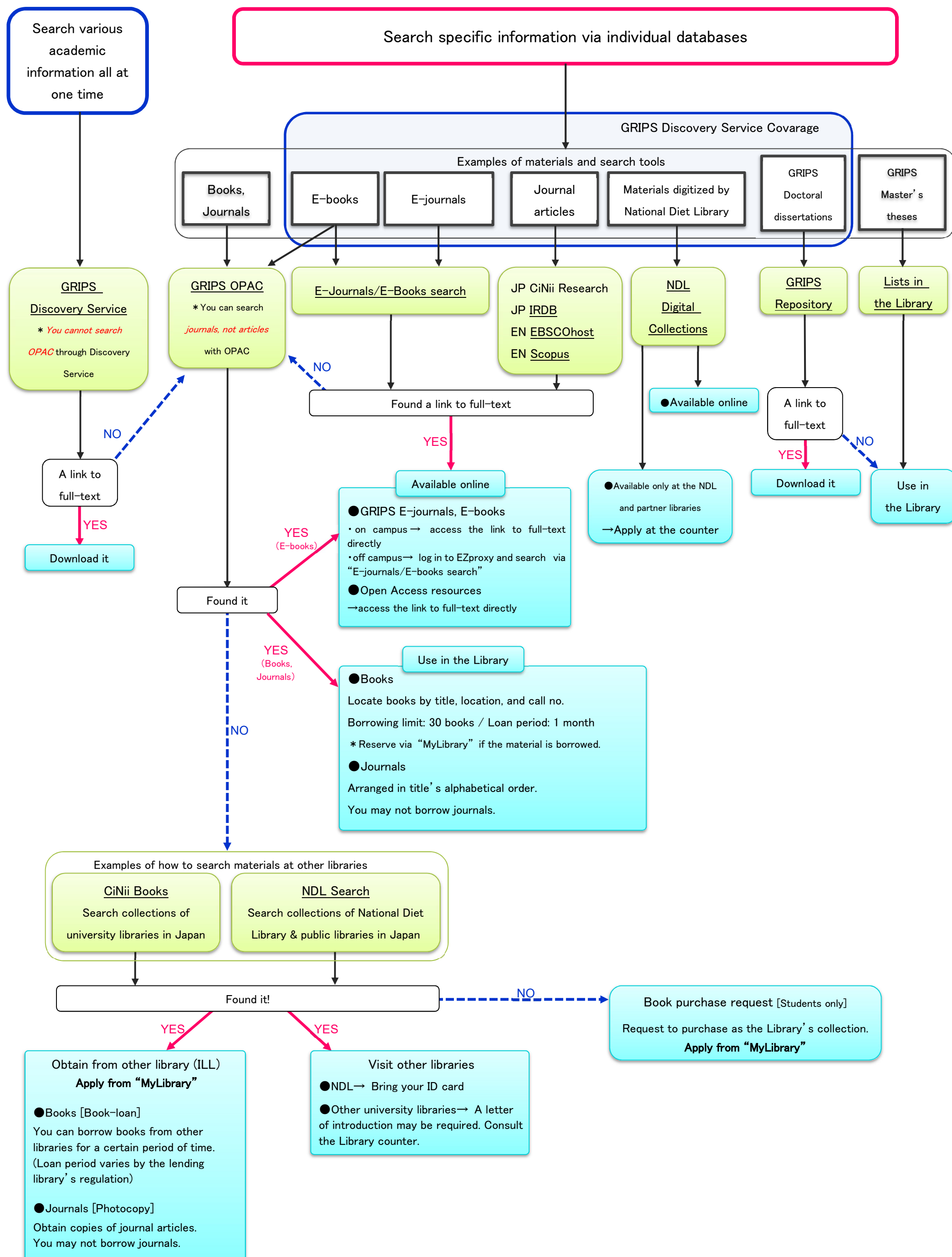


How to Find & Obtain Research Materials



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 copies of articles or a chapter in a book. ***Journals cannot be borrowed.**
Obtaining copies is allowed as prescribed in the Copyright Act.

Book-loan You can borrow books for a certain period of time from other university libraries.

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