

Basic Search for Research Materials

-How to find books and journal articles-

2019.10.11

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
 - Books, journals, e-books, e-journals
 - Journal articles
 - GRIPS doctoral dissertations and master's theses
- Useful services
 - MyLibrary
 - Off-campus Access / On-campus Access with Your Own PC (EZproxy service)
- 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

Book

Single-author book

Author

Title

Edition

Dinan, Desmond ed. *Origins and evolution of the European Union*. 2nd ed. Oxford: Oxford University Press, 2014.

Publisher

Date of Pub.

Place of Publication

Book

Part of a multi-author book

Author of the Chapter

Title of the Chapter

Title of the Book

Pirie, Iain. "Globalisation and the decline of the developmental state." in *Beyond the developmental state : industrial policy into the twenty-first century*, edited by Ben Fine, Jyoti Saraswati and Daniela Tavasci, 146-168. London: Pluto Press, 2013.

Authors of the Book

Page

Place of Pub.

Publisher

Date of Pub.

Article

Author(s)

Title of the Article

Miwa, M. and Oyama, T. "An optimal track maintenance scheduling model analysis taking the risk of accidents into consideration." *International Transactions in Operational Research* 25, no. 5 (2018): 1465-1490.

Vol., Issue no.

Date of Pub.

Page

Title of the Journal

- 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)

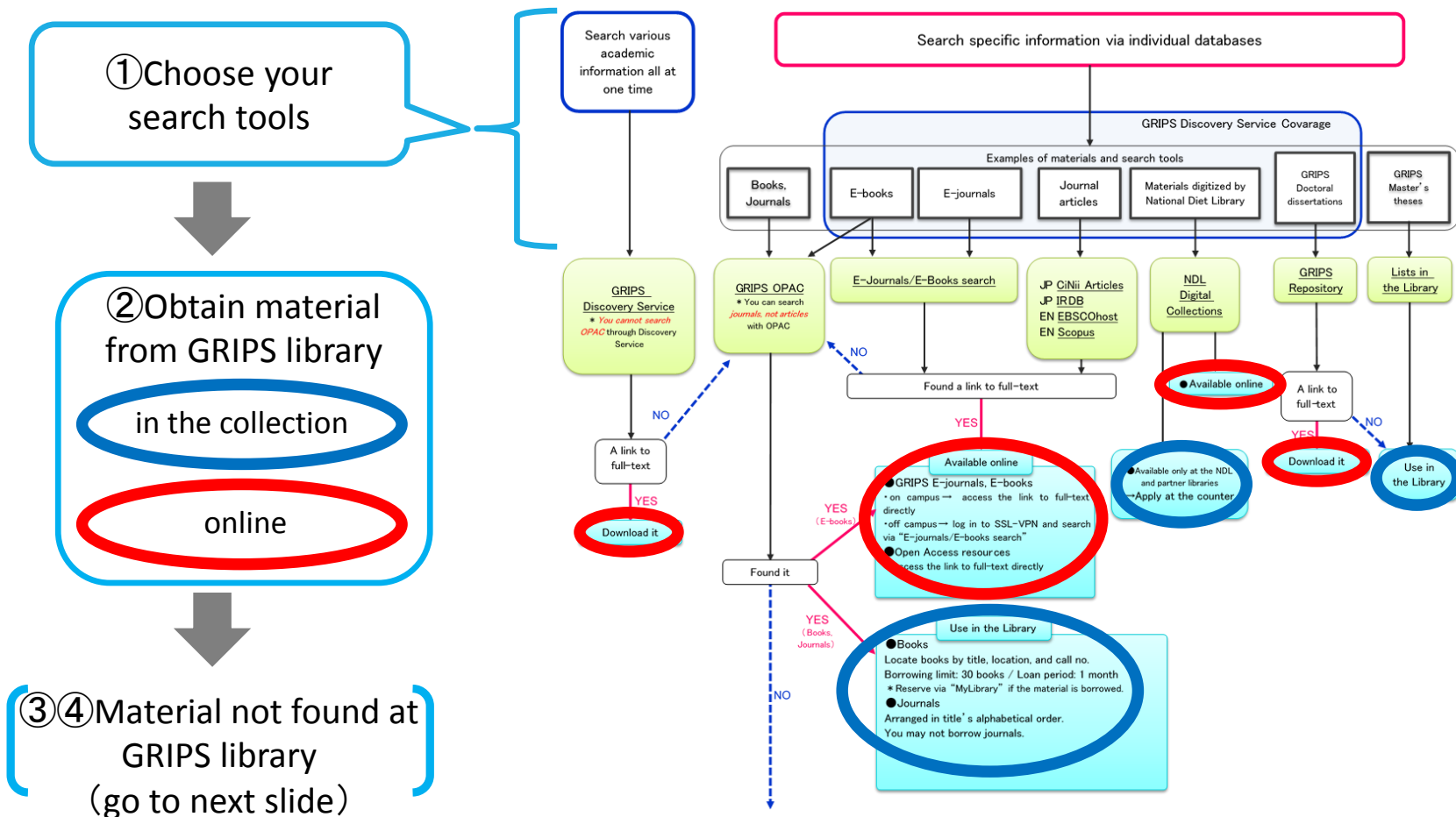
- GRIPS Collection
- Online material: GRIPS' subscribed e-journals, e-books, open access materials

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



③ Use materials of other libraries

Examples of how to search materials at other libraries

CiNii Books

Search collections of university libraries in Japan

NDL Search

Search collections of National Diet Library & public libraries in Japan

Found it!

YES

YES

NO

Obtain from other library (ILL)
Apply from "MyLibrary"

- Books [Book-loan]
You can borrow books from other libraries for a certain period of time. (Loan period varies by the lending library's regulation)
- Journals [Photocopy]
Obtain copies of journal articles. You may not borrow journals.

Visit other libraries

- NDL → Bring your ID card
- Other university libraries → A letter of introduction may be required. Consult the Library counter.

Book purchase request [Students only]
Request to purchase as the Library's collection.
Apply from "MyLibrary"

④ Make a purchase request

GRIPS Library website

The screenshot shows the GRIPS Library website interface. The header includes the logo and name of the National Graduate Institute for Policy Studies Library, along with navigation links for OPAC, MyLibrary, GRIPS, and Language (JP). The main navigation bar contains links for HOME, News, Using the Library, Search & Find, and About Us. The central search area features a search bar with a dropdown menu showing 'OPAC', 'GRIPS Discovery Service', and 'E-Journals/E-Books'. Below the search bar is a section for 'Advanced search (OPAC)' and 'Online Resources'. The left sidebar includes a calendar, a 'MyLibrary' login section with fields for GRIPS ID and password, and links for 'Off Campus Access' and 'GRIPS Repository'. The right sidebar displays a 'News' section with recent updates.

OPAC
(Advanced search)

GRIPS
Discovery Service

E-Journals/E-Books

MyLibrary

Off campus
Access

GRIPS
Repository

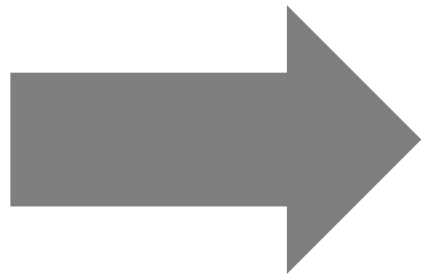
OPAC
(basic search)

Online Resources

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

Material types and how to search

1. Books / Journals / e-Books



One **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?

1. GRIPS Library collections of **printed materials**
 - Books, journals and other materials held by GRIPS Library
 2. GRIPS' subscribed **electronic books** (Available **on campus**)
 3. [Option] 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 **GRIPS Discovery Service or article databases** to find out the journal title and the volume.
- ➡
1. Some of the search results provide **full-text links**.
 2. If full texts are not available online, search OPAC for printed journal **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 ▾

ISBN:
ISSN:
NCID:

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:
Aggregate:

How to Search

Search

Keywords
(Title, Author, Subject,
etc.)

**Select
material type**
(Book / Journal /
Journal volume)

**Additional
search terms**

**Link to
MyLibrary**

Select database
(Local collection / Other university)

Search tips

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

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 a book designated as a textbook, including “global trends” and “public sector reform” in the title

Location () / Call No. ()

2. Search for the following book designated as a textbook
Anceschi, Luca, and Symons, Jonathan ed. *Energy security in the era of climate change : the Asia-Pacific experience*. Basingstoke: Palgrave Macmillan, 2012.

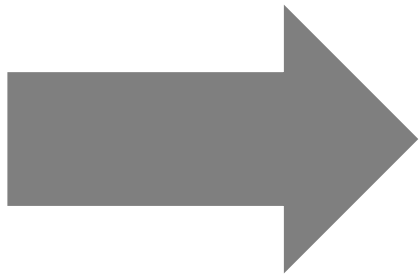
Location () / Call No. ()

3. Search for the following journal volume
Common market law review 56, no. 1 (2019).

Location () / Call No. ()

Material types and how to search

2. e-Journals / e-Books



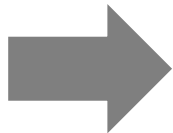
Search:

E-Journals/E-Books search

Use online resources

GRIPS' subscribed online-resources (e-journals, e-books, and online databases) are available **on campus**.

Access with:

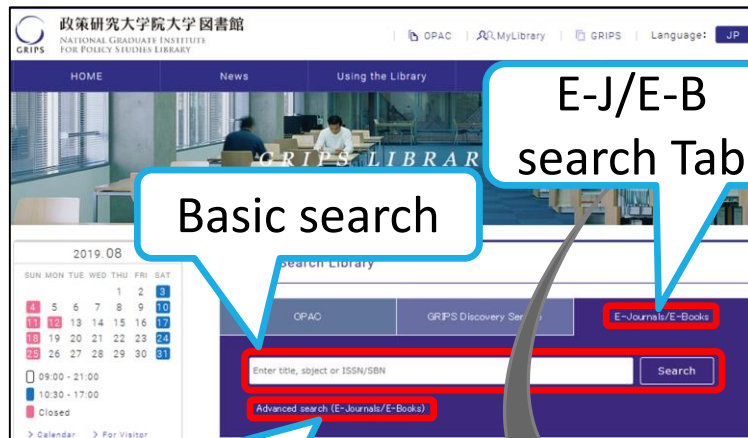


1. **Shared PCs** on campus available in the following locations:
Library, Lecture Rooms A & B, Student Lounge, CPC Lounge
2. Your own PC via **Off-campus Access service** (EZproxy service)

Search e-journals / e-books

E-Journals/E-Books search

GRIPS Library website



E-Journals/E-Books search page

E-Journals/E-Books search page



- Access via Off-campus access service to use GRIPS' subscribed online-resources
- Search **GRIPS' subscribed e-Journals or e-Books** by keywords
- Browse by journal title or discipline

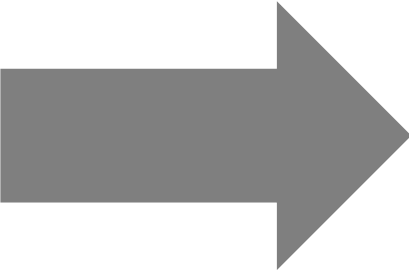
Comparison chart

OPAC and E-J/E-B search

	GRIPS OPAC	E-J/E-B search
Material Type	Printed books Printed journals e-books	e-journals e-books
Keyword Suggestion	×	○
Off-campus Access to e-J/e-B	×	○

Material types and how to search

3. Journal articles



(1) Search **various academic information all at one time** via “GRIPS Discovery Service”

(2) Search **within a specific range of information** via databases **individually**

Search various academic information all at one time
What can we search with GDS?

GRIPS Discovery Service (GDS)

- Search various academic information all at one time
 - You can search many of GRIPS' subscribed e-journals, e-books, databases and online open access academic resources all at one time. Some of the search results provide **full-text links**.
 - Search results include a wide range of information.

➡ **Refine the results**

- Note

- You cannot search GRIPS printed book holdings, journals, or articles included in some databases via GDS.

➡ Search OPAC (books, journals) or specific database (articles)

Search various academic information all at one time

Access to GDS

GRIPS Library website

Access via **Off-campus access service** to use GRIPS' subscribed online-resources

Search & Find >>
GDS search page
(Advanced search)

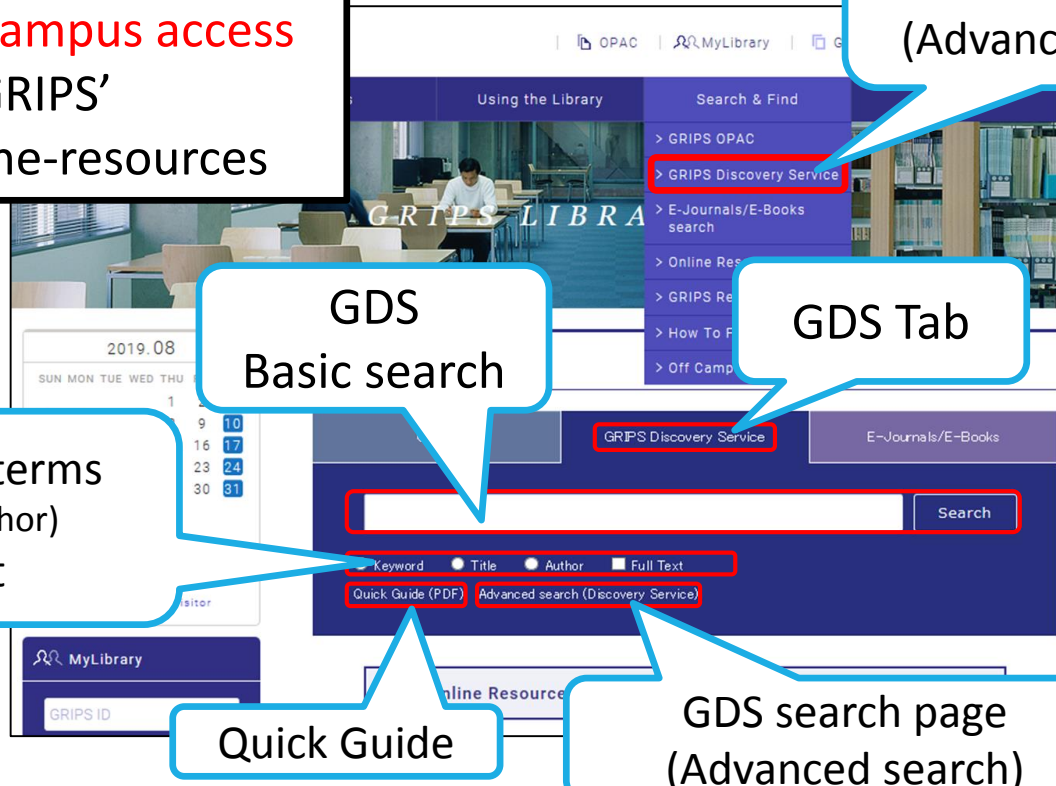
GDS
Basic search

GDS Tab

- Type of search terms
(Keyword, Title, Author)
- Limit to Full Text

Quick Guide

GDS search page
(Advanced search)



Search various academic information all at one time

How to look up in GDS

Basic search

Type of search terms
(Keyword, Title, Author)

Language

Specify
search criteria
(Type of search terms, Fulltext,
and other search options)

Link to advanced search

Keyword suggestion
(Popular Terms / Publications)

Advanced search

E-Journals/E-Books Library Home GRIPS Home OPAC Sign In Folder Preferences Language

大学院大学図書館
GRADUATE INSTITUTE OF SCIENCE LIBRARY

Searching: Discovery Service for GRIPS

Keyword sus Search

Search Options Basic S

Popular Terms

- sustainability
- sustainable development
- sustainable
- sustainable development goals
- suspension

GRIPS Discovery Service
GRIPSで契約している電子
on e-journals,
en access

New Search E-Journals/E-Books Library Home GRIPS Home OPAC Sign In Folder Preferences Language

GRIPS

Searching: Discovery Service for GRIPS

Select a Field (optional) Search

AND Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History

Search Options

Search Modes and Expanders

Search modes ?

- ☐ Boolean/Phrase
- ☒ Find all my search terms
- ☐ Find any of my search terms

Apply related words ☐

Also search within the full text of the articles

Reset

Search various academic information all at one time

Search results

Examples of Search Condition

- Keyword= sustainable development goals

Refine results

(Full text, Publication date, Source types, etc.)

Link to bibliographic records in detail

Links to full text

- PDF/HTML full text
- View record in ~
- Linked full text
- Full Text Finder

GRIPS' subscribed online-resources are available only **on campus**.

Research Starters

- Sort by relevance or date
- Change the layout

Add to Mendeley

CiNii Books search results

【Full text not available】

⇒ **Check Related Information**

Other options (such as checking GRIPS Library OPAC) may be displayed.

GRIPS

Keyword sustainable development goals

Basic Search Advanced Search Search History

Search Results: 1 - 20 of 2,533,302

Relevance Change Options Share

START YOUR RESEARCH

Sustainable development debate.

"Sustainable development" refers to the process of advancing technology, increasing capital, and improving standards of living without harming the... more

Salem Press Encyclopedia

1. Adapting the Sustainable Development Goals and the New Urban Agenda to the city level: Initial reflections from a comparative research project

View record in SeePub Full Text Finder

Academic Journal

2. Utility of crime surveys for Sustainable Development Goals monitoring and violence prevention using a public health approach

Full Text Finder View record in African Journals

Periodical

8. Combining Social, Environmental and Design Models Development Goals

Check Related Information

Conference

Related Images

Add to

MENDELEY

CiNii Booksの検索結果

CiNii Books OpenSearch

- International
- Progress in achieve
- Metagovernance fo
- Climate change, ex
- Designing the purp
- Governance for the
- The politics of deat
- The sustainable dev
- Paradigm change fo
- Sustainable develop
- SDGs publication
- Population, develop
- Understanding dev

Search within a specific range of information

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 full-text links
 - 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/>

Search within a specific range of information

Examples of databases

Database		Type of content	Note	Full Text
EBSCO host	Academic Search Premier	Articles	Multi-disciplinary database of journals	○
	Econlit	Articles	Economic literature with abstracts	×
	eBook Collection	e-Books	GRIPS' subscribed e-books	○
Scopus		Articles	Multi-disciplinary abstracts and citations database (Full texts are available if GRIPS has subscription to the journals)	△
Nexis Uni		News, Law	News around the world, business, legal, and medical information	○

Database training sessions

Schedule

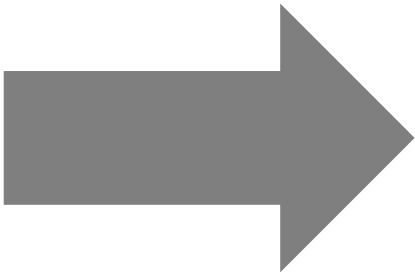
Date	Time	Database
Oct. 11, Fri.	12:15-13:15	Basic Search for Research Materials
Oct. 17, Thu.	12:15-13:15	GRIPS Discovery Service & EBSCOhost
Nov. 7, Thu.	16:40-18:10	Scopus & Mendeley
Nov. 18, Mon.	12:15-13:15	Nexis Uni

Material types and how to search

4. GRIPS doctoral dissertations/master's theses

Search:

- GRIPS Institutional Repository
(GRIPS doctoral dissertations)
- List in the GRIPS Library
(GRIPS master's theses)



Search for GRIPS doctoral dissertations



Search with GRIPS Institutional Repository (IR)

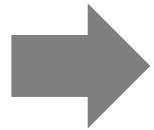
- Until 2012: The library holds the hard copies of GRIPS doctoral dissertations.
⇒ In-library use only (read or copy)
- Since 2013: **Full texts are available** in the GRIPS IR.

(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 / On-campus Access with Your Own PC (EZproxy)

- You can use most of the GRIPS' subscribed online-resources (e-journals, e-books, and online databases) from **off-campus**, or **on campus with your own PC** via *EZproxy service*.
- How to use
 - Log in with your **GRIPS ID** and password on the EZproxy Login page. You will jump to the EZproxy service menu page. You can use the online-resources listed there.
 - After you have logged into EZproxy service, you should see "**ezproxy.grips.ac.jp**" as part of the address field of your Web browser. If the URL doesn't include "**ezproxy.grips.ac.jp**," it means that you have exited EZproxy, so please log in again.

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

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*.

* 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).

You can copy a part of each section of a multi-author book.

⇒ Make a book-loan request

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

OPAC Search Exercises

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

1. Search for a book designated as a textbook, including “global trends” and “public sector reform” in the title

Location () / Call No. ()

2. Search for the following book designated as a textbook

Anceschi, Luca, and Symons, Jonathan ed. *Energy security in the era of climate change : the Asia-Pacific experience*. Basingstoke: Palgrave Macmillan, 2012.

Location () / Call No. ()

3. Search for the following journal volume

Common market law review 56, no. 1 (2019).

Location () / Call No. ()

OPAC Search- Model Answers

Q. 1 (Textbooks)

Examples of Search Condition

- Keyword= global trends public sector reform

Search Result in Detail

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

◀ Back Next ▶ 1 / 1 materials

Global trends in public sector reform

Michiel S. de Vries, Juraj Nemec
Bruxelles : Bruylant, 2012

Bookmark

Holdings :

Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting
1	Textbooks section	317 V96	01306833	Not to be taken out		
	General books section	317 V96	01306844	For 1 month		

Select All

• Publication

• Form

Brief Information

Title, author, publication details

Circulation class

Status

Books are in the shelves when this field is blank.

Location

Call no.

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

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

OPAC Search - Model Answers

Q. 2 (Textbooks/e-Books)

Examples of Search Condition

• Keyword= energy security climate change asia

Change conditions
for further search

Search Result List

Location 1: "Textbooks"
Call no. : 501.6|A46

Link to
full text

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

Search Result in Detail (Location 2)

Energy security in the era of climate change [electronic resource] : the Asia-Pacific experience [Show the electronic book](#)

edited by Luca Anceschi, Jonathan Symons. Palgrave Macmillan, 2012

[Bookmark](#)

Link to
full text

Notes

Only inside GRIPS
Concurrent user limit: 1

• Holdings :

	Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	<input type="checkbox"/>	Electronic Books	EB	EB000795	Not to be taken out		0	Click the URL indicated in "IDENT" field. (Only inside GRIPS) / Concurrent user limit: 1

Location
Electronic Books

Link to
full text

2012

• G/SMD : computer file -- remote (wr)

• ISBN : 9780230355361/9780230279872

• IDENT : <http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&lang=ja&AN=439201>

Electronic book is also available.

"Textbooks" → In-library use only

"Electronic Books" → Available on campus

OPAC Search - Model Answers

Q. 3 (Journals)

Examples of Search Condition

- Material type= Journal
- Title= common market law review

Search Result List

Review conditions

Journal : 1-1 (1 materials)

1. ☐ [Common market law review.](#)
2000-2019 Ongoing Journals section

Top Back Next

Select Deselect All

Check the coverage
(year)

Location: "Journals section"
Call No. : N/A

Search Result in Detail

Common market law review
Leyden

Bookmark

• Journal holdings:

Holding volume	Location	Year of holding	Continuing acceptance	Item A
1 37-55, 56(1-3)+	Journals section	2000-2019	Ongoing	

Coverage
(holding volume)

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

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