

How to use OPAC

What you can search for with OPAC

- GRIPS Library collections
 - Printed material (books, journals, newspapers)
 - E-books that GRIPS' subscribes to (*)
- The collections of other libraries in Japan

What you cannot search for with OPAC

- GRIPS doctoral dissertations/master's theses
 - Doctoral dissertations → Search *GRIPS Institutional Repository*.
Full text versions are available for documents published in 2013 or later.
<https://grips.repo.nii.ac.jp/?lang=english>
 - Master's theses → Title lists are available in the library.
- E-journals that GRIPS' subscribes to (*)
- Journal articles (*) → Use *GRIPS Discovery Service* and article databases

* When you use GRIPS' subscribed online-resources via a PC outside GRIPS or via your own PC inside GRIPS, access them through off-campus access service (*EZproxy*). After logging in to *EZproxy*, search *E-Journal/E-Book search* on the *EZproxy* menu page. https://www.grips.ac.jp/main/lib/en/search/off_campus_access/

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Access to OPAC

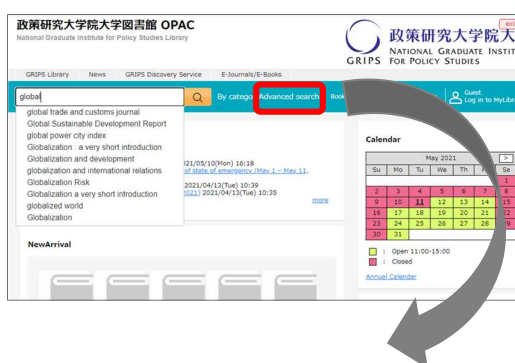
GRIPS Library website

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



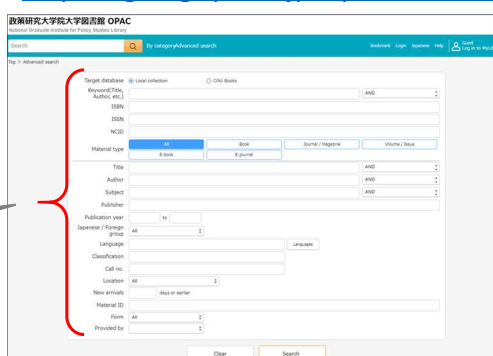
OPAC top (basic search)

<https://glib.grips.ac.jp/drupal/?q=en>



OPAC advanced search

<https://glib.grips.ac.jp/opac/en/complexsearch>



- Accessible from anywhere with an internet connection

OPAC search with detailed search conditions

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Basic search screen

<https://glib.grips.ac.jp/drupal/?q=en>

- On the basic search screen you can use various keywords such as title, author and subject. Put **spaces between words** when you enter them.

The screenshot shows the main search interface with several callouts:

- Enter keywords delimited by spaces** → Keyword suggestions appear: Points to the search input field containing "globalization and".
- GRIPS Discovery Service E-Journal/E-Book search**: Points to the search button.
- Advanced search**: Points to the "Advanced search" link.
- Bookmark**: Points to the "Bookmark" link in the top navigation.
- MyLibrary**: Points to the "Log in to MyLibrary" link.
- News**: Points to the "お知らせ" (Notice) section.
- New arrivals**: Points to the "New Arrival" section showing book covers.
- Library calendar**: Points to the "Calendar" section for May 2021.
- Guides**: Points to the "Guides" section with links like "OPAC/MyLibrary Help".

Advanced search screen

<https://glib.grips.ac.jp/opac/en/complexsearch>

- You can specify detailed search conditions here to narrow your search.

The screenshot shows the advanced search interface with several callouts:

- Basic search**: Points to the search input field.
- Target database**: Points to the "Local collection (GRIPS)/CiNii Books" radio button.
- Material type**: Points to the "Material type" section with buttons for "All", "Book", "Journal / Magazine", and "Volume / Issue".
- Standard number**: Points to the "ISBN" field. Text: ISBN (book): 10/13 digit, ISSN (journal): 8 digit.
- Call number**: Points to the "Call no." field. Text: Book number on book spine label. Example: 611.3 | Ka37.
- Location**: Points to the "Location" dropdown menu.
- Material ID**: Points to the "Material ID" field. Text: Book number on barcode label (8 digit).

List of results of basic search (Books)

- Check holdings and status of books that you want to use

Search other databases using the same conditions

Check the collections of other libraries

Book information

- Title, author, publisher, etc.
→ Click the title and go to **detailed results**
- **Holdings** (location, call number, circulation class)
- **Status** (available/in circulation)

Refine your search

→ Select material type, author, or keyword and click "Refine"

Reserve materials currently on loan

→ Log in to *MyLibrary*

Bookmark your preferred materials

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Detailed results of basic search (Books)

- Books are arranged by **call number** in their designated locations.
- "Reserve" buttons appear when a book is out on loan to another user.
*You cannot reserve books that are not out on loan.
- Textbooks are for in-library use only. There are a few **extra copies** of some textbooks in the general books section. Also, **e-book versions** might be available.

Textbook List <https://www.grips.ac.jp/main/lib/en/service/materials/#textbooks>

Location

Textbooks: **Not available for loan**
General books: **May be borrowed**

Status

- Book are **available** when this field is blank
- **Due date** and **number of reservations** appear when books are on loan

Virtual Bookshelf

List of books that have similar call numbers (Call number shows subject area of book)

Reserve materials currently on loan

→ Log in to *MyLibrary*

Call number

Books are arranged **by call number** (shown on spine labels)

No.	Location	Call no.	Material ID	Circulation class	Status	Waiting
1	Textbooks section	317 V96	01306833	Not to be taken out		0
2	General books section	317 V96	01306844	For 1 month	In circulation (June 19, 2021)	

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List of results of advanced search (Journals)

- Journals are arranged in **alphabetical order by title** in journals section.
- They are not available for loan. You can read or copy them in the library.
- There may be **volumes missing**. Check the **holding year and volume**.
→ You can obtain photocopies from other libraries via Inter-library Loan service.
<https://www.grips.ac.jp/main/lib/en/service/member/ill/>
- E-journals might be available. → Search with *E-Journal/E-Book search*

Change search conditions

Refine your search

Journal information

- Title, publisher, etc.
- Click title to go to **detailed results**
- Holding year/volume

Journal holdings (location, holding year/volume)

- Journals are arranged in **alphabetical order by title** in journals section.
- There may be **volumes missing**.

Location	Year of holding	Holding volume	Continuing acceptance
Journals section	1968-2021	58(2-5),59-63,64(1-3),65-110,111(1-3)+	Ongoing

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Bookmark

Bookmark materials

[When **not** logged in to *MyLibrary*]

- Click "Save" and you can temporarily bookmark materials one by one.
- You can temporarily bookmark multiple materials at one time by clicking checkboxes or clicking *Select all* on the search result list page.

[When you are **logged in** to *MyLibrary*]

- You can **save** bookmarks to your *MyLibrary* account when you are **logged in**. (Temporary bookmarks will be discarded when the session is closed.)

Log in

Select all/ Save multiple materials

Checkbox

Save

Manage bookmarks

- You can search or manage your bookmarks when you are logged in to *MyLibrary*.
 - Select one or more bookmarks and edit/delete them one by one.
 - You can move bookmarks from one list to another, or delete/e-mail them one at a time by clicking checkboxes or clicking *Select all*.

Search bookmarks

Edit

Delete

Select all/move/delete/e-mail multiple materials

Refine your search

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