

# Basic Search for Research Materials

-Course B. How to use GRIPS Library  
collections-

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2020.10.23

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 Library collections
  - a. Search for books, journals with OPAC
  - b. Doctoral dissertations and master's theses
  - c. Reservation and renewal via MyLibrary
4. Use materials **NOT** available at GRIPS
  - a. ILL (Inter Library Loan)
  - b. Book purchase request

# 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

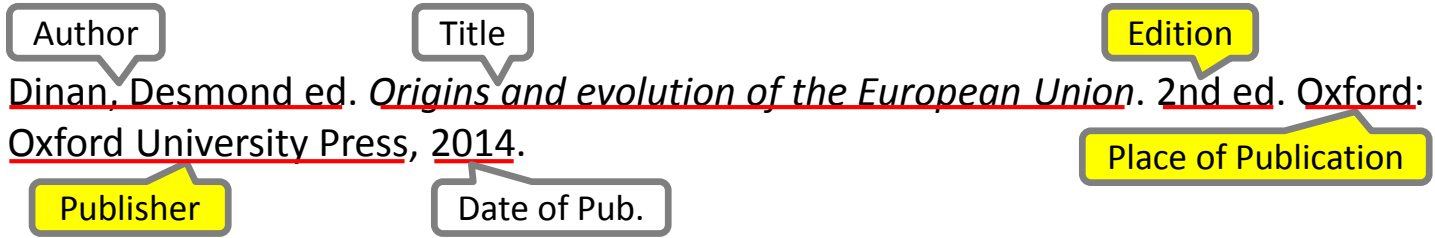
#### □ Journal articles

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

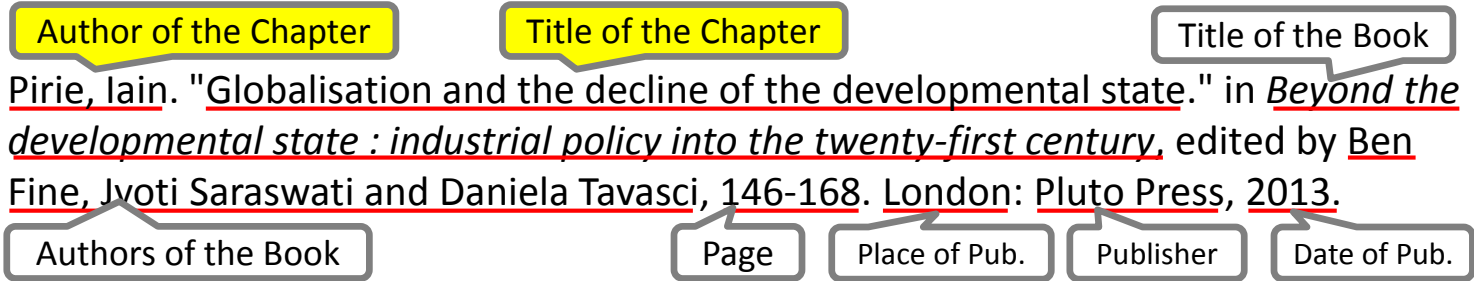
# 1. Preliminary knowledge

## b. Details of bibliographical references

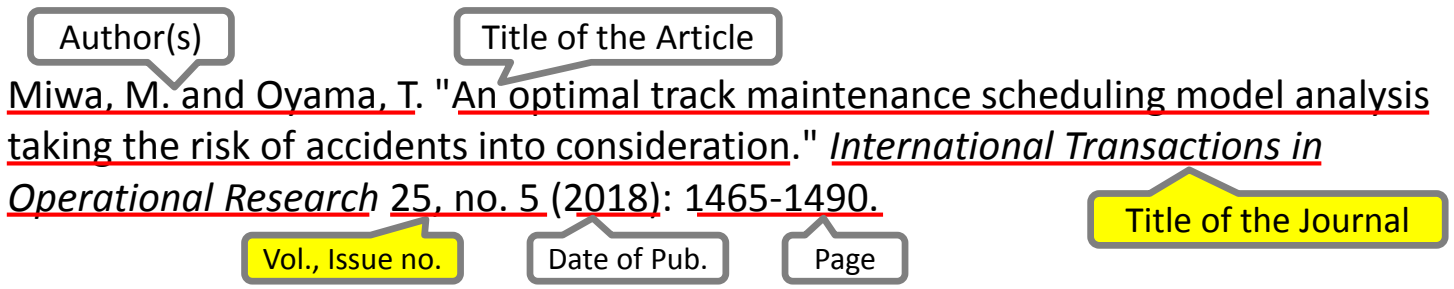
**Book**  
Single-author  
book



**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 B

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 section.
- 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 main content area features a search bar, a calendar, and a list of news items.

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

### 3. Use GRIPS Library collections

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- a. Search for books, journals with OPAC
- b. Doctoral dissertations and master's theses
- c. Reservation and renewal via MyLibrary




# Search for printed materials (books, journals)

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## Search with **GRIPS OPAC**

- GRIPS OPAC is online GRIPS Library catalogue mainly for **printed materials** such as books, journals.
- You can also search
  - GRIPS' subscribed e-books (available via **EZproxy**)
  - [Option] The collections of other libraries in Japan

Note: you **cannot** search the following materials with OPAC

- GRIPS doctoral dissertations/master's theses → Slide 15, 16
- Journal articles  Use GRIPS Discovery Service or databases to find out the journal title and the volume, and search OPAC

# 3.a. Search for books, journals with OPAC

## How to access OPAC

### Library website

The screenshot shows the library website home page. A callout box labeled "OPAC (basic search)" points to a search bar on the page. Another callout box labeled "OPAC (Advanced search)" points to a link labeled "Advanced search (OPAC)" below the search bar.

### Advanced search

The screenshot shows the "GRIPS Library OPAC" advanced search interface. It includes a search bar with "Basic search" and "Advanced search" tabs, and a "Search" button. Below the search bar are various search criteria:

- Keyword (Title, Author, etc.): [input field] AND
- ISBN: [input field]
- ISSN: [input field]
- NCID: [input field]
- Material type:  Book  Journal  Journal volume
- Target database:  Local collection  Other university (CiNii Books)
- Title: [input field] AND
- Author: [input field] AND
- Subject: [input field] AND
- Publisher: [input field]
- Publication year: [input field] to [input field]
- Japanese/Foreign group: All
- Language: [input field] Languages
- Classification: [input field]
- Call no.: [input field]
- Location: All
- New arrivals: [input field] days or earlier
- Material ID: [input field]
- Journal type: Journal (including e-journal)
- Aggregator: [input field]

- Accessible from anywhere with internet connection

### 3.a. Search for books, journals with OPAC

# 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.):

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: |  
Aggregates: |

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

<http://glib.grips.ac.jp/mylimedio/search/search-input.do?lang=en>

### 3.a. Search for books, journals with OPAC

# Search result and how to use materials i. Books (general books)

Examples of Search Condition

- Keyword= Contemporary Japan history politics social change

## Search results

**Brief Information**  
Title, author, publication details

**Location**

**Call no.**  
Books are arranged by **call number**, as shown on spine labels.

**Circulation class**

**Status**  
"In circulation (Due date)" appears when the book is out on loan by another user

**"Reserve" button**

You can make a reservation by clicking the **"reserve" button**

Location	Call no.	Material ID	Circulation class	Status	Reserve	Waiting
General books Section	302.1 Ki43	01309596	For 1 month	In circulation (Nov 16, 2020)	Reserve	0

# Search result and how to use materials

## ii. Books (textbooks)

### Examples of Search Condition

- Keyword= global trends public sector reform

- Textbook list is available on the library website.  
<https://www.grips.ac.jp/main/lib/en/service/materials/#textbooks>
- Some textbooks have a few extra copies in the general books section. Or, e-books might be available.

### 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 Nemeč  
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		0
	General books section	317 V96	01306844	For 1 month		

Select All Deselect All Bookmark volume

Publication year : 2012  
Form

**Brief Information** (points to title)

**Circulation class** (points to 'Not to be taken out')

**Status** (points to empty status field)

**Location** (points to 'Textbooks section')

**Call no.** (points to '317 V96')

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

### 3.a. Search for books, journals with OPAC

# Search result and how to use materials

## iii. 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

Select Deselect All Book

Check the coverage  
(year)

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

#### 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)

Coverage  
(holding year)

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

### 3.b. Doctoral dissertations and master's theses

# GRIPS doctoral dissertations

政策研究大学院大学  
学術機関リポジトリ  
GRIPS INSTITUTIONAL REPOSITORY AT GRIPS

The Institutional Repository  
research activities at GRIPS:  
See below also for research  
> [Activity Reports](#) (Japan  
> [Faculty Directory](#) (individ

Accessible from anywhere  
with an Internet connection

WEKO

Top Ranking

語

Detail Full Text Simple

Language  
English

Index Tree

- Journal Articles
- GRIPS Discussion Papers
- SciREX Working Paper
- Doctoral dissertation
- Books

Index List

- Journal Articles [74 items]
- GRIPS Discussion Papers [327 items]
- SciREX Working Paper [5 items]
- Doctoral dissertation [376 items]

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)

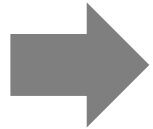
- CiNii Dissertations
- JAIRO (cross-search Japanese IRs)
- NDL Search

<https://grips.repo.nii.ac.jp/>

3.b. Doctoral dissertations and master's theses

## GRIPS master's theses

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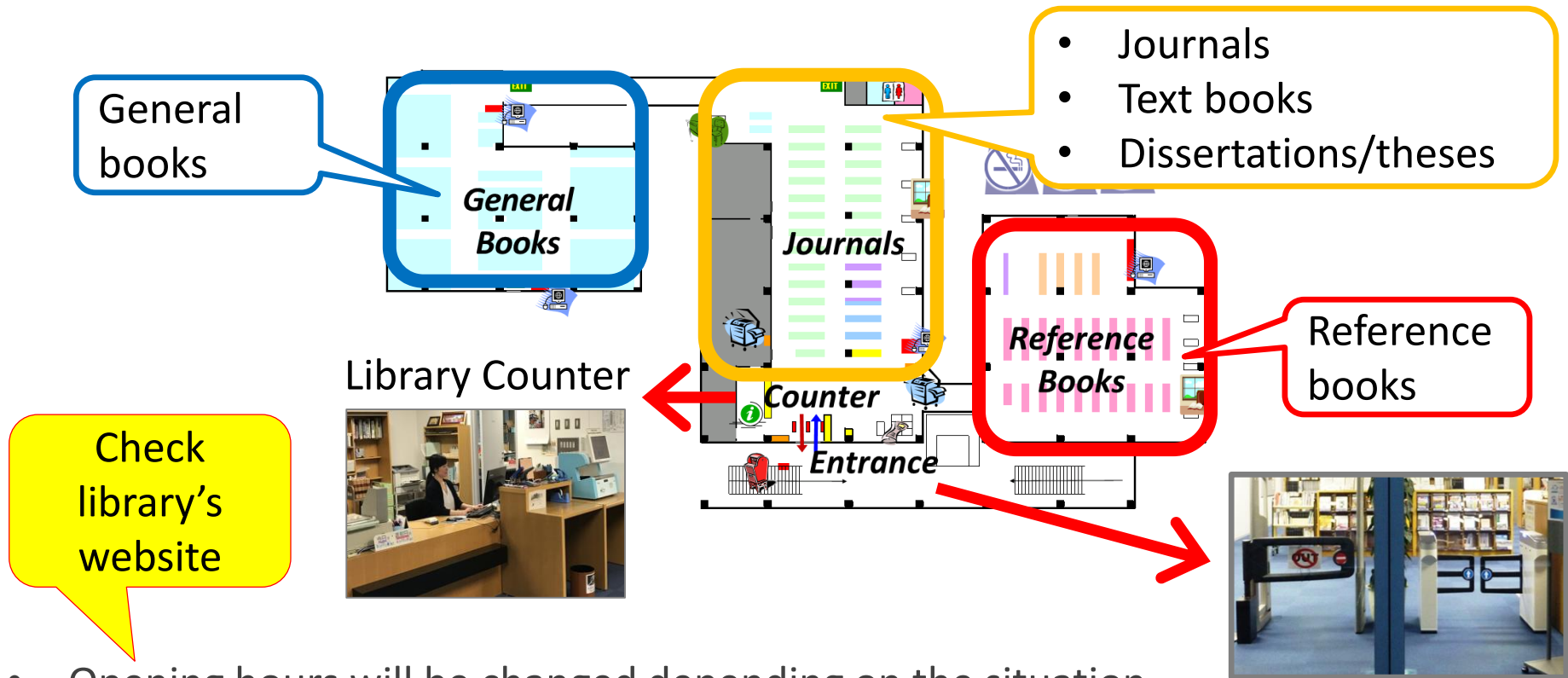
Search the list available in the library

- 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)



### 3. Use GRIPS Library collections

# Materials' location



- Opening hours will be changed depending on the situation.
- Student ID card is needed for entering and borrowing.

## 3.c. Reservation and renewal via MyLibrary

### ● What you can do with MyLibrary

Use GRIPS Library collection	1. Reservation	Reserve materials currently on loan
	2. Loan status	Check the status of your current loans
	3. Renewal	Renew books that are not overdue and not reserved
Use materials not available at GRIPS	4. Inter-Library Loan (ILL)	Obtain books or photocopies from other libraries
	5. Book purchase request	Request a book purchase by the library

### ● How to log in: log in with your **GRIPS ID** and password

➤ Access via OPAC, GRIPS Library website and G-Way.

<https://glib.grips.ac.jp/mylimedio/loginPage.do?lang=en>

## 4. Use materials **NOT** available at GRIPS (MyLibrary (2))

### ● What you can do with MyLibrary

Use GRIPS Library collection	1. Reservation	Reserve materials currently on loan
	2. Loan status	Check the status of your current loans
	3. Renewal	Renew books that are not overdue and not reserved
Use materials <b>not</b> available at GRIPS	4. Inter-Library Loan (ILL)	Obtain books or photocopies from other libraries
	5. Book purchase request	Request a book purchase by the library

## a. Obtain materials from other libraries

# Inter-Library Loan Service (ILL)

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- 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).

# b. Make a book purchase request

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- GRIPS students may request the purchase of books related to policy studies 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

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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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## 2. GRIPS Library website

Q1. How can I use the off campus access service, or the EZproxy?

A1. Log in with your GRIPS ID and password on the EZproxy Login page, and You will jump to the EZproxy service menu page. You can use the online-resources and search tools listed there.

EZproxy Login page

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

How to use EZproxy

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