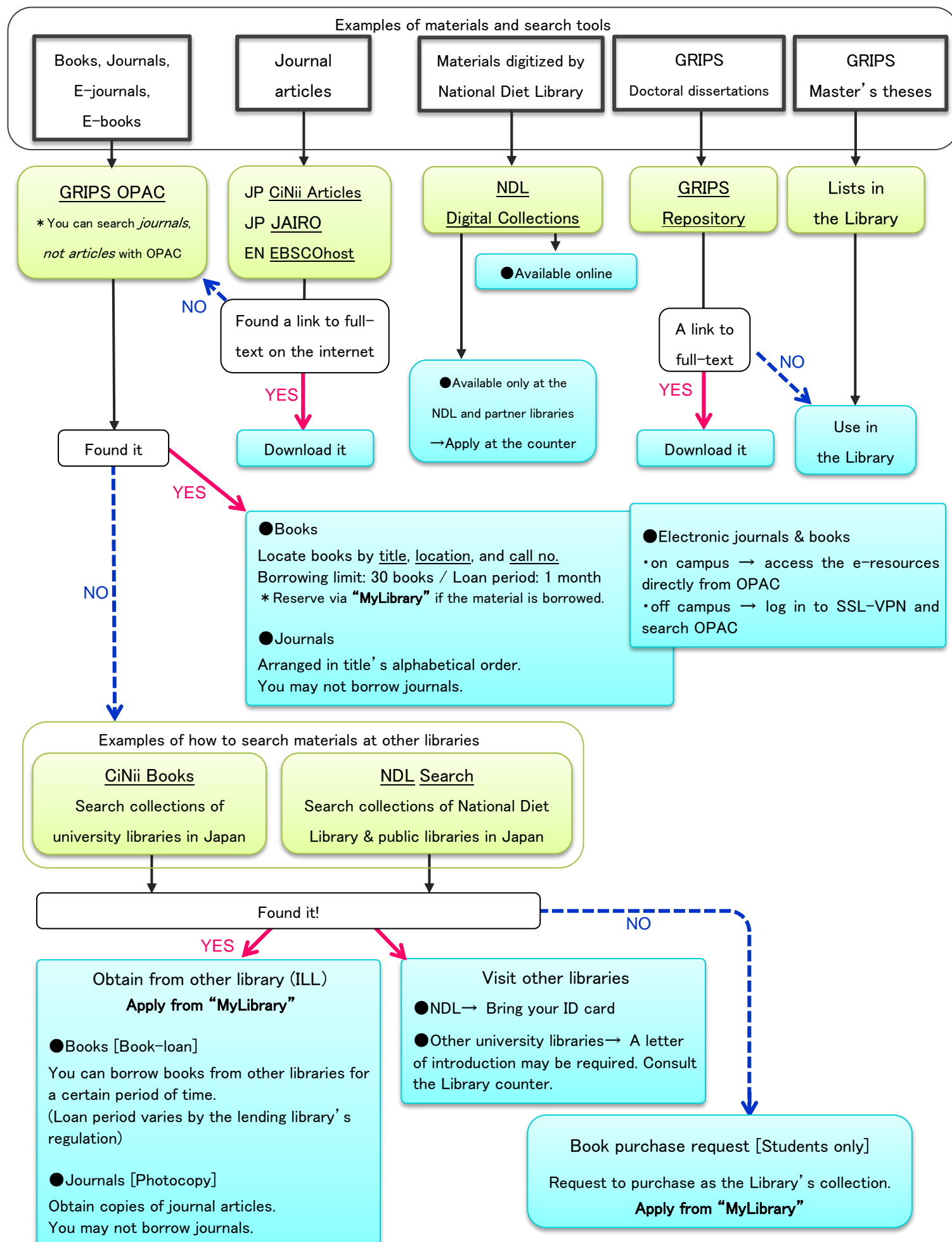


Training session "Basic Search for Materials"

## 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

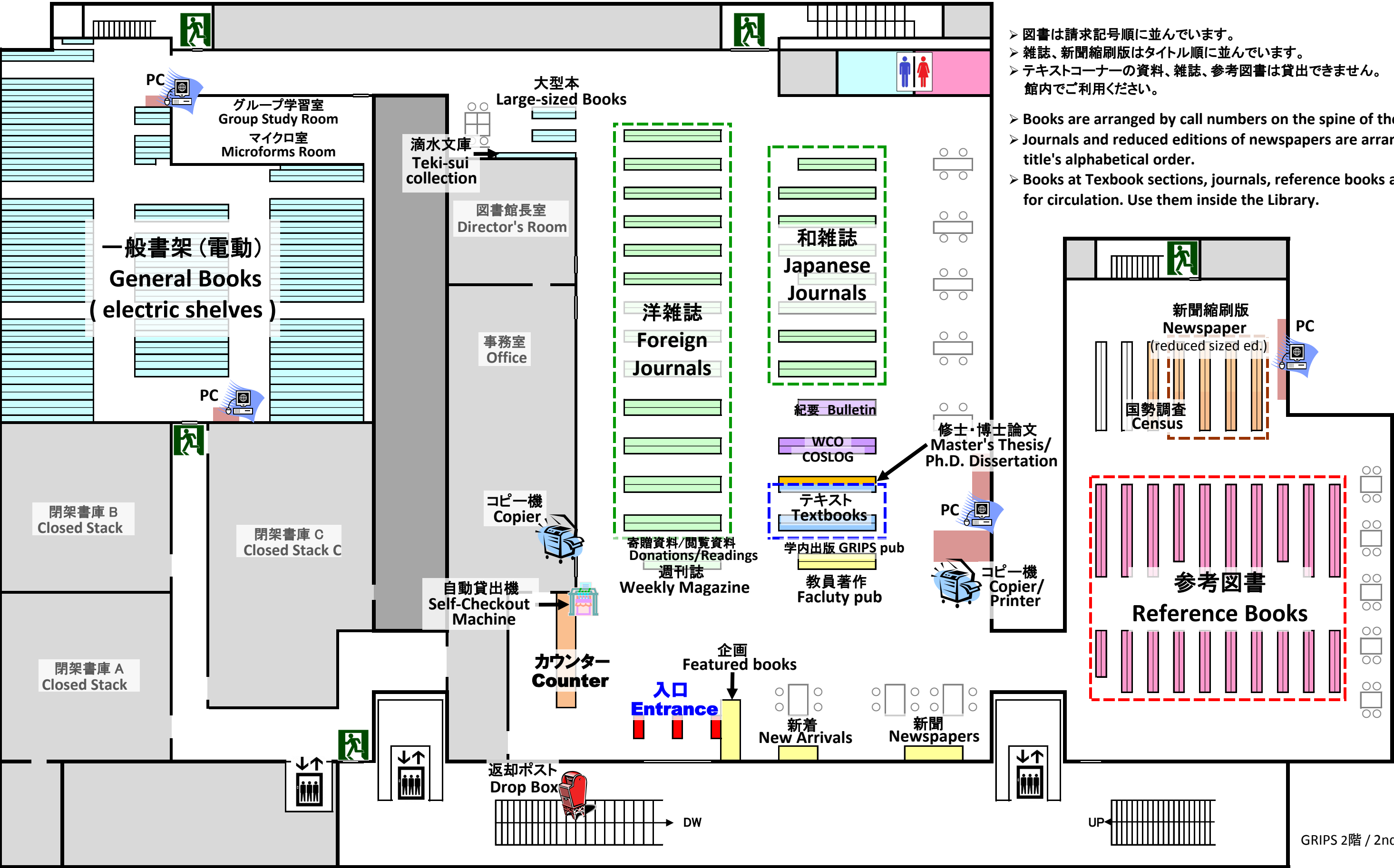
開館時間 Library hours

月-金 Mon - Fri	9:00 - 21:00	土 Sat	10:30 - 17:00
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閉館時は館外のブックポストに図書を返却してください。  
Return books to drop box when the Library is closed.

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。  
貴重品は常に携帯してください。

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



- 図書は請求記号順に並んでいます。
- 雑誌、新聞縮刷版はタイトル順に並んでいます。
- テキストコーナーの資料、雑誌、参考図書は貸出できません。館内でご利用ください。
- Books are arranged by call numbers on the spine of the book.
- Journals and reduced editions of newspapers are arranged in title's alphabetical order.
- Books at Textbook sections, journals, reference books are not for circulation. Use them inside the Library.

## 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.



Click "Info" to show the explanations.

To access each databases, click the names of databases.

### ◆ 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](mailto: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, 4<sup>th</sup> 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 e-books. EBSCOhost allows you to access several databases in a single interface. Available databases at GRIPS are:

- ◆ Academic Search Premier : multidisciplinary research database containing full-texts articles
- ◆ Econlit : economics-specialized database
- ◆ eBook Collection : 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 Apply:

Send an email with your name & GRIPS ID to : [lib@grips.ac.jp](mailto:lib@grips.ac.jp)

- Number of the seats is limited to 40.

日時: 10月29日(月) 12:15-13:15

場所: 研究会室4A (4階)

言語: 英語

\* パソコンをお持ちください。

\* 昼食持込み可。

# How to use MyLibrary

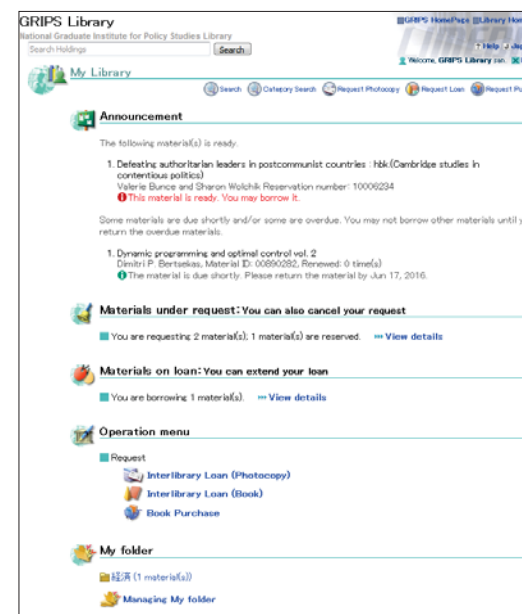
- Materials on loan  
Review your borrowing (items on loan) due dates.
- Renewals  
Renew your borrowed materials for one month.  
Renewal is available for 2 times.  
You cannot renew if the material is reserved by another user.
- Reservations  
Make reservations to materials borrowed by another user.
- 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



- Announcement  
Announcements about your borrowed materials, reservations, or materials obtained from other libraries will be shown.
- Materials under request  
Check or cancel your reservations

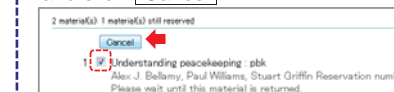
### ◆Make a reservation:

Click **Reserve** at the Search Result page on OPAC (online catalog), and follow the instruction on the screen.



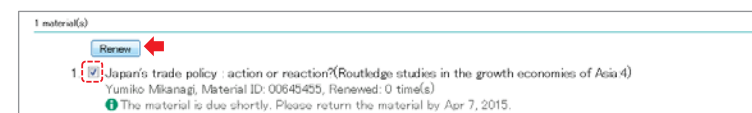
### ◆Cancel a reservation:

Click **View details**, place a check on the one you wish to cancel on the list, and click **Cancel**.



- 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 list, and click **Renew**. The due date will be extended for 1 month from the day of renewal.



\*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)



### 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.

#### ◆Photocopy

#### ◆Book-Loan

**[Bibliographic info from OPAC]** Search your book/journal title with a check in **“Other university (NII catalog)”** and click [Request ILL](#) 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.

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

**Photocopy:** Enter author and title of article, volume, year and [Go to Confirmation window](#)

**Book-Loan:** Make sure the information is correct and [Go to Confirmation window](#)

### 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.

Fill out the bibliographic data of the book, be sure to enter **“Reason for request”**, and click [Go to Confirmation window](#).

\*Please supply as much bibliographic information as you can to help us process your 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 **“Other university (NII catalog)”** and clicking [Request Book Purchase](#), you will get a bibliographic information automatically.

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](#).

## 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 e-journals 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。

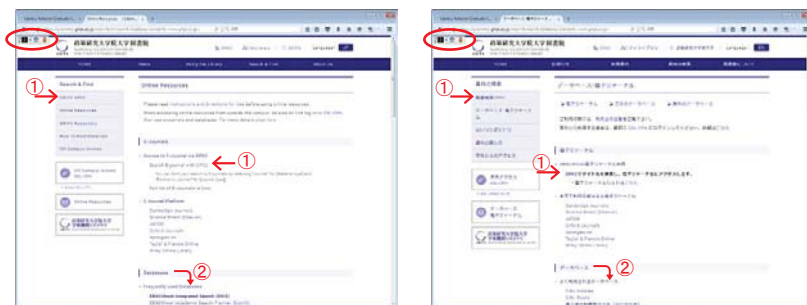



### 3. You will jump to "Online Resources" page.


- 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。

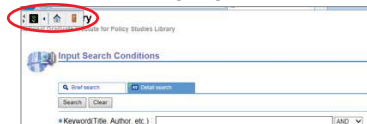
- ① 電子ジャーナル: OPAC で雑誌を検索。
- ② データベース: 「データベース」下の一覧からデータベースにアクセス。



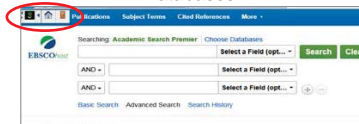
This icon should appear after logging in at the top of web page while using SSL-VPN service. Press  to sign out.

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。

OPAC



Databases



## 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);
- 2) requesting materials available at the GRIPS Library or can be accessed for free on the Internet.

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