Inter-Library Loan (ILL)**
- visit other libraries
- apply for **Book Purchase Request** (✕student only).

2. Online resources and search tools subscribed by GRIPS

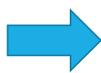
- a. Off-campus Access Service (EZproxy)
- b. Search tools for online resources
 - i. E-Journal/E-Book search
 - ii. GRIPS Discovery Service
 - iii. Online databases

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2. Online resources and search tools subscribed by GRIPS

a. Off-Campus Access Service (EZproxy)

When you are outside the GRIPS or when you use your own PC connecting via Wi-Fi on campus



Access online resources via **Off-campus Access service (EZproxy)**

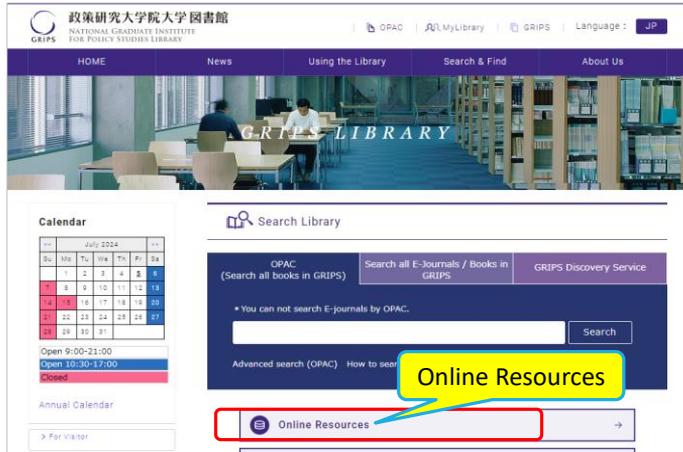
Log in with your username and password for **EZproxy**

Individual ID and password was provided to each student for off-campus access.

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2. Online resources and search tools subscribed by GRIPS

a. Off-Campus Access Service (EZproxy)



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

2. Online resources and search tools subscribed by GRIPS

→Appx. 2

a. Off-campus Access Service (EZproxy)

Online Resources page of the GRIPS Library website



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

EZproxy Login page



Log in with your username and password for EZproxy

2. Online resources and search tools subscribed by GRIPS

b. Search tools for online resources

i. E-Journal/E-Book search

- Search GRIPS' subscribed electronic journals and electronic books

ii. GRIPS Discovery Service

- Search various academic information all at one time

iii. Online databases

- Select a database according to what you search for

2.b. Search tools for online resources

i. E-Journal/E-Book search

E-Journals

E-Journals/E-Books search **On Campus** **Remote**

You can search GRIPS' subscription e-journals and e-books by title via "E search."

On Campus **Remote**

[HELP](#)
[Publication Finder Overview Tutorial \(video\)](#)
[Publication Finder Overview \(PowerPoint\)](#)

E-Journal Platform

Cambridge Journals [++]	On Campus	Remote
Science Direct (Elsevier) [++]	On Campus	Remote
JSTOR [++]	On Campus	Remote
Oxford Journals [++]	On Campus	Remote
SpringerLink [++]	On Campus	Remote
Taylor & Francis Online [++]	On Campus	Remote
Wiley Online Library [++]	On Campus	Remote

* JSTOR works best with Safari, Firefox and Chrome.
Please make sure that your browser is updated. The quality of your experience will only be improved in Internet Explorer.



Search screen

Search screen

You can search GRIPS' subscription e-journals and e-books

Title Contains Search Title

All

Browse publications by name

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	>
All	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	>

Browse Databases

Browse Subjects

i. E-Journal/E-Book search

You can search or browse GRIPS' subscribed e-journals or e-books by journal titles/book titles and access full-texts.

The screenshot shows the GRIPS search interface with several callouts:

- Click logo for Japanese version:** Points to the logo in the top left corner.
- Filter your results by material type:** Points to the left-hand navigation menu with options: All, Journals, Books, Newspapers, Dissertations.
- Browse by title:** Points to the search bar and the 'All' dropdown menu.
- Browse by database, subject:** Points to the 'Browse Databases' and 'Browse Subjects' buttons at the bottom.

The main interface includes a search bar with 'Title' and 'Contains' dropdowns, and a 'Browse publications by name' section with a grid of letters (A-O) for navigation.

i. E-Journal/E-Book search

Search by book titles (e.g. "The age of sustainable development")

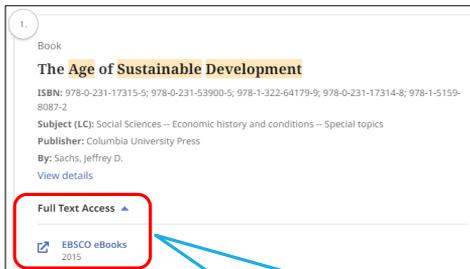
The screenshot shows the search results for 'the age' in the GRIPS system. A callout labeled 'Suggestions' points to a list of search results:

- The Age
- The Age of Sustainable Development
- The Ages of Globalization: Geography, Technology, and Institutions

The interface also shows the search bar with 'the age' entered, and the 'Browse publications by name' section with a grid of letters (A-O).

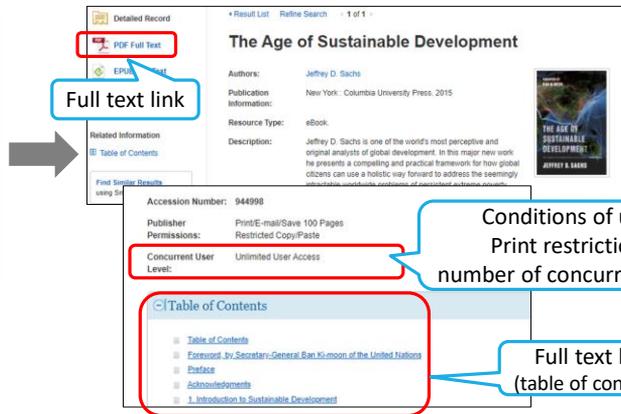
i. E-Journal/E-Book search Search result (e-book)

Search result



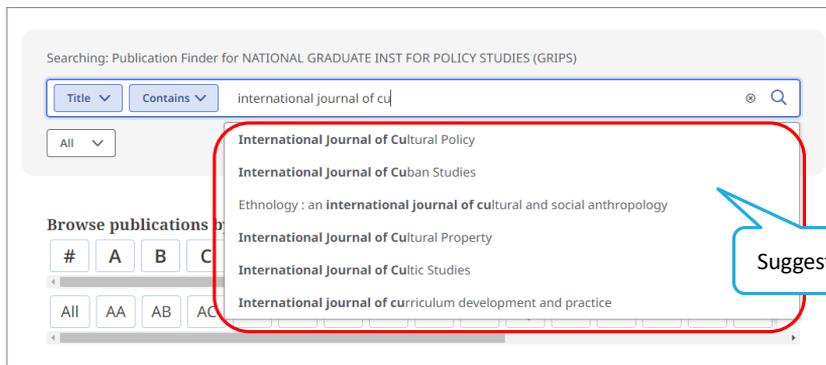
“Full Text Access”
 → Click the resource name
 (e.g. EBSCO eBooks)
 to view full text

E-book page



i. E-Journal/E-Book search Search result (e-journal)

Search Example (e-journal): “International Journal of Cultural Policy”



i. E-Journal/E-Book search

Search result (e-journal)

Search result

Peer Reviewed | Journal

CP: The international journal of cultural policy

ISSN: 1477-2833; 1028-6632

Subject (LC): History (General) and History of Europe

Publisher: Taylor & Francis

Alternate Title: International Journal of Cultural Policy; International journal of cultural policy | CP | International cultural policy

View details

Full Text Access ▾

- Academic Search Premier
2002-11-01 – Present (Full Text Delay: 1 year)
- Taylor & Francis Social Science and Humanities Library
1997-01-01 – Present

Full Text Access ▴

- Academic Search Premier
2002-11-01 – Present (Full Text Delay: 1 year)
- Taylor & Francis Social Science and Humanities Library
1997-01-01 – Present → Current issue available

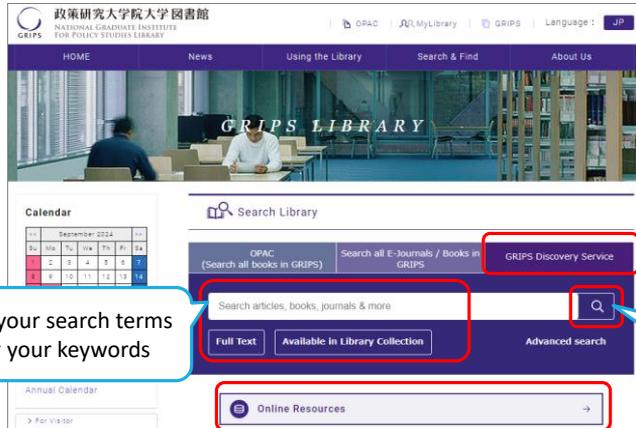
! "Full Text Access" → Select the resource name which covers the year you want to use

ii. GRIPS Discovery Service (GDS)

- You can search GRIPS' subscribed online resources and online open access academic resources all at one time.
- Some of the search results provide **links to full texts**.
- Printed books and journals are not included.

ii. GRIPS Discovery Service (GDS)

【On Campus Access】



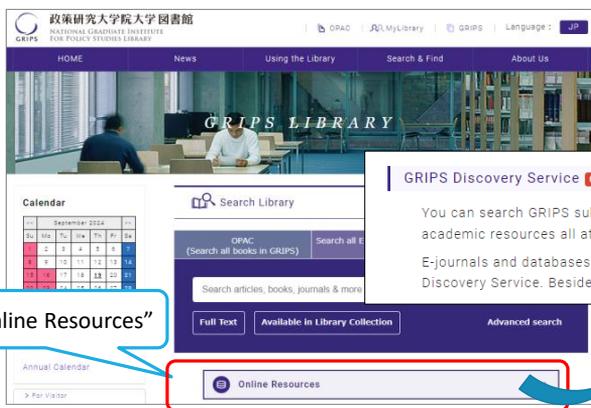
2. Enter your search terms / Filter your keywords

1. Click GDS tab

3. Click "Search"

ii. GRIPS Discovery Service (GDS)

【Off Campus Access】

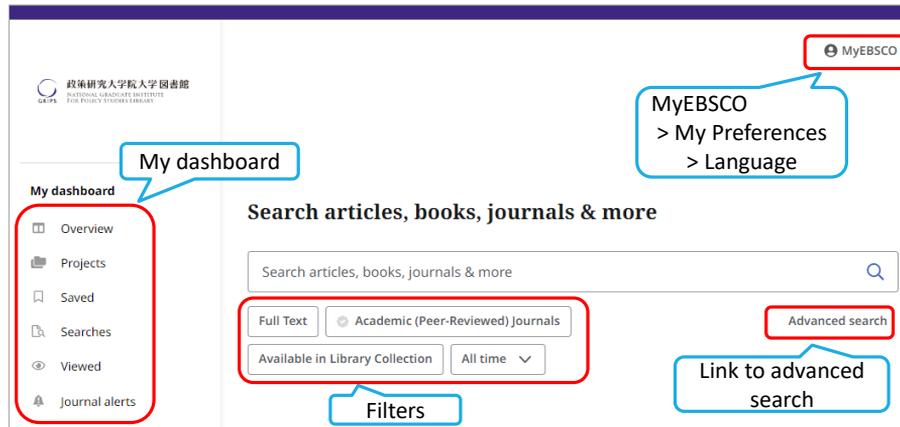


1. Click "Online Resources"

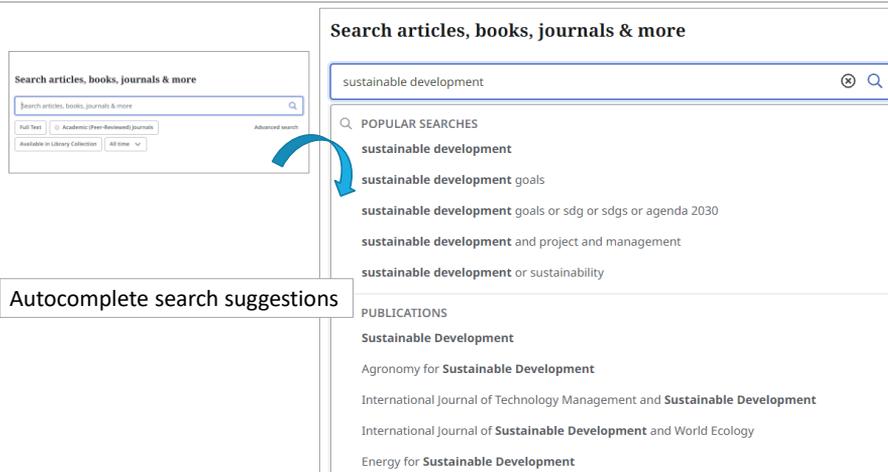
2. Click "Remote"

3. Log in with your ID and password for EZproxy

ii. GRIPS Discovery Service (GDS)



ii. GRIPS Discovery Service (GDS)



ii. GRIPS Discovery Service (GDS) Search result

Examples of Search Condition

• Keyword= sustainable development goals

Refine results
(Full text, Publication date, Source types, etc.)

【Access now (PDF)】
Link to full text

【View details】
Link to detailed bibliographic record

ii. GRIPS Discovery Service (GDS)

PUBLICATION

Peer reviewed | Journal

Policy Analysis

Subjects: Political Science -- Political theory -- State. Theories of the state; Political Science -- Public Administration; Public...

ISSN: 0098-2067; 2375-1711

Search within this publication

About this publication →

RESEARCH STARTER

Policy analysis.

Policy analysis is the process of evaluating the effectiveness of initiatives designed by politicians and government organizations to benefit the public. It is through this process...

Salem Press Encyclopedia, 2023

Read more →

Publication Placard

Research Starter

ii. GRIPS Discovery Service (GDS) Search result

Searches

Viewed

Journal alerts

Research tools

New search

Concept map

Links

Library Home

OPAC

E-Journal/E-Book search

Peer reviewed | Academic JournalReport

Raising Awareness of Sustainable Development Goals in Higher Education Institutions

Higher education institutions play a crucial role in advancing *sustainable development goals*. They bear the responsibility of informing ... Show more

Subjects: **Sustainable Development**; Objectives; Partnerships in Education; School Business Relationship; Labor Force **Development**; Institutional Role; +9 more

Published in: Research in Educational Administration & Leadership, 2024

Database: ERIC

By: Harika Suklun; Elif Bengü

Access options View details

Full Text from ERIC

More like this

Access options View details

Full Text Finder

[Access options] Full Text from [...] / Full Text Finder → Link to full text

ii. GRIPS Discovery Service (GDS)

Access options View details

Check Related Information

"Check Related Information"

Full Text Finder Results

Library Logo

A Public Policy Analysis of an Allied Health Career Pathway Model at a Local Technical College

National Graduate Inst for Policy Studies (GRIPS)

Rebecca A. Garcia Sanchez. ProQuest LLC ISSN: 3805-6984

Full Text Finder Results

No full text was found / 全文は見つかりませんでした

Additional options / 全文がない場合の入手方法

Check GRIPS Library OPAC

政策研究大学院大学図書館 OPACで所蔵を確認する

Check Google Scholar / Google Scholarを調べる

Check CiNii Books / CiNii Booksで調べる

"Check GRIPS Library OPAC" → check our print holdings

"Check CiNii Books" → check holdings in other libraries

ii. GRIPS Discovery Service (GDS) E-J/E-B search and GDS

	E-Journal/E-Book search	GRIPS Discovery Service
Search scope	<ul style="list-style-type: none">• Publication titles (e-journals, e-books)	<ul style="list-style-type: none">• Title information<ul style="list-style-type: none">➢ Publication Titles➢ Titles of articles in journals or chapter in books• Full text
Full text link	○	△*

*Some of the search results provide full-text links.

iii. Online databases

Why can't I just Google?

Internet search engines (e.g. Google, Google Scholar)

Things to keep in mind when using Google Scholar:

- Coverage unknown
- No quality control
- Includes preprints or other versions of the articles (not the final version published in journals)

➔ Use online databases in addition to Google / Google Scholar

How to choose a database

GRIPS Library website > Online Resources

Database	Info	Material Type
Academic Search Premier [EBSCOhost] [**]	Info	Articles
AllThatStats [**]	Info	Statistics
American Economic Association Journals [**]	Info	E-Journal
Annual Reviews	Info	E-Journal
Cambridge Journals Online [**]	Info	E-Journal
CEIC Data [Provided by Data Science Center]	Info	Statistics
Digital National Security Archive (DNSA) [**]	Info	Documents
EBSCOhost [**]	Info	Articles
Econlit [EBSCOhost] [**]	Info	Articles
eBook Collection [EBSCOhost] [**]	Info	E-Book
Elgaronline	Info	E-Journal
Global Newsstream [**]	Info	

● Choose an appropriate database according to what you want to search for

- Subject fields: multiple fields, natural/social science, humanities, etc.
- Material types: journal articles, news, documents, statistics, etc.
- Coverage

● Some databases provide full-text links

- e.g. EBSCOhost (Academic Search Premier)

● How to access:

available on campus (or from off campus) /in-library use only / open access



Not all the databases are in GRIPS Discovery Service

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

iii. Online databases Examples of databases

Database		Type of content	Note	Full Text
EBSCOhost	Academic Search Premier	Articles	Multi-disciplinary database of journals	○
	Econlit	Articles	Economic literature with abstracts	×
	eBook	e-Books	GRIPS' subscribed e-books	○
Scopus		Articles	Multi-disciplinary abstracts and citations database (Full texts are available if GRIPS has subscription to the journals)	△
Global Newsstream		News	News around the world	○
Westlaw Next <i>*Registration is required. Contact us by email.</i>		Legal info, News	Legal and business information, newspapers, news wires	○

3. Use GRIPS Library collections

- a. Search for books and journals in the library catalogue (OPAC)
- b. Doctoral dissertations and master's theses

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→Appx. 6

3. Use GRIPS Library collections

a. Search for books and journals in OPAC

- What you **can search** in OPAC
 - i. **Print books and journals** in the GRIPS Library collection
 - ii. GRIPS' subscribed **e-books** (can be accessed off-campus via EZproxy)
 - iii. [Option] The collections of other libraries in Japan
- What you **cannot** search in OPAC
 - i. GRIPS doctoral dissertations/master's theses
 - ii. Journal articles

To find journal articles, use GRIPS Discovery Service or databases.
Full-text might be available online.



※ If there is no full text link for an article, search OPAC by journal title, volume and issue information to check the availability of the print journal.

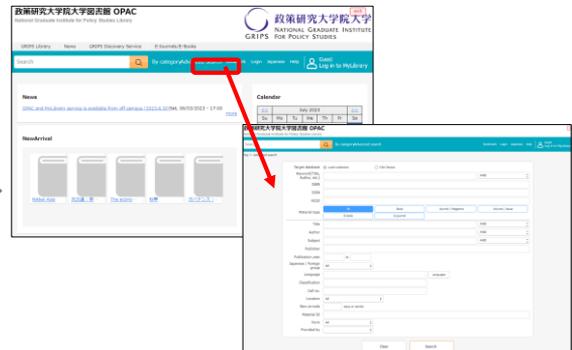
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3.a. Search for books and journals in OPAC How to access OPAC

Library website



OPAC top (basic search)



- Accessible from anywhere with internet connection

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

Advanced search

3.a. Search for books and journals in OPAC Example 1: Books [Basic search]



Enter keywords delimited by spaces

global "political economy"

Phrase Searching:
Put quotation marks ("")
around the phrase

3.a. Search for books and journals in OPAC List of results (Books)

The screenshot shows the OPAC search results page for 'Global political economy'. The search bar contains 'global political economy'. The results are sorted by 'Year(from Newest)'. A dropdown menu is open, showing various sorting options: Recommendation, Year(from Newest), Year(from Oldest), Arrival date(from Newest), Title(from A), Author(from A), Author(from Z), Lending Count, and Relevance. Annotations include:

- Sort by**: A callout pointing to the 'Sort by' dropdown menu.
- By default, search results are sorted by 'Recommendation'.**: A callout pointing to the 'Recommendation' option in the dropdown menu.

3.a. Search for books and journals in OPAC List of results (Books)

The screenshot shows the OPAC search results page for 'Global political economy'. The search bar contains 'global political economy'. The results are sorted by 'Year(from Newest)'. Annotations include:

- Cinii Books: Check the collections of other libraries**: A callout pointing to the 'Cinii Books(1,337)' link.
- NDL Search**: A callout pointing to the 'NDL SEARCH' link.
- Refine your search**: A callout pointing to the 'Refine' button in the search filters.
- Book information**: A callout pointing to the book details, including:
 - Title, author, publisher, etc. → Click the title and go to detailed results
 - Holdings (location, call number, circulation class)
 - Status (available/in circulation)

3.a. Search for books and journals in OPAC Detailed results (Books)

Top > Search Result List > Details (Local collection)

 **Global political economy**
edited by Erin Hannah and John Ravenhill
7th ed
Oxford : Oxford University Press, c2024

Book

Location
Textbooks: **In-library use only**
New arrivals, General books, Faculty publications, etc.: **May be borrowed**

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)

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

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

Circulation class

There are a few extra copies of some textbooks in the general books section.
E-books might be available.
→Search with E-Journal/E-Book search

No.	Location	Call no.	Material ID	Circulation class	Status	Waiting
1	Textbooks section	333.6 R18	01576716	Not to be taken out		1
2	New arrivals section	333.6 R18	01577227	For 1 month	In circulation (October 07, 2024)	

Reserve materials currently on loan
Save

Virtual Bookshelf

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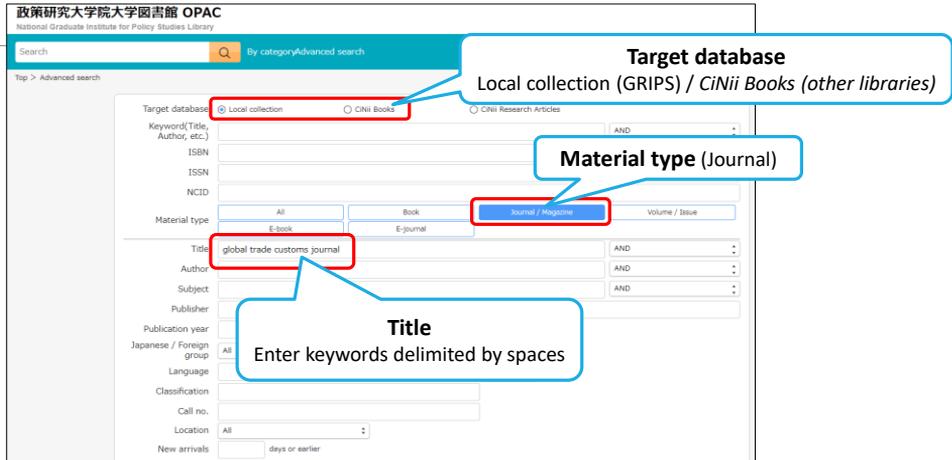
3.a. Search for books and journals in OPAC Example 2: Journals [Advanced search]

Search conditions (advanced search)

- Title: *Global Trade and Customs Journal*
- Material type: *Journal*

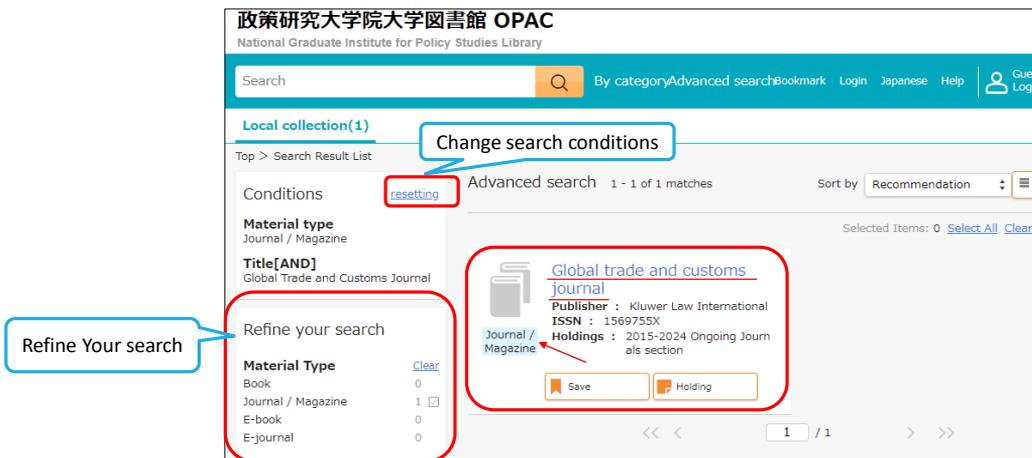
*Do not enter specific volume, issues, or year

3.a. Search for books and journals in OPAC Advanced search (Journals)



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

3.a. Search for books and journals in OPAC Search result (Journals)



3.a. Search for books and journals in OPAC List of results (Journals)

The screenshot shows the OPAC search results for 'Global trade and customs journal'. The search results include the title, publisher (Kluwer Law International), ISSN (1569755X), and holdings (2015-2024 Ongoing Journals section). A table of journal holdings is displayed below the search results.

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**.

Annotations:

- Journals are **in-library use only**. You can read or photocopy journal articles in the library.
- E-journals might be available. → Search with E-Journal/E-Book search

Location	Year of holding	Holding volume	Continuing acceptance
Journals section	2015-2024	10-18,19(1-8)+	Ongoing

3.b. Doctoral dissertations and master's theses i. GRIPS doctoral dissertations

The screenshot shows the GRIPS Institutional Repository (IR) website. The header includes the logo and name of the repository. The main content area features a search bar and a list of items available in the repository.

Accessible from anywhere with an Internet connection

Index List:

- Journal Articles: 94 items
- GRIPS Discussion Papers: 439 items
- SciREX Working Paper: 23 items
- Doctoral dissertation: 604 items

Search with GRIPS Institutional Repository (IR)

- Published before 2012: hard copies are located in the Library. ⇒ In-library use only
- Published from 2013 onwards: **full texts are available** in the GRIPS IR.

<https://grips.repo.nii.ac.jp/>

3.b. Doctoral dissertations and master's theses

ii. GRIPS master's theses

➔ Search the list available in the library

- The library holds hard copies of GRIPS master's theses

(Some are stored as CD-ROMs, depending on the programs and the academic year)

- In-library use only (read or photocopy)

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4. Materials **not** available at GRIPS

Inter-Library Loan (ILL)

Obtain books
or photocopies of articles
from other libraries

Visiting other libraries

Book purchase request

✂ Student only

Request a book purchase
by the Library

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4. Materials **not** available at GRIPS

Inter-Library Loan Service (ILL)

- You can borrow books or obtain copies of articles from other libraries through ILL service. Apply via **MyLibrary**.
- Fees: GRIPS Library pays the fee for requested materials used for research purpose in principle.
- Notes
 - **Journals cannot be borrowed.** → Make a photocopy request.
 - Follow the Copyright Law*.

* It is permissible to make a single copy of a part of a work, or of all of an individual work in a periodical already published for a considerable period of time (i.e. the next volume has already been published, or three months have passed since publication).

4. Materials **not** available at GRIPS

Visiting other libraries

● Borrowing at cooperative agreement libraries

GRIPS members may visit in person and directly borrow from the following libraries.

- JICA Library*
- United Nations University Library* (pre-booking is required)
- Disaster Management Library

*You will need a lending card. Apply at the GRIPS Library in advance.

● You can visit other libraries **to browse** materials or **make copies** of them.

Library policies vary among institutions (e.g. pre-booking and/or a letter of introduction may be required).

*Please be sure to **consult the GRIPS Library staff before visiting**.

4. Materials **not** available at GRIPS

→Appx. 7

Book Purchase Request ✖student only

- GRIPS students may request the purchase of books related to policy studies to add to the Library's collection.
- How to apply: Apply via **MyLibrary**
- Notes
Requests for purchase of the following materials will not be accepted:
 - materials which the Library already holds in its collection;
 - test-preparation or language study books; and
 - journals and electronic resources.

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4. Materials **not** available at GRIPS

ILL or Book Purchase Request – which option is best for you?

- **Inter-Library Loan Service (ILL)**
 - ILL is generally the quickest way to get materials not available at GRIPS.
 - You can request a loan for a book; a copy of a book chapter or journal article.
 - Materials borrowed through ILL are one-time, short-term loans, usually 2-3 weeks.
- **Book Purchase Request**
 - The book you request will be added to the GRIPS Library's collection.
 - It may take some time to become available.
 - Submitting a request does not guarantee purchase.

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Upcoming webinar schedule

Day/Date	Time	Database
Wednesday, October 9 Friday, October 18 *same content	12:15-13:00	Basic Search for Research Materials
Tuesday, October 15	12:15-13:15	Scopus & Mendeley
Monday, November 11	12:15-13:15	CEIC Data
Tuesday, November 19	12:15-13:15	GRIPS Discovery Service & EBSCOhost

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Support

We welcome your questions and requests.

Please feel free to contact us!

lib@grips.ac.jp

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