

GRIPS Library Guidance

2021.10
GRIPS LIBRARY

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What you can do with the GRIPS Library services

- You can **use/obtain materials which you need for your studies** with the GRIPS Library services
- There're two ways to use/obtain materials depending on their availability
 - a. Materials **Available** at GRIPS
 - b. Materials **NOT available** at GRIPS

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Topics

1. GRIPS Library website
2. To use/obtain materials **available** at GRIPS
 - a. GRIPS' subscribed online resources and search tools →Available From Overseas
 - b. GRIPS Library collection: books, journals, GRIPS doctoral dissertations/master's theses
3. To use/obtain materials **NOT available** at GRIPS
 - a. ILL (Inter Library Loan)
 - b. Book purchase request

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Overseas

1. GRIPS Library website

The screenshot shows the GRIPS Library website interface. Callouts point to various features: OPAC (Online Public Access Catalog), GRIPS Discovery Service (the main search bar), E-Journals/E-Books (a red button), MyLibrary (a user account section), Off campus Access (a yellow callout box), GRIPS Repository (a red button), Online Resources (a red button), and Library news (a red box containing a news list). The URL <http://www.grips.ac.jp/main/lib/en/> is displayed at the bottom right.

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Overseas

2. Use materials available at GRIPS (online resources and search tools)

- a. GRIPS' subscribed online resources and search tools
 - i. Access to online resources and search tools
 - ii. Off-campus Access Service (EZproxy)
 - iii. Search tools for online resources
- b. GRIPS Library collection
 - i. Visit the Library and borrow books
 - ii. Search for the library collection with OPAC
 - iii. Reservation and renewal via MyLibrary

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Overseas 2.a. GRIPS' subscribed online resources and search tools

i. 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

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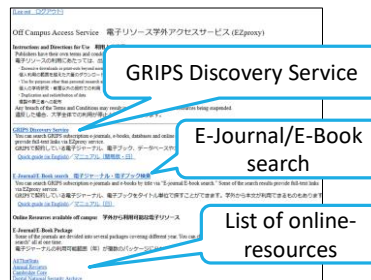
ii. Off-campus Access Service (EZproxy)

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



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

iii. Search tools for online resources

1. E-Journal/E-Book search
 - Search GRIPS' subscribed electronic journals and electronic books
2. GRIPS Discovery Service
 - Search various academic information all at one time
3. Online databases
 - Search within a specific range of information

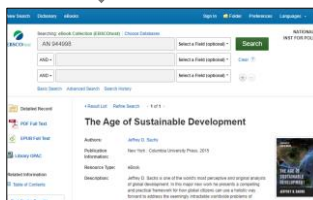
1) E-Journal/E-Book search

You can search **GRIPS' subscribed e-journals or e-books** by keywords, or browse by publication title or discipline

Search Example:
"The age of sustainable development"



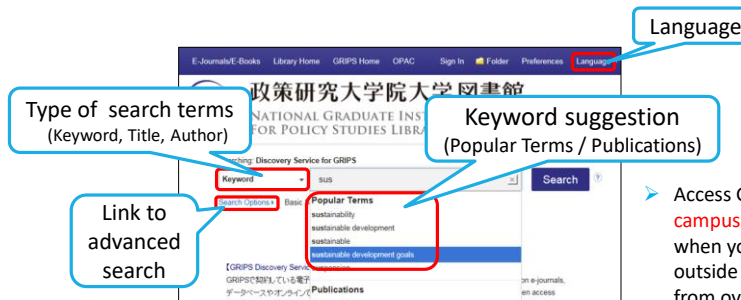
Search results



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

2) GRIPS Discovery Service (GDS)

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



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

3) Examples of online databases

Choose an appropriate database according to what you want to search for

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)

Online databases list on the library website
<http://www.grips.ac.jp/main/lib/en/search/database/>

2.b. Use materials available at GRIPS (GRIPS Library collection)

- a. GRIPS' subscribed online resources and search tools
 - i. Access to online resources and search tools
 - ii. Off-campus Access Service (EZproxy)
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- b. GRIPS Library collection
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Opening hours and admission

- Opening hours (only under COVID 19 circumstances) [As of Sept, 2021]

Monday - Friday 11:00 – 15:00

Check library's website

Closed

Saturdays, Sundays, National Holidays,
Year-end and New Year's holidays (Dec.
28 to Jan. 4)

- Admission: touch the sensor on the gate with your **GRIPS ID card**

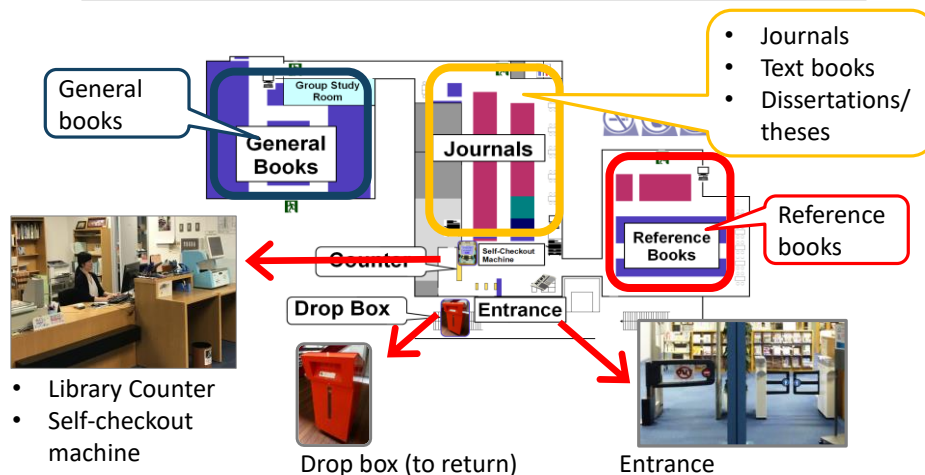


- Note for use

- No smoking, eating, and drinking. Please keep quiet.
- Wearing a mask and keeping your hands clean is required.
- You can stay in the Library for 15 minutes at the maximum.

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Floor plan



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Borrowing and returning

You can borrow **books** and some other books.

➤ Materials not to be borrowed: text books, reference books, journals, newspapers, GRIPS doctoral dissertations/master's theses, etc.

● Borrowing limit and period: **30 items, for 1 month**

● Procedure: bring books to the counter with your **ID card**

➤ **Home delivery service** is available **only within Japan**, under COVID 19 circumstances. <https://www.grips.ac.jp/main/lib/en/home-delivery-service/>

➤ If you have **overdue books**, borrowing and renewal will be suspended.



● Returning

➤ bring books to the counter (book return cart), or put them into the drop box

What can we search with GRIPS OPAC?

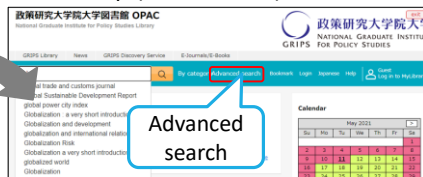
→ Appx. 7

→ Bulletin p. 88-89

Library website



OPAC top (basic search)



Online catalogue mainly for the GRIPS Library collections of **printed materials** such as books, journals

➤ Accessible from anywhere with internet connection

➤ You cannot search GRIPS doctoral dissertations/master's theses with OPAC

How to find books with OPAC

Books and their call numbers



Call no. on spine labels

Search results

Book Information
Title, author, publication details

Status
"In circulation (Due date)" appears when the book is out on loan by another user

Location and Call no.
Books are arranged by call number
➤ Textbooks: for in-library use only
➤ General books: available for loan

Reserve

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)	

How to find journals with OPAC

Search results

➤ Journals are in-library use only. You can read or copy them in the library.

Journal Information
Title, publication details

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	2000-2021	37-57,58(1-3)+	Ongoing

2.b.iii. Reservation and renewal via MyLibrary

→Appx. 8

→Bulletin
p. 90-93

● 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/mylimedia/loginPage.do?lang=en>

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3. Use materials **NOT** available at GRIPS (MyLibrary (2))

→Appx. 8

→Bulletin
p. 90-93

● 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

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3. To use/obtain materials NOT available at GRIPS

→Appx. 9

→Bulletin
p. 90-93

a. Obtain materials from other libraries Inter-Library Loan Service (ILL)

- 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*.

You can only copy a part of each section of a multi-author book.
⇒ **Make a book-loan request**

* 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).

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3. To use/obtain materials NOT available at GRIPS

→Appx. 8

→Bulletin
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b. Make a book purchase request

- 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.

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Support

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

lib@grips.ac.jp

