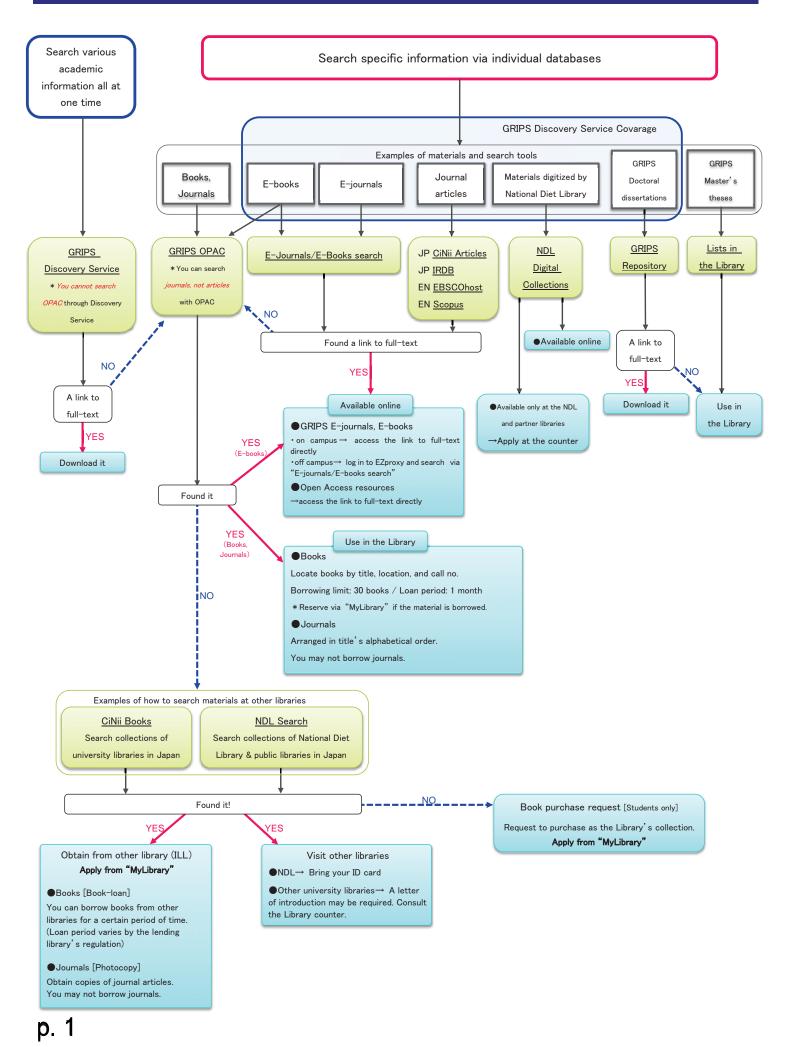
Training session "Basic Search for Materials" *Course B. How to use GRIPS Library collections*

List of Appendix

- B1. How to find & obtain research materials
- B2. How to use MyLibrary
- B3. Inter library loan service (ILL)

Appx. B1

How to Find & Obtain Research Materials



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 from another user.

Reservations

Make reservations to materials borrowed by other 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.

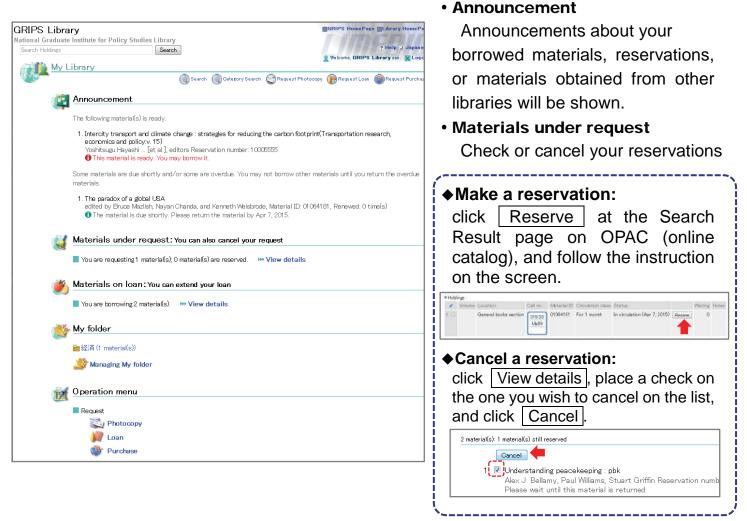
1. How to access MyLibrary

>from the link at G-way
>log in from the link at the Library's website

GRIPS L National Gra	Library duate Institute for Policy Studies Library
	Log in to MyLibrary
	Input Enter your GRIPS ID and the password, and click Login. ID and password are case-sensitive. GRIPS ID : Password : Login Cancel
	When you complete operations on My Library, please be sure to log out. To log out, click Logout on the top of the window. Once the system authenticates you, the system regards operations on the window as yours until the logout If you do not log out and leave the system, in the worst case, your personal information may leak or your na

Appx. B2

2. Main menu



Materials on loan

Check your loan status and renew your borrowed materials.

♦Rene	ewal: click View details, place a check on the one you wish to renew on the	
list, an	list, and click Renew. The due date will be extended for 1 month from the day of	
renewa	al.	
	1 material(s)	

*Borrowing and renewal will be suspended if you have overdue books.

The material is due shortly. Please return the material by Apr 7, 2015.

(umiko Mikanagi, Material ID: 00645455, Renewed: 0 time(s)

1. 🔟 Japan's trade policy : action or reaction?(Routledge studies in the growth economies of Asia:4)

*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)

Appx. B2 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 <u>Go to Confirmation window</u>. Please supply as much bibliographic information as you can to help us process your request.

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Appx. B2

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