

# 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.

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## 1. How to log in

### Login screen

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

Login

GRIPS ID

Password

Login

Help

- How to log in: log in with your GRIPS ID and password  
Make sure to enter your GRIPS ID in lower case letters
- Access via OPAC, GRIPS Library website and G-Way

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

### Main menu

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 Logout Japanese Help GRIPS Library Log in to MyLibrary

Top > My Library

My Library

1 reserved books are ready. [View details](#)

Materials on loan: You can extend your loan

Local library 1 Rem(s)

Materials under request: You can also cancel your request

Reserved materials 2 Rem(s)  
Photocopy Request 1 Rem(s)  
Materials under request for purchase 2 Rem(s)

New request

Interlibrary Loan (Photocopy)  
Interlibrary Loan (Book)  
Book Purchase

Bookmark

View bookmarks

History

No history is available.

Personal Settings

Change Service Settings  
Notification settings change

### Materials on loan

Check the status of your current loans and renew your borrowed materials.

### Bookmark

Bookmark your preferred materials and make a list of materials.

### Notices

Notices about your borrowed materials, reservations, or requested materials will be shown.

### New request

Inter-library loans (ILL) requests and book purchase requests

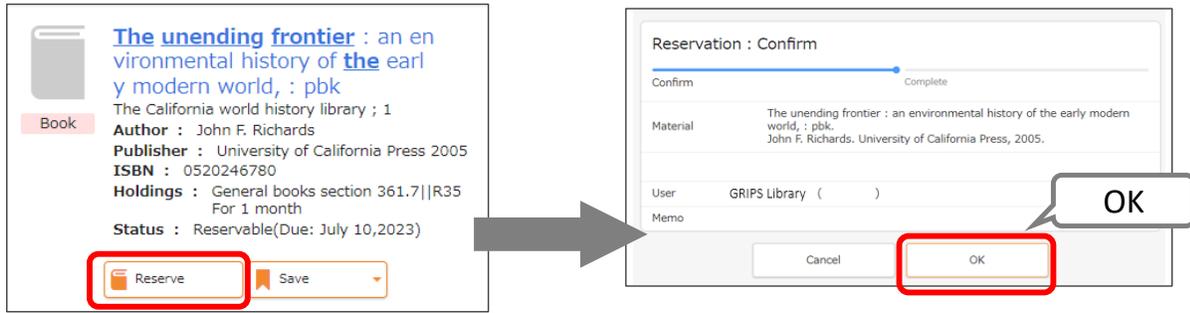
### Materials under request

Check the status of your reservations, ILL requests, and book purchase requests, or cancel them

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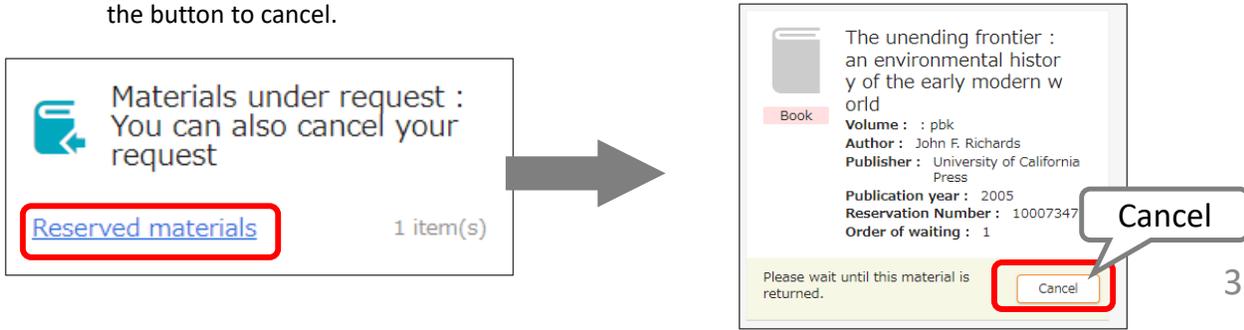
## 2. Reserve

- 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.

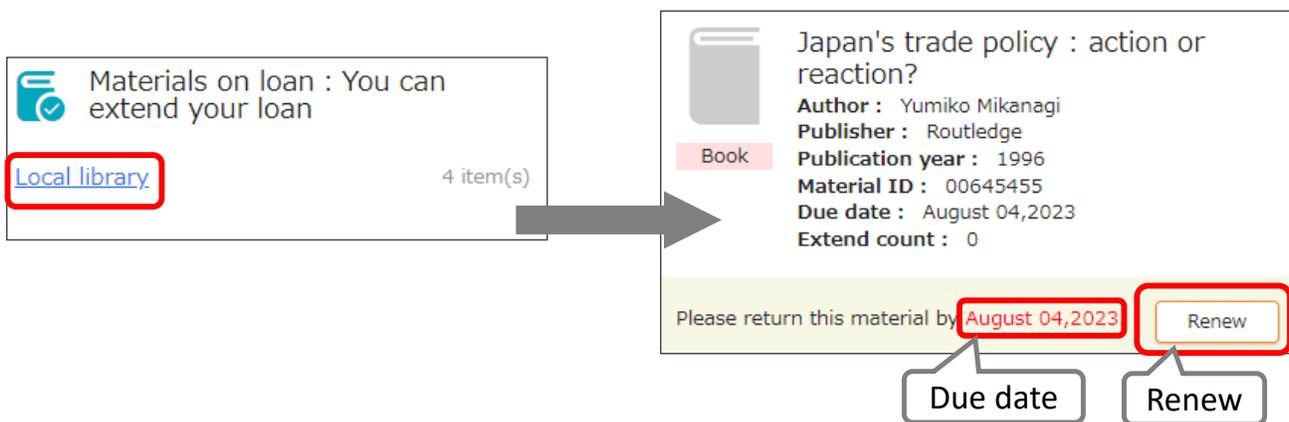


## 3. Check loan status

- 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.

**Required information**  
 Photocopy: article title, author, volume, year, etc.  
 Book-Loan: title, author, publisher, year, edition, etc.

**Photocopy**

**Book-Loan**

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# 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.

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# 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.

**The following materials will not be accepted:**

- Materials which the Library already holds in its collection
- Test-preparation or language study books
- Journals, e-journals, databases

Fix the request

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# 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.

Request for purchase of materials : Input

Title / Author (Must): Liquidity lost : the governance of the global financial crisis

Publisher (Must): Oxford University Press

Published on: 2015

ISBN: 9780199683789

Unit price:

Number of copies: 1

User: GRIPS Library (LIB07001)

User class: Master's Student

Mail address: xxx@grips.ac.jp

Reason for request (Must):

Request Book Purchase

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