

Training session "Basic Search for Materials"

Course A. How to use GRIPS' subscribed online resources

List of Appendix

A1. How to find & obtain research materials

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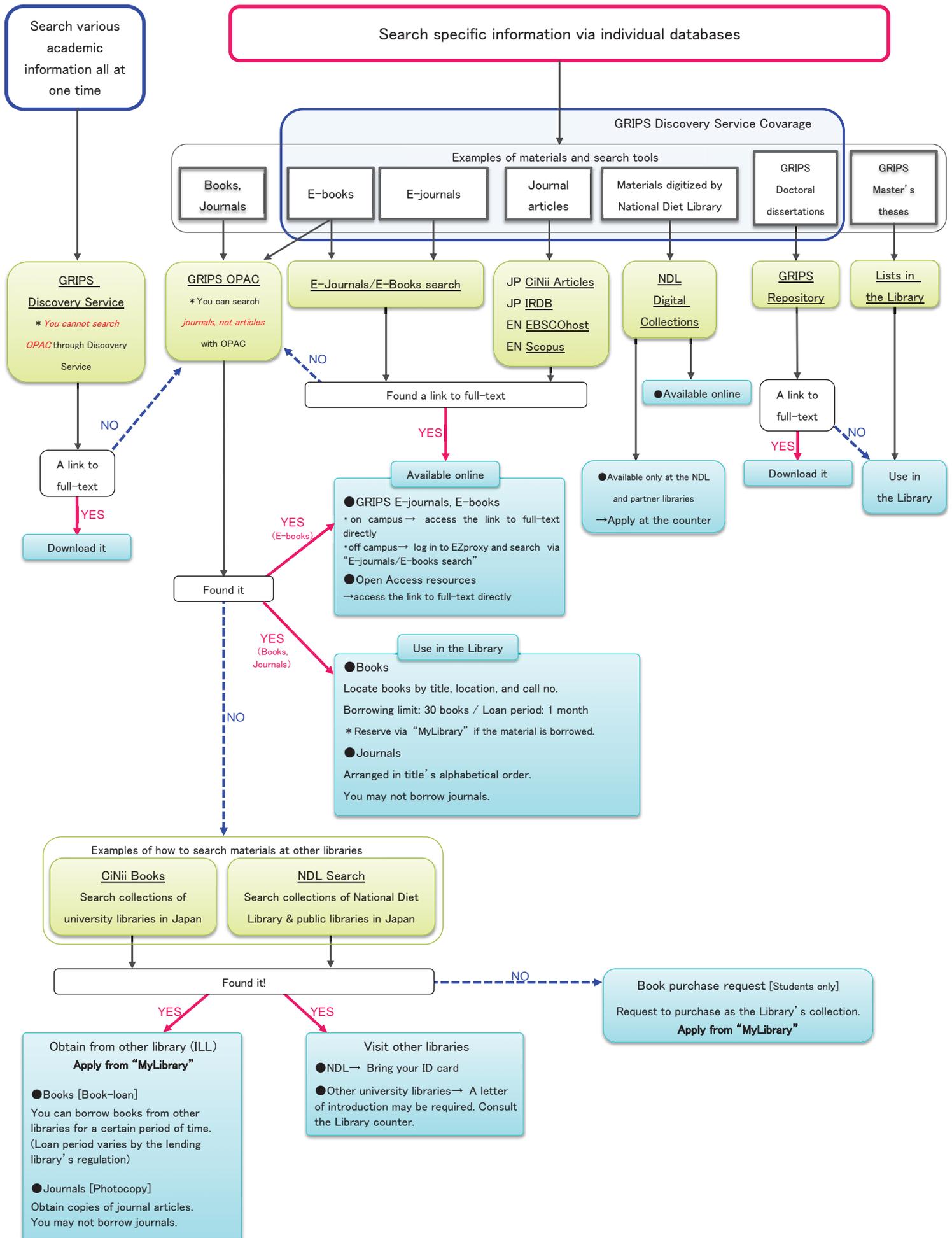
A3. E-Journal/E-Book search quick guide

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A4-2. How to read e-books: "まるごと : 日本のことばと文化"

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How to Find & Obtain Research Materials



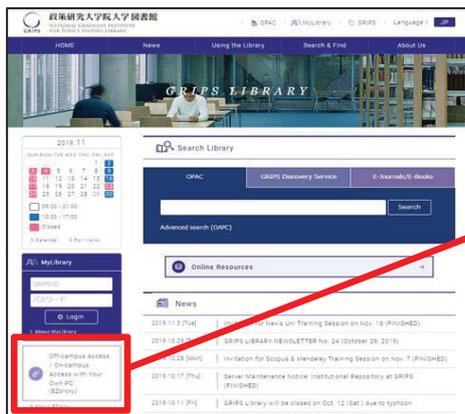
Off-campus Access (EZproxy service)

Use online resources from outside GRIPS / Use online resources on campus with your own PC

You can use most of GRIPS' subscribed online-resources (e-journals, e-books, and online databases) from outside GRIPS, or on campus with your own PC, connecting via GRIPS campus Wi-Fi. This will require user authentication by EZproxy.

1. Log in with your GRIPS ID and password on the EZproxy Login page.

Library's website > Off-campus Access (left side menu)



EZproxy login screen

<https://login.ezproxy.grips.ac.jp/login>

Welcome to GRIPS Off Campus Access Service (EZproxy)

Please log in to begin your secure session.

Username:

Password:

2. You will jump to the EZproxy service menu page. You can use the online-resources listed there as follows:

- *GRIPS Discovery Service* enables you to search GRIPS' subscribed online-resources and online open access academic resources all at one time, to find various academic resources such as journal articles. Some of the search results provide links to full-text versions.
- You can search GRIPS' subscribed e-journals and e-books by title via *E-journals / E-books search*.
- You can also select items from the list of online resources available off campus.

Log out

Log out ログアウト

Off Campus Access Service 電子リソース学外アクセスサービス (EZproxy)

Instructions and Directions for Use 利用上の注意

GRIPS Discovery Service

E-journals / E-books search

List of online resources available off campus

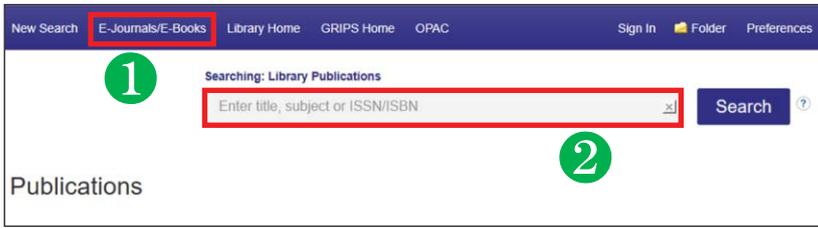
3. Please be sure to log out when you have finished.

***** Caution *****

- 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.



Using E-Journal/E-Book search, you can search for information in or browse GRIPS electronic resources (e-journals, databases, e-books).



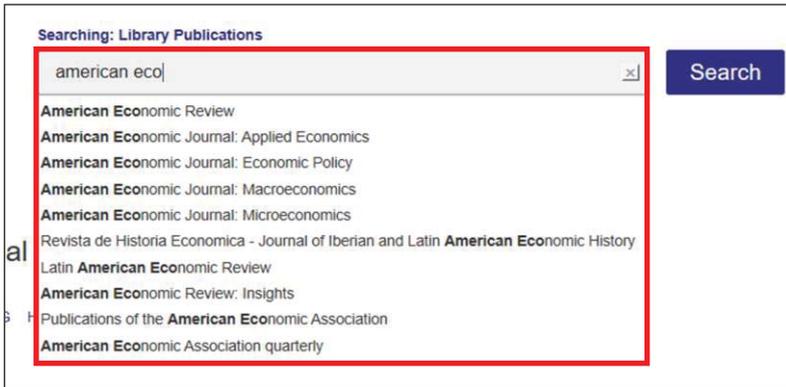
● Search screen ●

1 E-Journals/E-Books tab

To search E-Journals/E-Books, click the **E-Journals/E-Books** tab at the top of the search screen.

2 Search box

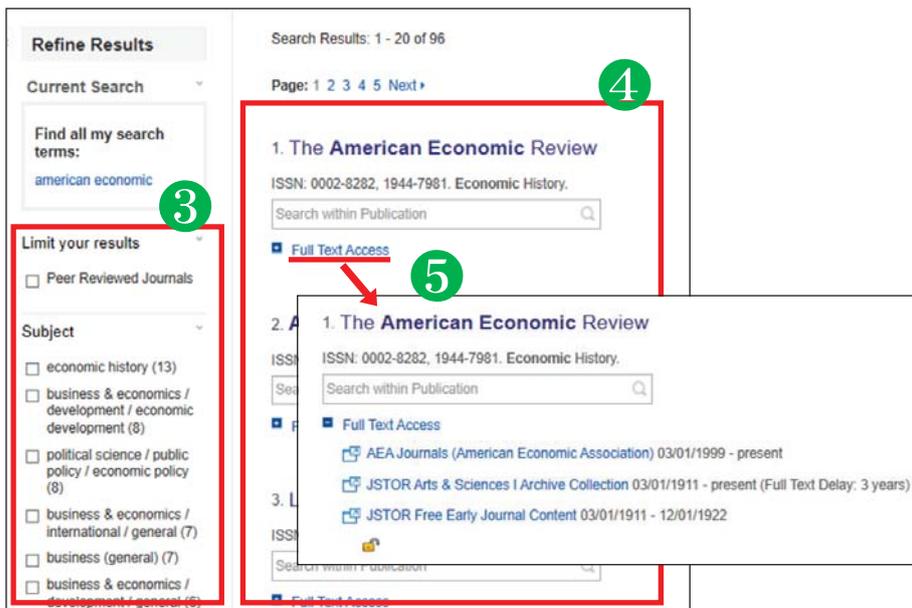
Enter your search term(s), e.g. keyword, author, subject, ISSN/ISBN.



[Responsive auto-complete feature]

Searching by publication title is easy with the responsive auto-complete feature, which displays titles containing your search terms as you type.

When the specific title you are looking for appears in the list, simply click the publication name to run the search.



● Search results screen ●

3 Refine your search

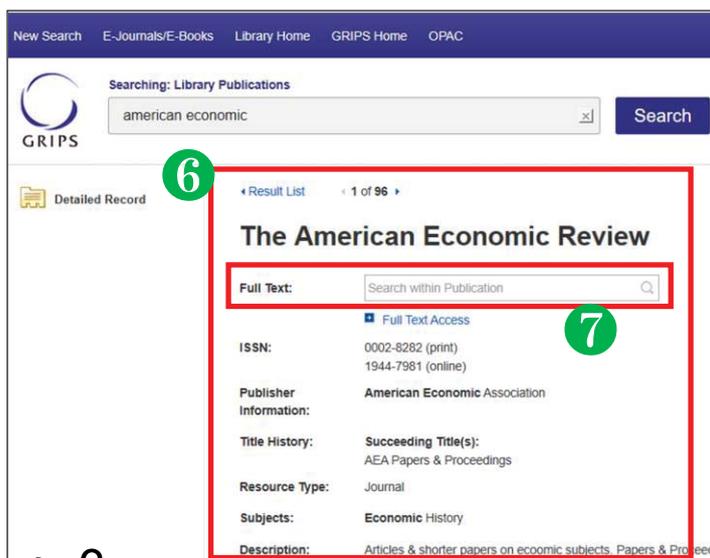
You can narrow your results by limiting parameters such as **Publisher** and **Resource Type**.

4 Results display

Click a publication title to view a detailed record of your search results.

5 Full text access

By clicking the **Full Text Access** link, you can view all of the resources where you can view full text versions of the title you are searching for. Click on the links to go directly to vendor or publisher sites.



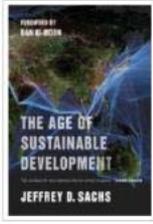
● Detailed record screen ●

6 Detailed Record

You can view detailed information about each publication, including title, publisher and subject, and follow links to full text.

7 Searching within a publication

When a "Search within a publication" field is available, you can search the full-text version of that publication.



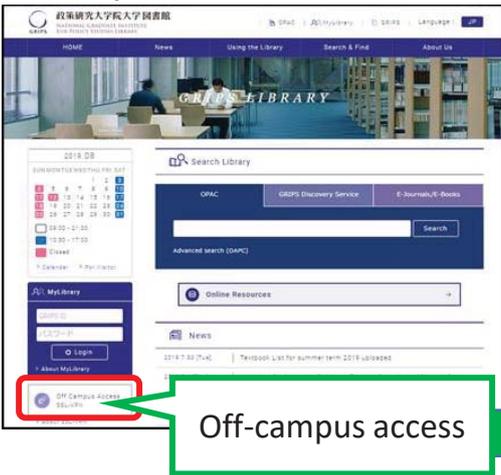
How to read eBooks

“The age of sustainable development”

by Jeffrey D. Sachs

Searching eBooks by E-Journal/E-Book search via EZproxy

Library website



Off-campus access

Access GRIPS' subscribed online-resources (e.g. ebooks) and search tools via **Off-campus access service**, when you use them from outside the GRIPS (e.g. from overseas).

EZproxy service menu page



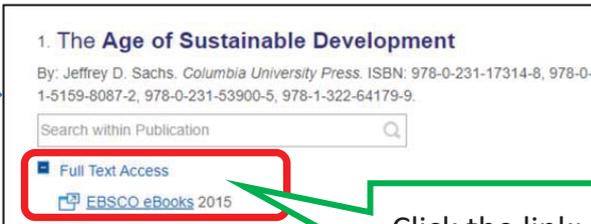
E-Journal/E-Book search

E-Journal/E-Book search

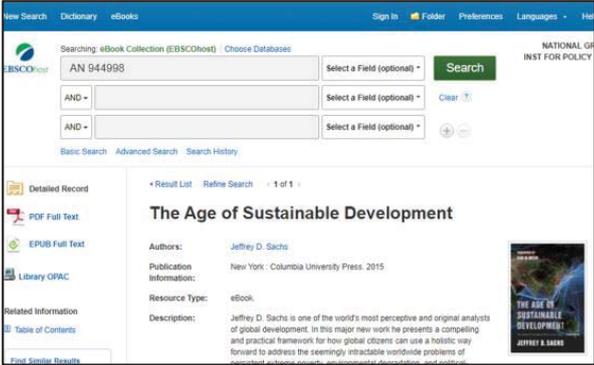


Search keyword: The age of sustainable development

Search result



Click the link:
 1. Full Text Access
 2. EBSCO eBooks



The screenshot shows the EBSCOhost search results page for the book "The Age of Sustainable Development" by Jeffrey Sachs and Pan Ki-mun. The search criteria include "AN 944998". On the left sidebar, there are options for "PDF Full Text", "EPUB Full Text", and "Library OPAC". A red box highlights the "Table of Contents" link under "Related Information". A green callout box points to the "Languages" dropdown menu in the top right corner, which lists various languages including English, Portuguese, Spanish, etc. Another green callout box points to the "Table of Contents" link with the text "Click on 'Language/言語' link to change the interface language".

Table of contents

Links to each chapter / section

- Cover
- Epigraph
- Title Page
- Copyright
- Dedication
- Contents
- Foreword: Secretary-General Ban Ki-moon of the United Nations
- Preface
- Acknowledgments
- 1. Introduction to Sustainable Development
- 2. An Unequal World
- 3. A Brief History of Economic Development
- 4. Why Some Countries Developed While Others Stayed Poor
- 5. Ending Extreme Poverty
- 6. Planetary Boundaries
- 7. Social Inclusion
- 8. Education for All

Download chapter

The screenshot shows the first chapter, "1 INTRODUCTION TO SUSTAINABLE DEVELOPMENT". The page title is "1 INTRODUCTION TO SUSTAINABLE DEVELOPMENT". The sub-heading is "I. What Is Sustainable Development?". The text discusses "Sustainable Development as an Analytical and Normative Concept" and states: "Sustainable development is a central concept for our age. It is both a way of understanding the world and a method for solving global problems. Sustainable Development Goals (SDGs) will guide the world's economic diplomacy in the coming generation. This book offers you an introduction to this fascinating and vital field of thought and action." It then begins with: "Our starting point is our crowded planet. There are now 7.2 billion people on the planet, roughly 9 times the 800 million people". A red circle highlights a download icon in the left sidebar.

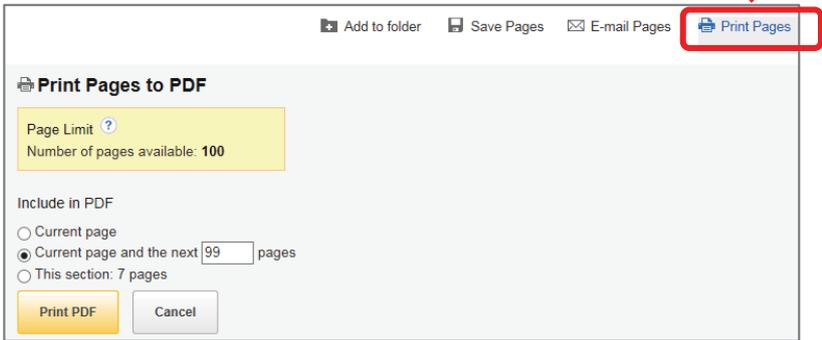
Appx. A4-1

Downloading / Printing eBook

*Page limit: 100 pages at one time

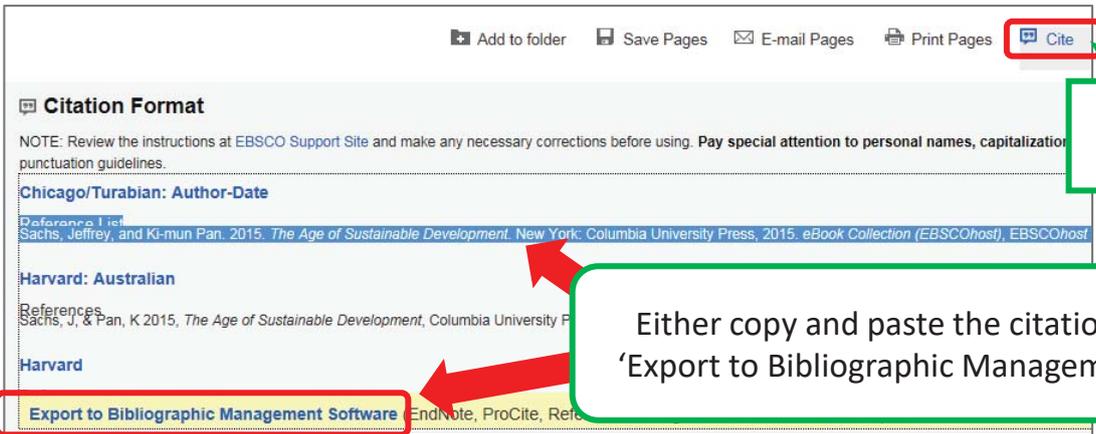


Click on the 'Save Pages' button or the 'Print Pages' button



Exporting a citation

You can copy the book record or send citations straight to reference management software.



Click on the 'Cite' button

Either copy and paste the citation, or click on 'Export to Bibliographic Management Software'



Select your citation format from the menu and save

Finding the eBook on the library catalog

OPAC search window

GRIPS Library
National Graduate Institute for Policy Studies Library

Input Search Conditions

Brief search | Detail search

Search | Clear

Keyword(Title, Author, etc.) : sustainable development sachs

ISBN :

ISSN :

NCID :

Material type : Book Journal Journal volume

Target database : Local collection Other university(NII catalog)

Enter keywords
(e.g. sustainable development sachs)

Search Result List

Input Search Conditions > Search Result List

Book: 4 materials | Journal: 0 materials

Keyword(Title, Author, etc.) : sustainable development sachs

Material type : Book, Journal

Target database : Local collection

Review conditions

Book : 1-4 (4 materials)

Show next

1	<input type="checkbox"/>	The age of sustainable development : pbk.	Jeffrey D. Sachs. Columbia University Press, 2015. General books section 333.8 Sa12 , Textbooks section 333.8 Sa12
2	<input type="checkbox"/>	The age of sustainable development [electronic resource] [computer file -- remote].	Jeffrey D. Sachs. Columbia University Press, 2015. Electronic Books EB

Click on the book title to display the book details,
or click directly on the link "Show the electronic book"
to open the eBook

Print book

eBook

View the eBook

Search Result in Detail : Book

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

Back | Next | 2 / 4 materials

The age of sustainable development [electronic resource] [Show the electronic book](#)

Jeffrey D. Sachs
New York : Columbia University Press, c2015

Bookmark

Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	Electronic Books	EB	EB000810	Not to be taken out			limit: 1

Select All | Deselect All | Bookmark volume

Publication year : 2015

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

Form : 1 online resource (xvi, 543 p.)

Note : Includes bibliographical references (p. [513]-519) and index

Country of publication : United States

Title language : English (eng)

Language of texts : English (eng)

Author information : [Sachs, Jeffrey](#)

ISBN : 0780231539005/0780231473155

IDENT : <http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlbkb&lang=ja&AN=944998>

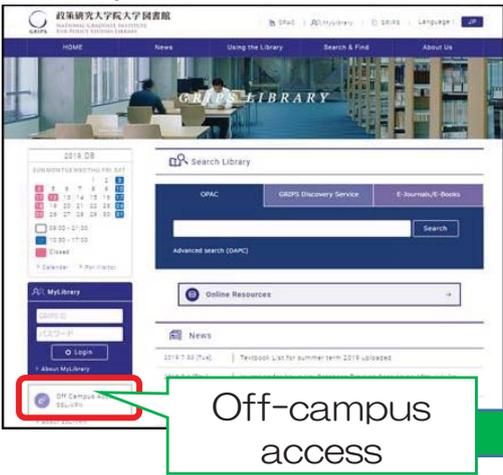
Click on the link (or "IDENT" link
below) to open the eBook



How to read eBooks “まるごと：日本のことばと文化” (“Marugoto” series)

Searching eBooks by E-Journal/E-Book search via EZproxy

Library website



Access GRIPS' subscribed online-resources (e.g. まるごと) and search tools via **Off-campus access service**, when you use them from outside the GRIPS (e.g. from overseas).

Off-campus access

EZproxy service menu page



E-Journal/E-Book search

E-Journal/E-Book search



Search keyword: まるごと

Search result



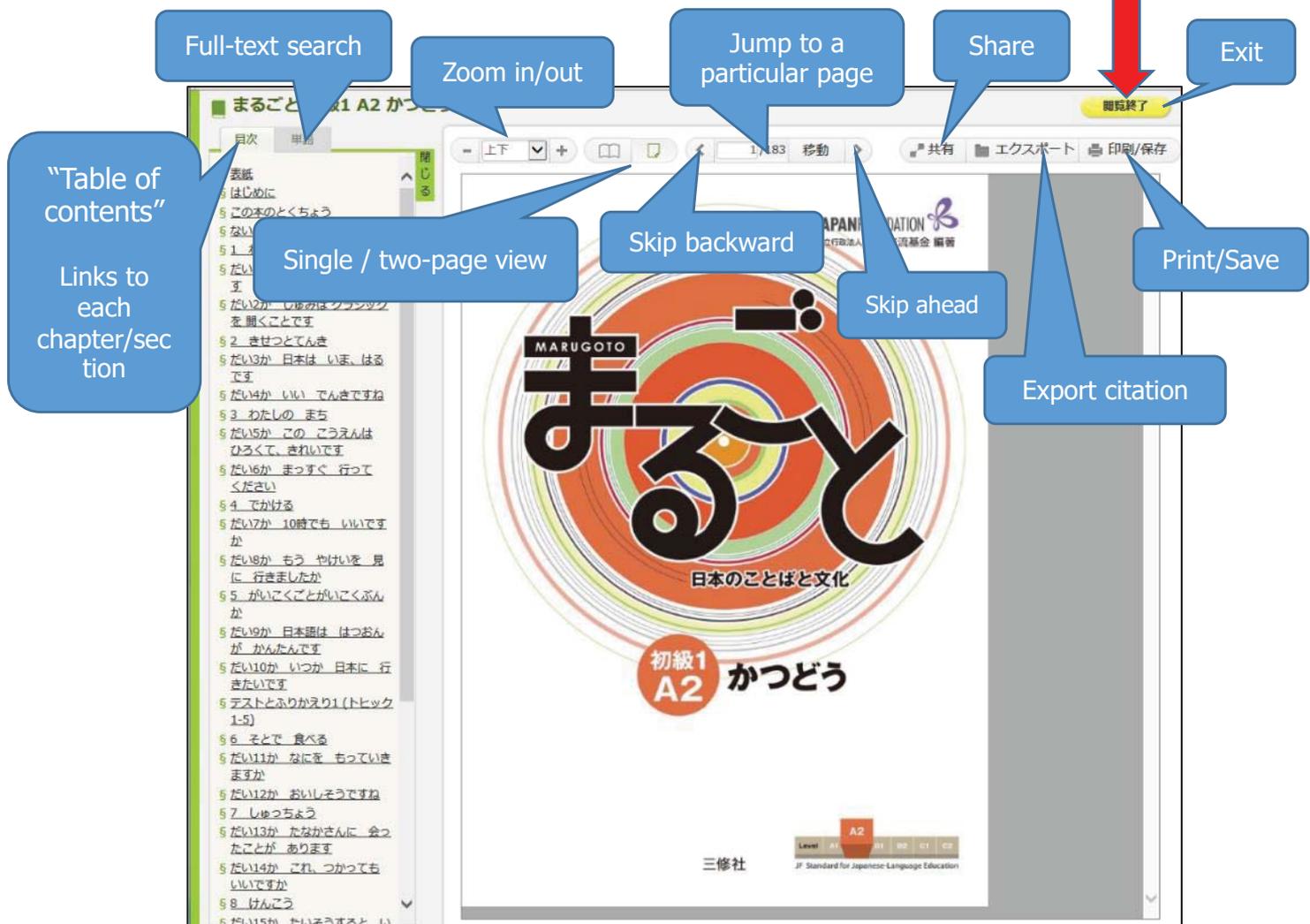
Click the link:
1. Full Text Access
2. Maruzen eBook Library



Appx. A4-2



※ Be sure to log off when you finish reading (by clicking the 'exit' button)



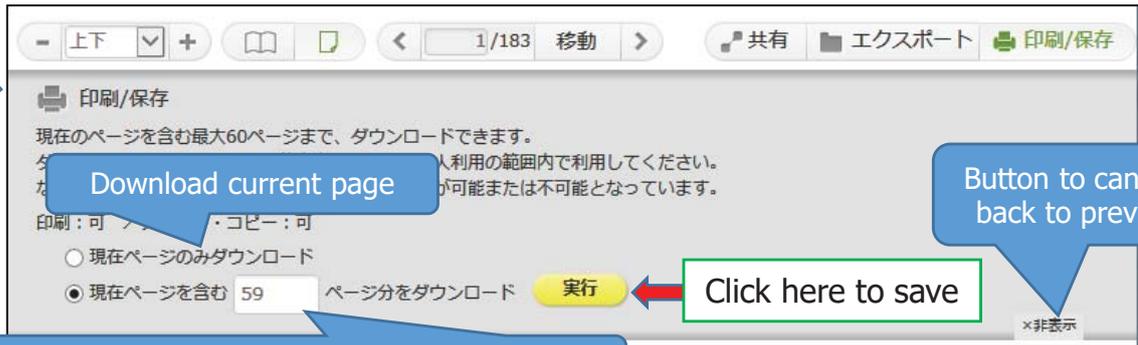
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You can save up to 60 pages at one time.



Click 'Print/Save button'

*Note: Must save the file as a PDF before printing.



Download current page

Button to cancel and go back to previous page

Click here to save

Download [1~59] page(s) including current page

Exporting citations

1. Click 'Export' button



Button to cancel and go back to previous page

2. Click 'Download' button

Sharing links

1. Click 'Share' button



Title in Japanese

Current page URL

URL of the book

2. Copy to share the title / URLs

Button to cancel and go back to previous page

Appx. A4-2

Searching eBooks by OPAC

(Keyword: marugoto)

GRIPS Library
National Graduate Institute for Policy Studies Library

Input Search Conditions

Brief search | **Detail search**

Search | Clear

Keyword(Title, Author, etc.): marugoto

ISBN:

ISSN:

NCID:

Material type: Book Journal Journal volume

Click on the book title to display the book details, or click directly on the link "Show the electronic book" to open the eBook

- Book : 1-10 (10 materials)
1. まるごと：日本のことばと文化。入門 A1 かつどう。中級 2 B1。国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2013。General books section 810.7]Jko51
 2. Marugoto : Japanese language and culture : shokyu1 A2 katsudo [electronic resource]=まるごと：日本のことばと文化：初級1 A2 かつどう [computer file -- remote] [Show the electronic book](#)
国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2014。Electronic Books EB
 3. Marugoto : Japanese language and culture : shokyu1 A2 rikai [electronic resource]=まるごと：日本のことばと文化：初級1 A2 リカバシ [computer file -- remote] [Show the electronic book](#)
三修社, 2014。Electronic Books EB
 4. Marugoto : Japanese language and culture : shokyu2 A2 katsudo [electronic resource]=まるごと：日本のことばと文化：初級2 A2 かつどう [computer file -- remote] [Show the electronic book](#)
国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2014。Electronic Books EB
 5. Marugoto : Japanese language and culture : shokyu2 A2 rikai [electronic resource]=まるごと：日本のことばと文化：初級2 A2 リカバシ [computer file -- remote] [Show the electronic book](#)
国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2014。Electronic Books EB
 6. Marugoto : Japanese language and culture : shokyu2 B1 katsudo [electronic resource]=まるごと：日本のことばと文化：初級 2 B1 [computer file -- remote] [Show the electronic book](#)
国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2015。Electronic Books EB
 7. Marugoto : Japanese language and culture : tyukyu1 B1 [electronic resource]=まるごと：日本のことばと文化：中級1 B1 [computer file -- remote] [Show the electronic book](#)
国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2016。Electronic Books EB
 8. Marugoto : Japanese language and culture : tyukyu2 B1 [electronic resource]=まるごと：日本のことばと文化：中級2 B1 [computer file -- remote] [Show the electronic book](#)
国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2017。Electronic Books EB
 9. Marugoto : Japanese language and culture : nyumon A1 katsudo [electronic resource]=まるごと：日本のことばと文化：入門 A1 かつどう [computer file -- remote] [Show the electronic book](#)
国際交流基金編著/宋嶋洋美, 柴原智代, 八田直美執筆。三修社, 2013。Electronic Books EB
 10. Marugoto : Japanese language and culture : nyumon A1 rikai [electronic resource]=まるごと：日本のことばと文化：入門 A1 リカバシ [computer file -- remote] [Show the electronic book](#)

eBooks

*1: Print books
2-10: eBooks



Back Next 2 / 10 materials

Marugoto : Japanese language and culture : shokyu1 A2 katsudo [electronic resource]=まるごと：日本のことばと文化：初級1 A2 かつどう [Show the electronic book](#)

マルゴト：ニホンノコトバトブンカ：ショキユウ1 A2 カツドウ
国際交流基金編著；宋嶋洋美, 柴原智代, 八田直美執筆
東京：三修社, 2014

Bookmark

Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	Electronic Books	EB	EB000884	Not to be taken out		0	Click the URL indicated in "IDENT" field. (Only inside GRIPS) / Concurrent user limit: 3

Select All Deselect All Bookmark volume

- Publication year : 2014
- G/SMD : computer file -- remote (wr)
- Form : 1 online resource (182 pages) : ill.
- Note : Web site for study materials: <https://www.marugoto.org/download/>
- Country of publication : Japan
- Title language : Japanese (jpn)
- Language of texts : Japanese (jpn) ; English (eng)
- Author information : 国際交流基金 (コクサイコウリユウ キキン) [国際文化振興会 (コクサイブンカシンコウカイ)]
- Classification : NDC9:810.7
- Subject : Japanese language -- Textbooks for foreign speakers
- ISBN : 9784384881738/9784384057546
- IDENT : <https://elib.maruzen.co.jp/elib/html/BookDetail/Id/3000044623>

Click here (or "IDENT" link below) to open the eBook

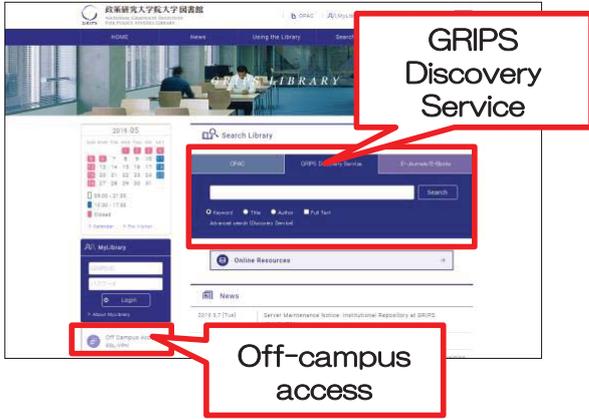
"IDENT" link

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".

*Access GRIPS Discovery Service via **Off-campus access service** when you use it from outside the GRIPS (e.g. from overseas)

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

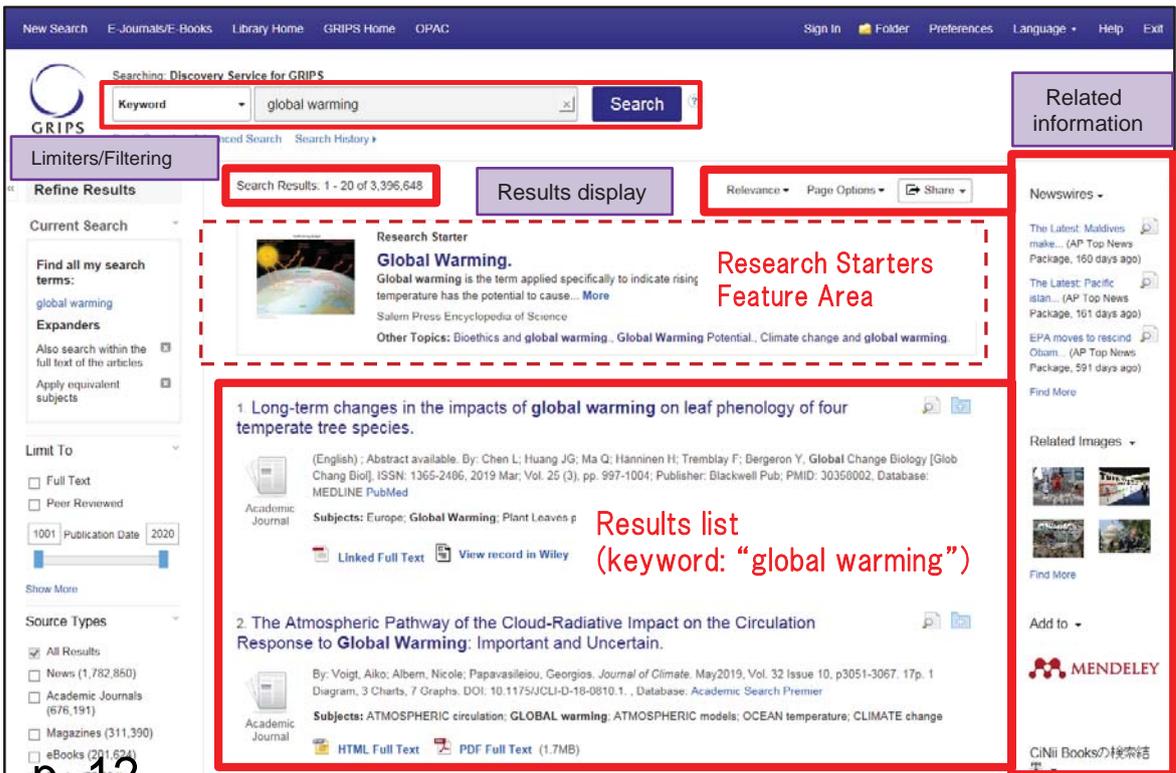
Do you need to do a literature review for a project, thesis, or dissertation?

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



- 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.

Appx. A5

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

e.g. Keyword: "Economic Geography"

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

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