

## Training session "Basic Search for Materials"

*Course B. How to use GRIPS Library collections*

### List of Appendix

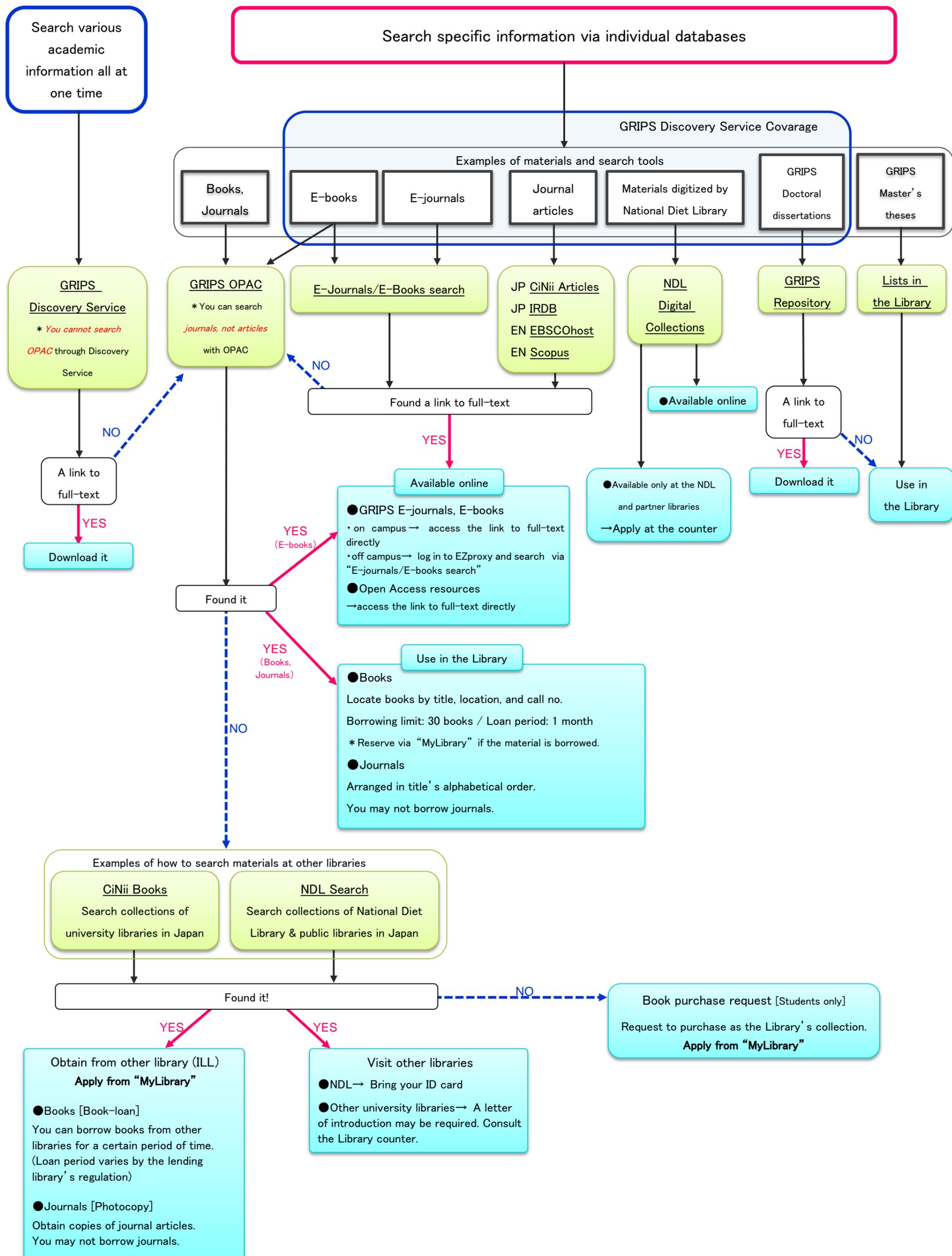
B1. How to find & obtain research materials

B2. How to use OPAC

B3. How to use MyLibrary

B4. Inter library loan service (ILL)

# How to Find & Obtain Research Materials



# 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/](https://www.grips.ac.jp/main/lib/en/search/off_campus_access/)

1

## Access to OPAC

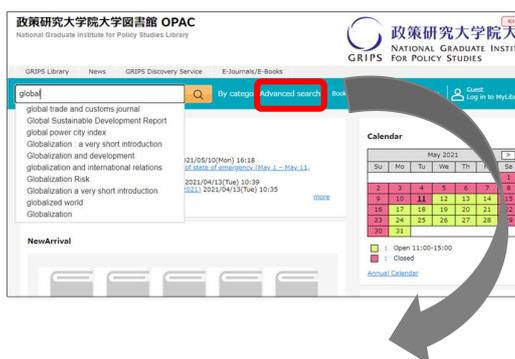
### GRIPS Library website

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



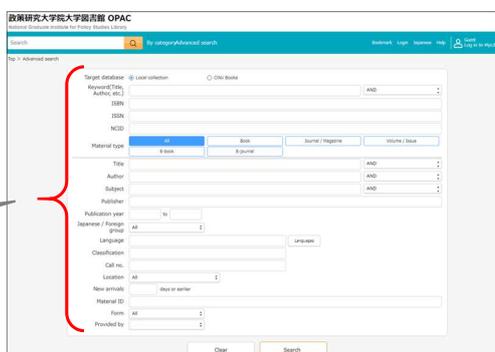
### OPAC top (basic search)

<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

2

# 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", "E-book", "Book", "E-journal", "Journal / Magazine", and "Volume / Issue".
- Standard number**: Points to the "ISBN" field, with text: "ISBN (book): 10/13 digit" and "ISSN (journal): 8 digit".
- Call number**: Points to the "Call no." field, with text: "Book number on book spine label" and an example: "611.3 Ka37".
- Location**: Points to the "Location" dropdown menu.
- Material ID**: Points to the "Material ID" field, with 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**

5

# 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)	

6

# 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

7

## 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**

8

# 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.

1

## 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  By category Advanced search [Bookmark](#) [Logout](#) [Japanese](#) [Help](#) [GRIPS Library](#) [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)  
[Reserved materials](#)  
[Photocopy Request](#)  
[Materials under request for purchase](#)

**Materials under request**  
You can also cancel your request  
Reserved materials 2 Item(s)  
Interlibrary Loan (Photocopy) 1 Item(s)  
[Interlibrary Loan \(Book\)](#)  
[Book Purchase](#)

**New request**  
[Interlibrary Loan \(Photocopy\)](#)  
[Interlibrary Loan \(Book\)](#)  
[Book Purchase](#)

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

**Bookmark**  
Bookmark your preferred materials and make a list of materials.  
[View bookmarks](#)

**History**  
no history is available.

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

**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.

### Notices

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

### New request

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

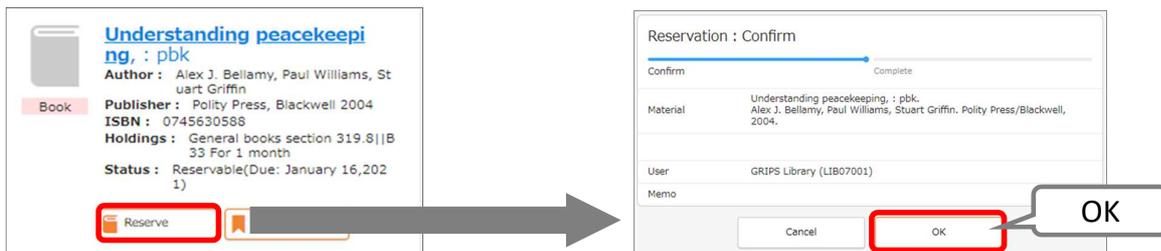
### Materials under request

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

2

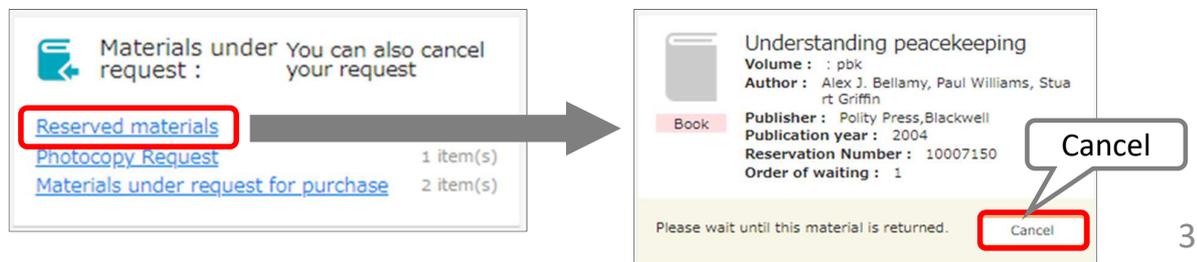
## 2. Reserve

- 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.



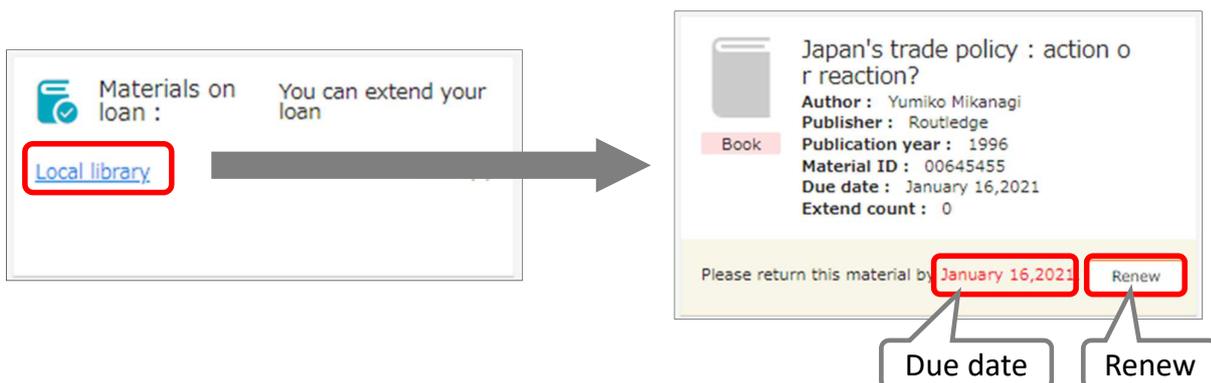
## 3. Check loan status

- 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.

**New request**

- Interlibrary Loan (Photocopy)
- Interlibrary Loan (Book)
- BOOK PURCHASE

**Required information**

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

**Photocopy**

Document Photocopy Request : Input

Document Photocopy Request : Confirm

**Material Loan Request : Input**

Material Loan Request : Confirm

**Fix the request**

**Go to Confirmation window**

5

## 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.

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

Search [ ] By category/Advanced search Bookmark Logout Japan

Top > Advanced search

Target database Local collection  CiNii Books

Material type All Books Journal

Keyword Finance and Development

Policy Research Institute of Political Science

Search [ ] By category/Advanced search Bookmark Logout Japan

CiNii Books(3)

Top > Search Result List

Advanced search 1 - 2 of 3 matches

Conditions

Keyword Finance and Development ISSN 00151947

Refine your search No condition

Finance and development  
Author: International Monetary Fund and International Bank for Reconstruction and Development  
Publisher: International Monetary Fund and International Bank for Reconstruction and Development  
Overseascode: 124

Finance and development  
Author: International Monetary Fund and International Bank for Reconstruction and Development  
Publisher: International Monetary Fund and International Bank for Reconstruction and Development, 1964  
Overseascode: 124

Journal / Magazine

Request ILL (Photocopy) Request ILL (Book-Loan) Request Book Purchase

Available library

Total: 124

No.	Library	OPAC Link
1	慶應義塾大学 三田メディアセンター	

Document Photocopy Request : Input

Input Confirm Complete

Author of the article

Article title (Must)

Journal title (Book title) (Must) Finance and development

Volume

Publication year

Page

Publisher

ISSN 00151947

ISBN

User GRIPS Library (LIB07001)

User class Master's Student

Mail address xxx@grips.ac.jp

Memo

Cancel Go to Confirmation window

**Autocompletion of bibliographic information**

6

## 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

7

## 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**

8

# 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](mailto:lib@grips.ac.jp)