

Library Guide

GRIPS LIBRARY
OCTOBER 2025

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Today's topics

1. Overview
2. MyLibrary
3. How to search materials
4. Using other libraries' collections
5. Book purchase request

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1. Overview

- Opening hours: **Monday - Friday 9:00 - 21:00**
Saturday 10:30 - 17:00
- Closed on Sundays, public holidays, year-end and New Year's holidays (**28 December – 4 January**)
- How to enter the Library: Touch your **Student Card** at the entrance gate



- Rules

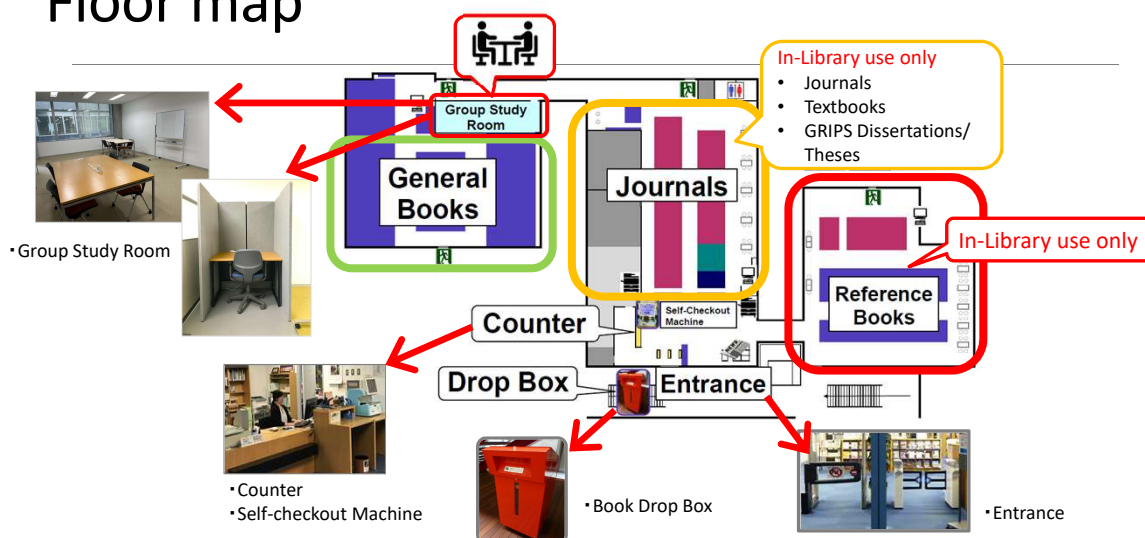
- Eating is not allowed. ✕ **Drinks in capped bottles are allowed.**
- Talk quietly: Keep your voice low and conversations to a minimum



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1. Overview

Floor map



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1. Overview

Borrowing and returning books

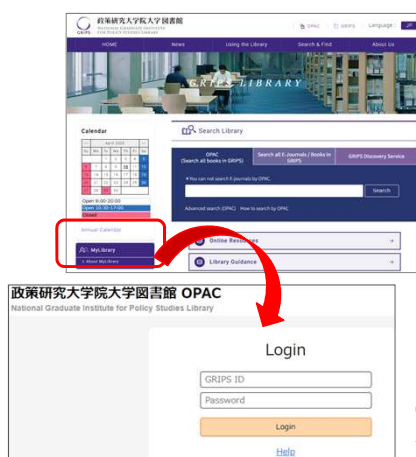
- Borrowing limit and period: **30** items, for **1** month ✕Renewals: up to five times

In-Library Use materials: Textbooks, Reference Books, Journals, Newspapers, GRIPS doctoral dissertations / master's theses

- Borrowing: Bring books to the counter with your GRIPS ID card
- Returning: Bring books to the counter, or put them into the drop box when the Library is closed
- Overdue books: borrowing and renewal will be suspended

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2. MyLibrary



What you can do with MyLibrary

Reservation: Reserve materials currently on loan

Loan status: Check the status of your current loans

Renewal: Renew books that are not overdue and not reserved

Inter-Library Loan (ILL): Borrow books or obtain photocopies from other libraries

Book Purchase Request

- 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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3. How to search materials

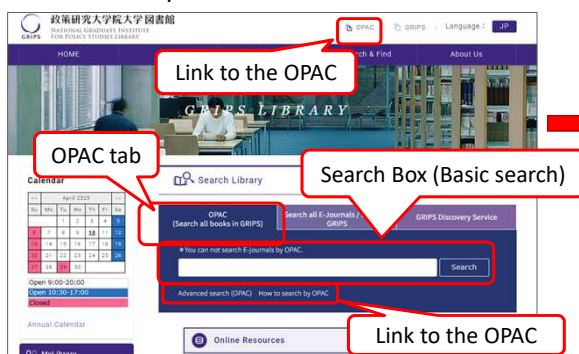
- Print books / journals
- Our subscribed online resources
- Other online resources

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3. How to search materials

Search for print books / journals Online catalog (OPAC)

GRIPS Library's website



OPAC



➤ GRIPS doctoral dissertations/
master's theses are not included
in the catalog

➤ OPAC can be accessed from anywhere with an internet connection

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

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3. How to search materials

Search for Print Books / Journals

How to find books with OPAC

Search results

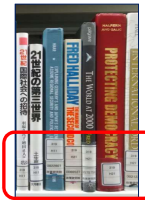
Book Information
Title, author,
publication details

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

Location and Call no.

Books are arranged by call number.

- Textbooks: **in-library use only**
- General books: available for loan



Call numbers
on spine labels

Reservable(reserved by 1 person(s))

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

Reserve

Reserve

Save

Status

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

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3. How to search materials

Search for Print Books / Journals

How to find journals with OPAC

Search results

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

economic By category Advanced search

< Back 98 / 133 materials

> Search Result List > Details (Local collection)

Journal Information
Title, publication
details

Harvard business review
Graduate School of Business Administration, Harvard University
Chicago : A. W. Shaw, 1922-

Journal / Magazine

Save

***Journals are in-library use only.**

Journal holdings

✗ There may be
volumes missing.

No.	Holding volume	Location	Year of holding	Continuing acceptance	Item 1
1	53-102,103(1-4)+	Journals section	1975-2025	Ongoing	

Location

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3. How to search materials

Our subscribed online resources E-Journal/E-Book search

GRIPS 政策研究大学院大学図書館
NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES LIBRARY

HOME News Using the Library Search & Find About Us

Calendar

Search Library

OPAC (Search all books in GRIPS)

Search all E-Journals / Books in GRIPS

GRIPS Discovery Service

*You can not search E-journals by OPAC.

Search

Advanced search (OPAC) How to search by OPAC

Online Resources

Online Resources (On-Campus / Off-Campus Access)

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

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3. How to search materials

Our Subscribed Online Resources

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 search.*

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

Title Contains Journal of Political Economy

All

Refine results

LIMIT TO

Peer Reviewed Journals 14

RESOURCES

Journal 18

SUBJECTS

Social Sciences 9 >

Political Science 6 >

DATABASES

Search databases

Results: 18

Show: 25 Relevancy

1. Peer Reviewed Journal

Journal of Political Economy

ISSN: 0022-3808; 1537-534X

Subject (LC): Social Sciences -- Commerce

Publisher: University of Chicago Press

Alternate Title: The Journal of political

View details

Full Text Access

Chicago Complete Collection - Current Access
01/01/1997 - Present

JSTOR Archival Journals and Primary Sources Collection
12/01/1892 - Present (Full Text Delay: 6 years)

Links to full-text

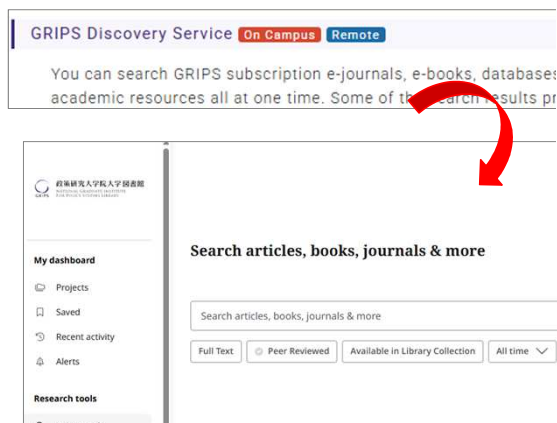
You can search **GRIPS subscribed e-journals and e-books** by keywords, or browse by publication title or subjects.

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3. How to search materials

Other online resources

GRIPS Discovery Service



- 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.

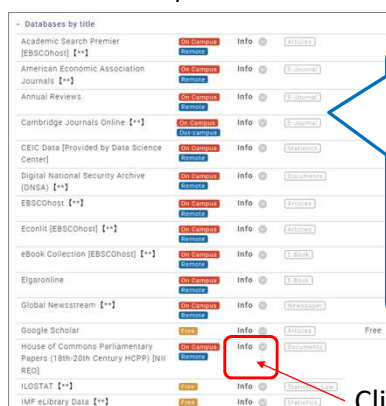
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3. How to search materials

Other online resources

Online Databases

GRIPS Library website > Online Resources



- Statistics
- Articles
- Newspaper
- E-journal
- E-book
- Law
- Documents

Link	How to access
On Campus	Shared PCs on campus
Remote	Off-Campus / Your own devices via GRIPS Wi-Fi on campus
In Library	Shared PCs in the Library only
Free	Free

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

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Off-campus access (EZproxy service)

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)

EZproxy Login page

Log in with **your username** and **password for EZproxy**
※Distributed as handouts to all students

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Upcoming Library Webinars

DATE & Time		Database
8 October		Basic Search for Research Materials
16 October	12:15-13:00	
※Same content		
31 October	12:15-13:15	Scopus & Mendeley
11 November	12:15-13:15	EBSCOhost & GRIPS Discovery Service
2 December	12:15-13:15	CEIC Data

※ All webinars will be recorded and shared later.

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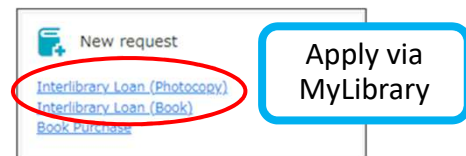
4. Using other libraries' collections

Inter-Library Loan Service (ILL)

You can borrow books or obtain copies of articles from other libraries through ILL service.

- Book-loan request *Journals cannot be borrowed.
- Photocopy request: a print copy of the article

Fees: GRIPS Library pays the fee except for some cases.



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4. Using other libraries' collections

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 not available at the GRIPS Library. A letter of introduction or making an advance appointment may be required.

*In any case, **consult the GRIPS Library staff in advance before visiting.**

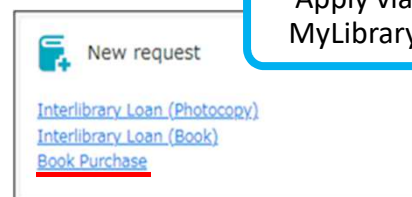
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5. Book purchase request

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 upon consideration.

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



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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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