

Training session "Basic Search for Materials"

Course B. How to use GRIPS Library collections

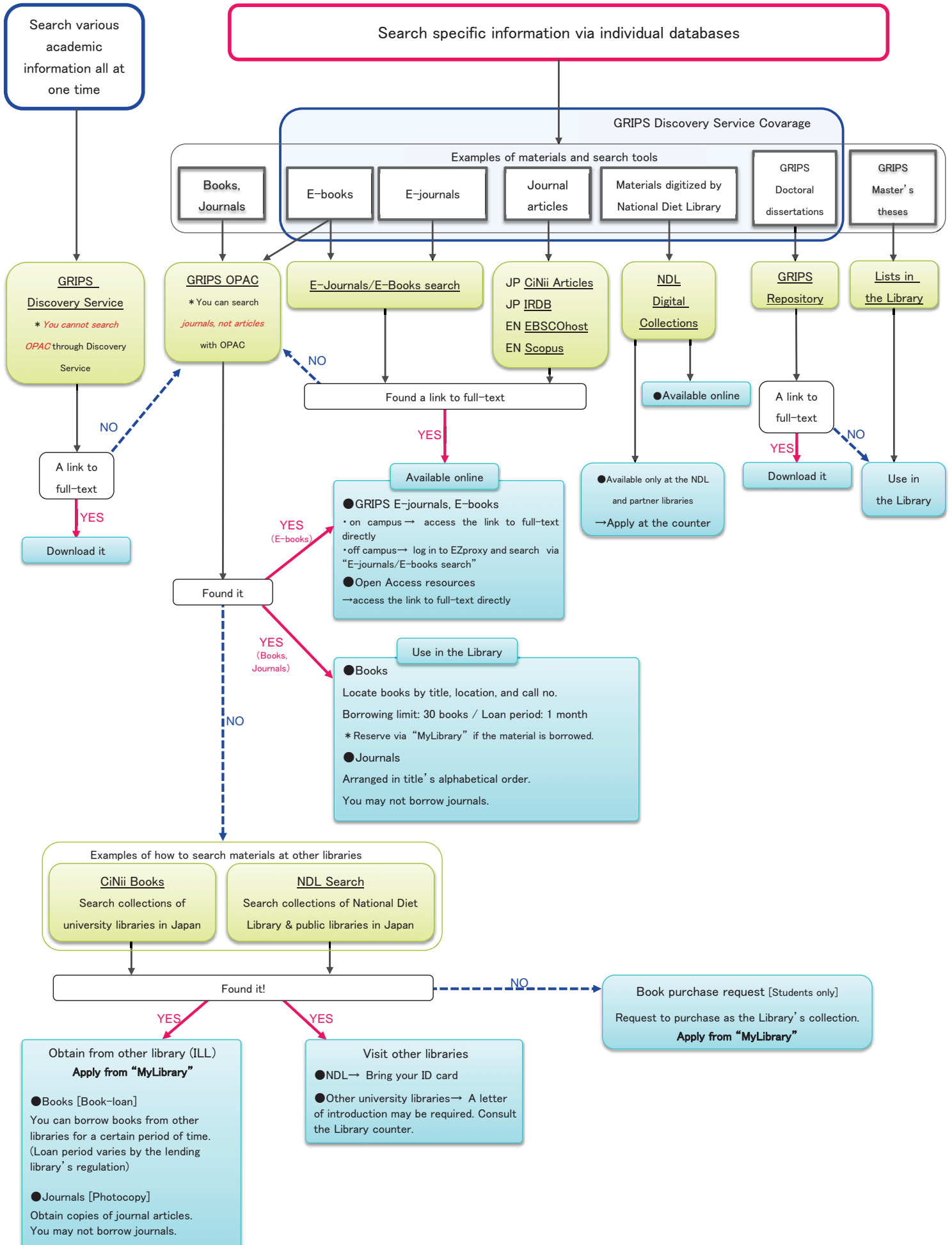
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How to Find & Obtain Research Materials



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 Library
National Graduate Institute for Policy Studies Library

[Log in to MyLibrary](#)

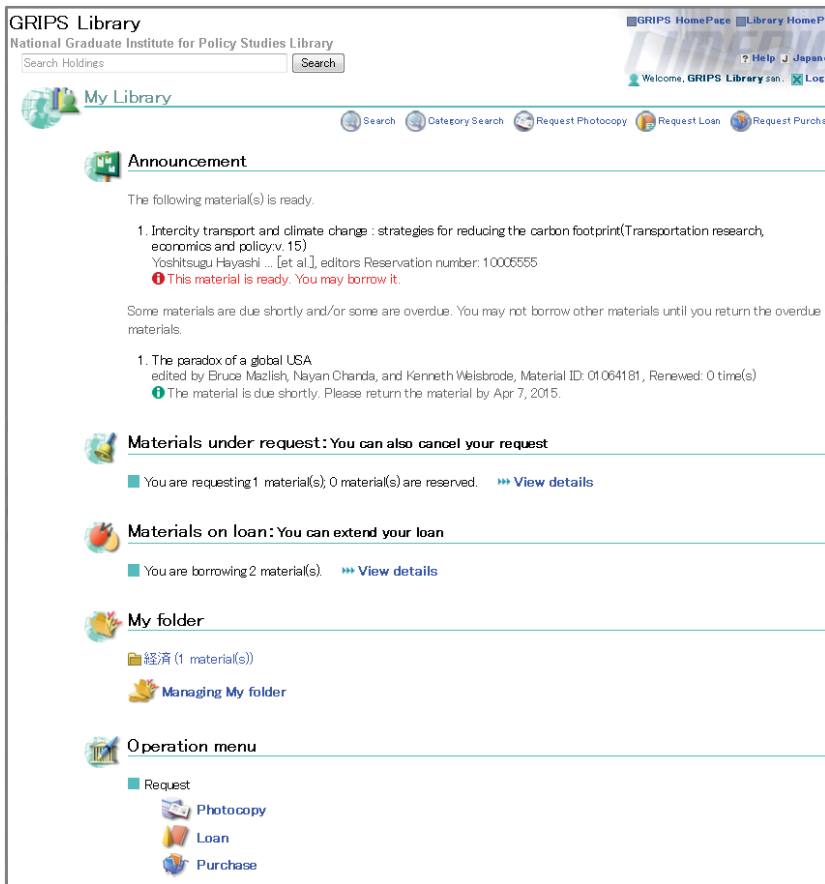
Input
Enter your GRIPS ID and the password, and click Login.
ID and password are case-sensitive.

GRIPS ID :

Password :

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

2. Main menu



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

Volume	Location	Call no.	Material ID	Circulation class	Status	Waiting	Notes
1	General books section	319.53 L499	01064181	For 1 month	In circulation (Apr 7, 2015)	Reserve	0

◆ Cancel a reservation:

click **View details**, place a check on the one you wish to cancel on the list, and click **Cancel**.

2 material(s): 1 material(s) still reserved	
<input checked="" type="checkbox"/>	Understanding peacekeeping : pbk Alex J. Bellamy, Paul Williams, Stuart Griffin Reservation numb Please wait until this material is returned.

- Materials on loan
Check your loan status and renew your borrowed materials.

◆ **Renewal:** click **View details**, place a check on the one you wish to renew on the list, and click **Renew**. The due date will be extended for 1 month from the day of renewal.

1 material(s)	
<input checked="" type="checkbox"/>	Japan's trade policy : action or reaction?(Routledge studies in the growth economies of Asia:4) Yumiko Mikanagi, Material ID: 00645455, Renewed: 0 time(s) The material is due shortly. Please return the material by Apr 7, 2015.

*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)

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 **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**

Appx. B2

4. Book Purchase Request

You may request a book for purchase by the GRIPS Library which supports studying and researching. Requests will be reviewed and determined by Library committee to purchase.

GRIPS Library
National Graduate Institute for Policy Studies Library

Search Holdings [Search]

Book Purchase Request : Input

Input ... Confirm ... Complete

Title / Author (Required) : Fundamentals of corporate finance
3rd ed
Robert Parrino, David S. Kidwell, Thomas W. Bates

Publisher (Required) : Wiley

Publication date : c2015

ISBN : 9781118845899
You may specify only one ISBN.

Unit price : []

Number of books to purchase : 1

User : GRIPS Library

User class : Master's Student

Mail address : xxx@grips.ac.jp

Reason for request (Required) : I believe this book will help students for studying financial policy, and it will also help me to write better policy paper.

[Go to Confirmation window] [Cancel]

Input ... Confirm ... Complete

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.

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Input Search Conditions

Brief search [] Detail search []

Search [] Clear []

Keyword/Title, Author, etc. : [] AND []

ISBN : []

ISSN : []

NCID : []

Material type : Book Journal Journal volume

Target database : Local collection Other university (NII catalog)

Title : Liquidity lost : the governance of the global financial crisis AND []

Author : [] AND []

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**

GRIPS Library
National Graduate Institute for Policy Studies Library

Search Holdings [Search]

Book Purchase Request : Input

Input ... Confirm ... Complete

Title / Author (Required) : Liquidity lost : the governance of the global financial crisis / Paul Langley

Publisher (Required) : Oxford : Oxford University Press, 2015

Publication date : []

ISBN : 9780199683789
You may specify only one ISBN.

Unit price : []

Number of books to purchase : 1

User : GRIPS Library

User class : Master's Student

Mail address : xxx@grips.ac.jp

Reason for request (Required) : []

[Go to Confirmation window] [Cancel]

Input ... Confirm ... Complete

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 a single copy of each article or a part of text in a book for the purpose of private study or research **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.

Book-loan You can borrow books for a certain period of time from other university libraries.

***Journals cannot be borrowed.**

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