

Basic Search for Research Materials

OCTOBER 2025

GRIPS LIBRARY

Topics

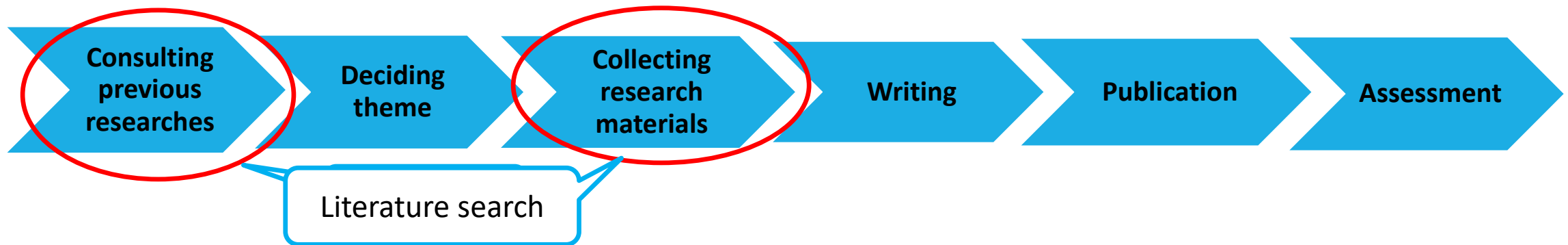
1. Fundamentals of literature search
2. GRIPS Library collections
3. Online resources subscribed by GRIPS and search tools
4. Materials not available at GRIPS

1. Fundamentals of literature search

- Literature search in study workflow
- Details of bibliographical references
- Navigation to resources

Literature search in study workflow

● Study Workflow



● The differences between books and journals

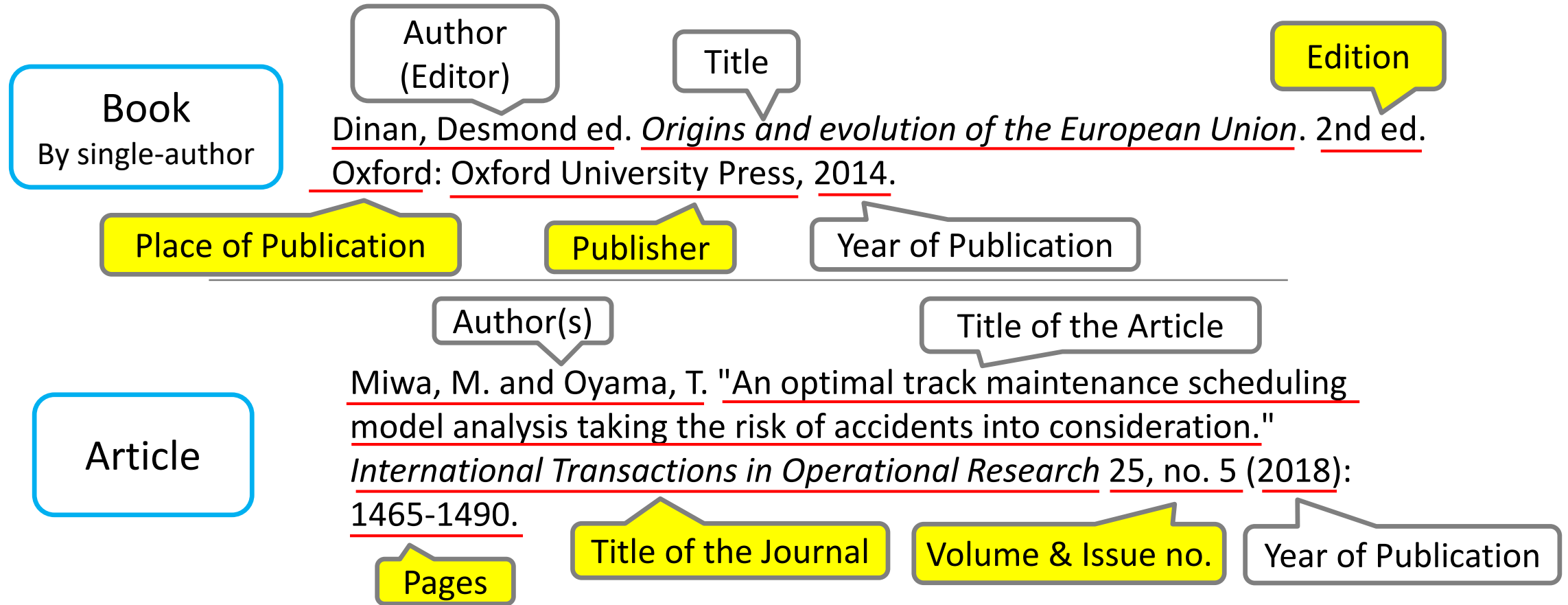
▣ Books

- Systematic/established works
- Time lag between events and publications than in journals

▣ Journal articles

- Covering recent developments and emerging studies

Details of bibliographical references



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

Navigation to resources

1. Choose search tools by the type of materials



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

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



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. Use GRIPS Library collections

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

Search for books and journals in the library catalogue (OPAC)

● What you can search in OPAC

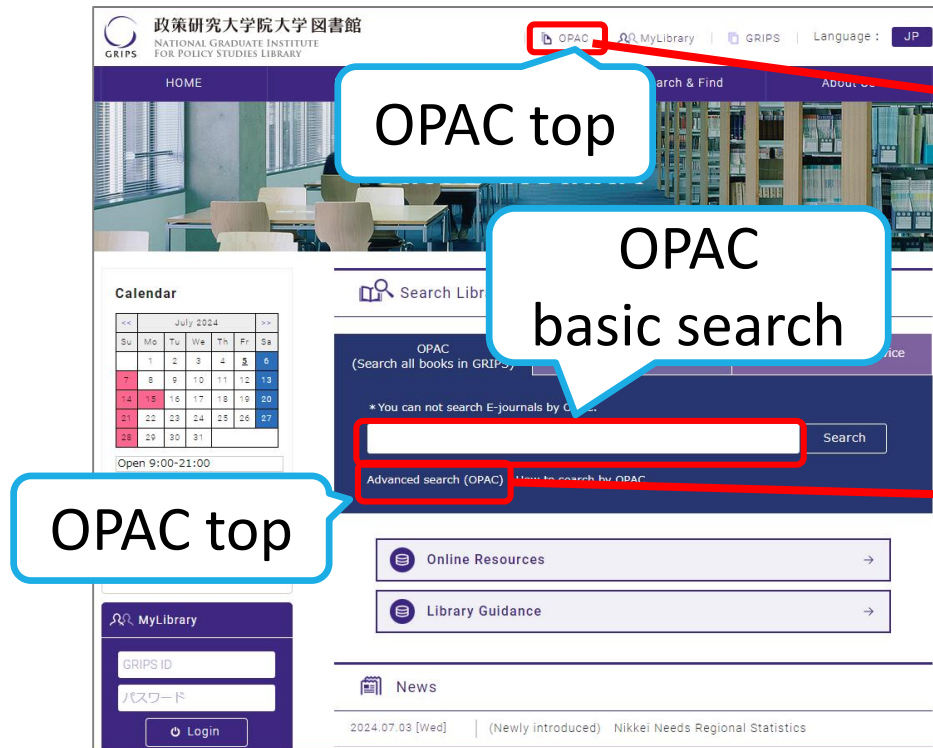
- i. **Print books and journals** in the GRIPS Library collection
- ii. **GRIPS' subscribed e-books** (can be accessed off-campus via EZproxy)
- iii. [Option] The collections of other libraries in Japan

● What you **cannot** search in OPAC

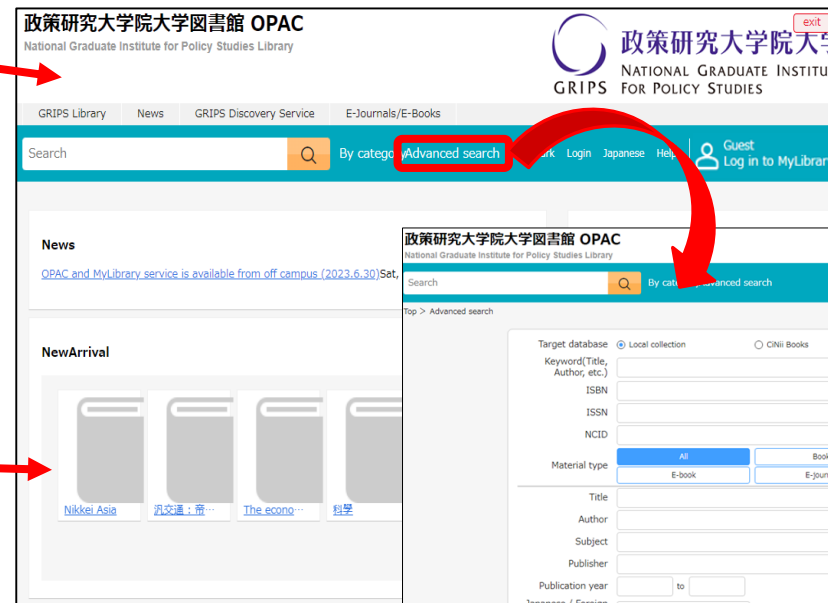
- i. **GRIPS doctoral dissertations/master's theses**
- ii. **Journal articles** → To find journal articles, use GRIPS Discovery Service or databases. Full-text might be available online.
✂ If there is no full text link for an article, search OPAC by journal title, volume and issue information to check the availability of the print journal.

How to access OPAC

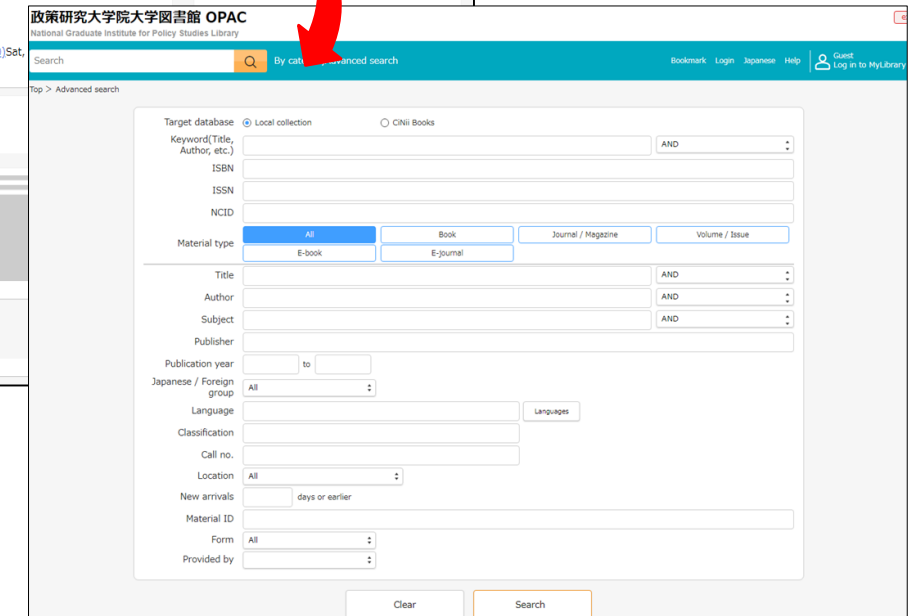
Library website



OPAC top (basic search)



Advanced search



- Accessible from anywhere with internet connection
<https://www.grips.ac.jp/lib/en/>

Example 1: Books [Basic search]

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

global political economy

Q

Enter keywords
delimited by spaces

global "political economy"

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

List of results (Books)

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

global "political economy" By category Advanced search [Bookmark](#) [Login](#) [Japanese](#) [Help](#) [Gu](#) [Lo](#)

Local collection(246) [CiNii Books\(1089\)](#) [CiNii Research\(701\)](#)

Top > Search Result List

Search 1 - 30 of 246 matches

Check spelling [global political economy](#)

Sort by **Year(from Newest)**

Select **Year(from Newest)**

Recommendation
Year(from Oldest)
Arrival date(from Newest)
Title(from A)
Title(from Z)
Author(from A)
Author(from Z)
Lending Count
Relevance

Search under the same conditions
[NDL SEARCH](#)

Refine your search

Material Type [Clear](#)

Book 217 ☒
Journal / Magazine 0
E-book 29 ☒
E-journal 0

Author [Clear](#)

SpringerLink (Online s... 22 ☒
Oatley, Thomas H., 19... 8 ☒
Ravenhill, John 7 ☒
Frieden, Jeffrey A. 6 ☒
Lake, David A., 1956- 6 ☒
[More](#)

Subject / Keyword [Clear](#)

International economic... 73 ☒

Global political economy, 7th ed
Author : edited by Erin Hannah and John Ravenhill
Publisher : Oxford University Press 2024
ISBN : 9780192847553
Holdings : General books section 333.6||R18 F or 1 month, Textbooks section 333.6 ||R18 Not to be taken out
Status : Reservable(Due: October 14,2025)
[Reserve](#) [Save](#)

The contested world economy : the deep and global roots of international political economy, : paperback
Author : Eric Helleiner
Publisher : Cambridge University Press 2023
ISBN : 9781009337526
Status : On shelf
[Save](#)

Global political economy
Author : edited by Nicola Phillips
Publisher : Oxford University Press
ISBN : 9780198853220
Holdings : General books section 333.6||R18 Not to be taken out
Status : On shelf
[Save](#)

By default, search results are sorted by 'Recommendation'.

List of results (Books)

**NDL
Search**
(National
Diet Library)

**Refine your
search**

Local collection(246) CiNii Books(1009)

Top > Search Result List

Search 1 - 30 of 246 matches

Sort by Year(from Newest) : Single/Double

Check spelling [global political economy](#)

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

NDL SEARCH

Refine your search

Material Type [Clear](#)

Book	217
Journal / Magazine	0
E-book	29
E-journal	0

Author [Clear](#)

SpringerLink (Online s...	22
Oatley, Thomas H., 19...	8
Revenhill, John	7
Frieden, Jeffrey A.	6
Lake, David A., 1956-	6

[More](#)

Subject / Keyword [Clear](#)

International economic...	73
Globalization	38
Economic policy	23
International finance	23

[Refine](#)

CiNii Books: Check the collections of other libraries

Book information

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

Global political economy, 7th ed
Author : edited by Erin Hannah and John Ravenhill
Publisher : Oxford University Press 2024
ISBN : 9780192847553
Holdings : General books section 333.6]]R18 F or 1 month, Textbooks section 333.6]]R18 Not to be taken out
Status : Reservable(reserved by 1 person(s))
[Reserve](#) [Save](#)

The contested world economy : the deep and global roots of international political economy, paperback
Author : Eric Helleiner
Publisher : Cambridge University Press 2023
ISBN : 9781009337526
Holdings : Textbooks section 331.2]]H51 Not to be taken out
Status : Not rentable
[Save](#)

Detailed results (Books)

- 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

Location

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

Circulation class

Status

Blank → Books are available

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

No.	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	Textbooks section	333.6 R18	01576716	Not to be taken out		1	
2	General books section	333.6 R18	01577227	For 1 month	In circulation (October 14, 2025)		

Status / Waiting

Due date and **number of reservations** appear
→ Books are on loan

 Reserve

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

Advanced search (Journals)

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

The screenshot shows the OPAC interface for the National Graduate Institute for Policy Studies Library. The page title is "政策研究大学院大学図書館 OPAC" (National Graduate Institute for Policy Studies Library OPAC). The navigation bar includes a search box, "By category", "Advanced search", "Bookmark", "Login", "Japanese", "Help", and a user profile section for "Guest" with a "Log in to MyLibrary" link. The main content area is titled "Top > Advanced search".

Annotations highlight the following search conditions:

- [Search conditions]**
 - Title: Global Trade and Customs Journal
 - Material type: Journal
- Target database**
Local collection (GRIPS) / CiNii Books (other libraries)
- Material type**
(Journal)
- Title**
Enter keywords delimited by spaces

A red box highlights the "Title" field with the text "Global Trade and Customs Journal". A red box highlights the "Material type" section, specifically the "Journal / Magazine" button. A red box highlights the "Target database" section, specifically the "Local collection" radio button. A red box highlights the "Material type" section, specifically the "Journal / Magazine" button. A red box highlights the "Title" field with the text "Global Trade and Customs Journal".

*Do not enter specific volume, issues, or year

Search result (Journals)

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

Search By category Advanced search Bookmark Login Japanese Help

Local collection(1)

Top > Search Result List

Conditions [resetting](#)

Material type
Journal / Magazine

Title[AND]
global trade customs journal

Sort by Recommendation

Selected Items: 0 [Select All](#)

Refine your search

Material Type [Clear](#)

Book	0
Journal / Magazine	1 ☒
E-book	0
E-journal	0

[Global trade and customs journal](#)
Publisher : Kluwer Law International
ISSN : 1569755X
Holdings : 2015-2025 Ongoing Journals section

Journal / Magazine

Save Holding

1 / 1

List of results (Journals)

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

global trade customs journal By category Advanced search

Local collection(1) CiNii Books(1) CiNii Research(64)

Top > Search Result List

Search 1 - 1 of 1 matches

Search under the same conditions

[Global trade and customs journal](#)
Publisher : Kluwer Law International
ISSN : 1569755X
Holdings : 2015-2025 Ongoing Journals section

Journal / Magazine

Save Holding

Journal holdings

Location	Year of holding	Holding volume	Continuing acceptance
Journals section	2015-2025	10-19,20(1-4)+	Ongoing

2021-2025 0
2016-2020 0
2011-2015 0
2006-2010 0
2001-2005 0
[More](#)

- 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

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 **missing volumes**.

GRIPS doctoral dissertations

政策研究大学院大学
学術機関リポジトリ
GRIPS INSTITUTIONAL REPOSITORY AT GRIPS

The Institutional Repository at National Graduate Institute for Policy Studies provides open access to outcomes created through education and research activities at GRIPS: mainly doctoral dissertations and Discussion papers.
See below also for research outcomes of the members of GRIPS.
➤ Activity Reports (Japanese only)
➤ Faculty Directory (individual activities available at personal websites.)

WEKO

Top Ranking

Type and press enter to search

☒ Full text ☐ Keyword

Index Tree

- ▶ Journal Articles
- ▶ GRIPS Discussion Papers
- ▶ SciREX Working Paper
- ▶ Doctoral dissertation
- ▶ Books
- ▶ Software
- ▶ Research Paper

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

- **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 Institutional Repository

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

GRIPS master's theses

【Print format theses】

- The library holds hard copies of GRIPS master's theses
 - ➡ Search the list available in the library
- In-library use only

【Digital format theses】

Partially available on the Student Portal

Floor Map

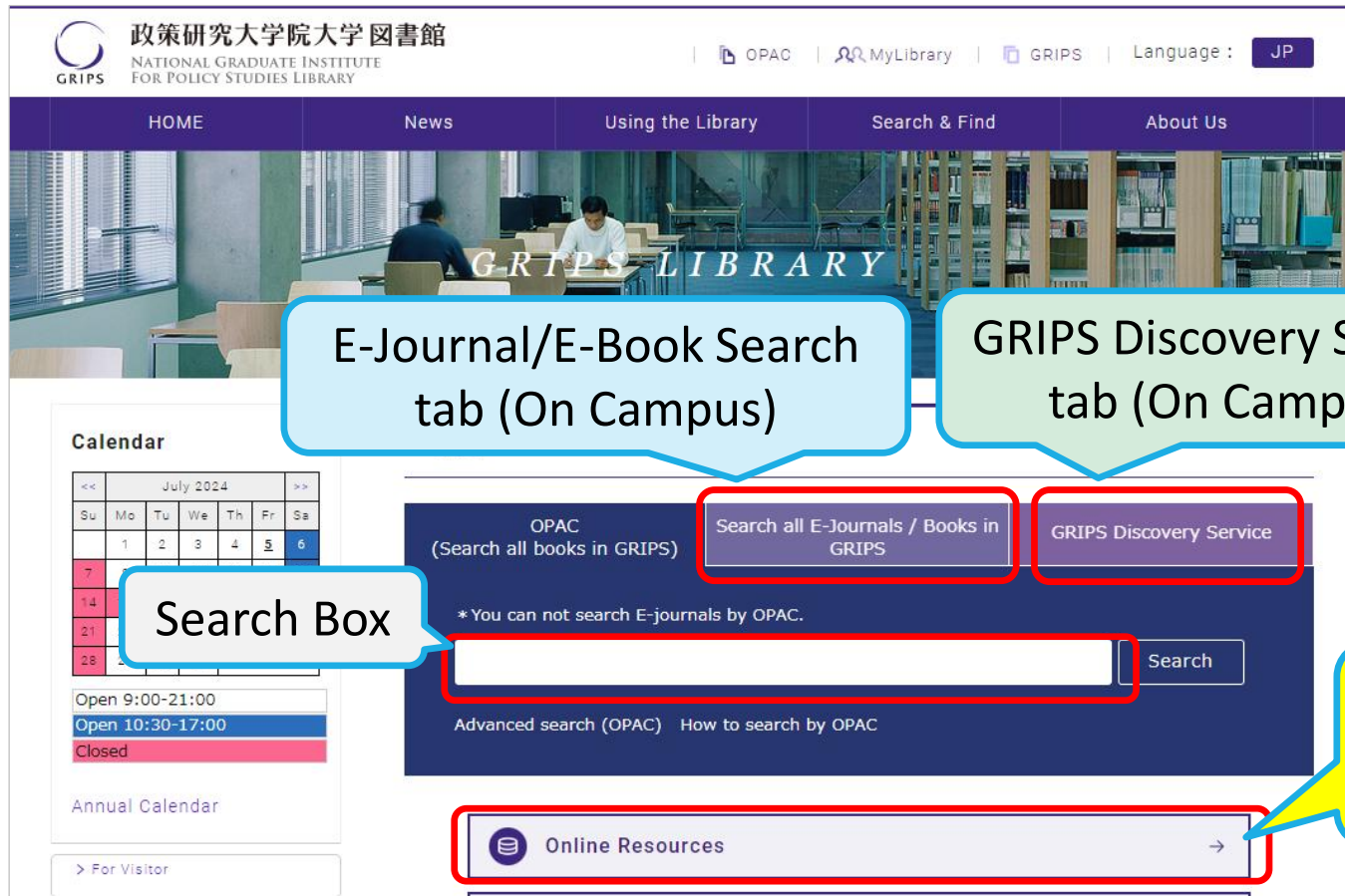


3. Online resources subscribed by GRIPS and search tools

- Off-campus Access Service (EZproxy)
- Search tools for online resources
 - (1) E-Journal/E-Book search
 - (2) GRIPS Discovery Service
 - (3) Online databases

3. Online resources subscribed by GRIPS and search tools

How to access online resources



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)**

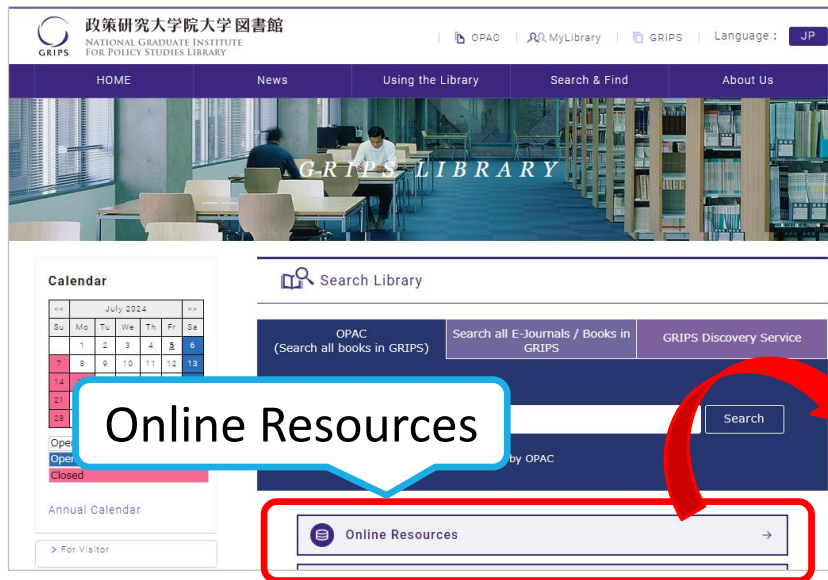
Online Resources

- List of the databases
- Off-campus Access

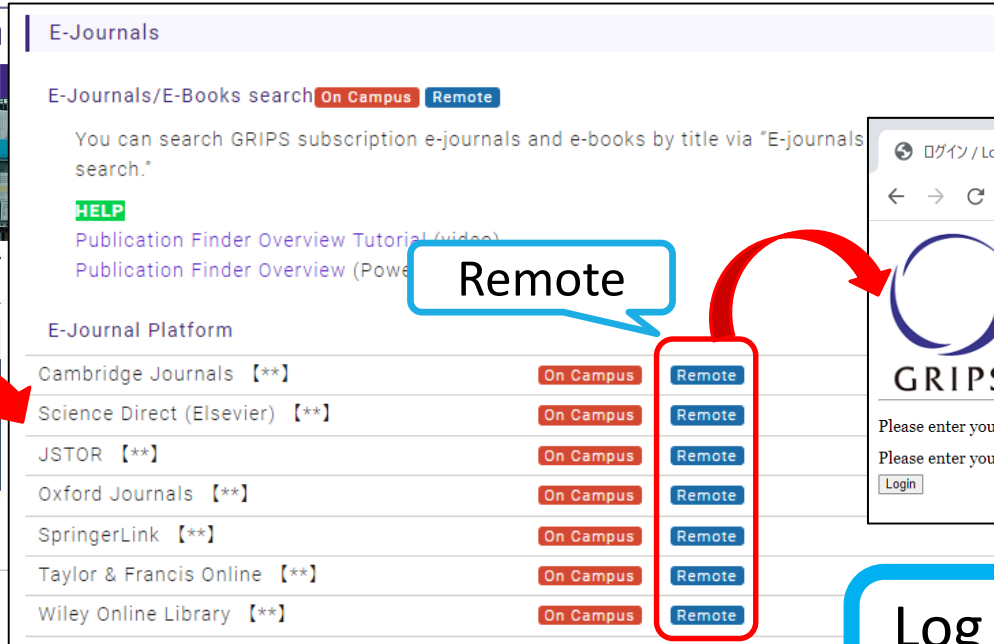
<https://www.grips.ac.jp/lib/en/>

Off-campus Access Service (EZproxy)

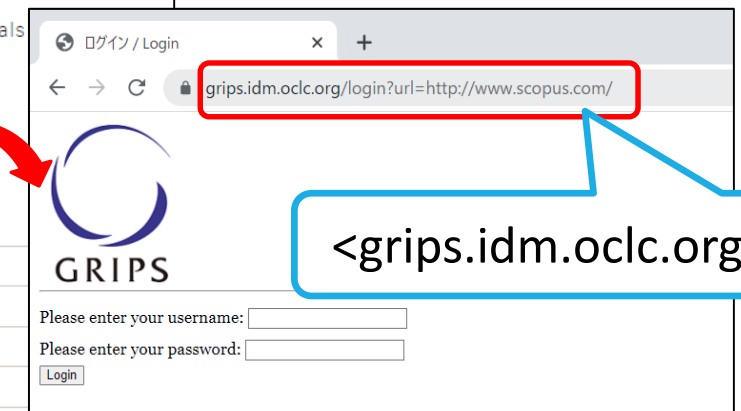
Online Resources page



Remote



EZproxy Login page



<grips.idm.oclc.org>

Log in with your username and password for EZproxy

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

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

Search tools for online resources

(1) E-Journal/E-Book search

- Search GRIPS' subscribed electronic journals and electronic books

(2) GRIPS Discovery Service

- Search various academic information all at one time

(3) Online databases

- Select a database according to what you search for

Search tools for online resources

(1) 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.

Search screen

Online resources page

The screenshot shows the 'E-Journals' section of the online resources page. It features a search bar with 'On Campus' and 'Remote' buttons. Below the search bar, there is a table listing various e-journal platforms with their respective 'On Campus' and 'Remote' access options.

Platform	On Campus	Remote
Cambridge Journals 【**】	On Campus	Remote
Science Direct (Elsevier) 【**】	On Campus	Remote
JSTOR 【**】	On Campus	Remote



The screenshot shows the search screen of the online resources page. It features a search bar with 'Title' and 'Contains' dropdown menus, and a 'Search Title' button. Below the search bar, there is a 'Browse publications by name' section with a grid of letters (A through Z) and a 'Browse Databases' button.

3. Online resources subscribed by GRIPS and search tools

→Appx. 4

Search tools for online resources

(1) E-Journal/E-Book search

The screenshot shows the GRIPS website interface with several callouts explaining its features:

- Click logo for Japanese version:** Points to the GRIPS logo in the top left header.
- Search box:** Points to the search input field where the text "the age" is entered.
- Filter your results by material type:** Points to a dropdown menu on the left showing options: All, Journals, Books, Newspapers, and Dissertations.
- Browse by database, subject:** Points to the "Browse Databases" and "Browse Subjects" buttons at the bottom.
- Browse by title:** Points to the "Browse publications by name" section, which includes a grid of letters (A-O) and a search bar.

The search results for "the age" are displayed below the search box, showing titles such as "The Age (Melbourne, Australia)", "The Age of Sustainable Development", and "The Ages of Globalization: Geography, Technology, and Institutions".

3. Online resources subscribed by GRIPS and search tools

Search tools for online resources (1) E-Journal/E-Book Search

→Appx. 4

Search result (E-Book)

E-book page

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

Conditions of use:
Print restriction,
number of
concurrent user

Access options
Library OPAC
PDF full text
EPUB full text

Full text link

Download
Download for full-text / bibliographic data

Permissions
Available
Unlimited copies available.
Chapter download, print, email & save
Unlimited pages available.
Full eBook download
Download does not expire.
Only available from the viewer.

Table of contents (Full text link)

Table of contents
Cover
Table of Contents
Foreword, by Secretary-General Ban Ki-moon of the United Nations

Download for each section

3. Online resources subscribed by GRIPS and search tools

Search tools for online resources (1) E-Journal/E-Book Search

→Appx. 4

E-Journal Search

Searching: Publication Finder for NATIONAL GRADUATE INST FOR POLICY STUDIES (GRIPS)

Title Contains international journal of cu

All

Browse publications by

A B C

All AA AB AC

Suggestions

- International Journal of Cultural Policy
- International Journal of Cuban Studies
- Ethnology : an international journal of cultural and social anthropology
- International Journal of Cultural Property
- International Journal of Cultic Studies
- International journal of curriculum development and practice

Peer Reviewed | Journal

CP: The international journal of cultural policy Search result

ISSN: 1477-2833; 1028-6632

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

Publisher: Taylor & Francis

Alternate Title: International Journal of Cultural Policy; CP; The international journal of cultural policy; CP The international journal of cultural policy | CP | International Journal of Cultural Policy | The international journal of 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 → Current issue available



“Full Text Access” → Select the resource name which covers the year you want to use

(2) 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.

(2) GRIPS Discovery Service

The screenshot shows the GRIPS Discovery Service interface. The top left features the GRIPS logo and the text '政策研究大学院大学図書館' and 'NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES LIBRARY'. A red box highlights the 'My dashboard' sidebar menu, which includes 'Overview', 'Projects', 'Saved', 'Searches', 'Viewed', and 'Journal alerts'. A blue callout points to this sidebar. The main search area is titled 'Search articles, books, journals & more'. It contains a search bar with the placeholder text 'Search articles, books, journals & more'. Below the search bar are filter buttons: 'Full Text', 'Academic (Peer-Reviewed) Journals', 'Available in Library Collection', and 'All time'. A red box highlights the search bar and filters, with a blue callout pointing to it. A red box highlights the 'Advanced search' link, with a blue callout pointing to it. A red arrow points from the search bar to the 'Advanced search' link. A blue callout points to the 'MyEBSCO' logo in the top right. Another blue callout points to the search bar, indicating 'Autocomplete search suggestions'. A light blue box at the bottom right contains the text 'Phrase Searching: Put quotation marks (") around the phrase'. The right side of the interface shows search results for 'sustainable development', including 'POPULAR SEARCHES' and 'PUBLICATIONS'.

MyEBSCO

MyEBSCO
> My Preferences
> Language

Autocomplete search suggestions

Search articles, books, journals & more

Search articles, books, journals & more

My dashboard

My dashboard

- Overview
- Projects
- Saved
- Searches
- Viewed
- Journal alerts

Full Text

Academic (Peer-Reviewed) Journals

Available in Library Collection

All time

Advanced search

Link to advanced search

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

Search results

The screenshot shows the GRIPS Discovery Service search results page. The search term 'sustainable development goals' is entered in the search bar. The results are filtered to show 'Academic (Peer-Reviewed) Journals' and 'All time'. The first result is 'Understanding the Water-Energy-Food Sustainability in China: A Perspective of Sustainable Development Goals.' by Dechun Huang, Liyu Zhu, and Yun Zhu. The result is published in the 'Polish Journal of Environmental Studies' in 2024. The database is 'Academic Search Premier'. The result is available as a PDF and has a 'View details' link.

Refine results

Link to full text ("Access now (PDF)", "Access options" etc.)

✂ "Check Related Information" → Check our print holdings

【View details】 Link to detailed bibliographic record

3. Online resources subscribed by GRIPS and search tools
- Search tools for online resources (2) GRIPS Discovery Service

E-J/E-B search and GDS

E-Journal/E-Book search		GRIPS Discovery Service
Search scope	• Publication titles (e-journals, e-books)	• Title information ➤ Publication Titles ➤ Titles of articles in journals or chapter in books • Full text
Full text link	○	△*

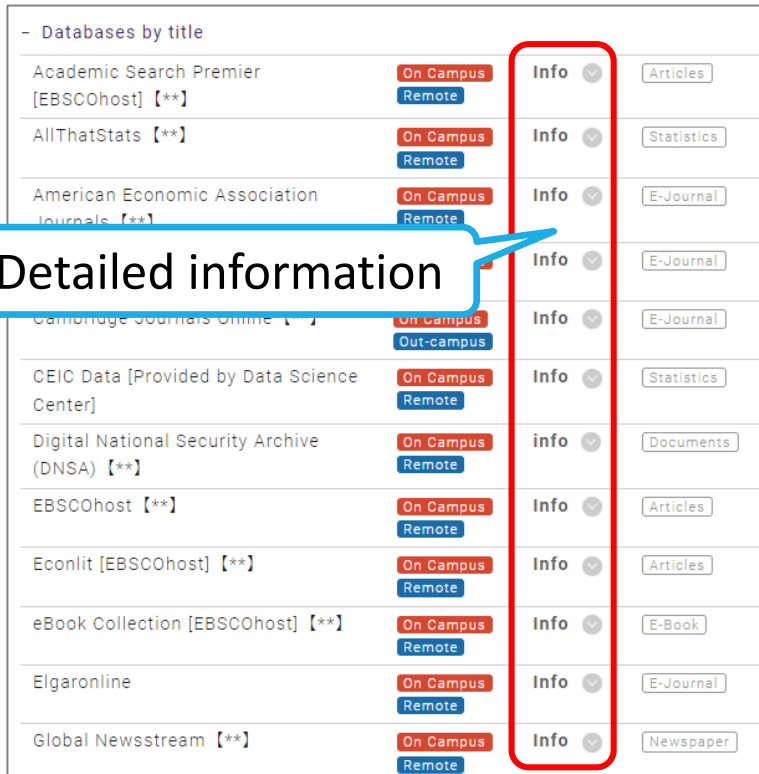
*Some of the search results provide full-text links.

3. Online resources subscribed by GRIPS and search tools

Search tools for online resources

(3) Online databases

GRIPS Library website > Online Resources



- Databases by title			
Academic Search Premier [EBSCOhost] [**]	On Campus Remote	Info	Articles
AllThatStats [**]	On Campus Remote	Info	Statistics
American Economic Association Journals [**]	On Campus Remote	Info	E-Journal
Cambridge Journals Online [**]	On Campus Out-campus	Info	E-Journal
CEIC Data [Provided by Data Science Center]	On Campus Remote	Info	Statistics
Digital National Security Archive (DNSA) [**]	On Campus Remote	Info	Documents
EBSCOhost [**]	On Campus Remote	Info	Articles
Econlit [EBSCOhost] [**]	On Campus Remote	Info	Articles
eBook Collection [EBSCOhost] [**]	On Campus Remote	Info	E-Book
Elgaronline	On Campus Remote	Info	E-Journal
Global Newsstream [**]	On Campus Remote	Info	Newspaper

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

- 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.
- 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

3. Online resources subscribed by GRIPS and search tools

Search tools for online resources (3) 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 *Registration is required. Contact us by email.		Legal info, News	Legal and business information, newspapers, news wires	○

3. Online resources subscribed by GRIPS and search tools

Search tools for online resources

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

4. Materials not available at GRIPS

- Inter-Library Loan (ILL)
- Using other libraries
- Book purchase request
✕ Student only

Inter-Library Loan Service (ILL)

- You can borrow books or obtain copies of articles from other libraries
- 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*

Books written by multiple authors
⇒ Make a **book-loan** request

* 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

Using 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.**

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.

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.

Upcoming webinar schedule

Day/Date	Time	Database
Wednesday, October 8 Thursday, October 16 *same content	12:15-13:00	Basic Search for Research Materials
Friday, October 31	12:15-13:15	Scopus & Mendeley
Tuesday, November 11	12:15-13:15	GRIPS Discovery Service & EBSCOhost
Tuesday, December 2	12:15-13:15	CEIC Data

⌘ All webinars will be recorded and shared later.

Support

We welcome your questions and requests.
Please feel free to contact us!

lib@grips.ac.jp