

# Basic Search for Research Materials

-Course A. How to use GRIPS' subscribed  
online resources-

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2020.10.22

GRIPS LIBRARY

# Topics

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## 1. Preliminary knowledge

- a. Literature search in study workflow
- b. Details of bibliographical references
- c. Navigation to resources

## 2. GRIPS Library website

## 3. Use GRIPS' subscribed online resources and search tools → Available From Overseas

- a. Access to online resources and search tools
- b. Off-campus Access Service (EZproxy)
- c. Search tools for online resources

# 1. Preliminary knowledge

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- a. Literature search in study workflow
- b. Details of bibliographical references
- c. Navigation to resources

1. Preliminary knowledge

## a. Literature search in study workflow

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### ● Study Workflow



### ● The differences between books and journals

#### □ Books

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

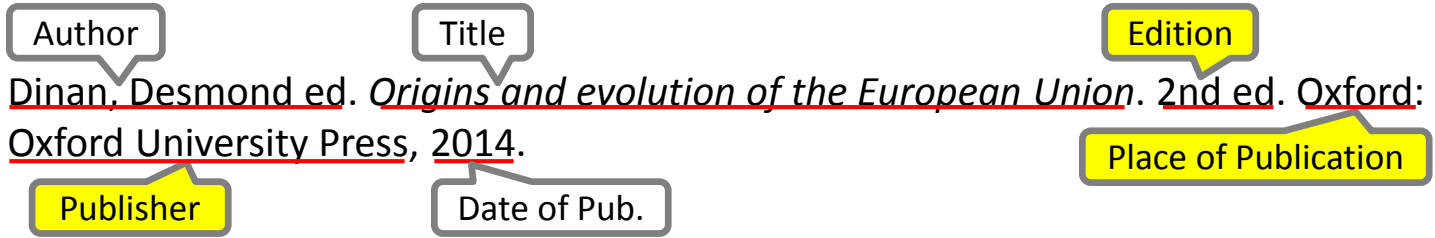
#### □ Journal articles

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

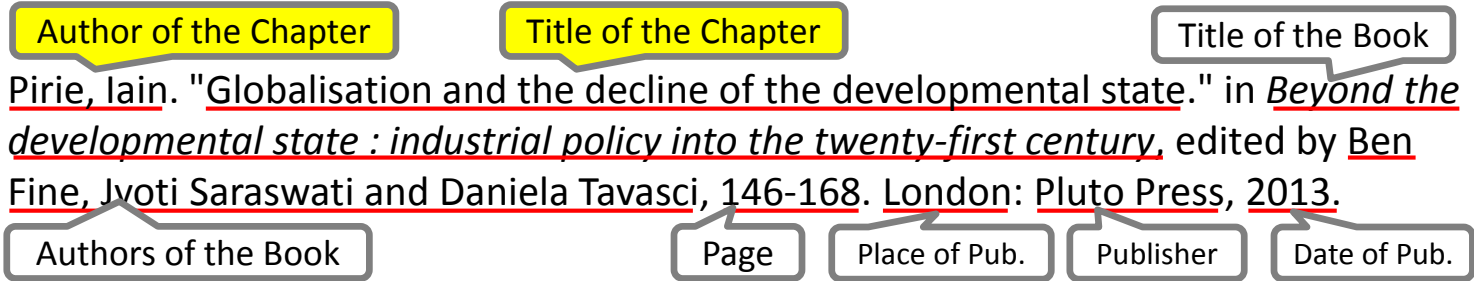
# 1. Preliminary knowledge

## b. Details of bibliographical references

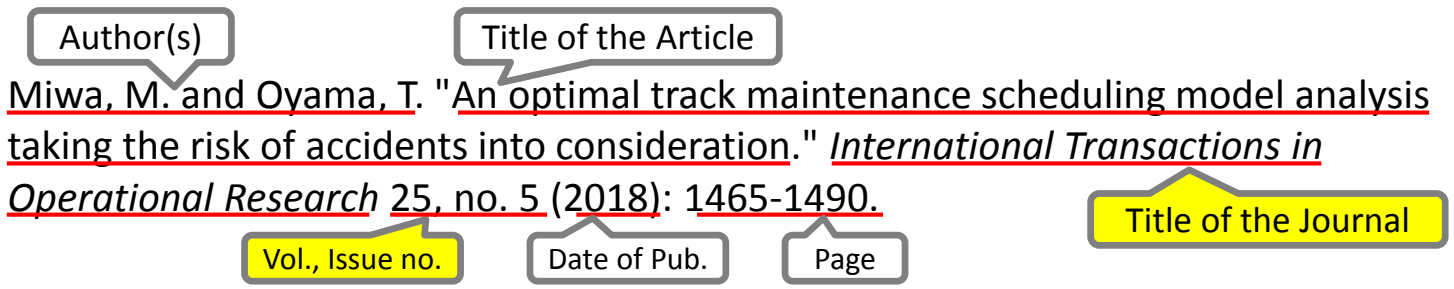
**Book**  
Single-author book



**Book**  
Part of a multi-author book



**Article**



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

1. Preliminary knowledge

## c. Navigation to resources

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1. Choose search tools depending on the type of material



2. When you found materials **available** at GRIPS....

a. Use online resources: GRIPS' subscribed e-journals, e-books, open access materials

b. Use GRIPS Collections: books, journals, GRIPS doctoral dissertations/master's theses

Course A



3. When you found that materials are **NOT available** at GRIPS....

a. Obtain books or photocopies from other libraries

b. Request a book purchase by the library

# 2. GRIPS Library website

The image shows a screenshot of the GRIPS Library website with several callout boxes pointing to specific features:

- OPAC**: Points to the search bar area.
- GRIPS Discovery Service**: Points to the search bar area.
- E-Journals/E-Books**: Points to the search bar area.
- MyLibrary**: Points to the MyLibrary login section.
- Off campus Access**: Points to the Off Campus Access SSL-VPN section.
- GRIPS Repository**: Points to the GRIPS Repository link.
- Online Resources**: Points to the Online Resources link.
- Library news**: Points to the News section.

The website header includes the logo for 政策研究大学院大学図書館 (National Graduate Institute for Policy Studies Library) and navigation links for HOME, News, Using the Library, Search & Find, and About Us. The search bar area contains links for OPAC, GRIPS Discovery Service, and E-Journals/E-Books. The MyLibrary section includes a login form with fields for GRIPS ID and Password, and a Login button. The Off Campus Access section includes a link for Off Campus Access SSL-VPN. The News section lists recent updates, including textbook lists, database training sessions, and service suspensions.

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

### 3. Use GRIPS' subscribed online resources and search tools

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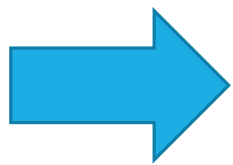
- a. Access to online resources and search tools
- b. Off-campus Access Service (EZproxy)
- c. Search tools for online resources
  - i. E-Journal/E-Book search
  - ii. GRIPS Discovery Service
  - iii. Online databases



# a. Access to online resources and search tools

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When you use GRIPS' subscribed online-resources (e-journals, e-books, and online databases) and search tools (GRIPS Discovery Service, E-Journal/E-Book search) from outside the GRIPS (e.g. from overseas),



Access them via **Off-campus Access service (EZproxy)**

- When you are at GRIPS and use **your own PC**, connecting via GRIPS campus Wi-Fi, Ezproxy log in is **required**.
- When you are at GRIPS and use **shared PCs**, Ezproxy log in is **not** required.  
Shared PCs location: Library, Lecture Rooms A & B, Student Lounge, CPC Lounge

# b. Off-campus Access Service (EZproxy)

You can use most of the GRIPS' subscribed online-resources and search tools from **off-campus**, or **on campus with your own PC** via *EZproxy service*.

## How to use

1. Log in with your **GRIPS ID** and password on the EZproxy Login page.
2. You will jump to the EZproxy service menu page and you should see "**ezproxy.grips.ac.jp**" as part of the address field of your Web browser.
3. You can use the online-resources and search tools listed there.

## EZproxy service menu page

The screenshot shows the 'Off Campus Access Service' page for GRIPS. It includes a login link, instructions for use, and a list of available services. Three callouts highlight specific features:

- GRIPS Discovery Service**: Points to the 'GRIPS Discovery Service' section, which allows searching for e-journals, e-books, and databases.
- E-Journal/E-Book search**: Points to the 'E-Journal/E-Book search' section, which provides full-text links for subscribed e-journals and e-books.
- List of online-resources**: Points to the 'Online Resources available off campus' section, which lists various subscribed resources.

[http://www.grips.ac.jp/main/lib/en/search/off\\_campus\\_access/](http://www.grips.ac.jp/main/lib/en/search/off_campus_access/)

## c. Search tools for online resources

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### i. E-Journal/E-Book search

- Search GRIPS' subscribed electronic journals and electronic books

### ii. GRIPS Discovery Service

- Search various academic information all at one time

### iii. Online databases

- Search within a specific range of information

# i. E-Journal/E-Book search

## Search screen

You can search or browse GRIPS' subscribed e-journals or e-books **by title** and access **full text versions**.

Search Example: "The age of sustainable development"

### Search screen



- Access E-Journal/E-Book search via **Off-campus access service** when you use it from outside the GRIPS (e.g. from overseas)

# i. E-Journal/E-Book search

## Search result (e-book)

Search Example (e-book):  
“The age of sustainable development”

### Search results

1. **The Age of Sustainable Development**  
By: Jeffrey D. Sachs. Columbia University Press. ISBN: 978-0-231-17314-8, 978-0-1-5159-8087-2, 978-0-231-53900-5, 978-1-322-64179-9.

Search within Publication

Full Text Access  
EBSCO eBooks 2015

Search within publication

“Full Text Access”  
→ Click the resource name  
(e.g. EBSCO eBooks)  
to view full text

### E-book page

Detailed Record

PDF Full Text  
EPUB Full Text

**The Age of Sustainable Development**

Authors: Jeffrey D. Sachs  
Publication Information: New York : Columbia University Press, 2015  
Resource Type: eBook  
Description: Jeffrey D. Sachs is one of the world's most perceptive and original analysts of global development. In this major new work he presents a compelling and practical framework for how global citizens can use a holistic way forward to address the seemingly intractable worldwide problems of persistent extreme poverty.

Full text link

Accession Number: 944998  
Publisher Permissions: Print/E-mail/Save 100 Pages  
Restricted Copy/Paste  
Concurrent User Level: Unlimited User Access

Conditions of use

Table of Contents

- Table of Contents
- Foreword by Secretary-General Ban Ki-moon of the United Nations
- Preface
- Acknowledgments
- 1. Introduction to Sustainable Development

Full text link  
(table of contents)

# i. E-Journal/E-Book search Search result (e-journal)

Search Example (e-journal):  
“International Journal of Cultural Policy”

## Search results

1. The **International Journal of Cultural Policy**  
ISSN: 1028-6632, 1477-2833. European History.

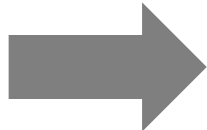
Search within Publication

Full Text Access

- Academic Search Premier 11/01/2002 - present (Full Text Delay: 18 months)
- Taylor & Francis Social Science and Humanities Library 01/01/1997 - present

Search within publication

“Full Text Access”  
→Select the resource name which covers the year you wish to use



## E-journal page

Database: Academic Search Premier -- Publications

Publications

Search within this publication

Publication Details For "International Journal of Cultural Policy"

Title: International Journal of Cultural Policy

ISSN: Taylor, Francis Online

Publisher information: Taylor, Francis Online

Bibliographic Records: Full Text: Current issue

About this journal

Publication history

Currently known as: International Journal of Cultural Policy (1997 - current)

Formerly known as: The European Journal of Cultural Policy (1994 - 1997)

List of issues

Latest articles

Volume 36 2020

Academic Search Premier

Search within publication

Taylor & Francis

List of issues

## ii. GRIPS Discovery Service (GDS) Search screen

- You can search both **tile information and full text** of many of the GRIPS' subscribed online resources and online open access academic resources all at one time. Some of the search results provide **links to full-text versions**.
- You cannot search GRIPS collections of printed books, journals. Please search **GRIPS OPAC** for such materials.

The screenshot shows the GRIPS Discovery Service search interface. The top navigation bar includes links for E-Journals/E-Books, Library Home, GRIPS Home, OPAC, Sign In, Folder, Preferences, and Language. The main search area features a search bar with the text 'sus' and a 'Search' button. Below the search bar, there are 'Search Options' and a 'Popular Terms' section listing terms like 'sustainability', 'sustainable development', 'sustainable', and 'sustainable development goals'. A 'Publications' section is also visible at the bottom.

Callouts and annotations:

- Change language**: Points to the 'Language' link in the top navigation bar.
- Type of search terms (Keyword, Title, Author)**: Points to the 'Keyword' dropdown menu.
- Keyword suggestion (Popular Terms / Publications)**: Points to the 'Popular Terms' list.
- Link to advanced search**: Points to the 'Search Options' dropdown menu.
- Access GDS via Off-campus access service when you use it from outside the GRIPS (e.g. from overseas)**: Points to the 'Off-campus access service' link in the bottom right corner.

# ii. GRIPS Discovery Service (GDS) Search result

## Examples of Search Condition

- Keyword= sustainable development goals

Research Starters

- Sort by relevance or date
- Change the layout

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 via EZproxy.

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.





## ii. GRIPS Discovery Service (GDS) E-J/E-B search and GDS

	E-Journal/E-Book search	GRIPS Discovery Service
Type of information	<ul style="list-style-type: none"> <li>• Publication Titles (e-journals, e-books)</li> </ul>	<ul style="list-style-type: none"> <li>• Tile information               <ul style="list-style-type: none"> <li>➤ Publication Titles</li> <li>➤ Titles of <b>articles</b> in journals or <b>chapter</b> in books</li> </ul> </li> <li>• Full text</li> </ul>
Full text link	○	△*

\*Some of the search results provide full-text links.

## iii. Online databases

# How to choose a database

## GRIPS Library website &gt; Online Resources

### Online Resources

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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/>

## iii. Online databases

## 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	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	○

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

# Database training sessions Schedule

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Date	Time	Database
Oct. 22, Thu. Oct. 23, Fri.	12:15-13:15	Basic Search for Research Materials
Oct. 30, Fri.	12:15-13:15	GRIPS Discovery Service & EBSCOhost
Nov. 19, Thu.	12:15-13:15	Scopus & Mendeley
Nov. 25, Wed.	12:15-13:15	Nexis Uni

The sessions will be held **online**.

# Support

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

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



# Q & A

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## 3.c. Search tools for online resources > i. E-Journal/E-Book search (e-book)

Q1. There's a maximum 100 page limit for printing/saving e-book “The Age of Sustainable Development.” Is this applicable to each e-book or each person’s account?

A1. Each e-book. When you use another one, there’s another limit. Number of pages (print/save) depends on the publishers.