

# GRIPS Library Guidance

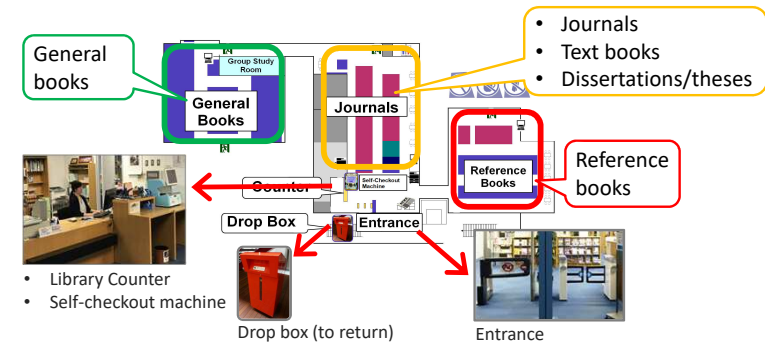
2024.10  
GRIPS LIBRARY

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1. General information

→Bulletin  
p. 182

## 2F GRIPS Library floor plan



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1. General information

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## Opening hours and admission

### ● Opening hours

**Monday - Friday 9:00 - 21:00**

**Saturday 10:30 - 17:00**

**Closed** Sundays, National Holidays, Year-end and New Year's holidays (Dec. 28 to Jan. 4)

### ● Admission

Touch the sensor on the gate with your **GRIPS ID card**



### ● Note for use

No smoking, eating, and drinking. Please keep quiet.

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1. General information

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## Borrowing and returning

### ● Borrowing limit and period: 30 items, for 1 month

#### ➤ In-library use materials:

textbooks, reference books, journals, newspapers, GRIPS doctoral dissertations/master's theses

### ● Procedure: Bring books to the counter with your **ID card**.

#### ➤ If you have **overdue books**, borrowing and renewal will be suspended.

### ● Returning: Bring books to the counter (book return cart), or put them into the drop box.

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→Appx. 1

## 2. What you can do with GRIPS Library service

### A) Materials **Available** at GRIPS

- You can use materials in the library (on campus / remote).  
Access to over 200,000 volumes and more than 17,000 journals

### B) Materials **NOT available** at GRIPS

- You can borrow books or obtain copies from other libraries.

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2. What you can do with the GRIPS Library services

## A) Use materials **available** at GRIPS

### ① GRIPS subscribed online resources and search tools

- GRIPS Library website
- Search tools and online resources
- Off-campus access service (EZproxy)

### ② GRIPS Library collection

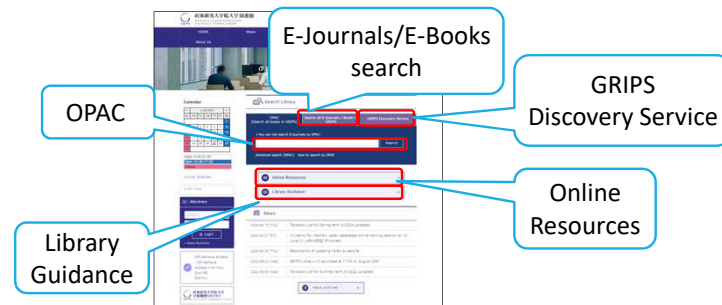
- Search books and journals with OPAC
- Reservation and renewal via MyLibrary

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A. Use materials available at GRIPS

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## GRIPS subscribed online resources and search tools

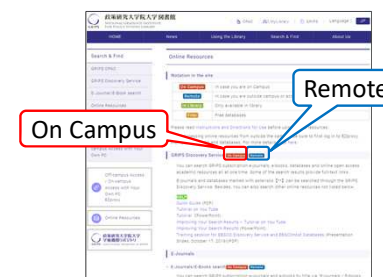


GRIPS Library website <https://www.grips.ac.jp/lib/en/>

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A.1. GRIPS subscribed online resources and search tools

## Access to online resources and search tools



Link	GRIPS subscription	Accessibility
On Campus	subscribed	On Campus
Remote	subscribed	Off campus / Access from personal devices
In Library	subscribed	In Library Use Only
Free	Open to the public	Accessible to everyone

GRIPS Library website > Online Resources  
<https://www.grips.ac.jp/lib/en/search/database/>

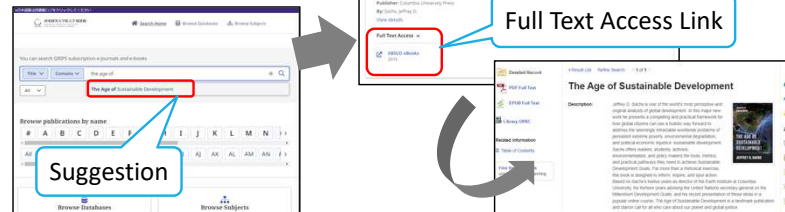
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## E-Journals/E-Books search

- You can search GRIPS subscribed **e-journals and e-books** by keywords, or browse by publication title or subjects.

Search Example:

"The age of sustainable development"



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## GRIPS Discovery Service (GDS)

- You can search many of the **GRIPS subscribed online resources and open access academic resources** all at one time. Some of the search results provide **full-text access link**.
- You cannot search GRIPS' printed books and journals. In that case, use OPAC to search.

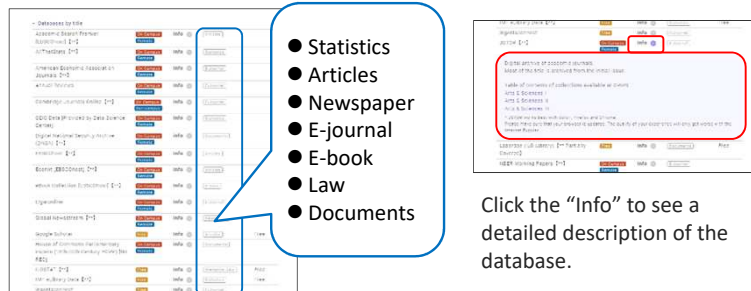


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## Online databases

GRIPS Library website > Online Resources

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



Click the "Info" to see a detailed description of the database.

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## Examples of online databases

Database	Type of content	Note	Full Text
EBSCO host	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 subscriptions to the journals)	
Global Newsstream	Newspaper	Recent global news and archives	
Westlaw Next	News, Law	Global news and legal information	

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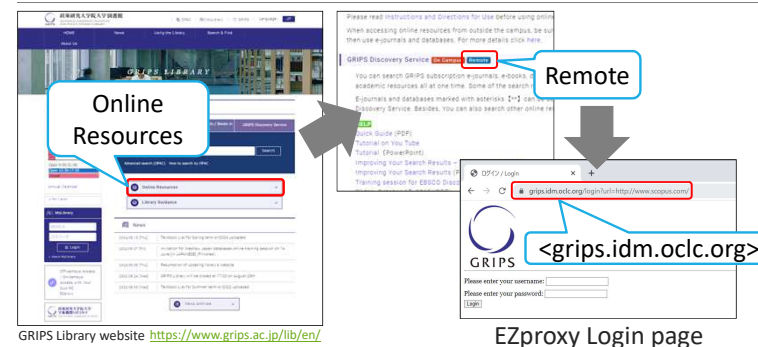
## Off-campus Access Service (EZproxy)

- When you are outside the GRIPS
- When you use personal device connecting via GRIPS campus Wi-Fi

Access via **Off-campus access service (EZproxy)**

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## How to access via Off-campus access service

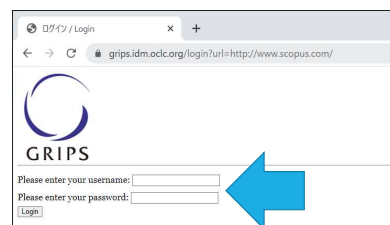


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## How to log in

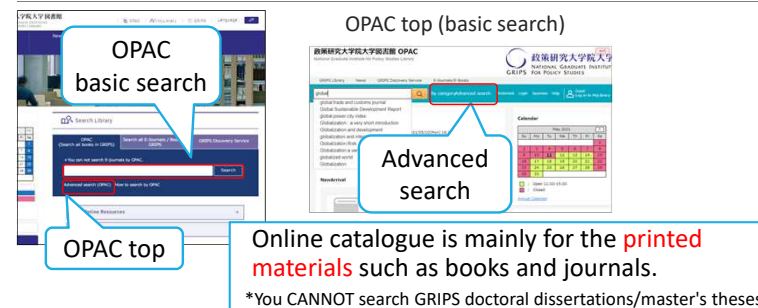
Individual ID and password for EZproxy is provided to each student.

Log in with  
username and password  
for EZproxy



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## GRIPS Library collection



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## How to find books with OPAC

Books and their  
call numbersCall no. on  
spine labels

Search results

Global trends in public sector reform  
Editor: G. de Vries, 2012  
Book

Find Materials:  
Title, author, publication details

Volume No.  
Reserve/Due: September 25, 2012

No.	Location	Call no.	Material ID	Circulation date	Status	Volume
1	Textbooks section	317 V95	61305833	Not to be taken out		
2	General book section	317 V95	61305844	For 1 month In circulation September 25, 2012		

Reserve

Location and Call no.  
Books are arranged by call number.  
➢ Textbooks: **in-library use only**  
➢ General books: available for loan

Status  
"In circulation (Due date)"  
appears when the book is  
out on loan by another user.

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## How to find journals with OPAC

Search results

Journal Information  
Title, publication details\*Journals are **in-library use only**.  
You can read or copy them in  
the library.

政東研究大学院大学図書館 OPAC

By category/Advanced

Search: 1 - 1 of 1 matches

Sort by: Recommendation 1

Refine your search:

Title (ONLY)  
Common market law review  
ISSN: 09687874 / 00222282  
Holdings: 2000-2021 Original Journals section

Material Type  
Book 1 0  
Journal / Magazine 1 0  
E-book 0 0  
E-journal 0 0

Author  
British Institute of International Law 1 0  
Reproduced by law 1 0

Subject / Keyword  
Law -- European union 1 0

Journal holdings  
(location, holding year/volume)  
➢ Journals are arranged in **alphabetical order by title** in journals section.  
➢ There may be **missing volumes**.

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## Reservation and renewal via MyLibrary

What you can do with MyLibrary	
1. Reservation	Reserve materials currently on loan
2. Loan status	Check the status of your current loans
3. Renewal	Renew books that are not overdue and not reserved
4. Inter-Library Loan (ILL)	Obtain books or photocopies from other libraries
5. Book purchase request	Request a book purchase by the library

● How to access: OPAC, GRIPS Library website, G-Way

● How to log in: log in with your **GRIPS ID and password**➢ Make sure to input your GRIPS ID in **lower case letters**

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B) Use materials **NOT** available at GRIPS

## ① Inter-Library Loan (ILL)

➢ Borrow books or obtain photocopies from other libraries

## ② Book purchase request

➢ Request the GRIPS Library for a book purchase

## ③ Visiting other library

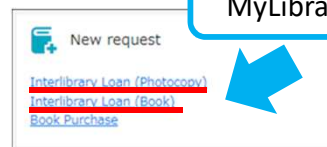
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## Inter-Library Loan Service (ILL)

- You can borrow books from other libraries
  - E-books cannot be borrowed.
  - Journals cannot be borrowed. → Make a photocopy request
- You can obtain copies of articles

### Notes

- The lending library may limit the use of the material.
- Obtaining copies for the purpose of private study or research is allowed within the limit of Copyright Law.



Apply via  
MyLibrary

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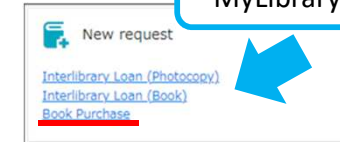
## Book purchase request

GRIPS students may request the purchase of books related to policy studies to add to the Library's collections.

- Books will be added to the collections after being examined.

### Notes

- Following materials will not be accepted:
- Materials which the Library already holds in its collection
  - Test-preparation or language study books
  - Journals and electronic resources



Apply via  
MyLibrary

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## Visiting other library

You can visit other libraries to browse materials not available at the GRIPS Library.

You may require a **letter of introduction** or an **advance appointment**. Please consult with GRIPS library staff.

### Other libraries

- JICA Library
- United Nations University Library
- Disaster Management Library

Please contact  
[lib@grips.ac.jp](mailto:lib@grips.ac.jp)

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## 3. Virtual library tour



Explore the GRIPS library  
through a virtual library tour!

GRIPS Library website > Library Guidance

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

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## 4. Support

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

[lib@grips.ac.jp](mailto:lib@grips.ac.jp)

