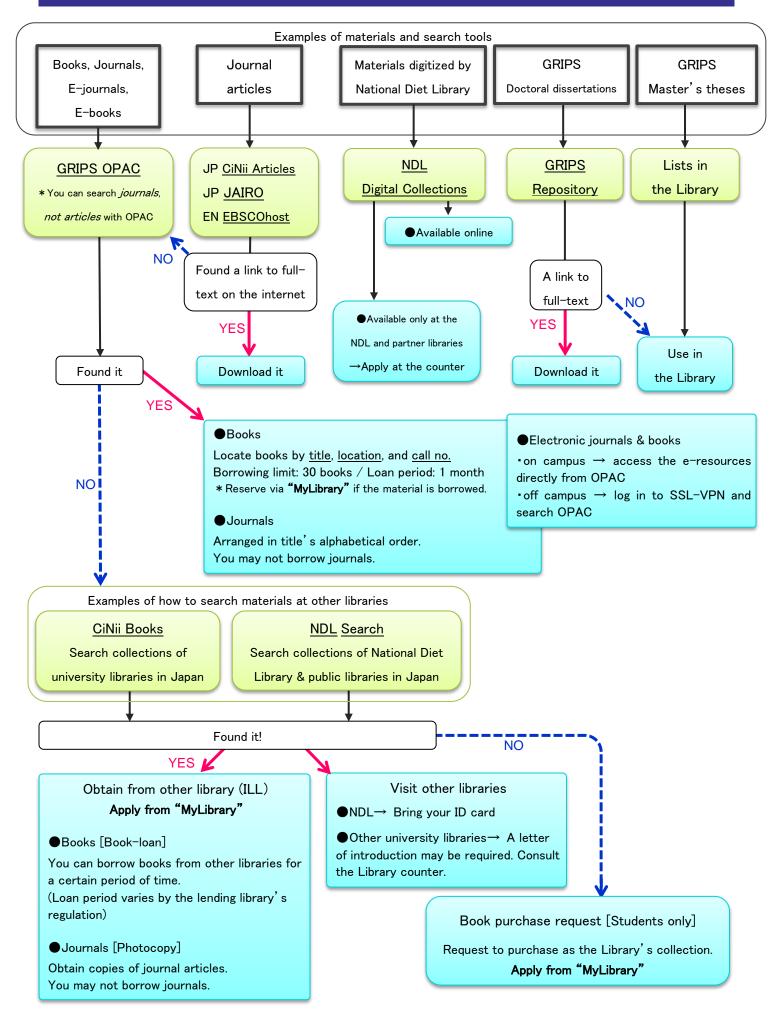
Training session "Basic Search for Materials"

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**

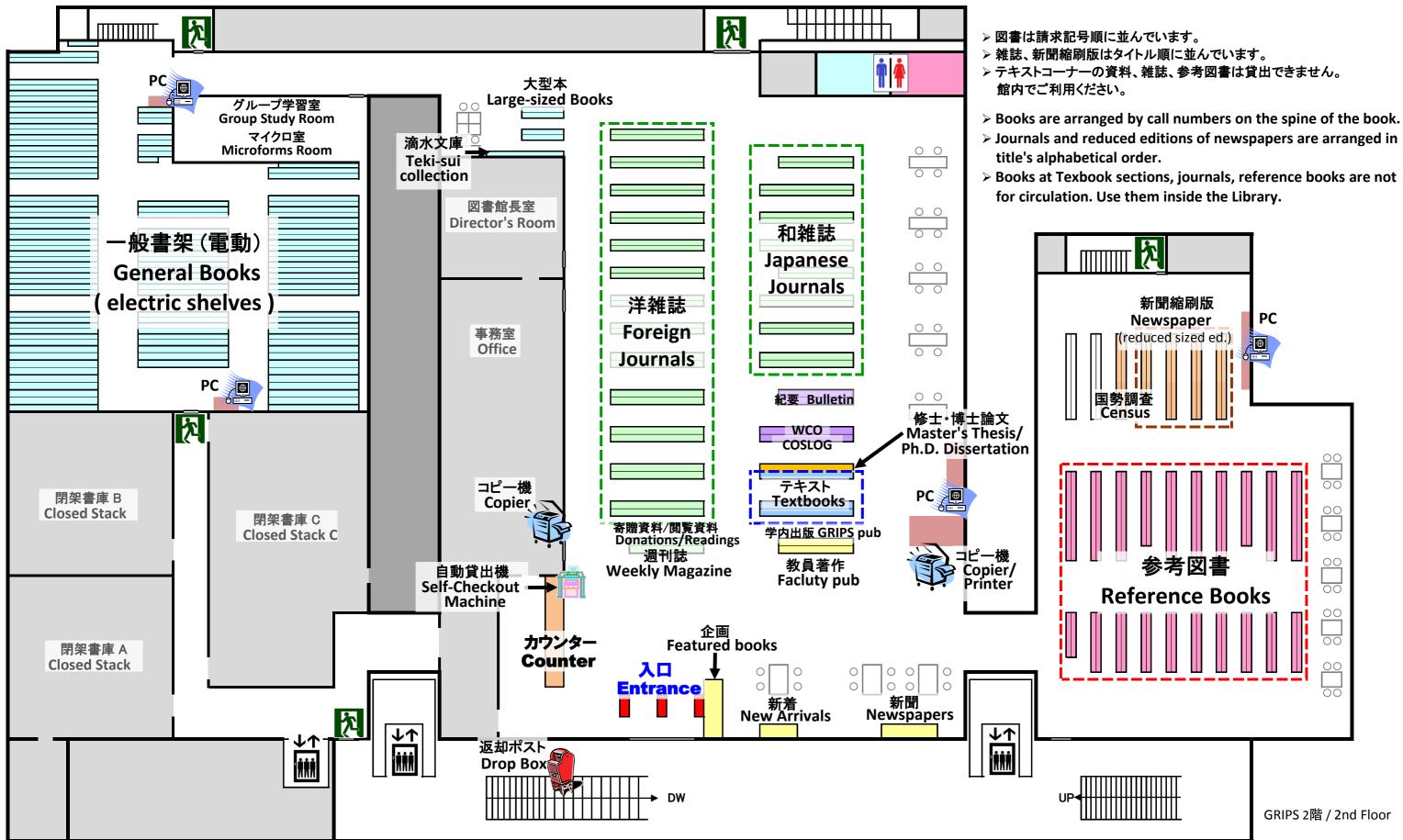
開館時間 Library hours

月-金





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. |
| - Databases by title | | | | |
| - Databases by title Academic Search Premier (EBSCOhost) | Info | 0 | (1/10/H) | |
| | Info | - | (Articles) (E-Journal) | |
| Academic Search Premier (EBSCOhost) | | 0 | | |

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.



GRIPS Library

http://www.grips.ac.jp/main/lib/en/ E-mail: lib@grips.ac.jp

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



or materials obtained from other libraries will be shown. Materials under request Check or cancel your reservations _____ Make a reservation: Click Reserve at the Search Result page on OPAC (online catalog), and follow the instruction on the screen. Call as: Metoda(30 Decidence class Datas n 31953) 14400. 14 Painty No. 1 ♦Cancel a reservation: Click View details, place a check on the one you wish to cancel on the list, and click Cancel 2 material(s): 1 material(s) still reserved Cancel 🛑 Vinderstanding peacekeeping : pbk

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)

If your title is not available at the Library, request it to borrow or obtain photocopies from other libraries. Fill out the form and click Go to Confirmation window. Please supply as much bibliographic information as you can to help us process your request.

| IPS Library Inal Graduate Institute for Poli | | GRIPS Library National Graduate Institute for Policy | y Studies Library |
|---|---|---|---|
| wsh-Holdhes | Search | Search Huldings | Search |
| Document Photo | copy Request : Input | Material Loan Reg | |
| how Conten Complete | | hout - Custre - Compile | uest input |
| Author of the article | Dedusts U., Despeta D., Rotha D. | | |
| Article title (Pepered) | The role of short-term debt in recent crises | BTitle / Author (Heaved) | Insufficient funds : savings, assets, credit, and banking among low-income households edited by Rebecca M Blank and Michael S. Banr |
| Title / Author (Denne | Finance and Development | • Volume | |
| | Prance and Development | Publisher | Russel Sale Foundation |
| | Volume 37, laue 4. | Publication year | c2009 |
| Volume | Volume 37, brue 4, Exter the volume and issue numbers in the ternat of Volume/Look) for example, enter 7(2) in the | ISBN | 9700871540782 |
| Publication year | 2000 | | You may specify only one EDN. |
| Page | 54-57 | | |
| Publisher | | User | GRIPS Library |
| 155N | 0145=1707 | User class | Master's Student |
| ISBN | 10 | • Mail address | ×××@grips.ac.jp |
| | | Memo | |
| • Uper | ORIPS Library | | |
| User class Mail address | Master's Student xxx@grips.ac.jp | | |
| Meno | xxx@giips.ac.jp | Go to Continuation window | Cancel |
| · Mero | | | |
| | 1 | bod _ Danfen _ Constitu | |
| Gio to Confirmation windo | Centel | PDP - Control - Company | |
| | | | |

[Bibliographic info from OPAC] Search your book/journal title with a check in "<u>Other</u> <u>university (NII catalog)</u>" and click <u>Request ILL</u> button at search result page. This search enables you to search materials not available at the Library and save your time to input bibliographic information.

| | | | et |
|--|--|---|--------------------|
| Q. Distanth Distant | reach. | | - PI |
| Search Clear | | | |
| Keyword(Title, Author, etc.) | | (HD) | - VC |
| ISEN | | | |
| ISSN | | | B |
| NCID | | | |
| Material type | R Book R Journal D Journal Linkeries | | |
| Target database | O Local collection . Other university | (NEI catalog) | ar |
| Title | finance and development | (AND | * |
| Author | | (HD | + |
| Subject. | ri lates a | 1 | |
| | d development / International Mo | | |
| Finance and Washington, D.C. | | nal Bank for Reconstruction an | |
| Finance and Webspier, DC Reservice Pre- | d dovelopment / International Mo - International Monetary Fund and Internation (neurol.) [Report LL Stock Lond.] [Report Bo Electron year: Vol.1, eo.1 (June 1960- | nal Bank for Reconstruction an | |
| Finance and Washington, D.C. Resent M. Pho | d development / International Mo - International Monitory Find and Internation means / finance LL Back Sank / Finance Bit Bitaction year: Vol. 1, no. 1 (June 1960- v. 8, 28-20 cm Pranos der (Dagl ed) Pranos der (Dagl ed) Pranos 6 development Pranos 6 development | nal Bank for Reconstruction an | |
| Finance and Nashington, DC Peanet XL Pre * First/Lest put * First | d development / International Mos. International Manutary Field and Internation Manual (International Manutary Field and Internation Manual) (International Manual) (International Manual) (International Manual) International Manual Manual Provide A development The first back manual This fram court "A publication of the Internation Generative Provide A development All International Manual Court with Finance A development All International Internation All International Internation All International Internation All International International All International International All International International All International International International All International International International All International International International International All International Inte | real Bank for Paccentruction a on Postment onal Momentary Fund and the W bank review, June 1904-Ouc 1 mark, Mar 1927 | Kerkt Band 1967 |
| Finance are Verinington, DO Provide the United States + Form + National States + Verining + Verining + Verining + Verining + Verining + Verinington, DO + V | d development / Informational Mo. Internetical Meteric Ford and Dereval- tional (Internetic) (Internetic) Internetical Meterical (Internetic) Internetical Internetics) (Internetical Internetical Internetics) Internetical Analysis Internetical Analysis Internetical Analysis Internetical Analysis Internetical Internetics Analysis Internetical Internetics I | real Bank for Paccentruction a on Postment onal Momentary Fund and the W bank review, June 1904-Ouc 1 mark, Mar 1927 | Kerkt Band 1967 |
| Finance and Nationgon, DO Internet AL 876 # Part/Lest pai # Firm # Alternative 10 # Note | d development / International Mo. Thermitteel Menory Ford and Denetics Management & Ross Carely, Present the Management & Ross Carely, Present the Second Second Second Second Second The Second Se | real Bank for Paccentruction a on Postment onal Momentary Fund and the W bank review, June 1904-Ouc 1 mark, Mar 1927 | Kerkt Band 1967 |
| Finance are Networks. DO | d development / Informational Mo. International Moniecture / Total and Terrentia Management & Banacitari / Terrentia Management / Matti, et al. (Sana Matti Karana (Matti and Matti Frances des Objet and) Frances de Objet and) Frances de Sana Matti Tota fait and faithers and An Additation of the Internation An Additation of the Internation An Additation of Banacitaria (Sana An Additation of Banacitaria) An Additation of Banacitaria An Additation of Banacitaria An Additation of Banacitaria An Additation of Banacitaria Bana (Banacitaria) Data faith (Sana) Bana (Banacitaria) Bana (B | real Bank for Paccentruction a on Postment onal Momentary Fund and the W bank review, June 1904-Ouc 1 mark, Mar 1927 | Kerkt Band 1967 |
| Finance are Finance 10 Finance 10 Finac | d development / Informational Mo. Thermitteel Menory Ford and Density Ford Materian year (Mit T, et al. Class 1980- is the state of the state of the state of the Property of the state of the state of the state of the Property of the state of the state of the state of the Property of the state of the state of the state of the Property of the state of the state of the state of the Property of the state of the state of the state of the state of the Property of the state of | real Bank for Paccentruction a on Postment onal Momentary Fund and the W bank review, June 1904-Ouc 1 mark, Mar 1927 | Kerkt Band 1967 |
| Finance are Networks. DO | d development / Informational Mo. Thermitteel Menory Ford and Density Ford Management & Characterials / Passan to Materia year Vol. 1, no. 1 Class 1980- is / Record development Passan development Passan de Gong and and Passan de Gong and Class mit Passan de José De Gong and States De Gong and States De Gong and Class mit Passan de José De Gong and De | nal Bank for Reconstruction a an Assessment and Monetary Fund and the IN Bank modes, John 1064-bank nah addron, 1064- annualy is | Kerkt Band 1967 |
| Finance are Finance 10 Finance 10 Finac | d development / International Mo. : International Moniecture Visit at Directoria Materia year Visit 1, en 1: Clare 1960- ie 8, 24-28 m. Pronce des Und an Arristonia Pronce des Und Arristonia Classer tel Pronce de Sectoria Under Grasses Explisional Desentouris Annael Desentouris Annael Desentouris Annael Pronce de Sectoria Explisional Desentouris Annael Pronce de Sectoria Desentouris Annael Pronce de Sectoria Desentouris Annael Pronce de Sectoria Pronce de Sector | and Bank for Reconstruction a science of the second second second second for the second second second second second second second for the second seco | Kett Bank |
| Flatesce and the first second se | d development / International Mos : International Mosessarie (International Mosessarie) : International Monessarie) (International International Monessarie) (International International Monessarie) International Activity (International Process des Updata) and Process des Updata) and Process des Updata) and Process des Updata) - Reconstructions - Reconstructions | and Bank for Reconstruction a science of the second second second second for the second second second second second second second for the second seco | Kerkt Band 1967 |

Bibliographic information (title, author, publisher, etc.) will be entered automatically.

Photocopy: Enter author and title of article, olume, year and Go to Confirmation window

Book-Loan: Make sure the information is correct and Go to Confirmation window

| ideus - | Search |
|--------------------------|---|
| Document Photoco | opy Request : Input |
| How Cortin Complete | |
| Author of the article | |
| Article title (Feared) | |
| Title / Author (Regired) | Finance and development / International Monetary |
| | Fund and International Bank for Reconstruction and Development |
| Volume | Enter the volume and income surpliers on the format of Volume/Datas) for example. |
| Publication year | |
| · Page | |
| Publisher | Washington, D.C. : International Monetary Fund and International Bank 1 |
| •1SSN | 00151947 |
| ISBN | |
| •User | GRIPS Library |
| User class | Master's Student |
| Mail address | xxx@grips.ac.jp |
| • Memo | |

4. Book Purchase Request

You may request a book, which supports studying and researching, for purchase by the GRIPS Library. Requests will be reviewed and determined by the Library committee to purchase.

| Holdman | Search |
|--------------------------------|---|
| Book Purchase Reques | t : Input |
| Not , Cortin , Cospiete | |
| BTitle / Author (Repared) | Fundamentals of corporate finance 3rd ed Robert Parrino, David S. Kidwell, Thomas W Bates |
| Publisher (Pequeil) | Wiley |
| Publication date | c2015 |
| ISBN | 9781118845899 |
| | You may specify only one \$18% |
| Unit price | |
| Number of books to purchase | * Master's Student |
| - User | xxx@grips.ac.jp |
| User class | Staff |
| Mail address | lb0 grips ac.jp |
| Reason for request (Repired) | I believe this book will help students for studying financial policy, and it will also help me to write better policy paper. |
| Go to Confirmation window. Can | ceil |
| | |
| hput Confirm Complete | |

Fill out the bibliographic data of the book, be sure to enter "<u>Reason for request</u>", and click Go to Confirmation window.

Please supply as much bibliographic nformation as you can to help us process rour request.

*Before submitting a request, check OPAC to determine whether the book you want is already owned by the Library.

*We do not accept:

>Test-preparation or language study books.>Journals and electronic resources.

[Bibliographic info from OPAC] Like requesting ILL, by searching on OPAC with a check in "<u>Other university (NII catalog)</u>" and clicking Request Book Purchase, you will get a bibliographic information automatically.

| Q bref march | d met | | |
|---|--|--|-------------|
| Seath Char | | | |
| Keyword Title, Author, etc. |): | | HD + |
| =108m | | | |
| ISSN | | | |
| • NCID | | | |
| Material type Target database | C Local co | Austral Characteristy (All catalog) | |
| • Tele | Liquidity lost | the soverrence of the sideal free-ciel snisls | AID - |
| Actor | | | ALE + |
| Liquidity | | n governance of the global fina ty Press, 2015 | incial cris |
| Liquidity Oxford : Ox | lost : the | governance of the global fina | |
| Liquidity Distort On Resent Li | / lost : the ford Universit | governance of the global fina ly Press, 2015 [Reaset LL (Bost-Loar)] [Reaset Bos P | |
| Liquidity Oxford Ox Resent Li * Publicati | v lost : the dord Universit (Photocopy) on year | 2 governance of the global fina () Press, 2015 (Reaset LL Book-Low), Reaset Book P 2015 | |
| Liquidity Oxford Ox Prosent Li • Publication • Form | v lost : the ford Universit Utheteconv) : on year | povernance of the global fina ty Press, 2015 (Reaset LL (Book-Love)) 2015 Set, 220 p table ; 24 cm | |
| Liquidity Oxford Ox Resent Li • Publicati | v lost : the ford Universit Utheteconv) : on year | 2 governance of the global fina () Press, 2015 (Reaset LL Book-Low), Reaset Book P 2015 | |
| Liquidity Oxford Ox Prosent Li • Publication • Form | v lost : the ford Universit (Photocom) on year | povernance of the global fina ty Press, 2015 (Reset EL (Rost-Care)) (Reset Box 6) 2015 344, 220 B : Table ; 24 cm Billography ::: [162]-214 | |
| Liquidity Oxford: Ox Planent Bi * Publicatio * Form * Note * 19814 | v lost : the ford Universit Littetsconel ; on year | governance of the global fina IV Frees, 2015 (Resert EL Boot-Care) 2015 -Wr, 220 p. table; 24 cm. Bibliography: p. (162)-214 Bricke infec | |
| Liquidity Oxford: Ox Plainatil # Publicatio # Form # Note # 198H | v lost : the dord Universit (Thetecopi)) on year | governance of the global fine (r Press, 2013 (Press, 2013) (Press, 2013 (Press, 2014) (Press, 2017) (Press, 2017) (Pres | |
| Liquidity Doford Os Resent El Publicatio Por Note *Note *ISBN *Country : | v lost : the ford Universit (Thetecop)) on year of publication usign | governance of the global first trime. 2015 (Beart EL Block-Lene) (Beart EL Block-Lene) (Ball-214 Dickelar Hills ProfestorMe United Kington | |
| Liquidity Oxford Ox Publicatic * Form * Note * 158N * Tote lang * Title lang | v lost : the derd Universit Universit In year of publication usign i of toots | governance of the global fina v Press, 2015 (meant Likhois-Leav) (2015) (| |
| Liquidity Oxford Ox Publicatic * Fublicatic * Note * Note * 168M * Country * Trick lang * Chamifica * Author in | v lost : the dord Universit Universit Universit on year of publication uses of tools tion | powerrance of the global first (Free, 2015) (Reamt LL Riskin-Care)) (Reamt Block 1) (2015) (| |
| Liquidity Doforti Or Publicati « Form « Note « 198N « Country « « Thile lang « Language « Classifica | v locit : the ford Universit (Photocom) on year of publication usige of toots tion formation | poverance of the global fire Press, 2015 Meant Librockeek, Meant Bac II 2015 34: 2010 - table; 24 cm Balogenety, p. 102-214 Brotose state, 350/01962/2016 United Kingdon English (and Dc023320/06/11 | |
| Liquidity Oxford Ox Publicatic * Fublicatic * Note * Note * 168M * Country * Trick lang * Chamifica * Author in | v lost : the dord Universit Universit Universit University of publication user of nota tion formation | powerrance of the global first Press.2015 (Imaent Liu Noos-Care). (Imaent Res / P 2015 1-1, 2010 : table; 2-4 cm Baldegarahy e, 120-214 Poculas indee 2010/19/80/2016 United fington English (ang) Dec)2023/2016/1 Langke, Paul Dabler First-Carlin, 2009-0009 Corporate governance First-Carling Corp. | |
| Liquidity Oxford Ox Pleasen Ei Plansen Ei Plansen Bit State State Classifica Author in Subject | v lost : the dord Universit . Photoconv on year of publication usage . of texts tion formation | povernance of the global fire Press, 2019 (Press, 2019) (Press, 2010) (Press, | |
| Liquidity Oxford OX Peakoask * Padicask * Form * Note * Selen * Country * Table lang * Canagag * | / lost : the dord Universit In Protocold on year of publication usign of total formation | powersance of the global first (Free, 2015 (meant 4, 00x-Care)) (Heart River, Free, 2015 (2015 | |

CDIDC Library

Bibliographic information (title, author, publisher, etc.) will be entered automatically.

⇒Make sure the information is correct, enter the **[Reason for request]**, and click Go to Confirmation window.

| (h Holding). | Search |
|---|--|
| Book Purchase Requ | est : Input |
| hout . Confirm . Complete | |
| Title / Author (feared) | Liquidity lost : the governance of the global financial crisis / Paul Langley |
| Publisher (Regard) | Oxford Oxford University Press, 2015 |
| Publication date | |
| ISBN | 9780199683789 |
| | You may specify only one EUR |
| Unit price | |
| Number of books to purcha | se 1 |
| • User | ORIPS Library |
| User class | Master's Student |
| Mail address | xxx@grips.ac.jp |
| Reason for request (Repired | |
| Ge to Confirmation window | Carcel |

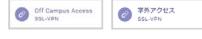
Off-Campus Access Use E-journals & online databases from outside GRIPS

学外から電子ジャーナル・データベースを利用する

You are able to use online journals and databases from outside the GRIPS campus by logging in to SSL-VPN service. When using, be sure to first log in to SSL-VPN, then proceed to ejournals or databases.

SSL-VPN サービスにログインすることで、学外から電子ジャーナルやデータベースを利用できます。利 用する際は必ず先にログインしてから電子ジャーナル・データベースに進んでください。

1. Library's website > Off-Campus Access 図書館ウェブサイト > 学外アクセス



2. Log in with your GRIPS ID & Password. GRIPS ID とパスワードでログイン。

| 品品牌 | 开究大学院大学 | ¢ | |
|---------|------------------------------|--|--|
| Welcome | to the Instant Virtual Fr | stranst | |
| | | | |
| | | | |
| Usemane | | Please sign in to begin your secure session. | |

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

S 🔹 🏠 📕

- 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。



This icon should appear after logging in at the top of web page while using SSL-VPN service. Press **I** to sign out.

SSL-VPN サービスにログイン中には、画面の上部に左のアイコンが表示されます。 ログアウトする際は、 ボタンを押してください。



Inter-Library Loan Service (ILL)

What is ILL(Inter-Library Loan)?

The Library will help you obtain materials not available at our Library from other libraries.

Services

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.

How to apply

Apply from MyLibrary.

- *Check before applying:
- Make sure that you cannot obtain the material at GRIPS Library.
- 1. Search OPAC (online catalog)
- 2. Search online databases
- 3. Search internet for fulltexts on search engines

Fees

GRIPS Library pays the fee for material requested to be used for research purpose.

(Exceptions) Fees will be charged to the applicant when:

- 1) requesting express delivery of materials (charge includes normal + express delivery fees):
- requesting materials available at the GRIPS Library or can be accessed for free on the Internet. 2)

After applying

Materials usually arrive within 1 week. You will receive an e-mail when the materials get ready. When borrowing books, borrowing period varies by the lending library's regulation: typically 2-4 weeks. Please use them inside the campus. The lending library may limit the use of the material: to use inside the GRIPS Library only, or forbidding photocopying.

Be sure to return the material to the Library's counter when you finish using the material.

Other services

[Using other university libraries]

You may visit libraries of other institutions which hold the materials not available at the GRIPS Library. A prior notice and a letter of introduction from the GRIPS Library may be required upon visiting. The visitor use policy depends on each library's regulations. Ask the GRIPS Library staff when you wish to visit other libraries.

GRIPS members are able to visit the JICA, United Nations University and Disaster Management Library and borrow books.

> We are glad to help you when you have troubles finding materials you need. Feel free to ask us!

> > GRIPS Library: lib@grips.ac.jp