

# Basic Search for Research Materials

-Course B. How to use GRIPS Library  
collections-

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2021.10

GRIPS LIBRARY

# Topics

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1. 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. 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. The website header includes the logo of the National Graduate Institute for Policy Studies Library and navigation links for OPAC, MyLibrary, GRIPS, and Language (JP). The main navigation bar contains links for HOME, News, Using the Library, Search & Find, and About Us. The main content area features a search bar, a calendar, a login section for MyLibrary, and a news section. The callout boxes are:

- OPAC
- GRIPS Discovery Service
- E-Journals/E-Books
- MyLibrary
- Off campus Access
- GRIPS Repository
- Online Resources
- Library news

The screenshot also shows a search bar with a "Search" button, a "GRIPS Discovery Service" button, and an "E-Journals/E-Books" button. The "Online Resources" section is highlighted with a red box, and the "Library news" section is also highlighted with a red box. The "GRIPS Repository" callout points to a link in the footer.

<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

### 3. Use GRIPS Library collections

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

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- What you **can search for** with OPAC (Library catalogue)
  - i. **Printed materials** in the GRIPS Library collection such as books, journals, newspapers.
  - i. GRIPS' subscribed e-books (available via **EZproxy**)
  - ii. [Option] The collections of other libraries in Japan
- What you **cannot search for** with OPAC
  - i. GRIPS doctoral dissertations/master's theses →Slide 15, 16
  - ii. 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 bubble labeled "OPAC basic search" points to the search bar. Another callout bubble labeled "OPAC top" points to the "Advanced search (OPAC)" link below the search bar. A third callout bubble labeled "MyLibrary" points to the "MyLibrary" login area in the top right corner.

## OPAC top (basic search)

The screenshot shows the OPAC top page. A callout bubble labeled "Keyword suggestion" points to a list of search suggestions. Another callout bubble labeled "Advanced search" points to the "Advanced search" link. A third callout bubble labeled "MyLibrary" points to the "MyLibrary" login area.

Keyword suggestion

Detailed search conditions

The screenshot shows the advanced search page with various search criteria fields. A red bracket on the left side of the form groups these fields under the callout "Detailed search conditions".

Advanced search

- Accessible from anywhere with internet connection

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

3.a. Search for books, journals with OPAC

## Example 1: Books [Basic search]

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The title of a book should include following words...

● Keyword:

*global trends public sector  
reform*

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

# List of results (Books)

## Basic Search screen



Enter keywords delimited by spaces

Search other databases using the same conditions

Refine your search by material type, author, or keyword

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)

Reserve

Bookmark

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

# Detailed results (Books)

Top > Search Result List > Details (Local collection)

Global trends in public sector reform  
 Michiel S. de Vries, Juraj Nemeč

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

Volume No.      Reservable(Due: September 25, 2021)

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 (September 25, 2021)	

Reserve      Save

**Reserve materials currently on loan**  
 → Log in to **MyLibrary**

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

**Circulation class**

**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)

• 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>

Virtual Bookshelf

Organizational be...  
 Michael L. Vasu, De...  
 3121|V44

Public administrat...  
 edited by Eran Vigor...  
 3121|V69

Global trends in p...  
 Michiel S. de Vries...  
 3121|V96

Refounding demo...  
 : hbk  
 edited by Garv L...  
 3121|W37

The political econ...  
 [by] Gary L. Wams...  
 3121|W37

3.a. Search for books, journals with OPAC

## Example 2: Journals [Advanced search]

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Search conditions (advanced search)

- Title:

*common market law review*

- Volume: *Current*

- Material type: *Journal*

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

# Advanced search (Journals)

The screenshot shows the OPAC interface for the National Graduate Institute for Policy Studies Library. The search bar is set to "Advanced search". The "Target database" is set to "Local collection" (selected) and "CiNii Books". The "Material type" is set to "Journal / Magazine". The "Title" field contains the text "common market law review".

**Target database**  
Local collection (GRIPS)/CiNii Books

**Material type (Journal)**

**Title**  
Enter keywords delimited by spaces

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

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

# List of results (Journals)

The screenshot shows the OPAC interface for the National Graduate Institute for Policy Studies. The search results for 'Common market law review' are displayed. Annotations include:

- Change search conditions**: Points to the search filters on the left.
- Refine your search**: Points to the search input field.
- Journal information**: Points to the journal details, including title, publisher, ISSN, and holding year/volume.
- Journal holdings**: Points to the table showing the location, year of holding, holding volume, and continuing acceptance.
- Journal holdings (location, holding year/volume)**: Points to the 'Holding' button and the table.
- Yellow box**: Notes that journals are not available for loan and that e-journals might be available.

**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**.

**Journal holdings table:**

Location	Year of holding	Holding volume	Continuing acceptance
Journals section	2000-2021	37-57,58(1-3)+	Ongoing

### 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)

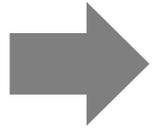
- CiNii Dissertations
- JAIRO (cross-search Japanese IRs)
- NDL Search

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

3.b. Doctoral dissertations and master's theses

## GRIPS master's theses

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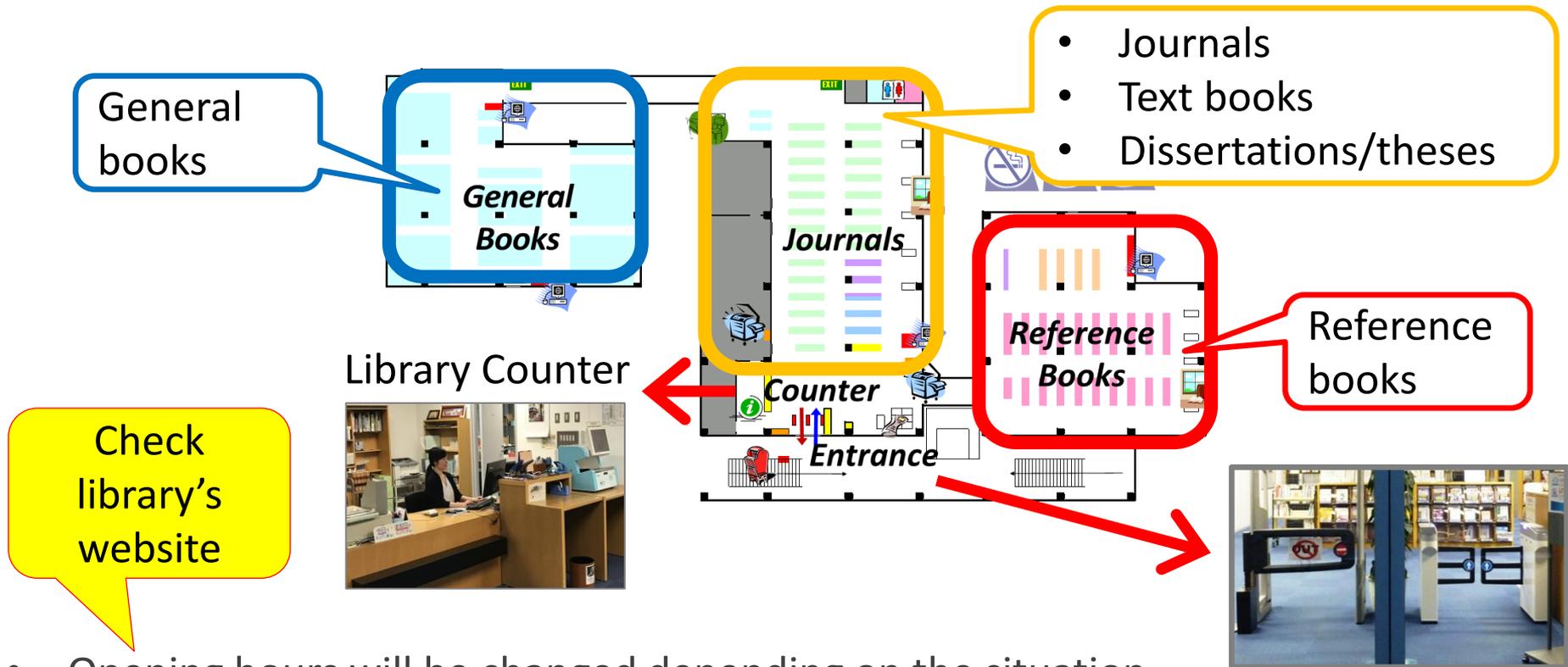


Search the list available in the library

- 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	<b>4. Inter-Library Loan (ILL)</b>	Obtain books or photocopies from other libraries
	<b>5. Book purchase request</b>	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)

