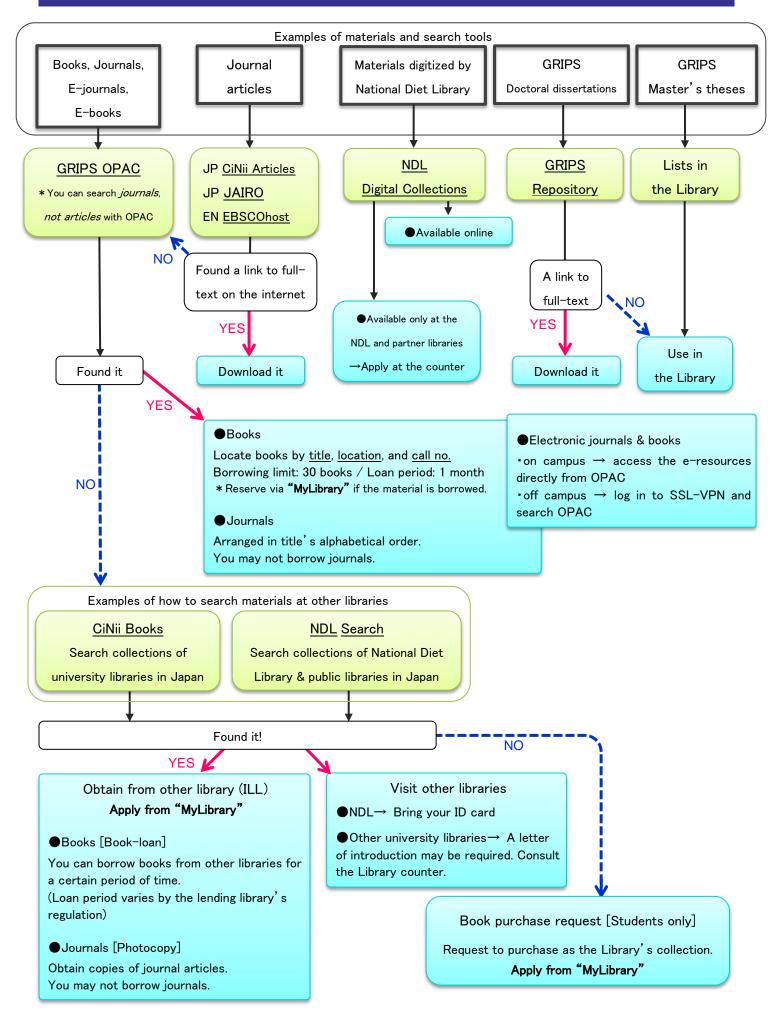
Training session "Basic Search for Materials"

List of Appendices

- 1. "How to Find & Obtain Research Materials"
- 2. "Library floor plan"
- 3. "Online Resources"
- 4. Information about the next EBSCOhost database training session
- 5. "How to use MyLibrary"
- 6. "Off-Campus Access"
- 7. "Inter-Library Loan Service (ILL)"

How to Find & Obtain Research Materials



政策研究大学院大学 図書館 書架配置図 **GRIPS Library Floor Plan**

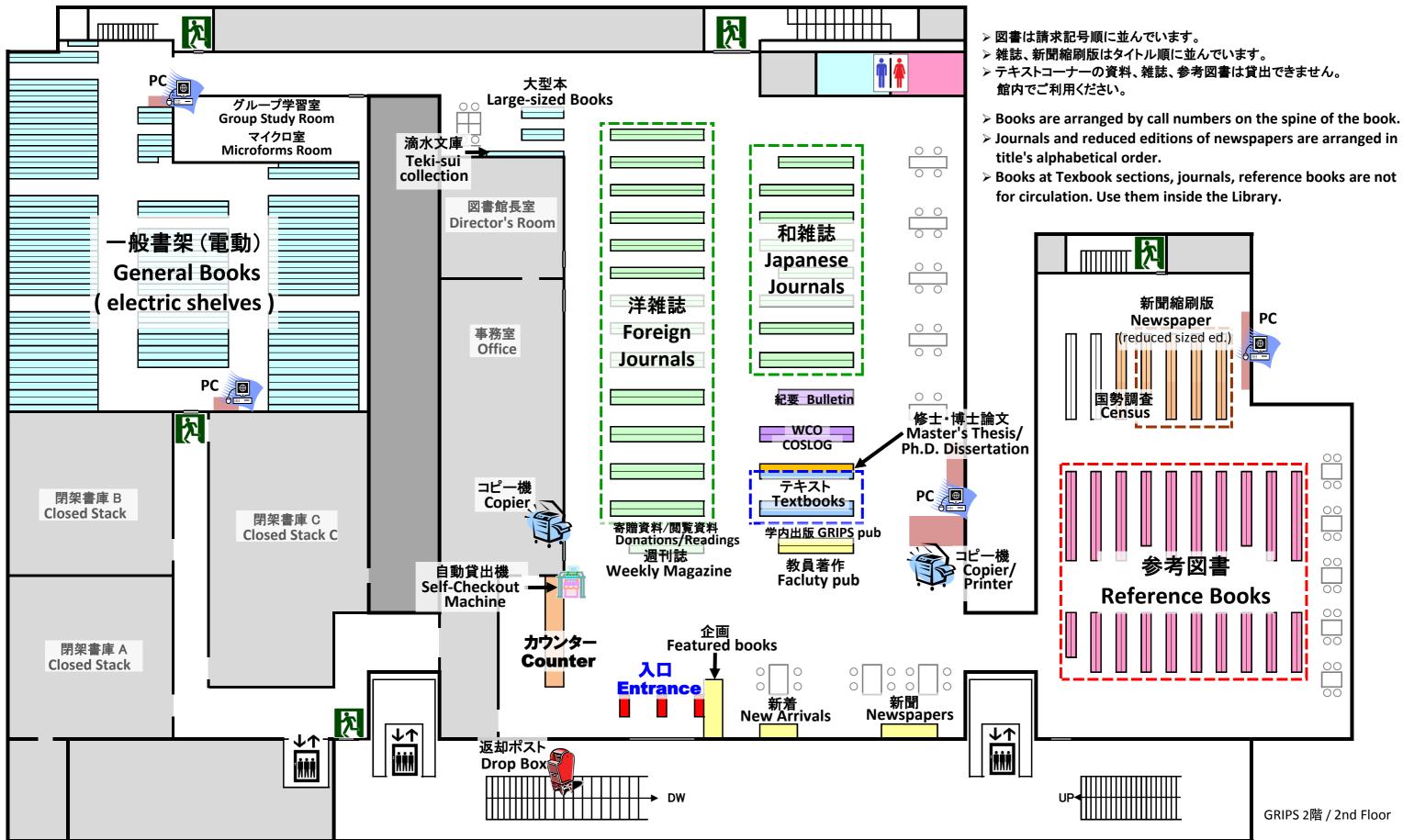
開館時間 Library hours

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Smoking, drinking, eating, and using of portable phone are not allowed. Make sure to keep valuables with you.



館内での喫煙・飲食、携帯電話などの使用はご遠慮ください。 貴重品は常に携行してください。

Online Resources

Databases

Databases are useful tools to search for scholarly information in articles, books and news. Once you get information such as the article's title, author, journal's name, volume or pages by using the following databases, you can look for the full-text in the GRIPS Library collection via the online catalog or the online journals we subscribe to.

<<How to access>>

ON Campus: GRIPS Library website > Online Resources

OFF Campus: GRIPS Library website >Off-Campus Access / SSL-VPN

Log in with your GRIPS ID & Password , then you will jump to "Online Resources" page.

Databases				
Frequently used Databases EBSCOhost Integrated Search (EHIS) EBSCOhost (Academic Search Premier, Ei LeisiNexia Academic Scopus Google Scholar	conlit)			Click "Info" to show the explanations. To access each databases, click the names of databases.
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Search for books and journals

eBook Collection: Collection of eBooks provided by EBSCOhost. The books can be searched via OPAC.

Search for articles

EBSCOhost Integrated Search (EHIS) [provided by EBSCOhost]:

You can cross-search the online journals and databases which GRIPS library subscribes to at one time.

EBSCOhost: Includes following databases.

- Academic Search Premier: A multi-disciplinary database which provides full text for more than 4,600 journals.
- ■Econlit: A source of references to economic literature. *no links to full text

■eBook Collection: Search and view the full text of eBooks.

- Ingenta Connect: A multi-disciplinary database which integrates the information of online journals of several publishers. The articles with keys of "Subscribed content" "Free content" "Open access content" and "Free trial content" have links to full text.
- **Scopus**: A large abstract and citation database covering the fields of science, technology, medicine, social science and arts and humanities. Contains abstracts from 1800's, and every article published since 1970 has links to cited references. It also links to other online journals if the full text is available.
- **NBER Working Papers (Economics):** Provides full texts of NBER (National Bureau of Economic Research) papers from the first issue(1973) to current.

Search for legal information

LexisNexis Academic: Provides access to more than 15,000 sources including news around the world, business, legal, and medical information

Search for statistics

IMF eLibrary - Data: A statistical database provided by IMF (International Monetary Fund)

- ■International Financial Statistics (IFS) coverage:1948-
- ■Balance of Payments (BOPS) coverage:1945-
- Direction of Trade statistics (DOTS) coverage:1947-
- ■Government Finance Statistics (GFS) coverage:1990-
- World DataBank (FREE): Free online web resource which provides various datasets including World Development Indicators (WDI) and Global Development Finance (GDF).
- **UNdata** (FREE): Free statistical database provided by The United Nations Statistics Division (UNSD). The datasets of UN divisions and other international organizations are available.

Search for news

LexisNexis Academic: Provides access to full text articles of newspapers and journals around the world including "New York Times".

Online Journals

Journals can be searched in OPAC with journal title.

- Academic Search Premier [EBSCOhost]: A multi-disciplinary database which provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles.
- **Cambridge Journals Online**: The journals of mainly arts and science and social science published by Cambridge University Press.
- JSTOR: Digital archive of academic journals. Most of the title is archived from the initial issue. Available collections are "Arts & Sciences I", "Arts & Sciences II", "Arts & Sciences IV".

Science Direct: Online journal in science, technology, medicine, and social science provided by Elsevier.

SpringerLink: Online journal of Springer Publishing covering many disciplines. Full texts are available from 1997.

Taylor & Francis Online: Collection of journals and reference works provided by Taylor & Francis Group including Taylor & Francis and Routledge. A number of open access articles are available.

Wiley Online Library: Online journal provided by Wiley-Blackwell. The full texts of journals which GRIPS library subscribes to and a number of open access articles are available.



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EBSCOhost Database Training Session EBSCOhost データベース講習会

Date: Monday, October 29, 2018 Time: 12:15-13:15 Venue: Research Meeting Room 4A, 4th floor Language: English What to Bring: Laptop, lunch

•EBSCOhost is a powerful online reference system for searching for various materials: journal articles, book reviews, and ebooks. EBSCOhost allows you to access several databases in a single interface. Available databases at GRIPS are:

EBSC

- ◆ <u>Academic Search Premier</u> : multidisciplinary research database containing full-texts articles
- ◆ Econlit : economics-specialized database

4

- ◆ <u>eBook Collection</u> : collection of full-texts of electronic books
- ◆ EBSCOhost Integrated Search (EHIS) : cross-searching tool for multiple databases and e-journals

•The instructor, invited from the EBSCO Information Services Japan Inc., will introduce the databases and useful tools available in the databases, and give tips for searching.



How to use MyLibrary

Materials on loan

Review your borrowing (items on loan) due dates.

Renewals

Renew your borrowed materials for one month. Renewal is available for 2 times. You cannot renew if the material is reserved by another user.

Reservations

Make reservations to materials borrowed by another user.

• My Folder

Save your preferred searches and keep a record of materials.

• Inter-Library Loan (ILL)

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

Book Purchase Request

Request a material for purchase by the GRIPS Library which supports studying and researching.

1. How to access MyLibrary

>log in from the link at G-way
>log in from the link at the Library's website



2. Main menu



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Alex J. Bellamy, Paul Williams, Stuart Griffin Rese Please wait until this material is returned.

Announcement

Announcements about your

borrowed materials, reservations,

Materials on loan

Check your loan status and renew your borrowed materials.

Renewal: Click View details, place a check on the one you wish to renew on the
st, and click Renew. The due date will be extended for 1 month from the day of
enewal.



*Borrowing and renewal will be suspended if you have overdue books.

*Renewal is available for up to 2 times. Bring the materials to the Library counter for further renewals.

• My folder

Save your search result and add comments.

Operation menu

Request...Inter-library loans and book purchase requests. (ref p3-4)

2017/9 GRIPS Library

3. Photocopy / Loans (Inter-library loans)

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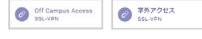
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学外から電子ジャーナル・データベースを利用する

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3. You will jump to "Online Resources" page.

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- 1) E-journals: search the journal with OPAC.
- ② Databases: access databases from the links below "Databases."

「データベース・電子ジャーナル」ページにジャンプします。

- ① 電子ジャーナル: OPAC で雑誌を検索。
- ② データベース:「データベース」下の一覧からデータベースにアクセス。



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Inter-Library Loan Service (ILL)

What is ILL(Inter-Library Loan)?

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Photocopy You can obtain copies of articles or a chapter in a book. *Journals cannot be borrowed. Obtaining copies is allowed as prescribed in the Copyright Act. Book-loan You can borrow books for a certain period of time from other university libraries.

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