

Basic Search for Research Materials

-Course A. How to use GRIPS' subscribed
online resources-

2021.10

GRIPS LIBRARY

Topics

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' subscribed online resources and search tools

→ Available From Overseas

- a. Access to online resources and search tools
- b. Off-campus Access Service (EZproxy)
- c. Search tools for online resources

1. Preliminary knowledge

- a. Literature search in study workflow
- b. Details of bibliographical references
- c. Navigation to resources

1. Preliminary knowledge

a. Literature search in study workflow

● Study Workflow



● The differences between books and journals

□ Books

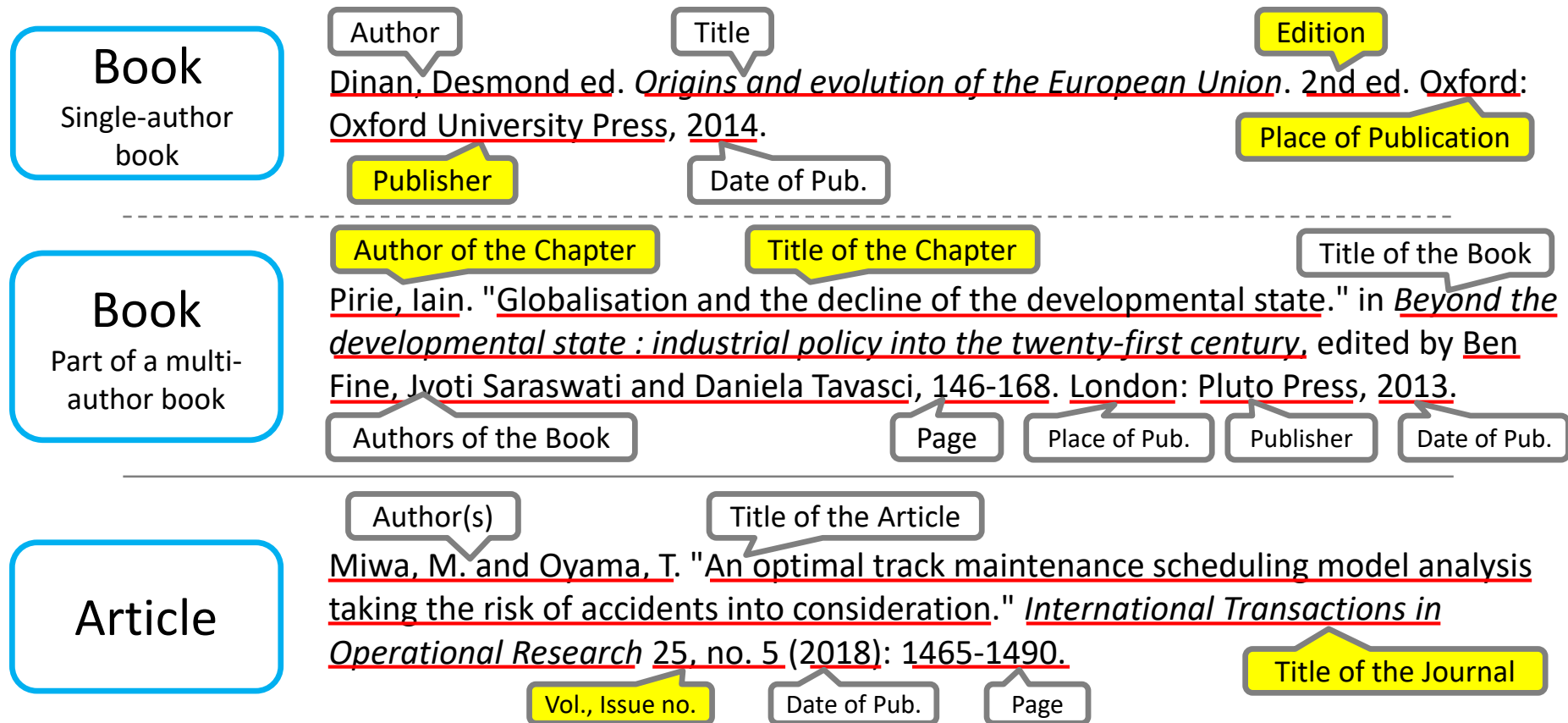
- Theoretical / systematic work
- Longer lag between events and publications than in journals

□ Journal articles

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

1. Preliminary knowledge

b. Details of bibliographical references



- Example : Chicago manual of style
- Citation style to be used is generally determined by discipline or journal

1. Preliminary knowledge

c. Navigation to resources

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 A



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 screenshot shows the GRIPS Library website interface. The header includes the GRIPS logo and navigation links: HOME, News, Using the Library, Search & Find, and About Us. The main content area features a search bar with a 'Search Library' button. Below the search bar, there are links to 'OPAC', 'GRIPS Discovery Service', and 'E-Journals/E-Books'. A 'MyLibrary' section on the left includes a calendar, a login form with 'GRIPS ID' and 'パスワード' fields, and a link to 'Off Campus Access SSL-VPN'. A 'News' section on the right lists recent updates. Callouts point to various features: 'OPAC' points to the search bar; 'GRIPS Discovery Service' points to the 'GRIPS Discovery Service' link; 'E-Journals/E-Books' points to the 'E-Journals/E-Books' link; 'MyLibrary' points to the 'MyLibrary' section; 'Off campus Access' points to the 'Off Campus Access SSL-VPN' link; 'GRIPS Repository' points to the 'GRIPS Repository' link; 'Online Resources' points to the 'Online Resources' link; and 'Library news' points to the 'News' section.

OPAC

GRIPS Discovery Service

E-Journals/E-Books

MyLibrary

Off campus Access

GRIPS Repository

Online Resources

Library news

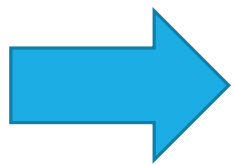
<http://www.grips.ac.jp/main/lib/en/>

3. Use GRIPS' subscribed online resources and search tools

- a. Access to online resources and search tools
- b. Off-campus Access Service (EZproxy)
- c. Search tools for online resources
 - i. E-Journal/E-Book search
 - ii. GRIPS Discovery Service
 - iii. Online databases

a. Access to online resources and search tools

When you use GRIPS' subscribed online-resources (e-journals, e-books, and online databases) and search tools (GRIPS Discovery Service, E-Journal/E-Book search) from outside the GRIPS (e.g. from overseas),



Access them via **Off-campus
Access service (EZproxy)**

- When you are at GRIPS and use **your own PC**, connecting via GRIPS campus Wi-Fi, Ezproxy log in is **required**.
- When you are at GRIPS and use **shared PCs**, Ezproxy log in is **not** required.
Shared PCs location: Library, Lecture Rooms A & B, Student Lounge, CPC Lounge

b. Off-campus Access Service (EZproxy)

You can use most of the GRIPS' subscribed online-resources and search tools from **off-campus**, or **on campus with your own PC** via *EZproxy service*.

How to use

1. Log in with your **GRIPS ID** and password on the EZproxy Login page.
2. You will jump to the EZproxy service menu page and you should see **"ezproxy.grips.ac.jp"** as part of the address field of your Web browser.
3. You can use the online-resources and search tools listed there.

EZproxy service menu page

The screenshot shows the 'Off Campus Access Service' page for GRIPS. It includes a login section, a list of instructions, and several service links. Three callout boxes highlight specific features:

- GRIPS Discovery Service**: Points to the 'GRIPS Discovery Service' link in the menu.
- E-Journal/E-Book search**: Points to the 'E-Journal/E-Book search' link in the menu.
- List of online-resources**: Points to the 'Online Resources available off campus' link in the menu.

http://www.grips.ac.jp/main/lib/en/search/off_campus_access/

c. Search tools for online resources

i. E-Journal/E-Book search

- Search GRIPS' subscribed electronic journals and electronic books

ii. GRIPS Discovery Service

- Search various academic information all at one time

iii. Online databases

- Search within a specific range of information

i. E-Journal/E-Book search

Search screen

You can search or browse GRIPS' subscribed e-journals or e-books **by title** and access **full text versions**.

Search Example: "The age of sustainable development"

Search screen

The screenshot shows the GRIPS National Graduate Institute for Policy Studies Library search interface. The search bar contains the text "The age of sustainable development" and the "Search" button is visible. Below the search bar, the search results are displayed, with "The Age of Sustainable Development" highlighted. A red box highlights the search results area. A blue callout box points to the search bar with the text "Brows by title, discipline". Another blue callout box points to the search results with the text "Publications suggestion".

- Access E-Journal/E-Book search via **Off-campus access service** when you use it from outside the GRIPS (e.g. from overseas)

i. E-Journal/E-Book search

Search example (e-book)

● Title:

*The age of sustainable
development*

i. E-Journal/E-Book search

Search result (e-book)

Search Example (e-book):
“The age of sustainable development”

Search results

1. **The Age of Sustainable Development**
By: Jeffrey D. Sachs. Columbia University Press. ISBN: 978-0-231-17314-8, 978-0-1-5159-8087-2, 978-0-231-53900-5, 978-1-322-64179-9.

Search within Publication

Full Text Access
EBSCO eBooks 2015

Search within publication

“Full Text Access”
→Click the resource name
(e.g. EBSCO eBooks)
to view full text

E-book page

Detailed Record

PDF Full Text
EPUB Full Text

The Age of Sustainable Development

Authors: Jeffrey D. Sachs
Publication Information: New York : Columbia University Press, 2015
Resource Type: eBook
Description: Jeffrey D. Sachs is one of the world's most perceptive and original analysts of global development. In this major new work he presents a compelling and practical framework for how global citizens can use a holistic way forward to address the seemingly intractable worldwide problems of persistent extreme poverty.

Full text link

Accession Number: 944998

Publisher: Print/E-mail/Save 100 Pages
Permissions: Restricted Copy/Paste
Concurrent User Level: Unlimited User Access

Conditions of use

Table of Contents

Table of Contents
Foreword by Secretary-General Ban Ki-moon of the United Nations
Preface
Acknowledgments
1. Introduction to Sustainable Development

Full text link
(table of contents)

i. E-Journal/E-Book search

Search example (e-journal)

● Title:

*International Journal of
Cultural Policy*

● Volume:

Current

i. E-Journal/E-Book search

Search result (e-journal)

Search Example (e-journal):
“International Journal of Cultural Policy”

Search results

Search within
publication

1. The **International Journal of Cultural Policy**

ISSN: 1028-6632, 1477-2833. European History.

Search within Publication

Full Text Access

Academic Search Premier 11/01/2002 - present (Full Text Delay: 18 months)

Taylor & Francis Social Science and Humanities Library 01/01/1997 - present

“Full Text Access”

→Select the resource name
which covers the year you
wish to use

E-journal page

Academic Search
Premier

Search within
publication

Database: Academic Search Premier -- Publications

Publications
Previous Record Next Record

Search within this publication

Publication Details For “International Journal of Cultural Policy”

Title: International Journal of Cultural Policy

ISSN: Taylor, Francis Online

Publisher information: Taylor, Francis Online

Bibliographic Records: Full Text: Current issue

About this journal

Aims and scope

Publication history

Currently known as: International Journal of Cultural Policy (1997 - current)

Formerly known as: The European Journal of Cultural Policy (1994 - 1997)

Browse the list of issues and latest articles from International Journal of Cultural Policy

List of issues

Latest articles

Volume 36 2019

Taylor & Francis

List of issues

ii. GRIPS Discovery Service (GDS) Search screen

- You can search both **tile information and full text** of many of the GRIPS' subscribed online resources and online open access academic resources all at one time. Some of the search results provide **links to full-text versions**.
- You cannot search GRIPS collections of printed books, journals. Please search **GRIPS OPAC** for such materials.

The screenshot shows the GRIPS Discovery Service (GDS) search interface. The header includes navigation links: E-Journals/E-Books, Library Home, GRIPS Home, OPAC, Sign In, Folder, Preferences, and Language. The main title is in Japanese and English: 政策研究大学院大学図書館 / NATIONAL GRADUATE INSTITUTE FOR POLICY STUDIES LIBRARY. The search bar is labeled 'Searching: Discovery Service for GRIPS' and contains the text 'Keyword' and 'sus'. A 'Search' button is visible. A 'Search Options' dropdown menu is open, showing 'Basic' and 'Advanced' options. A 'Popular Terms' section lists: sustainability, sustainable development, sustainable, and sustainable development goals. A 'Publications' section is partially visible at the bottom. Annotations include: 'Change language' pointing to the Language link; 'Type of search terms (Keyword, Title, Author)' pointing to the search bar; 'Keyword suggestion (Popular Terms / Publications)' pointing to the Popular Terms list; 'Link to advanced search' pointing to the Search Options dropdown; and a blue arrow pointing to the search bar with the text 'Access GDS via Off-campus access service when you use it from outside the GRIPS (e.g. from overseas)'.

Change language

Type of search terms
(Keyword, Title, Author)

Keyword suggestion
(Popular Terms / Publications)

Link to advanced search

Access GDS via Off-campus access service when you use it from outside the GRIPS (e.g. from overseas)

ii. GRIPS Discovery Service (GDS)

Search example

- Keyword :

sustainable development goals

- Refine results by:

Full text

ii. GRIPS Discovery Service (GDS) Search result

Examples of Search Condition

- Keyword= sustainable development goals

Research Starters

- Sort by relevance or date
- Change the layout

Refine results
(Full text, Publication date,
Source types, etc.)

Link to bibliographic
records in detail

Links to full text

- PDF/HTML full text
- View record in ~
- Linked full text
- Full Text Finder

GRIPS' subscribed online-
resources are available via
EZproxy.

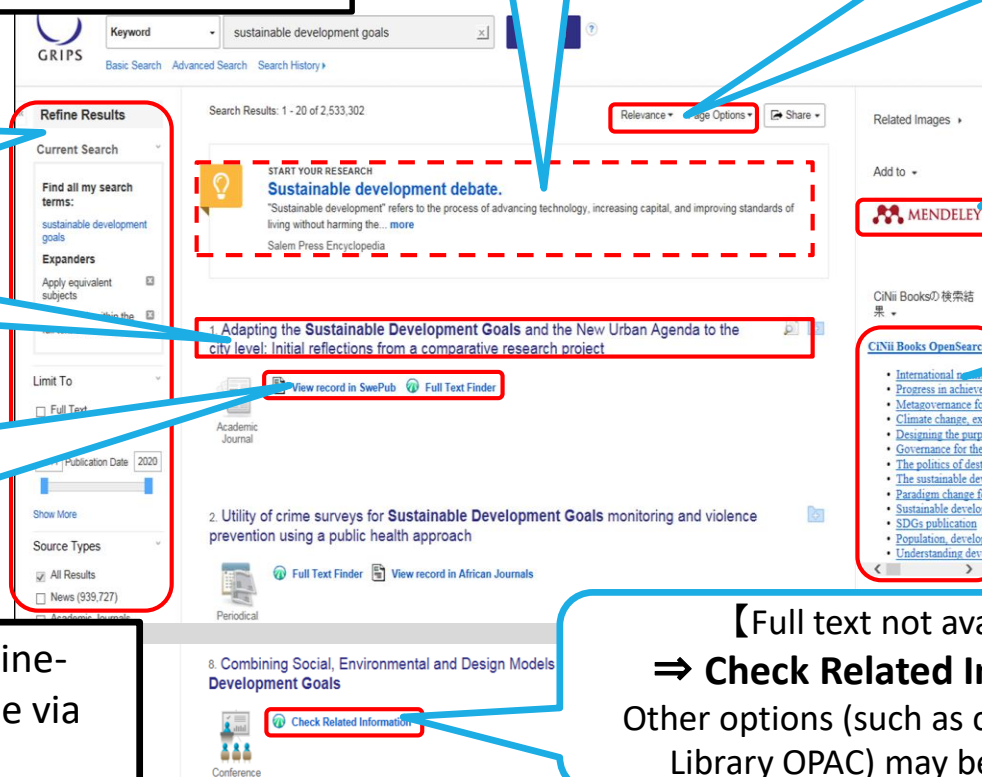
Add to Mendeley

CiNii Books
search results

【Full text not available】

⇒ **Check Related Information**

Other options (such as checking GRIPS
Library OPAC) may be displayed.



ii. GRIPS Discovery Service (GDS) E-J/E-B search and GDS

	E-Journal/E-Book search	GRIPS Discovery Service
Type of information	<ul style="list-style-type: none">• Publication Titles (e-journals, e-books)	<ul style="list-style-type: none">• Title information<ul style="list-style-type: none">➤ Publication Titles➤ Titles of articles in journals or chapter in books• Full text
Full text link	○	△*

*Some of the search results provide full-text links.

iii. Online databases

How to choose a database

GRIPS Library website > Online Resources

Online Resources

Please read [Instructions and Directions for Use](#) before using online resources.

When accessing online resources from outside the campus, be sure to first log in to [SSL-VPN](#), then use e-journals and databases. For more details click [here](#).

E-Journals

- Access to E-Journal via OPAC
Search E-journal with [OPAC](#).
You can limit your search to E-journals by selecting "Journal" for [Material type] and "Electronic Journal" for [Journal type]
Full list of E-Journals is [here](#).
- E-Journal Platform
 - Cambridge Journals
 - Science Direct (Elsevier)
 - JSTOR
 - Oxford Journals
 - SpringerLink
 - Taylor & Francis Online
 - Wiley Online Library

* JSTOR works best with Safari, Firefox and Chrome.
Please make sure that your browser is updated. The quality of your experience will only get worse with the Internet Explorer.

- Choose an appropriate database according to what you want to search for
 - Field: multiple field, natural/social science, humanities, etc.
 - Material types: Journal articles, news, documents, statistics, etc.
 - Coverage
- Some databases provide full-text links
 - e.g. EBSCOhost (Academic Search Premier)
- How to access: Available on campus, in-library use only, open access

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

iii. Online databases

Examples of databases

Database		Type of content	Note	Full Text
EBSCO host	Academic Search Premier	Articles	Multi-disciplinary database of journals	○
	Econlit	Articles	Economic literature with abstracts	×
	eBook	e-Books	GRIPS' subscribed e-books	○
Scopus		Articles	Multi-disciplinary abstracts and citations database (Full texts are available if GRIPS has subscription to the journals)	△
Nexis Uni		News, Law	News around the world, business, legal, and medical information	○

- Access them via **Off-campus access service** when you use them from outside the GRIPS (e.g. from overseas)

Database training sessions Schedule

Date	Time	Database
Oct. 28, Thu. Oct. 29, Fri.	12:15-13:15	Basic Search for Research Materials
Nov. 5, Fri.	12:15-13:15	GRIPS Discovery Service & EBSCOhost
Nov. 17, Wed.	12:15-13:15	Scopus & Mendeley
To be announced		Nexis Uni

The sessions will be held **online**.

Support

We welcome your questions and requests.
Please feel free to contact us!

lib@grips.ac.jp

