

How to use MyLibrary

What you can do with MyLibrary

● Check materials on loan

Check the status of your current loans.

● Renew

Renew your borrowed materials that are not overdue and not reserved by another user.

● Reserve

Reserve materials currently on loan.

● Inter-Library Loans (ILL)

Request the Library to borrow materials or obtain copies of articles that are not available at GRIPS from other libraries.

● Book Purchase Request

Request the Library to purchase books which support studying and researching.

● Bookmark

Bookmark your preferred materials and make a list of materials.

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1. How to log in

Login screen

政策研究大学院大学図書館 OPAC
National Graduate Institute for Policy Studies Library

Login

GRIPS ID
Password

Login

Help

- 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/opac/en/user/login>

Main menu

政策研究大学院大学図書館 OPAC
National Graduate Institute for Policy Studies Library

Search [Q] By category/Advanced search Bookmark Logout Japanese Help Log in to MyLibrary

Top > My Library

My Library

1 reserved books are ready. [View details](#)

Materials on loan : You can extend your loan
Local library 1 item(s)

Materials under request : You can also cancel your request
Reserved materials 2 item(s)
Photocopy Request 1 item(s)
Materials under request for purchase

New request
Interlibrary Loan (Photocopy)
Interlibrary Loan (Book)
Book Purchase

Bookmark
[View bookmarks](#)

History
No history is available.

Personal Settings
[Change Service Settings](#)
[Notification settings change](#)

Notices

Notices about your borrowed materials, reservations, or requested materials will be shown.

New request

Inter-library loans (ILL) requests and book purchase requests

Materials under request

Check the status of your reservations, ILL requests, and book purchase requests, or cancel them

Materials on loan

Check the status of your current loans and renew your borrowed materials.

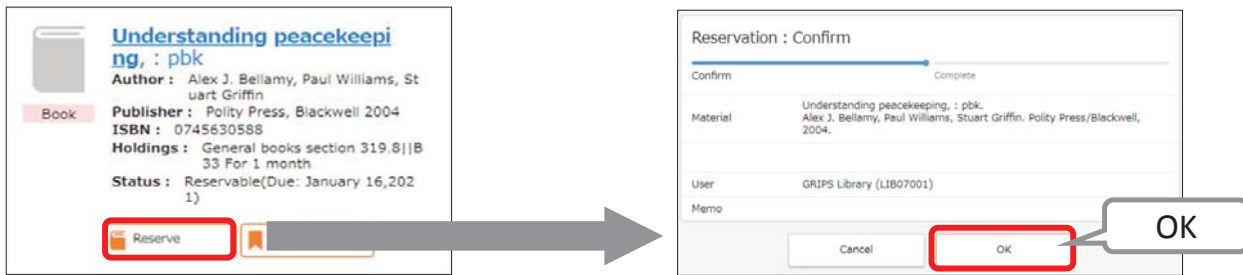
Bookmark

Bookmark your preferred materials and make a list of materials.

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2. Reserve

- Click “Reserve” button on the OPAC search result list page or material details page, and follow the instruction on the screen.



Check materials under request / Cancel request

- Click a link such as “Reserved materials” in the Materials under request, and you can check the status of your reservations, ILL requests, and book purchase requests.
- You can also cancel your requests. When “Cancel” button appears in the material’s information box. Click the button to cancel.



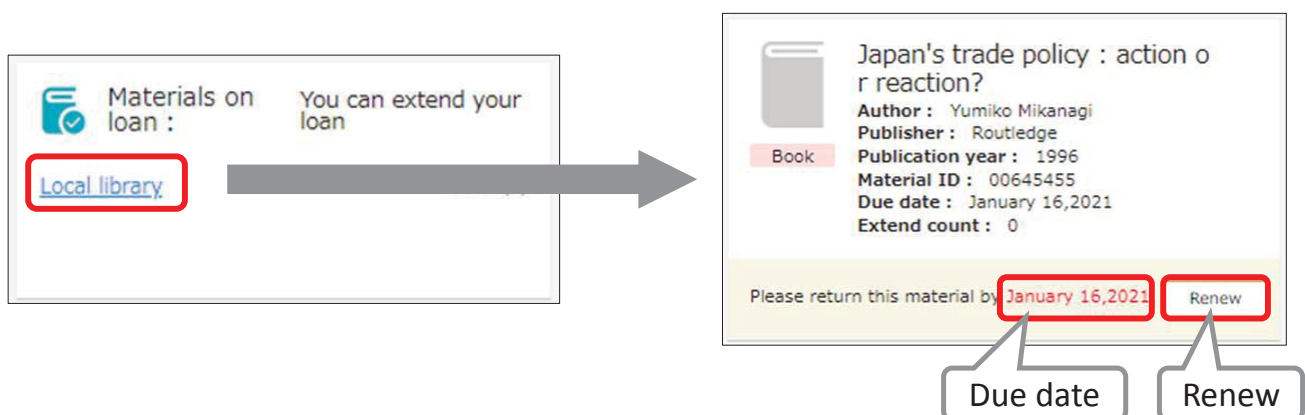
3. Check loan status

- Click a link “Local Library” in the Materials on loan, and you can check the status of your current loans and renew your borrowed materials

Renew

- Click “Renew” button in the material’s information box, and the due date will be extended for 1 month from the day of renewal unless the book is not reserved by another user.
- Borrowing and renewal will be suspended if you have overdue books.
- Renewal via MyLibrary is available for up to 2 times. Bring the materials to the Library counter for further renewals.

* You can renew books via MyLibrary more than 2 times only under this COVID-19 circumstances.



4. 1. Photocopy / Loan (Inter-library loans)

- You can request the Library to borrow books or obtain copies of articles that are not available at GRIPS from other libraries.
- Click a link “Interlibrary Loan (Photocopy / Book)” in the New request, and follow the instruction on the screen. Please supply as much bibliographic information as you can to help us process your request.
- You can check the status of your requests, or cancel them from the link in the Materials under request on the main menu page.

Required information
 Photocopy: article title, author, volume, year, etc.
 Book-Loan: title, author, publisher, year, edition, etc.

Photocopy

Book-Loan

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4. 2. Photocopy / Loan (Inter-library loans)

Autocompletion

- You can search the collections of other institutes in Japan with the OPAC advanced search by checking “CiNii Books.”
- Click “Request ILL (Photocopy / Book-Loan)” button on the search result page, and basic bibliographic information (title, author, publisher, etc.) will be entered automatically. Please also supply additional information, then follow the instruction on the screen.

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Autocompletion of bibliographic information

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5. 1. Book Purchase Request (student only)

- GRIPS students may request the Library to purchase books which support studying and researching. Requests will be reviewed and determined by Library committee to purchase.
- Click a link “Book Purchase” in the New request, and follow the instruction on the screen. Enter as much bibliographic information as you can to help us process your request. “Reason for request” is also required.
- You can check the status of your requests, or cancel them from the link in the Materials under request on the main menu page.

The following materials will not be accepted:

- Materials which the Library already holds in its collection
- Test-preparation or language study books
- Journals, e-journals, databases

Fix the request

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5. 2. Book Purchase Request (student only)

Autocompletion

- You can search the collections of other institutes in Japan with the OPAC advanced search by checking “CiNii Books.”
- Click “Request Book Purchase” button on the search result page, and basic bibliographic information (title, author, publisher, etc.) will be entered automatically. Confirm the entered information and make sure to enter “Reason for request,” then follow the instruction on the screen.

Autocompletion of bibliographic information

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