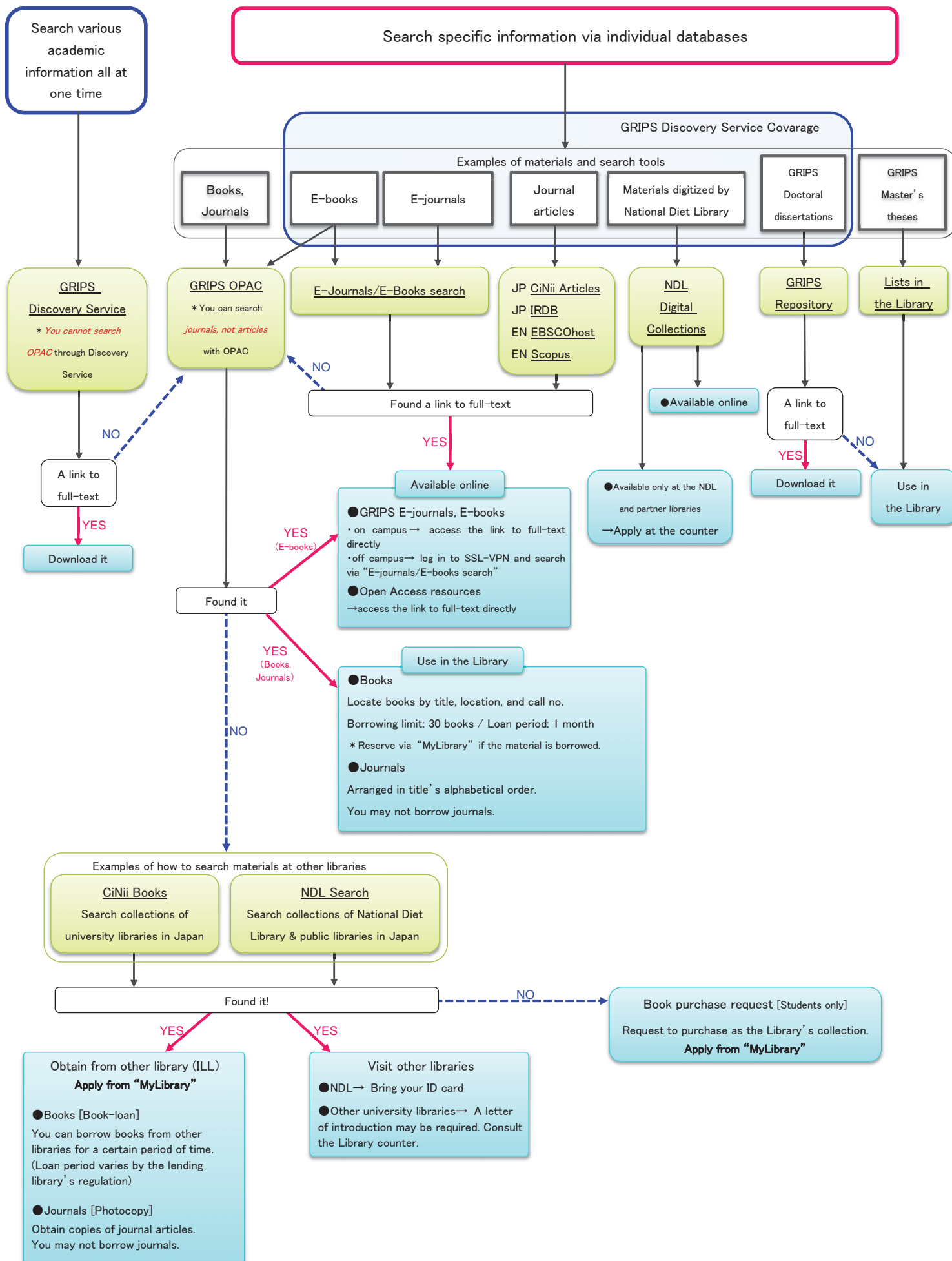


Training session "Basic Search for Materials"

List of Appendix

1. "How to Find & Obtain Research Materials"
2. Discovery Service Basics
3. Information about the next database training session:
GRIPS Discovery Service & EBSCOhost
4. "How to use MyLibrary"
5. "Inter-Library Loan Service (ILL)"

How to Find & Obtain Research Materials

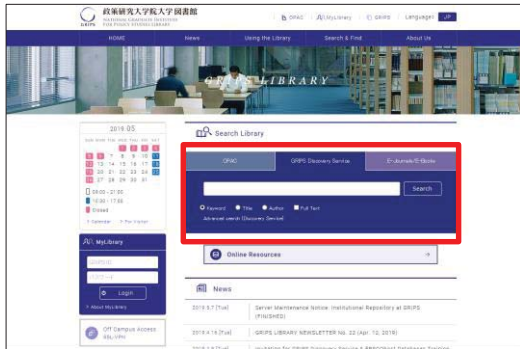


Discovery Service Basics

Discovery Service allows you to find a broad range of scholarly resources in a single search, regardless of format.

1. Basic Search

Go to the library's homepage at <http://www.grips.ac.jp/main/lib/en/>



- ① Click on the "GRIPS Discovery Service" tab.
- ② Enter your search terms in the search box.
※ **Keyword search** is the default. It allows you to search automatically across multiple fields (e.g. article title, abstract, author, subject, publisher, journal title etc.).
- ③ Click "Search".

Discovery Service provides a single search across many resources. This has a greater potential for serendipity than ordinary searches.

Do you need to do a literature review for a project, thesis, or dissertation?

You can easily search across many different resources at once.

Print publications
(books and journals)

e-books and
e-journals

Conference papers, reports
and newswires contents

The screenshot shows a search for "global warming" with 3,396,640 results. Key features highlighted include:

- Search Results:** 1 - 20 of 3,396,640
- Results display:** Relevance, Page Options, Share
- Research Starters Feature Area:** A section titled "Global Warming" with a description: "Global warming is the term applied specifically to indicate rising temperature has the potential to cause..." and links to "Bioethics and global warming", "Global Warming Potential", "Climate change and global warming".
- Results list (keyword: "global warming"):**
 - 1 Long-term changes in the impacts of global warming on leaf phenology of four temperate tree species. (Academic Journal, MEDLINE PubMed)
 - 2 The Atmospheric Pathway of the Cloud-Radiative Impact on the Circulation Response to Global Warming: Important and Uncertain. (Academic Journal, Academic Search Premier)
- Related information:** Includes "Newswires" and "Related Images".
- Limiters/Filtering:** Includes "Current Search", "Expanders", and "Limit To" (Full Text, Peer Reviewed, Publication Date).
- Source Types:** Includes "All Results", "News (1,782,850)", "Academic Journals (676,191)", "Magazines (311,390)", "eBooks (201,624)", "Books (77,004)".

• Search results : number of hits

• Search results can be sorted by "relevance" or by "date"

• Page options :
Change the layout of the results on the screen according to your preferences

• Share :
Functions include saving bibliographic information, setting up email and RSS alerts, and using Permalink.

• Research Starters offers links to related information and detailed bibliographies for more than 50,000 popular topics.

2. Viewing Search Results



Search results are ordered by relevance. If your initial search is unsuccessful, try using different keywords!

1 Refining search results by facets

Search results can be refined by filters such as full text, peer reviewed, source types, subject, publisher, publication, language, geography or content provider

The 'Refine Results' sidebar includes the following facets:

- Subject:** economics (209,010), social sciences (189,016), human geography (187,663), economic disciplines (144,785), political science (123,095), geography (121,950)
- Language:** english (1,975,883), french (26,174), unknown (12,998), german (11,452), spanish; castilian (8,763), japanese (6,585)
- Geography:** united states (78,427), china (26,788), canada (21,546), united kingdom (17,938), india (16,602), australia (12,747)
- Publication:** fair disclosure wire (27,340), economic geography (22,885), cia world fact book (10,953), annals of the association of american geographers (8,000), plos one (7,913), professional geographer (5,476)
- Publisher:** taylor & francis ltd (168,119), wiley-blackwell (98,716), routledge (60,275), elsevier ltd (57,052)
- University:** (empty)
- Collection:** (empty)
- Content Provider:** All Providers, Complementary Index (511,575), eBook Index (350,226), NewsBank (218,370), JSTOR Journals (211,702), Academic Search Premier (155,446)

e.g. Keyword: "Economic Geography"

The search results page shows 2,437,418 results. The top result is 'Economic Geography' by Salem Press Encyclopedia. Below it is 'Economic Geography : A Critical Introduction' by Barnes, Trevor J. and Christophers, Brett. The 'Refine Results' sidebar is visible on the left, mirroring the one in the previous image.

Use the **Limit To** options to narrow your search, or refine your search using the facets in the left column to select:

- Source Types
- Subject
- Publisher
- Publication
- Language
- Geography
- Content Provider

The detailed record for 'Economic Geography : A Critical Introduction' includes:

- Series:** Critical Introductions to Geography
- Authors:** Barnes, Trevor J., Christophers, Brett
- Publication Information:** Hoboken, NJ : Wiley-Blackwell, 2018
- Resource Type:** eBook
- Description:** This volume in the celebrated Critical Introductions to Geography series introduces readers to the vibrant discipline of economic geography. The authors provide an original definition of the discipline, and they make a strong case for its vital importance in understanding the dynamic interconnections, movements, and emerging trends shaping our globalized world. Economic Geography addresses the key theories and methods that form the basis of the discipline, and describes its "communities of practice" and relations to related fields including economics and sociology. Numerous illustrative examples explore how economic geographers examine the world and how and why the discipline takes the forms it does, demonstrating the critical value of economic geography to making sense of globalization, uneven development, money and finance, urbanization, environmental change, and industrial and technological transformation. Engaging and thought-provoking, Economic Geography: A Critical Introduction is the ideal resource for students studying across a range of subject areas, as well as the general reader with an interest in world affairs and economics.
- Subjects:** Economic geography
- Categories:** SCIENCE / Earth Sciences / Geography

Bibliographic records and full text gathered from your search can be saved, printed or e-mailed to yourself.

Links to full-text and other options

- PDF Full Text** Links to the full-text version available via GRIPS Discovery
- HTML Full Text** The complete article is available in HTML, PDF or both. Text-To-Speech and translation features may be available for HTML documents.
- View record in** Links to subscribed resources
- Linked Full Text** The link will direct you to the publisher's website. Note that, due to licensing restrictions, not all e-resources are available from off-campus.
- Full Text Finder** [Full Text Finder] will appear if any other links are available.

- Check Related Information** [Full text not available] Other options (such as checking GRIPS Library OPAC or Google Scholar) may be displayed.

2 Bibliographic record

A detailed record (including title, author, publisher, publication year, content provider) can be viewed by clicking the title of the article in the search results list.

3 Links on the search results page

When viewing your search results, depending on the availability of the full-text, you will see different links such as:

- PDF Full Text
- View Record in [publisher's name]
- Linked Full Text
- Check Related Information

GRIPS Discovery Service & EBSCOhost Database

Training Session

GRIPS Discovery Service & EBSCOhost データベース講習会



Date: Thursday, October 17, 2019 / Time: 12:15-13:15

Venue: Research Meeting Room 1A, 1st floor

Language: English

What to Bring: Laptop, lunch

● GRIPS Discovery Service

- ◆ Cross-searching tool for various academic information such as GRIPS' subscribed e-journals, e-books, databases (including EBSCOhost) and online open access academic resources

● EBSCOhost allows you to access following databases in a single interface.

- ◆ Academic Search Premier : multidisciplinary research database containing full-texts articles
- ◆ Econlit : economics-specialized database
- ◆ eBook Collection : collection of full-texts of electronic books

- The instructor, invited from the EBSCO Information Services Japan Inc., will introduce the databases and give tips for searching.

- **For application, send an email with *your name* & *GRIPS ID* to : lib@grips.ac.jp**

- **The number of seats is limited to 40.**

日時: 10月17日(木) 12:15-13:15

場所: 研究会室1A (1階)

言語: 英語

* パソコンをお持ちください。

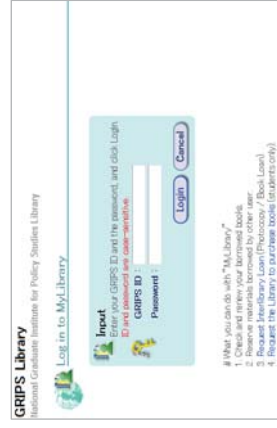
* 昼食持込み可。

How to use MyLibrary

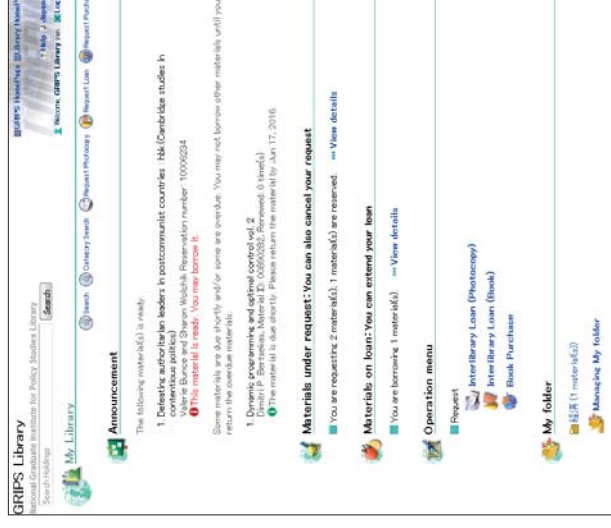
- Materials on loan
 - Review your borrowing (items on loan) due dates.
- Renewals
 - Renew your borrowed materials for one month. Renewal is available for 2 times. You cannot renew if the material is reserved by another user.
- Reservations
 - Make reservations to materials borrowed by another user.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



● Materials on loan

Check your loan status and renew your borrowed materials.

- ◆ **Renewal:** Click , place a check on the one you wish to renew on the list, and click . 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)

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



◆ Cancel a reservation:

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



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**.

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