

Basic Search for Materials

-How to find books and journals-

2018.10.10

GRIPS LIBRARY

Today's Topics

- Preliminary knowledge
 - Literature search in study workflow
 - Details of bibliographical references
 - Navigation to resources
- Material types and how to search
 - Book, journal, e-book, e-journal
 - Journal article
 - GRIPS doctoral dissertations and master's theses
- Useful services
 - MyLibrary
 - Off-Campus access
- Materials not found in GRIPS
 - Using the materials of other institutes
 - Book Purchase Request

Preliminary knowledge

Literature search in study workflow

● Study Workflow



● The differences between Books and Journals

□ Books

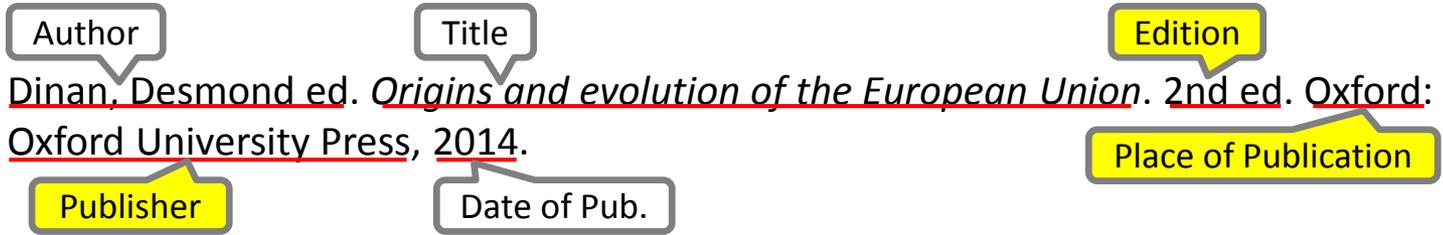
- Theoretical / systematic work
- Longer lag between events and publications than in journals

□ Journal articles

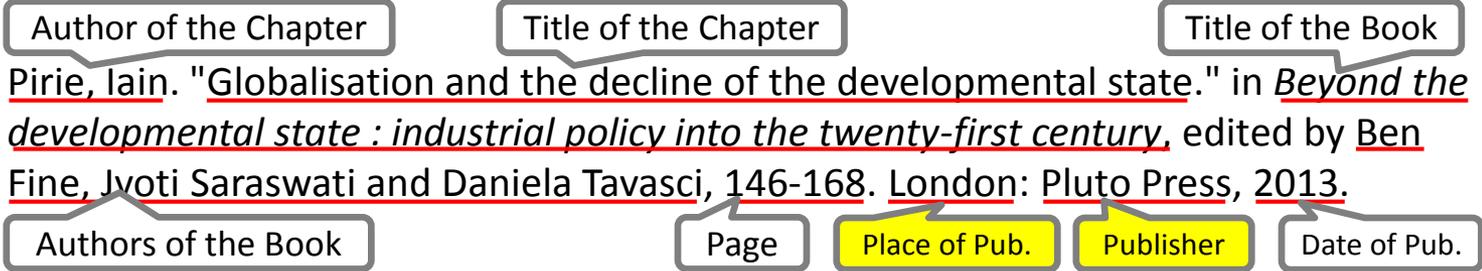
- Cover recent developments (periodicals)
- Emerging studies not yet published in book form

Details of bibliographical references

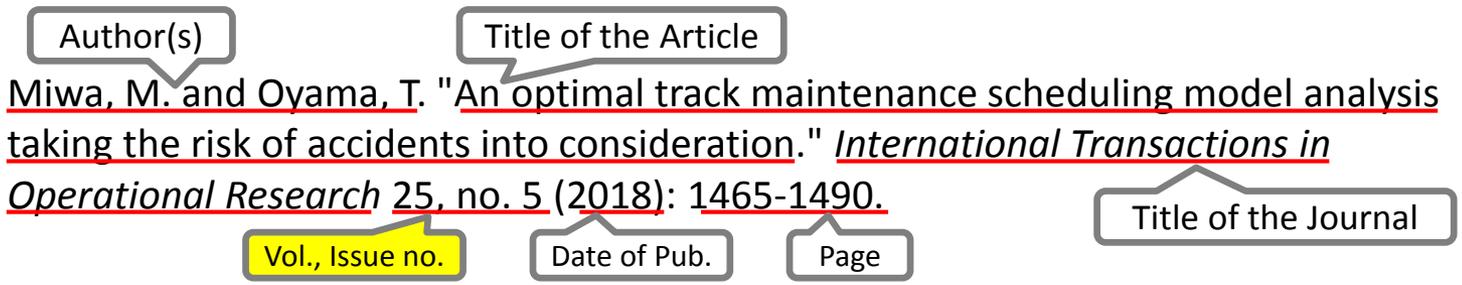
Books
Single-author book



Books
Part of a multi-author book



Articles



- Example : Chicago manual of style
- Citation style to be used is generally determined by discipline or journal

Navigation to resources

Overview

Choose search tools depending on the type of material

1. Available at GRIPS (see slide 6)

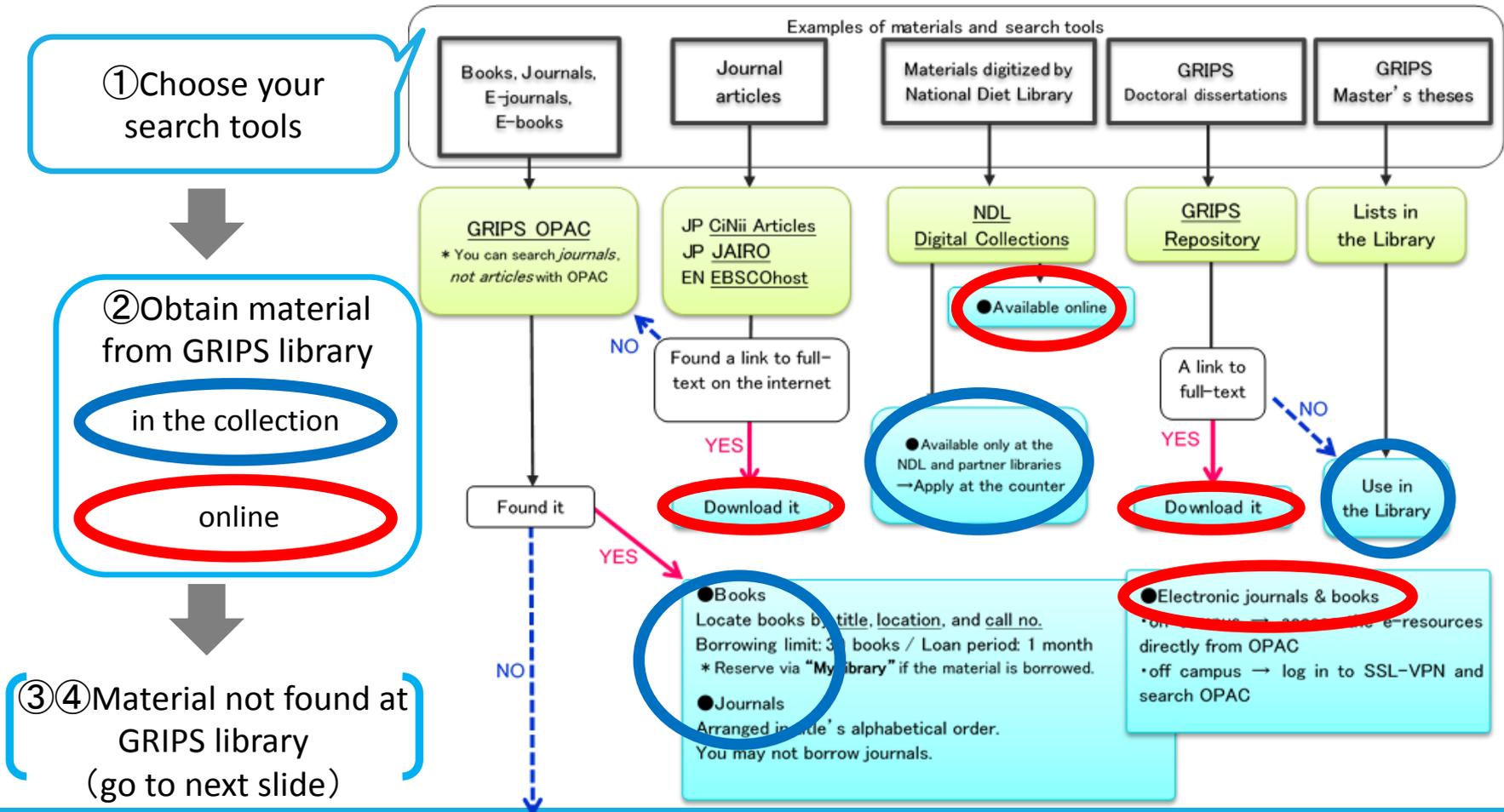
- GRIPS Collection
- Online material: Subscribed e-journals, e-books,
open access materials

2. Not available at GRIPS (see slide 7)

- a) Use the materials of other institutes
- b) Make a purchase request

Navigation to resources

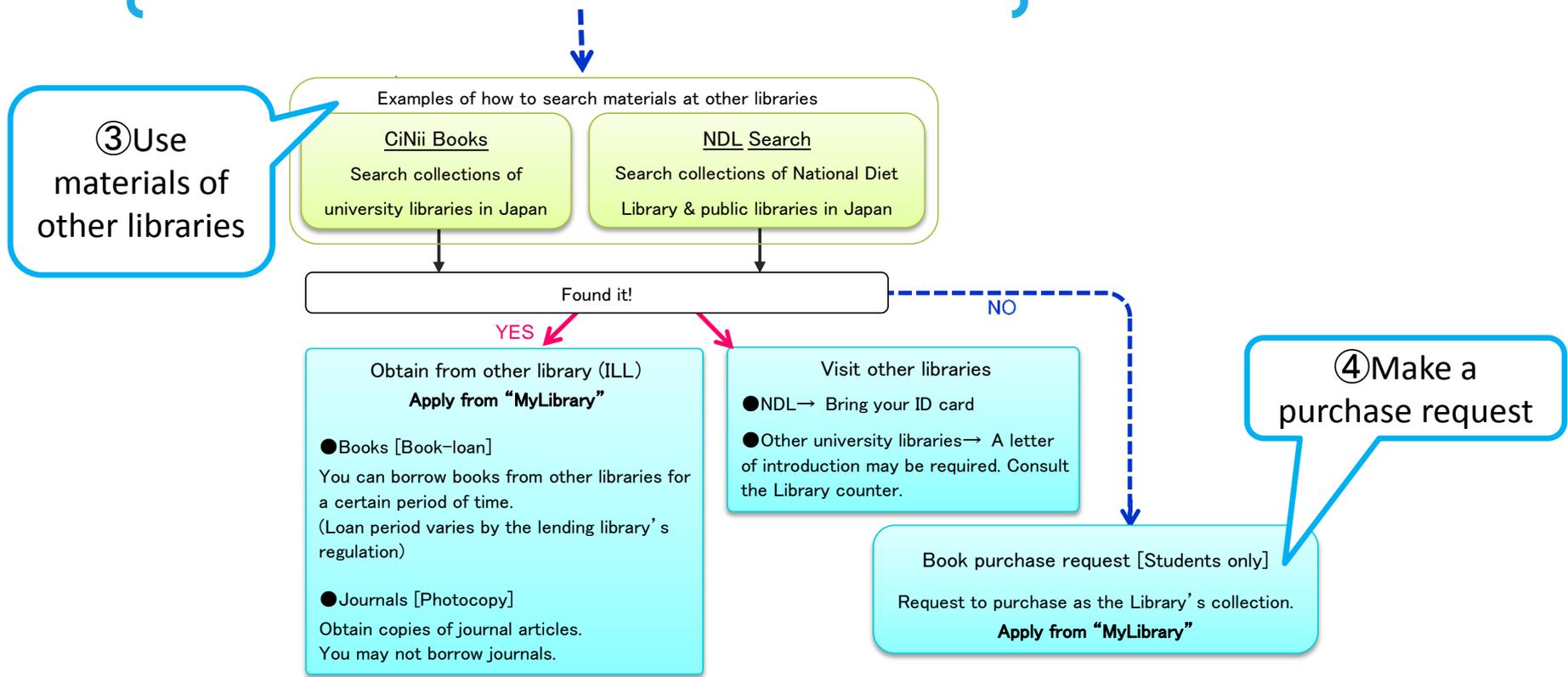
(1) Use GRIPS Collections and other online tools



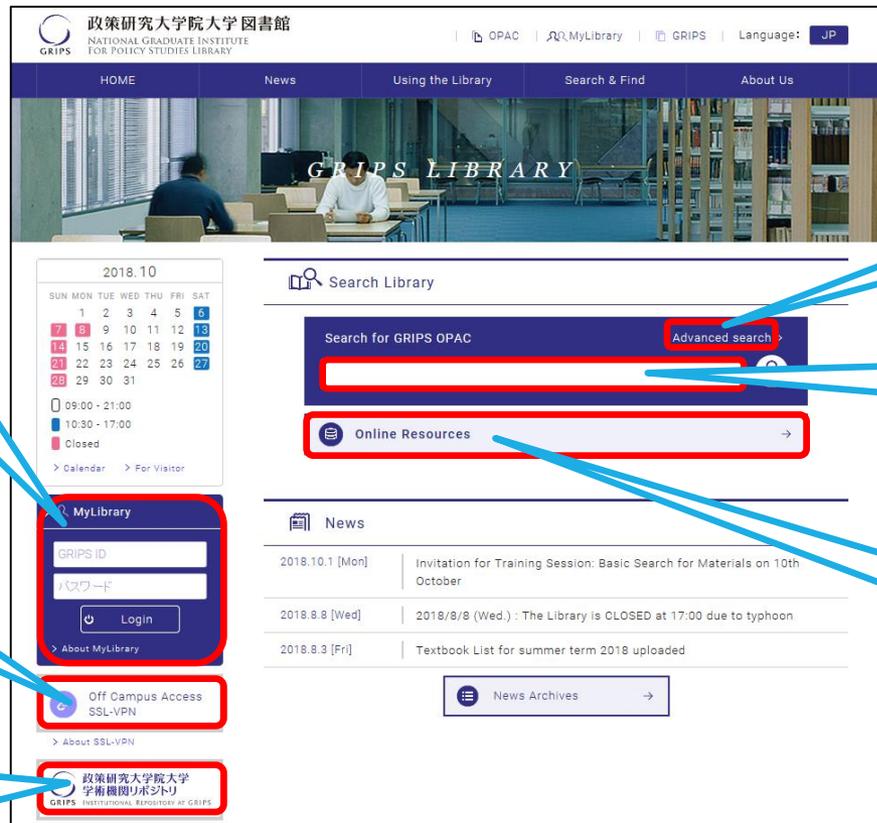
Navigation to resources

(2) Obtain from other library / Request book purchase

When materials are not available at GRIPS



GRIPS Library website



MyLibrary

Off campus
Access

GRIPS
Repository

OPAC
(Advanced search)

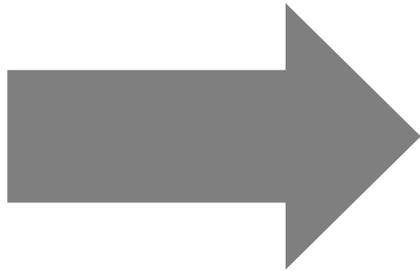
OPAC
(basic search)

Online Resources

<http://www.grips.ac.jp/main/lib/en/>

Material types and how to search

1. Book / Journal / e-Journal / e-Book



Online **P**ublic **A**ccess **C**atalog

Search with GRIPS

Library catalogue

(OPAC)

A good place to start !

OPAC Search

(1) What can we search with GRIPS OPAC?

- GRIPS Library collections
 - Printed resources: Books, journals and other materials held by GRIPS
 - Electronic resources: E-journals and e-books to which GRIPS subscribes
- The collections of other institutes in Japan
 - Check “Other university” under “Target database” in Advanced search
- Note
 - You cannot search by article title
the same as when you check “Other university”
 - ➡ To search by article title, use the article database to find out the journal title and the volume.
 - ➡ Then, search OPAC by journal title

OPAC Search

(2) How to look up in OPAC

GRIPS Library OPAC
National Graduate Institute for Policy Studies Library

GRIPS HomePage | Library HomePage
Help | Japanese
Login | Exit

Input Search Conditions

Category Search | My Library (Renewing, reservation, cancellation)

Basic search | Advanced search

Search | Clear

Keyword(Title, Author, etc.): AND

Material type: Book Journal Journal volume

Target database: Local collection Other university(CINii Books)

Title: AND

Author: AND

Subject: AND

Publisher:

Publication year: to

Japanese/Foreign group: All

Language: Languages

Classification:

Call no.:

Location: All

New arrivals: days or earlier

Material ID:

Journal:

Aggreg:

How to:

Search

Search tips

- Choose distinctive words
- Put a blank between words (= AND)
- Marks ([,] [.] [:] etc.) are not functional

Keywords
(Title, Author, Subject,
etc.)

Select
material type
(Book / Journal /
Journal volume)

Additional
search terms

Link to
MyLibrary

Select database
(Local collection / Other university)

Accessible from anywhere with
an Internet connection

<http://glib.grips.ac.jp/mylimedio/search/search-input.do?lang=en>

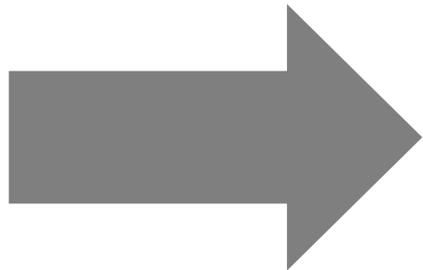
OPAC Search Exercises

Write down “Location” and “Call No.” from the search results

1. Search for the following book designated as a textbook
Maier, Charles S. *Leviathan 2.0 : inventing modern statehood*. Cambridge, Mass. : Belknap Press of Harvard University Press, 2014.
Location () / Call No. ()
2. Search for the following book designated as a textbook
Pollitt, Christophe, Geert Bouckaert. *Public management reform : a comparative analysis : into the age of austerity*. 4th ed. Oxford: Oxford University Press, 2017.
Location () / Call No. ()
3. Search for books written by “Prof. Khoo Boo Teik”, relevant to “Southeast Asia” and “economic growth”
Location () / Call No. ()
4. Search for the following journal volume
The American economic review 108, no. 1 (2018).
Location () / Call No. ()

Material types and how to search

2. Journal articles



Search

Article Databases

How to choose a database

GRIPS Library website > Online Resources

Online Resources

Please read [Instructions and Directions for Use](#) before using online resources.

When accessing online resources from outside the campus, be sure to first log in to [SSL-VPN](#), then use e-journals and databases. For more details click [here](#).

E-Journals

- Access to E-Journal via OPAC
Search E-journal with [OPAC](#).
You can limit your search to E-journals by selecting "Journal" for [Material type] and "Electronic Journal" for [Journal type]
Full list of E-Journals is [here](#).
- E-Journal Platform
 - Cambridge Journals
 - Science Direct (Elsevier)
 - JSTOR
 - Oxford Journals
 - SpringerLink
 - Taylor & Francis Online
 - Wiley Online Library

* JSTOR works best with Safari, Firefox and Chrome.
Please make sure that your browser is updated. The quality of your experience will only get worse with the Internet Explorer.

- Choose an appropriate database according to what you want to search for
 - Field: multiple field, natural/social science, humanities, etc.
 - Material types: Journal articles, news, documents, statistics, etc.
 - Coverage
- Some databases provide e-journals, which can't be searched with OPAC
 - e.g. EBSCOhost (Academic Search Premier)
- How to access: Available on campus, in-library use only, open access

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

Examples of databases

(1) EBSCOhost

Type of content: **Articles, eBooks**

Includes the following databases. You can search within a single database or do a federated search.

- Academic Search Premier

A multi-disciplinary database which provides the **full text** of more than 4,600 journals.

- Econlit

A source of references to economic literature. Note: no links to full text

- eBook Collection

Search and view **full text** eBooks.

Examples of databases

(2) Scopus

Type of content: **Articles**

- A large **abstract and citation database** covering science, technology, medicine, social sciences and the arts and humanities.
- Contains abstracts from the 1800's onwards, and every article published since 1970 has links to cited references. Also contains links to other online journals if the full text is available.

Examples of databases

(3) LexisNexis Academic

Type of content: **News, Law**

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

- Full text articles of newspapers and journals
- Corporate information, SEC filings
- US federal / state cases & codes, law reviews, EU regulations, cases of Commonwealth nations
- Medline References (abstract), medical journals
- Who's Who, country reports, public polls (US)

Database training sessions Schedule

| Date | Time | Database |
|---------------|-------------|---------------------|
| Oct. 29, Mon. | 12:15-13:15 | EBSCOhost |
| Nov. 9, Fri. | 12:15-13:15 | LexisNexis Academic |
| Nov. 15, Thu. | 16:40-18:10 | Scopus & Mendeley |

Material types and how to search

3. GRIPS doctoral dissertations/master's theses

Search:

- GRIPS Institutional Repository
- List in the GRIPS Library

Search for GRIPS doctoral dissertations

政策研究大学院大学
学術機関リポジトリ
GRIPS INSTITUTIONAL REPOSITORY AT GRIPS

The Institutional Repository at National Graduate Institute for Policy Studies provides research activities at GRIPS: mainly doctoral dissertations and Discussion papers. See below also for research outcomes of the members of GRIPS.

- > [Activity Reports](#) (Japanese only)
- > [Faculty Directory](#) (individual activities available at personal websites.)

WEKO

Top Ranking

🔍

▶ Detail Full Text Simple

Language
English

Index Tree

- Journal Articles
- GRIPS Discussion Papers
- SciREX Working Paper
- Doctoral dissertation
- Books

Index List

- Journal Articles [74 items]
- GRIPS Discussion Papers [327 items]
- SciREX Working Paper [5 items]
- Doctoral dissertation [376 items]

Search with GRIPS Institutional Repository (IR)

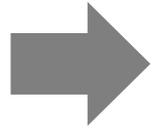
- Until 2012: The library holds the hard copies of GRIPS doctoral dissertations.
⇒ In-library use only (read or copy)
- Since 2013: **Full texts are available** in the GRIPS IR.

(Examples of databases of doctoral dissertations of other universities)

- CiNii Dissertations
- JAIRO (cross-search Japanese IRs)
- NDL Search

<https://grips.repo.nii.ac.jp/>

Search for GRIPS master's theses



Search the list available in the library

- The library holds hard copies of GRIPS master's theses
(Some are stored as CD-ROMs, depending on the programs and the academic year)
- In-library use only (read or copy)

Useful services

(1) MyLibrary

- How to log in: Log in with your **GRIPS ID** and password.
 - Access via OPAC, GRIPS Library website and G-Way.
- What you can do with MyLibrary
 - Reserve items: reserve materials currently on loan
 - Check the status of your current loans
 - Renew books on loan: 2 renewals are allowed, as long as the item is not reserved by others.
 - Apply for Inter-Library Loan (ILL): You can borrow books and obtain copies of articles from other libraries.
 - Request a book purchase by the library (students only)

<https://glib.grips.ac.jp/mylimedio/loginPage.do?lang=en>

Useful services

(2) Off-Campus access (SSL-VPN)

- You can use most of the GRIPS subscription online-resources (e-journals, e-books, and online databases) from off-campus via SSL-VPN service.
 - **NOTE:** when you use your own computer on campus (connecting via GRIPS campus Wi-Fi) you should access as if from outside the campus, i.e. **use GRIPS SSL-VPN service.**
- How to use
 1. Access the SSL-VPN login screen;
 2. Enter your **GRIPS ID** and password;
→The  icon will appear after you log in at the top of the page.
 3. Search e-journals in the online catalog / Access the database from the links on the “Online Resources” page;
 4. Press the  icon to sign out.

http://www.grips.ac.jp/main/lib/en/search/ssl_vpn/

Use the materials of other institutes

(1) Inter-Library Loan Service (ILL)

- You can borrow books or obtain copies of articles from other libraries through ILL service. Apply via **MyLibrary**.
- Fees: GRIPS Library pays the fee except the following cases:
 - requesting express delivery of materials;
 - requesting materials, including online materials, available at GRIPS.

● Notes

- The lending library may limit the use of the material.
- **Journals cannot be borrowed.** → Make a photocopy request
- Obtaining copies for the purpose of private study or research is allowed within the limit of Copyright Law*

You can copy a part of each section of a multi-author book.
⇒ **Make a book-loan request**

* It is permissible to make a single copy of a part of a work, or of all of an individual work in a periodical already published for a considerable period of time (i.e. the next volume has already been published, or three months have passed since publication).

Use the materials of other institutes

(2) Visiting other libraries

- You can visit other libraries **to browse** materials or **make copies** of them.
 - The visitor use procedure, such as obtaining a prior visiting notice or submitting a letter of introduction, depends on each library's regulations. Consult the GRIPS Library staff when you wish to visit other libraries.
- Borrowing at cooperative agreement libraries
GRIPS members are able to visit the following libraries and borrow books there.
 - JICA Library*
 - United Nations University Library*
 - Disaster Management Library.

*You will need a lending card. Apply at the GRIPS Library in advance.

Book purchase request

- GRIPS students may request that the Library purchase policy studies-related books to add to the Library's collections.
 - The books will be added to the collections after they are examined.
- How to apply: Apply via [MyLibrary](#)
- Notes
 - Requests for purchase of the following materials will not be accepted:
 - materials which the Library already holds in its collection;
 - test-preparation or language study books; and
 - journals and electronic resources.

Support

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

- GRIPS Library counter (2F)
- E-mail
lib@grips.ac.jp

OPAC Search

Example answers for the
exercises

2018.10.10

GRIPS LIBRARY

OPAC Search Exercises

Write down “Location” and “Call No.” from the search results

1. Search for the following book designated as a textbook
Maier, Charles S. *Leviathan 2.0 : inventing modern statehood*. Cambridge, Mass. : Belknap Press of Harvard University Press, 2014.
Location () / Call No. ()
2. Search for the following book designated as a textbook
Pollitt, Christophe, Geert Bouckaert. *Public management reform : a comparative analysis : into the age of austerity*. 4th ed. Oxford: Oxford University Press, 2017.
Location () / Call No. ()
3. Search for books written by “Prof. Khoo Boo Teik”, relevant to “Southeast Asia” and “economic growth”
Location () / Call No. ()
4. Search for the following journal volume
The American economic review 108, no. 1 (2018).
Location () / Call No. ()

Search the OPAC - Model Answers

Q. 1 (Textbooks)

Examples of Search Condition

• Keyword= Maier_Leviathan

Search Result in Detail

Input Search Conditions > Search Result List > Search Result in Detail

◀ Back Next ▶ 1 / 1 materials

Leviathan 2.0 : inventing modern statehood
 Charles S. Maier
 Cambridge, Mass. : Belknap Press of Harvard University Press, [2014]

Bookmark

• Holdings :

| Volume | Location | Call no. | Material ID | Circulation class | Status | Waiting N |
|--------|-----------------------|-------------|-------------|---------------------|--------|-----------|
| back | Textbooks section | 319 Ma31 | 01392361 | Not to be taken out | | 0 |
| | General books section | 319 Ma31 | 01392441 | For 1 month | | |

Select All Deselect All Bookmark volume

• Publication year : 2014
 • Form : 370 p. : ill.,

Brief Information
 Title, author, publication details

Circulation class

Status
 Books are in the shelves when this field is blank.

Location
 Books are arranged by **call number**, as shown on spine labels.

Call no.
 319 || Ma31

Check the "Call no." and go to the section shown in "Location."
 "Textbooks" → **In-library use only**
 "General books" → **May be borrowed.**

Search the OPAC - Model Answers

Q. 2 (Textbooks/E-books)

Examples of Search Condition

• Keyword= Public_management_reform_austerity

Change conditions for further search

Search Result List

Review conditions

Book : 1-2 (2 materials)

1. [Public management reform austerity, 4th ed. : pbk.](#)
Christopher Pollitt and Geert J. Jansz. Oxford University Press, 2017.
Textbooks section 317.1||P77

2. [Public management reform \[electronic resource\] : a comparative analysis : into the age of austerity, 4th ed. computer file -- remote.](#) [Show the electronic book](#)
Christopher Pollitt and Geert Jansz. Oxford University Press, 2017.
Electronic Books EB

Location 1: "Textbooks"
Call no. : 317.1||P77

Edition

Link to full text

Location 2: "Electronic Books"
Call no. : EB

Search Result in Detail (Location 2)

Public management reform [electronic resource] : a comparative analysis : into the age of austerity [Show the electronic book](#)

Christopher Pollitt and Geert Jansz. 4th ed. Oxford : Oxford University Press, 2017.

Bookmark

| Volume | Location | Call no. | Material ID | Circulation class | Status | Waiting | Notes |
|--------|------------------|----------|-------------|---------------------|--------|---------|--|
| 1 | Electronic Books | EB | EB000865 | Not to be taken out | | | Click the URL indicated in "IDENT" field. (Only inside GRIPS) / Concurrent user limit: 1 |

Bookmark volume

2017
computer file -- remote (wr)

• Subject : [Administrative agencies -- Reorganization](#)

• ISBN : 9780192514387/9780198795179

• IDENT : <http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&AN=1546722>

Link to full text

Notes
Only inside GRIPS
Concurrent user limit: 1

Location
Electronic Books

Link to full text

Electronic book is also available.
 "Textbooks" → In-library use only
 "Electronic Books" → Available on campus

Search the OPAC - Model Answers

Q. 3 (Search by uncertain information/reservation)

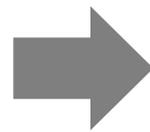
Examples of Search Condition

- Title= Southeast_Asia_economic_growth
- Author= Khoo_Boo_Teik

Search Result in Detail

The screenshot shows a search result for the book "Southeast Asia beyond crises and traps : economic growth and upgrading" by Khoo Boo Teik, Keiichi Tsunekawa, and Motoko Kawano. The call number is 332.23 | | Kh. The status is "In circulation (Aug 20, 2018)". The location is "Faculty publications". There is a "Reserve" button next to the status. The callouts highlight these specific details.

| Volume | Location | Call no. | Material ID | Circulation class | Status | Waiting | Notes |
|--------------|----------------------|--------------|-------------|-------------------|-------------------------------|---------|-------|
| 1 [hardback] | Faculty publications | 332.23 Kh | 01443932 | For 1 month | In circulation (Aug 20, 2018) | Reserve | 0 |



Reserve the book via **MyLibrary** when someone else is borrowing it.
"Faculty publications" → May be borrowed if it's on the shelf.

Search the OPAC - Model Answers

Q. 4 (Journals/E-journals)

Examples of Search Condition

- Title= American_economic_review
- Material type= Journal

Search Result List

Review conditions

Journal : 1-5 (5 materials)

Show next

- [The American economic review](#)
American Economic Association. American Economic Association.
1968-2018. Ongoing. Journals section
- [American Economic Review \(1911-\)](#) [JSTOR] [computer file -- remote]. [Show the electronic journal](#)
American Economic Association.
Electronic Journals
- [American economic review \(1999-\)](#) [computer file -- remote]. [Show the electronic journal](#)
American Economic Association.
Electronic Journals
- [American Law and Economics Review](#) [computer file -- remote]. [Show the electronic journal](#)
Electronic Journals
- [North American Review of Economics](#) [computer file -- remote]. [Show the electronic journal](#)
Elsevier.
Electronic Journals

Location 1:
"Journals section"

Location 2:
"Electronic Journals"

Check the coverage (year)

Search Result in Detail (Location 1)

The American economic review
American Economic Association
Ithaca, N.Y. : American Economic Association, 1911-

Bookmark

Journal holdings:

| Holding volume | Location | Year of holding | Continuing acceptance | Item A |
|--|------------------|-----------------|-----------------------|--------|
| 58(2-5), 59-63, 64(1-3), 65-107, 108(1-6)+ | Journals section | 1968-2018 | Ongoing | |

Coverage
(holding volume)

Location
Journals are arranged
alphabetically by title in the
"Journals Section."

Link to full text

Check coverage, as well as location.
"Journals" → In-library use only (read or copy)
"Electronic Journals" → Available on campus