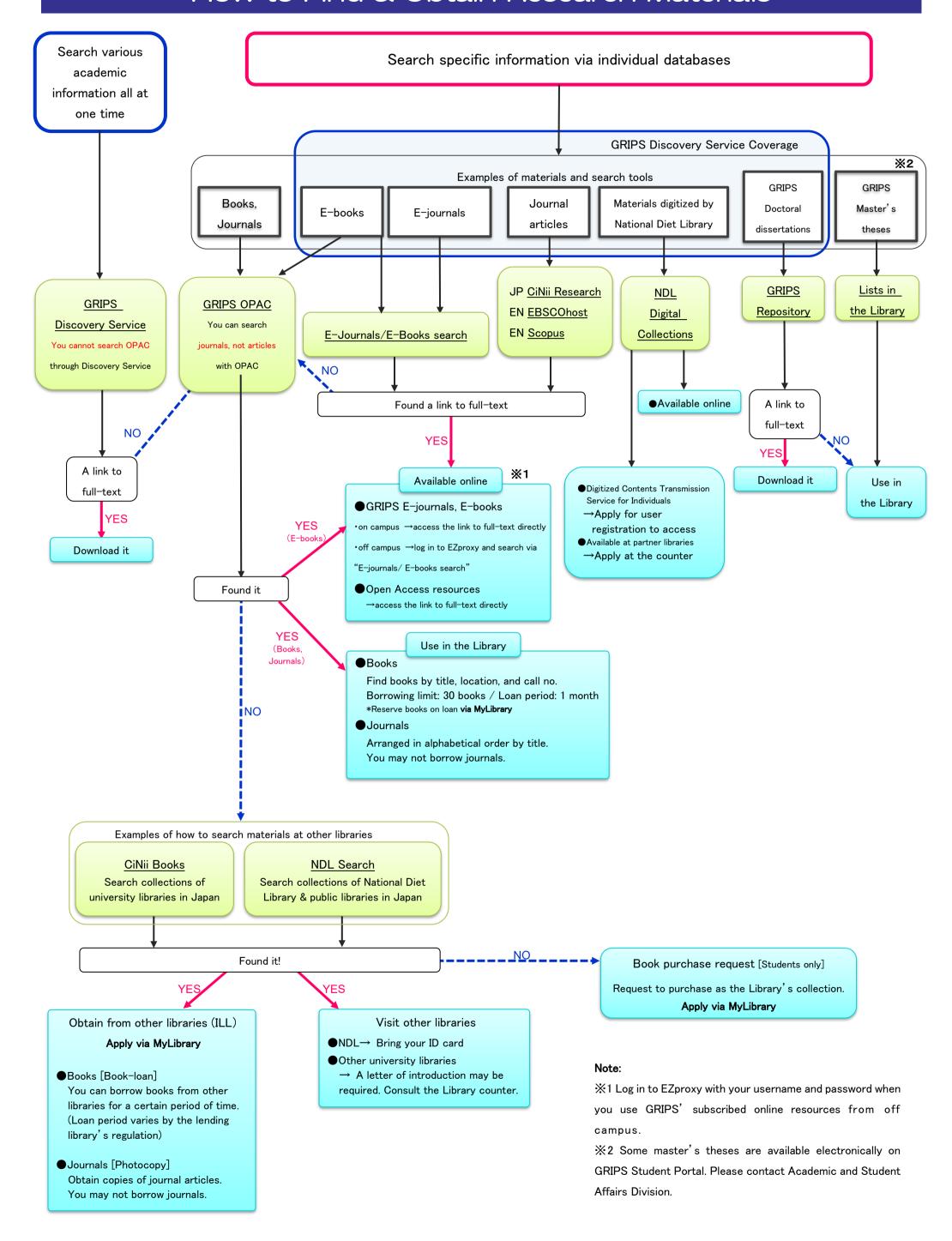
## Library webinar "Basic Search for Research Materials"

## List of Appendices

- 1. How to find & obtain research materials / ILL service
- 2. How to use OPAC
- 3. Off-campus access (EZproxy service)
- 4. E-Journal/E-Book search step guide
- 5. How to read e-books: "まるごと : 日本のことばと文化"
- 6. GRIPS Discovery Service quick guide
- 7. How to use MyLibrary

# How to Find & Obtain Research Materials



# Inter-Library Loan Service (ILL)

# What is Inter-Library Loan (ILL)?

The Library will help you obtain materials not available at our Library from other libraries.

## **Services**

**Photocopy** You can obtain copies of articles or a chapter in a book. \*Journals cannot be borrowed.

Obtaining copies is allowed within the limit of Copyright Law.

**Book-loan** You can borrow books for a certain period of time from other university libraries.

Up to 20 active ILL requests at a time

We may suspend the ILL requests when we already hold an excessive number of requests to operate.

## How to apply

Apply via MyLibrary. (Refer to "How to use MyLibrary")

You cannot obtain the material held at GRIPS Library.

## \*Check before applying:

- 1. Search OPAC (online catalogue)
- 2. Search online databases
- 3. Search open access full texts on search engines

## **Fees**

In principle, GRIPS Library pays the fee for requested materials which used for research purpose.

We may charge the fee when it puts pressure on the ILL budget.

In addition, Fees will be charged when:

- 1) requesting express delivery of materials (charge includes normal + express delivery fees);
- 2) requesting materials available at the GRIPS Library or can be accessed for free on the Internet.

## After applying

Materials usually arrive within 1 week. You will receive an e-mail when the materials get ready.

### [Book loan]

When borrowing books, borrowing period varies by the lending libraries: typically, 2-3 weeks.

The lending library may limit the use of the material: to use inside the GRIPS Library only, or forbidding photocopying.

Be sure to return the materials by the due date to the library counter.

## [Photocopy]

Obtaining copies for the purpose of private study or research is allowed within the limit of 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).

## Other services

[Using other university libraries]

You may visit libraries of other institutions which hold the materials not available at the GRIPS Library. A prior notice and a letter of introduction from the GRIPS Library may be required upon visiting. The visitor use policy depends on each library. Ask the GRIPS Library staff when you wish to visit other libraries.

GRIPS members are able to visit the JICA, United Nations University (advanced appointment required) and Disaster Management Library and borrow books.

We are happy to help you find the materials you need.

Feel free to ask us!

GRIPS Library: <a href="mailto:lib@grips.ac.jp">lib@grips.ac.jp</a>

1

# low 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. Some titles are also available on the GRIPS Student Portal. https://gripsacjp.sharepoint.com/sites/GRIPS-Student-Portal
- 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/





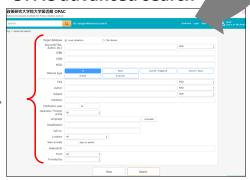


**OPAC top (basic search)** 

Accessible from anywhere with an internet connection

> OPAC search with detailed search conditions

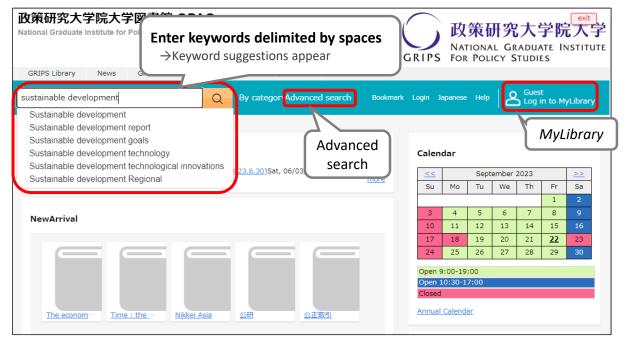
### **OPAC** advanced search



# 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.

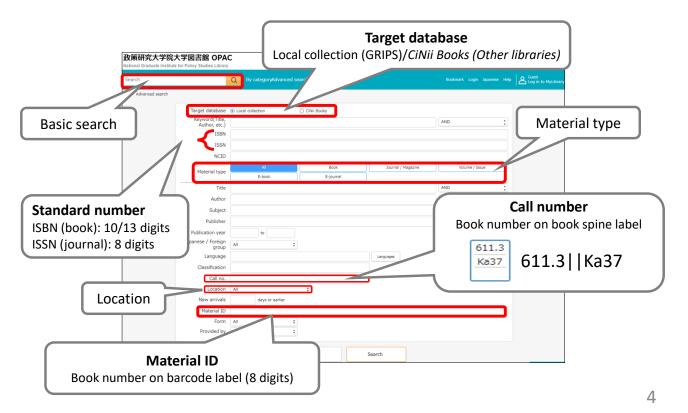


3

# Advanced search screen

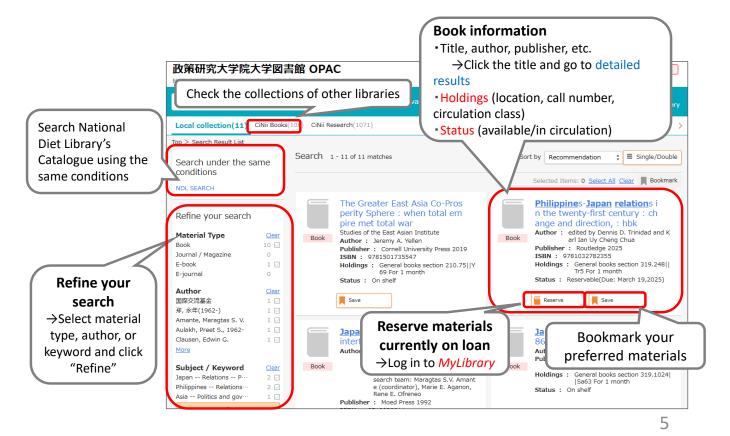
## https://glib.grips.ac.jp/opac/en/complexsearch

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



# List of results of basic search (Books)

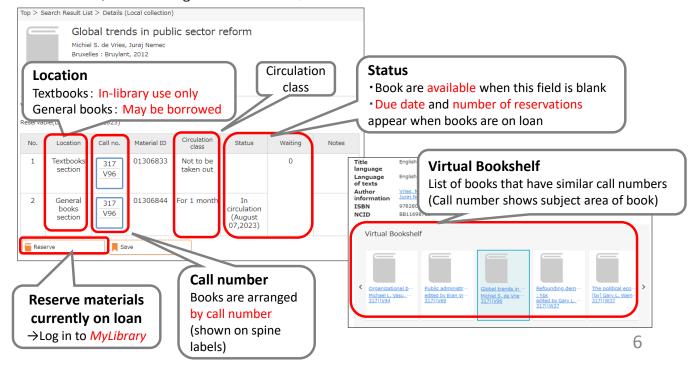
Check holdings and status of books that you want to use



# 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.

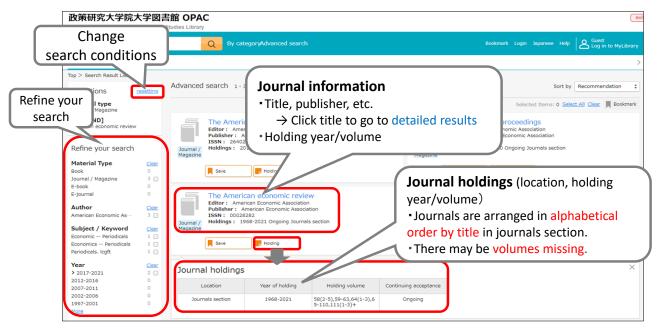
Also, e-books might be available.  $\rightarrow$  Search with E-Journal/E-Book search



# 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.  $\rightarrow$ Search with *E-Journal/E-Book search* 



# Bookmark

## Bookmark materials

[When not logged in to MyLibrary]

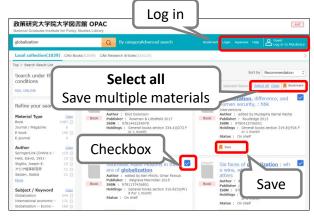
- Click "Save" and you can temporarily bookmark materials one by one.
- You can temporarily bookmark multiple materials at one time by clicking checkboxes or clicking Select all on the search result list page.

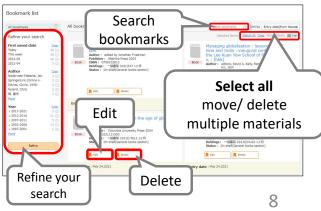
[When you are logged in to MyLibrary]

 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.





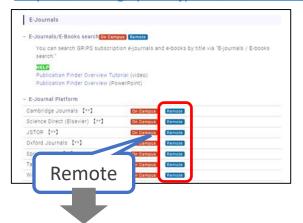
7

# Using GRIPS Library resources off-campus, and on-campus with your own PC (EZproxy Service)

When you access GRIPS' subscribed e-journals and e-books or use search tools (Discovery Service, E-Journal/E-Book search, databases) from off campus, or on campus with your own PC, please access them via EZproxy, using the "Remote" link on the Online Resources page.

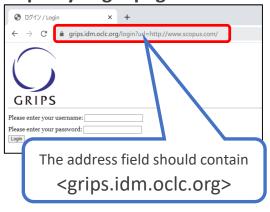
#### Links to online resources on the Online Resources page

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



Link	GRIPS subscription	Access type
On Campus	Subscribed	On-campus access
Remote	Subscribed	Off-campus access / on-campus access with your own PC
In Library	Subscribed	Only available in library
Free	Free databases	Open access

## **EZproxy Login page**



- Click the "Remote" link and you will jump to the off-campus access service (EZproxy) login page. Log in with your username and password.
- 2. You should see <grips.idm.oclc.org> as part of the address field in your web browser.
- 3. Be sure to close your browser when you're done.
- If you are using your own PC at GRIPS and you connect via GRIPS campus Wi-Fi, please access via the "Remote" link.
- The link to e-books in the OPAC search result is only for on-campus access. To use e-books from off campus, or on-campus with your own PC, please access **E-Journal/E-Book search** via the "Remote" link on the Online Resources page, then search. The search results will provide links to e-books.

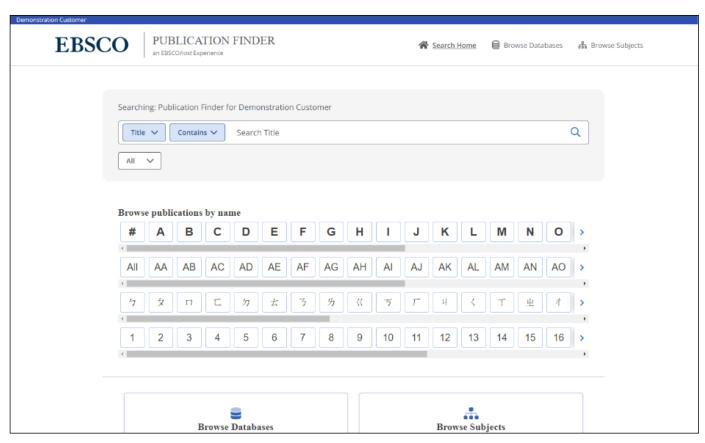


# **Tutorial**

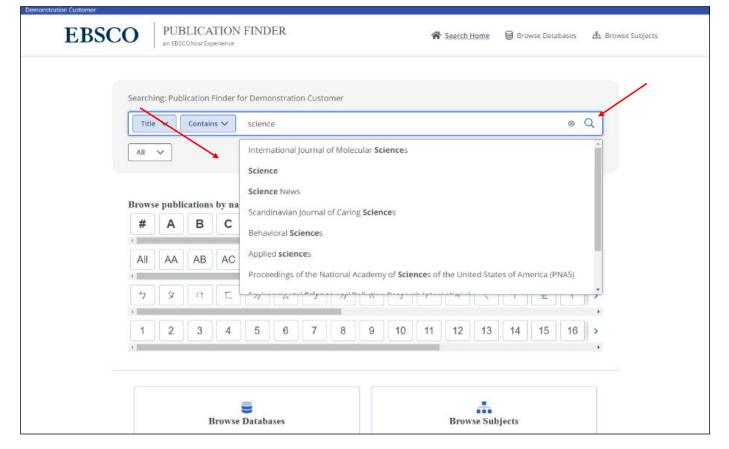
# Full Text Finder Publication Finder Overview



#### connect.ebsco.com

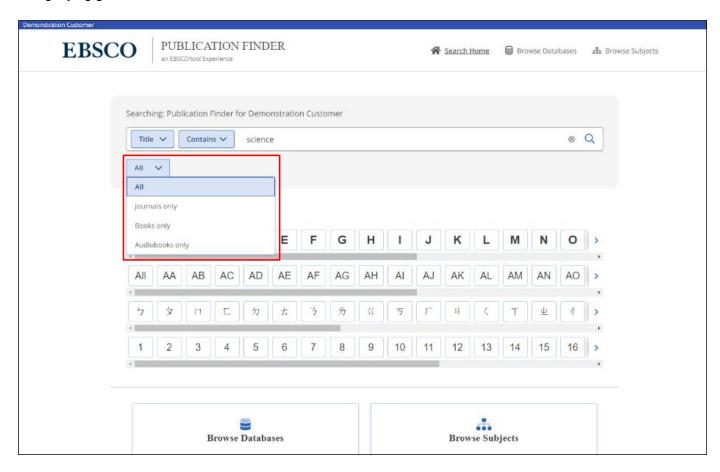


Looking for a particular book, journal, or newspaper? *Full Text Finder* is a state-of-the-art knowledge base search service for locating publications in your institution's collection, regardless of publisher or provider. In this video, we will look at the features of **Publication Finder**, which include search and browse. **Please note**, the Publication Finder user interface supports web accessibility features and most of functions such as keyboard operability, color contrast, etc. are tested in major browsers.

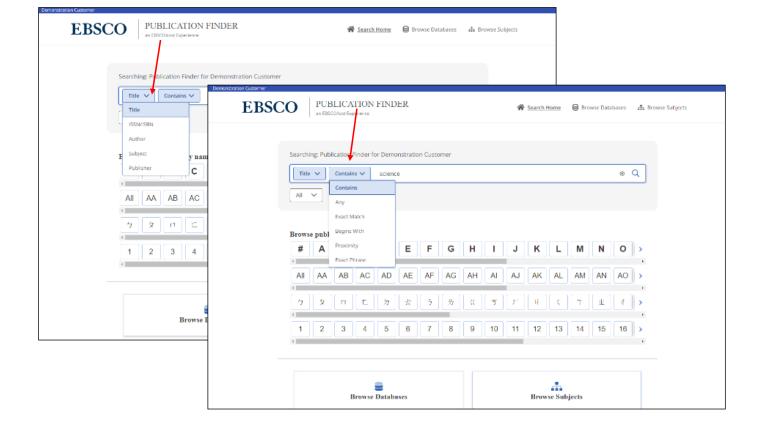


Searching by publication title is made easy with a responsive auto-complete feature which displays titles containing your search terms as you type.

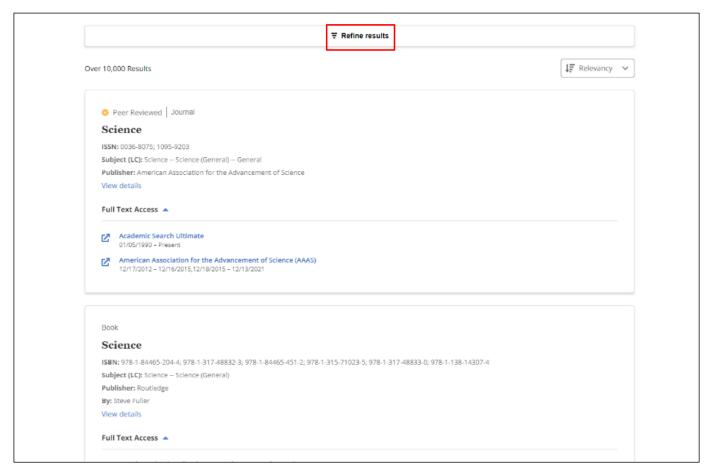
When your desired title appears in the list, simply click the publication name to view that publication or click the magnifying glass to run a search.



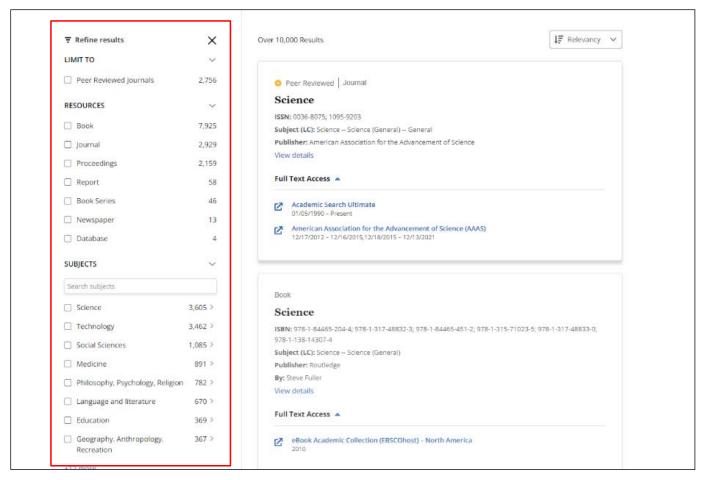
You may further limit your search by the publication types configured by your administrator, such as All resources, Journals only or Books only.



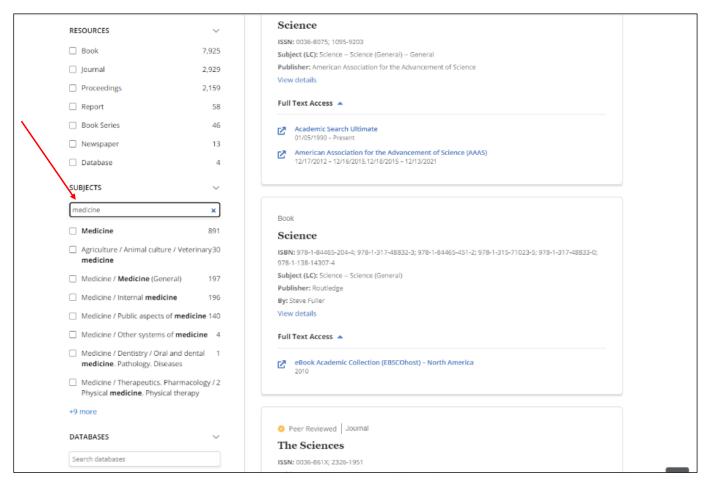
You can use the drop-down menus to the left of the search box to adjust the search behavior.



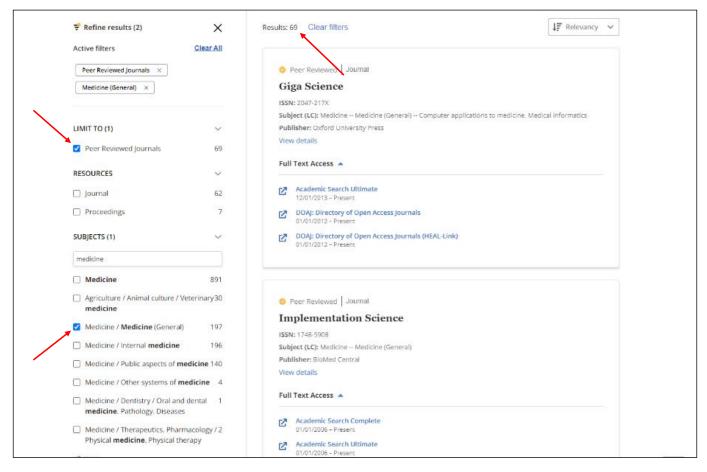
Once a result list of available publications is displayed, you can click the **Refine Results** button to reveal the available facets.



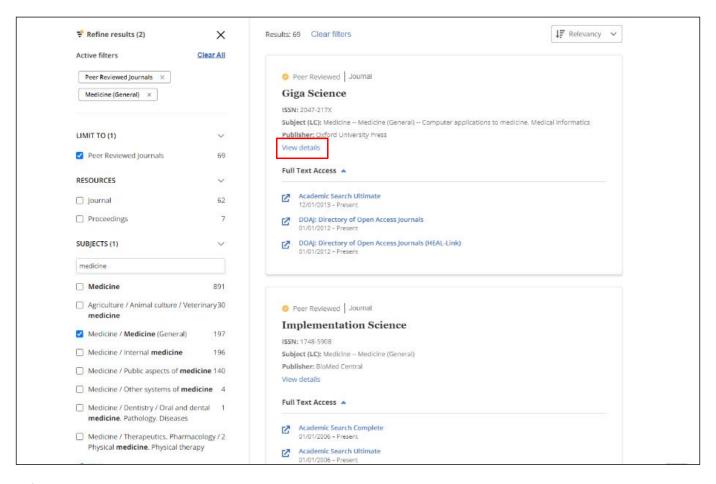
Use the facets in the left-hand column to refine your result list of journals by Peer-Reviewed Journals, Subjects, or Resource Type, or Database.



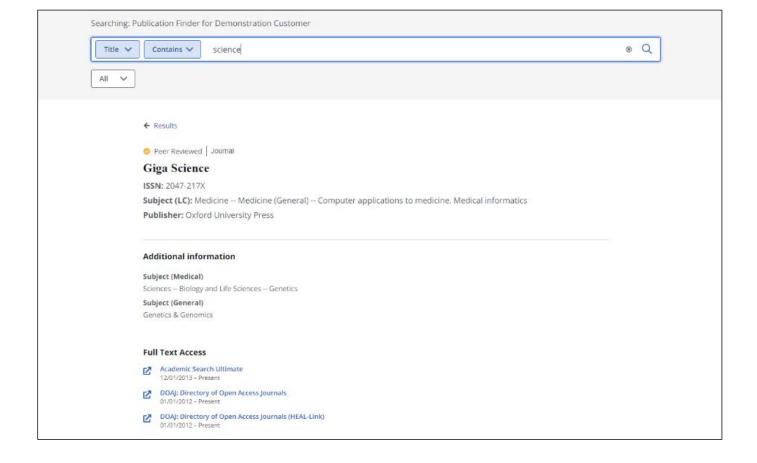
When a search box is available for facets, you can search for subject terms or databases to apply and refine your results.



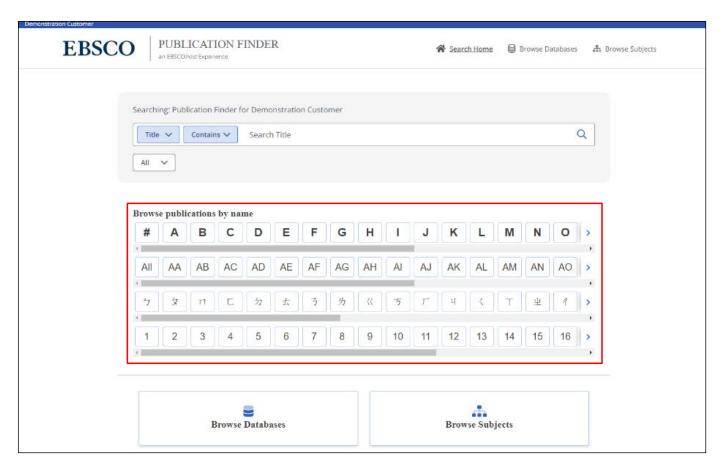
As you refine your search, the number of results is updated and your facets appear with a check to show they have been applied. You can remove items from your search criteria by un-checking the **box** that appears to the left of each search setting.



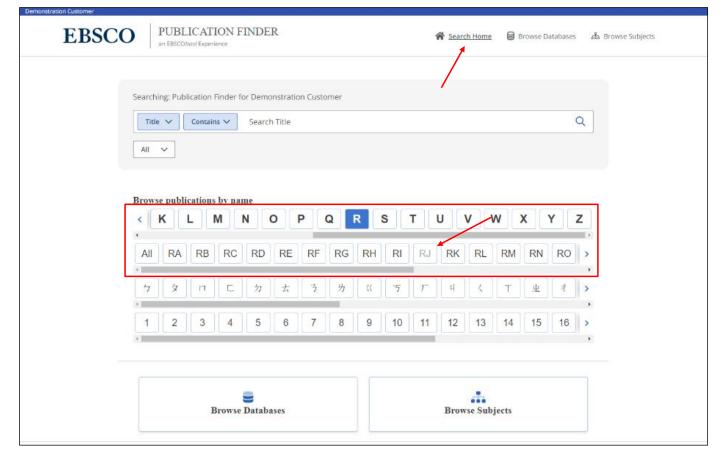
Click the View details link to see additional details for a resource in your result list.



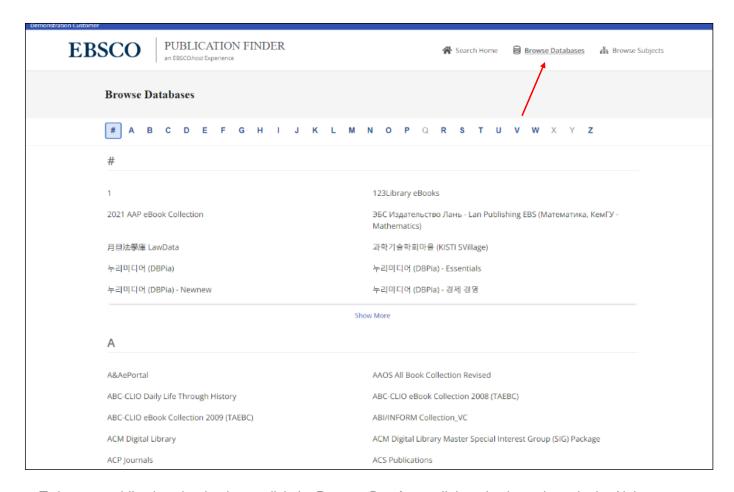
The publication detail page shows additional subjects and related title information.



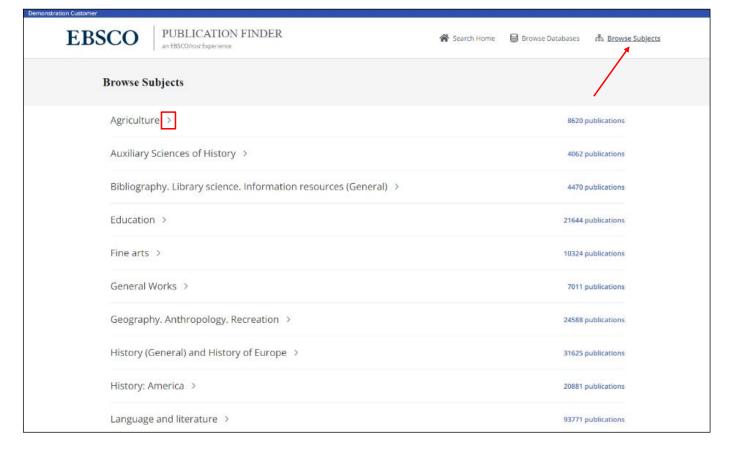
While the interface may be customized by your library's administrator, Publication Finder offers the ability to browse by Publication, Database, or Subjects from the Home screen. In addition, the alpha menu can be configured for browsing in multiple languages.



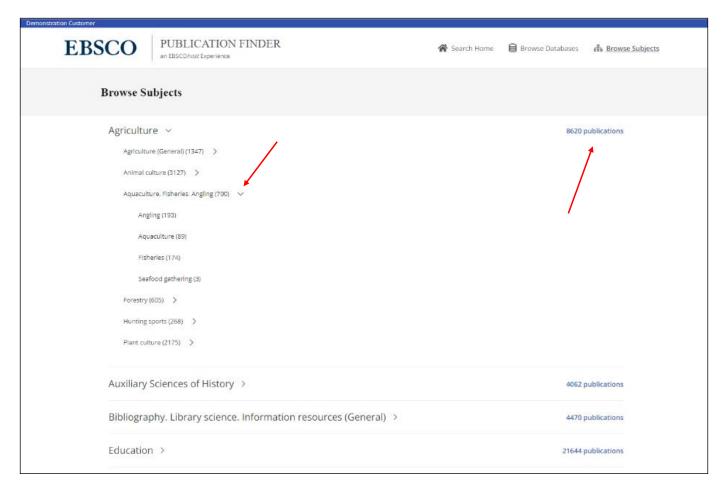
To browse publications alphabetically, begin by selecting a letter in the Alpha menu. Then, select a letter combination in the second level of the Alpha menu to view results. **Note**: When a letter combination is greyed out, there are no titles that match that combination.



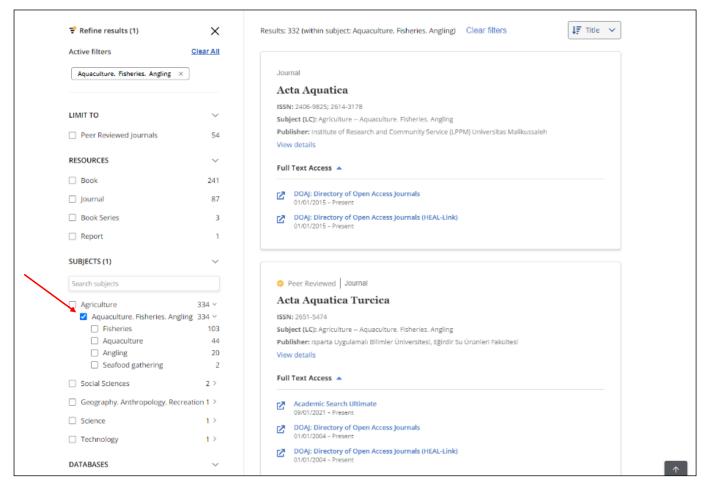
To browse publications by database, click the **Browse Databases** link and select a letter in the Alphamenu. Click a database name to view results from that database.



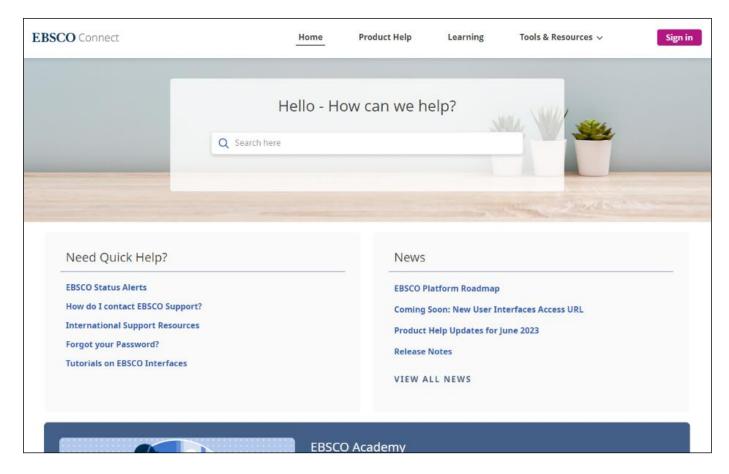
To browse publications by subject, click the **Browse Subjects** link to view the available subjects. Depending on the Subject schema configured by your institution, Publication Finder shows General or Medical, or Library of Congress Subjects. Subjects with an arrow, can be clicked to view the hierarchy of the subject.



Click a hyperlink to view a result list of all publications for a subject or click a sub-heading for a subject to view publications results.



Click the **Refine results** button to view the available options to further refine your results.



# **EBSCO** Connect

For more information, visit EBSCO Connect https://connect.ebsco.com



# How to read eBooks "まるごと:日本のことばと文化" ("Marugoto" series)

#### Searching eBooks by E-Journal/E-Book search via EZproxy

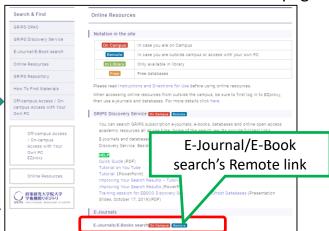
#### Library website



Online Resources

Access GRIPS' subscribed online-resources (e.g. ebooks) and search tools via Off-campus access service, when you use them from outside the GRIPS.

#### Remote link on the Online Resources page



E-Journal/E-Book search



Search keyword: まるごと

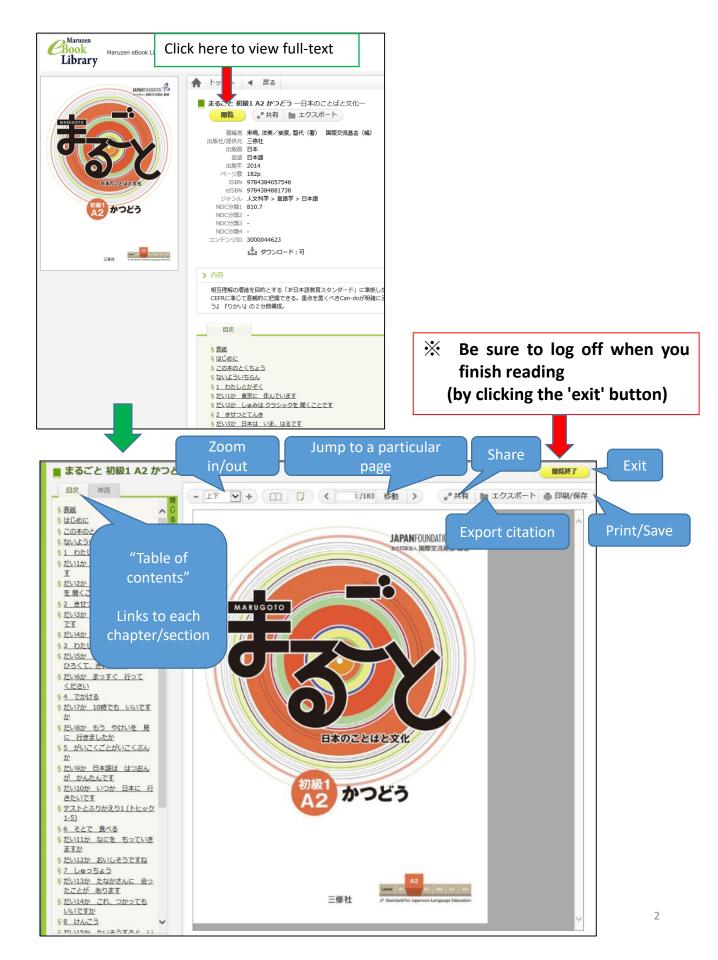
Enter your usename and password for Ezproxy on the Ezproxy login page.

1

#### Search result

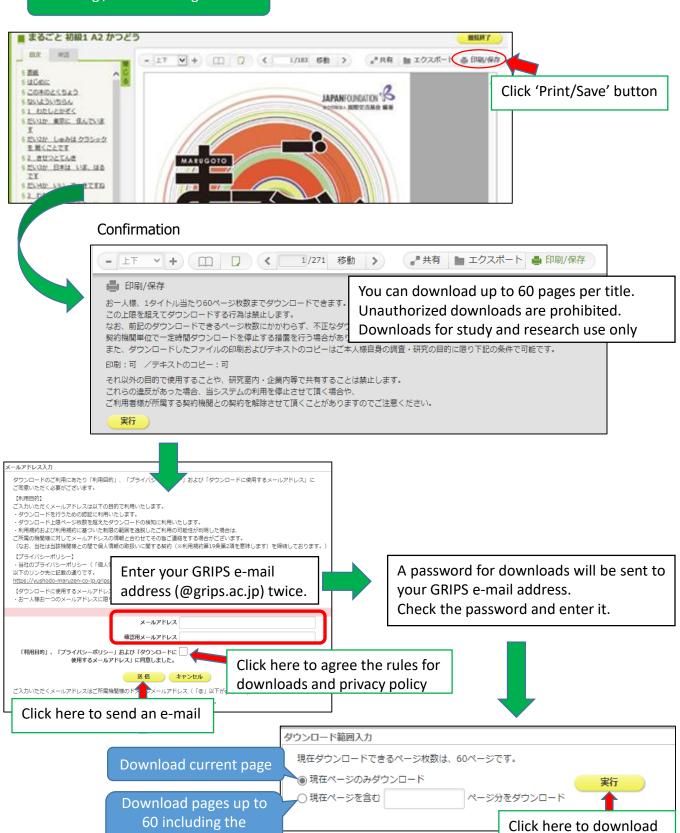






#### Printing / Downloading eBooks

current page





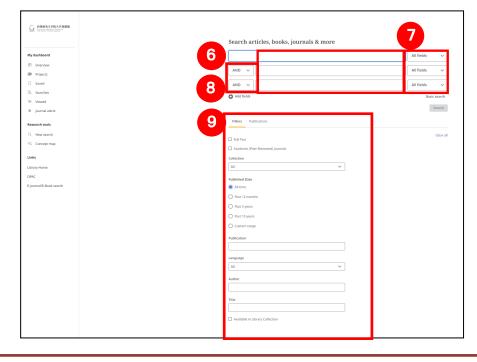
# Discovery Service User Guide

# 1.Basic Search/Advanced Search

#### [Basic Search]



#### [Advanced Search]



#### ① My dashboad

You will find your Saved items and Projects you have created.

#### Research tools

You will find "New search", "Concept map". On the "Links" section, you can jump to Library Home Page, OPAC, and eJournals/eBook search screen.

#### ③ Search box

You type in keywords and click the magnifying Glass to run your search.

#### 4 Limiters

You can apply any of the limiters below the search box.

#### (5) Advanced search

If you would prefer to use the Advanced Search with guided-style search boxes, click the Advanced search link.

#### 6 Search Box

You type in keywords and click the search button to run your search.

#### Search field

The Guided Style search boxes allow you to guide your search using different terms in varying article citation fields, such as subject terms, author, and title.

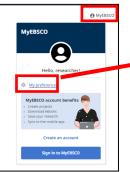
#### 8 Use AND/OR/NOT operators

If you need more than three search boxes for your terms, you can click the Add fields button to add more using AND/OR/NOT operators.

#### 9 Apply filters

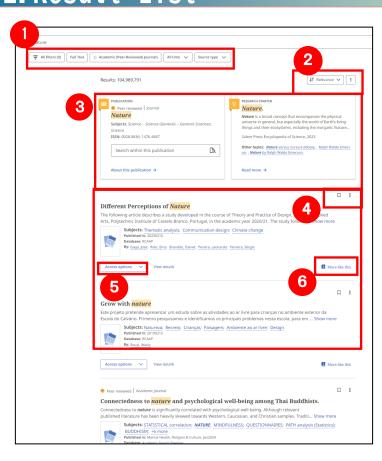
Apply filters from the Search options area and click Search.

#### [Interface Language]





# 2. Result List



#### 1 Limiters

You can apply any of the limiters below the search box. Popular limiters displayed, such as Full Text, Academic journals, All times, and Source type.

#### 2 Relevance/Date/Search alert

Change result lists by relevance or date. You can also create alert.

#### 3 Placard area

Display of specific journals and English dictionaries (Research Starter).

#### 4 Save/Share

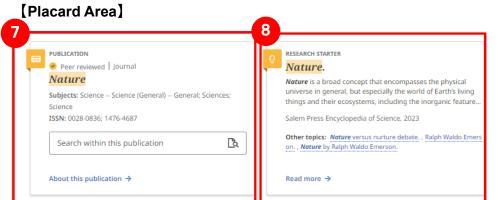
You can save Search results and share articles.

#### ⑤ Access Option

Access to full text (if the library subscribes), link resolvers, and OPAC searches are available.

#### 6 More like this

View similar articles and papers.



#### Search within this publication

You can search within the publication that was hit by the search term.

# 8 Research Starter (English dictionaries)

It displays a variety of additional information and information on more than 50,000 academic topics, including definitions of terms, research methods, and recommended literature.

### [Hyperlinked Database Name]

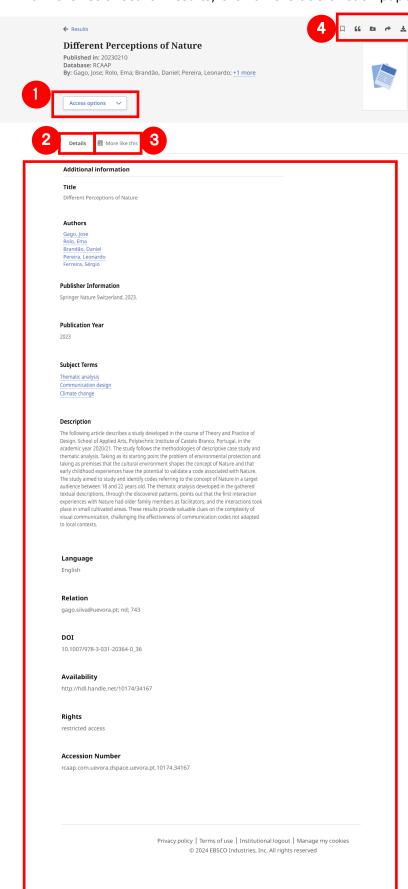
The list of search results (see below) displays the database from which the information originated, and a link is displayed for databases that support "Hyperlinked Database Name," allowing the user to move to the target database by taking over the search word.



A hyperlink to the information source database **ERIC** is shown allowing the user to move to the target database by taking over the search word!

# 3. Detailed Page

From the list of search results, click on the title of each paper to go to the detailed information screen



#### Access options

If the library subscribes full text contents, you can access links to full text. More options to search in OPAC or display of link resolvers, etc.

#### 2 Details

It displays detailed information about the article, including the title, author(s), and the subject of the article.

#### 3 More like this

Click to display information on articles and papers that are highly relevant to the one you are viewing.

#### 4 Tool icons

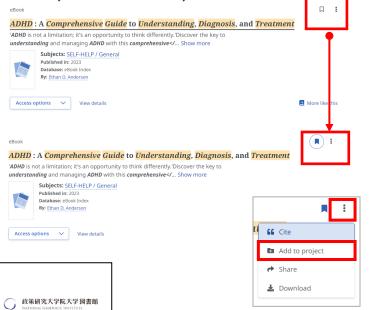
You can "Save," "Cite," "Add to Project," "Share," and "Download" article information.

- ■Some articles may have links to each of the following;
  - ★ Authors : Clicking on an author's name link will display all papers and articles by that author in the collection.
  - ★ Subject Terms: This is the subject of this articles. Click to view articles and articles with the same subject.

Other links may be provided by **Publisher, ISSN**, etc.

# 4. My Dashboard

( ) in the search results list or in the detailed You can temporarily save information by clicking the icon information screen of each article. (Saved data is usually deleted when you log out. If you want to reflect the saved information in the next session, you need to register your personal account "MyEBSCO" in advance. ( $\rightarrow$  **Go to Guide 6**.)



To save an article, click on the icon  $(\square)$  next to the search result or on the detail screen.

The icon will change to ( ) and the selected article will be saved.

Click the icon again to delete the article.

- ■If you want to save the file with a specific name, click on "Add to Project" from the menu in the function icon
- ■The following operations are also available

Cite: Create and copy citation information

Share: Share via link, email, Google Drive, etc.

**Download**: Download



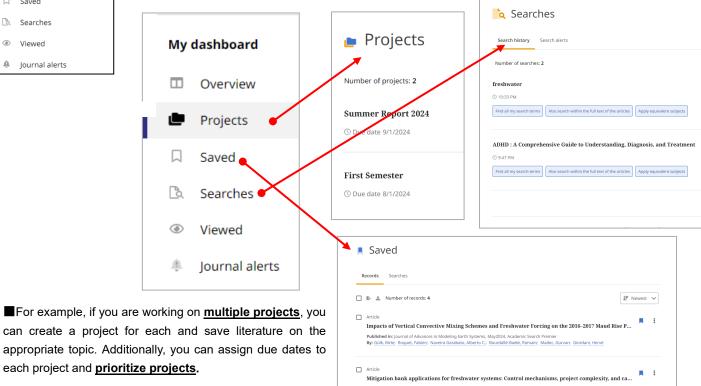
(1) Viewed

lournal alerts

#### My dashboard

My Dashboard displays your saved articles, searches, and projects you have created. If you are signed in with your personal user account MyEBSCO\*, the items in your dashboard will be saved and can be accessed at any time.

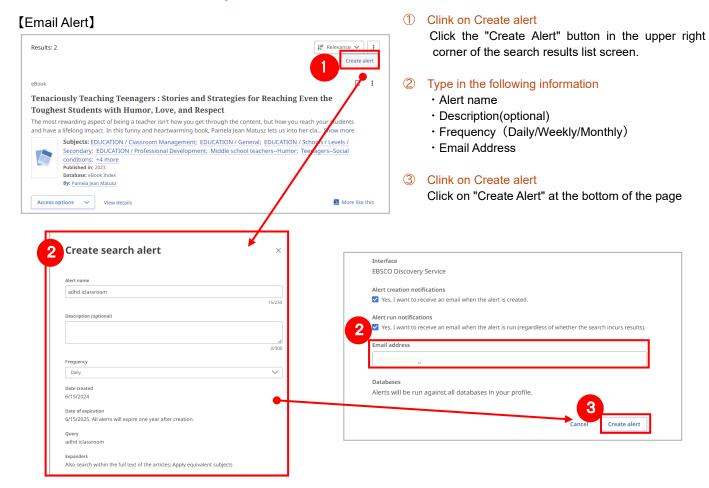
\*If you do not have a MyEBSCO account, please refer to Guide 6. to create a personal account



# 5. Search Alert

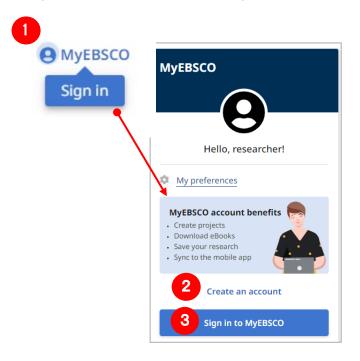
Receive email notifications when new information on your search history is updated

\*You must have a personal account to set up e-mail alerts. If you do not have a personal account, please refer to 6.Personal User Account MyEBSCO.



# 6. Personal User Account MyEBSCO

If you want to save articles or keyword search alerts, you need to create a personal account, MyEBSCO.

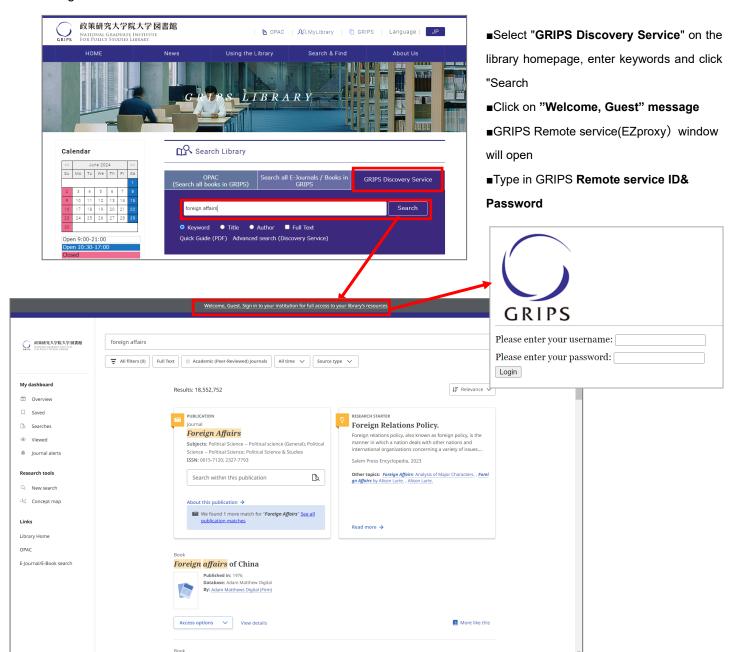


- Select MyEBSCO [Sign In] (1) from the upper right corner of the screen
  - Don't have an account yet?

    Click on Create account(②) and fill out the form to create an account.
  - If you already have an account
    Sign in to MyEBSCO (③) to log in.

## 7. How to Access from Outside of the Library

You can also use the service from off-campus. If you access from off-campus, such as from home, you will have "guest access" and access to some content that is restricted to off-campus use.



## If you have any questions please contact GRIPSLibrary!

#### EBSCO Information Services Japan KK

〒166-0002 2-6-2 Koenji-Kita, Koenji Center Building 3F, Suginami-ku, Tokyo

TEL: 03-4540-7169 E-Mail: jp-ebscohost@ebsco.com

Web: https://www.ebsco.com/ja-jp (Japanese) https://www.ebsco.com/ (English)

# How to use MyLibrary

## What you can do with MyLibrary

#### Check materials on loan

Check the status of your current loans.

#### Renew

Renew your borrowed materials that are not overdue and not reserved by another user.

#### Reserve

Reserve materials currently on loan.

#### Inter-Library Loans (ILL)

Request the Library to borrow materials or obtain copies of articles that are not available at GRIPS from other libraries.

#### Book Purchase Request

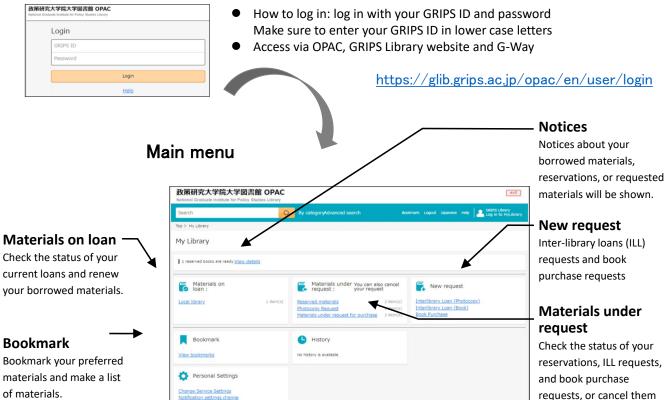
Request the Library to purchase books which support studying and researching.

#### Bookmark

Bookmark your preferred materials and make a list of materials.

# 1. How to log in

### Login screen



1

# 2. Reserve

Click "Reserve" button on the OPAC search result list page or material details page, and follow the instruction on the screen.



# Check materials under request / Cancel request

Click a link such as "Reserved materials" in the Materials under request, and you can check the status of your reservations, ILL requests, and book purchase requests.

You can also cancel your requests, when "Cancel" button appears in the material's information box. Click the button to cancel.

The unending frontier: an environmental histor y of the early modern w

Publisher: University of California Press Publication year: 2005 Reservation Number: 10007347

Cancel

3

orld

Volume: : pbk Author: John F. Richards

Order of waiting: 1

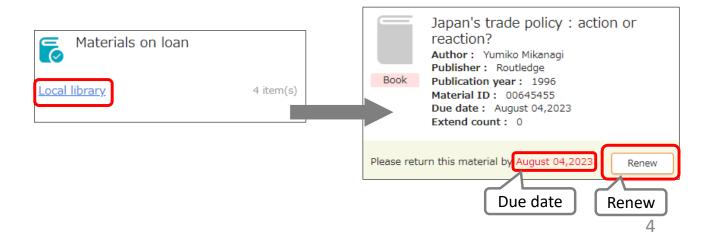


# 3. Check loan status

Click a link "Local Library" in the Materials on loan, and you can check the status of your current loans and renew your borrowed materials

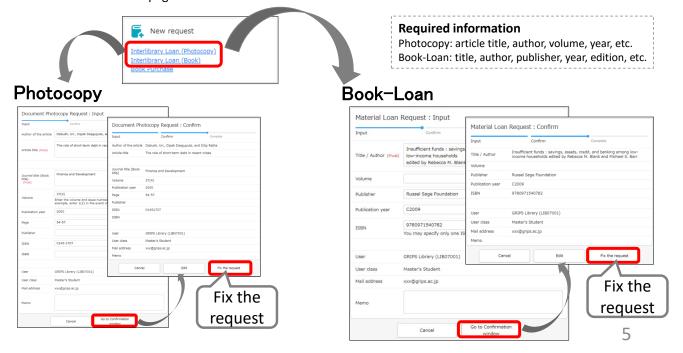
## Renew

- Click "Renew" button in the material's information box, and the due date will be extended for 1 month from the day of renewal unless the book is not reserved by another user.
- Borrowing and renewal will be suspended if you have overdue books.
- Renewal via MyLibrary is available for up to 5 times. Bring the materials to the Library counter for further renewals.



# 4. 1. Photocopy / Loan (Inter-library loans)

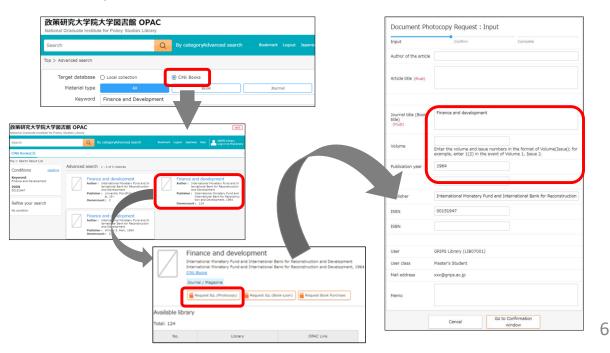
- You can request the Library to borrow books or obtain copies of articles that are not available at GRIPS from other libraries.
- Click a link "Interlibrary Loan (Photocopy / Book)" in the New request, and follow the instruction on the screen. Please supply as much bibliographic information as you can to help us process your request.
- You can check the status of your requests, or cancel them from the link in the Materials under request on the main menu page.



# 4. 2. Photocopy / Loan (Inter-library loans)

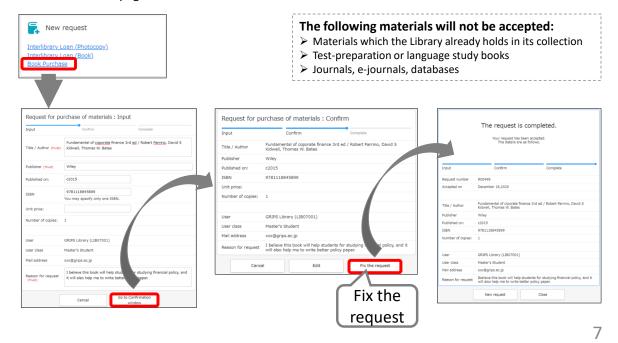
## Autocompletion

- You can search the collections of other libraries in Japan with the OPAC advanced search by checking "CiNii Books."
- Click "Request ILL (Photocopy / Book-Loan)" button on the search result page, and basic bibliographic information (title, author, publisher, etc.) will be entered automatically. Please also supply additional information, then follow the instruction on the screen.



# 5. 1. Book Purchase Request (student only)

- GRIPS students may request the Library to purchase books which support studying and researching.
   Requests will be reviewed and determined by Library committee to purchase.
- Click a link "Book Purchase" in the New request, and follow the instruction on the screen. Enter as much bibliographic information as you can to help us process your request. "Reason for request" is also required.
- You can check the status of your requests, or cancel them from the link in the Materials under request on the main menu page.



# 5. 2. Book Purchase Request (student only)

## Autocompletion

- You can search the collections of other libraries in Japan with the OPAC advanced search by checking "CiNii Books."
- Click "Request Book Purchase" button on the search result page, and basic bibliographic information (title, author, publisher, etc.) will be entered automatically. Confirm the entered information and make sure to enter "Reason for request," then follow the instruction on the screen.

