

# GRIPS Library Quick Guide

The GRIPS Library offers extensive collections of publications in the field of policy studies from around the world. The collections contain over 190,000 volumes, including reference books, statistical collections, working papers, and government documents. The Library's large collection of periodicals includes more than 12,000 journals, many of which are available online. To serve our academic community, the Library staff is well trained to respond to research-related requests.

**\*Library hours and services will be changed depending on the situation under the COVID-19 circumstances. Please check the library calendar and news on the library website.**

**\*Wearing a mask and keeping your hands clean is required when you enter the library.**

<b>Opening Hours:</b> Monday-Friday 9:00 – 21:00 Saturday 10:30 – 17:00	<b>Closed:</b> Sundays, National Holidays and December 28 to January 4 *Exceptions to the above will be posted.
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**Admission** How to enter: Touch your GRIPS ID card to the reader at the library gate.  
How to exit: Push the bar and go through the gate. GRIPS ID card not necessary.

## Borrowing books

Take the books to the desk with your ID card.  
A self-checkout machine is also available.

Number of books: up to 30  
Loan period: 1 month

## Returning books

Return borrowed books to the Library desk.  
ID card is not necessary.  
After opening hours, put the books in the drop box located under the stairs outside the Library.  
\*\*When the books are overdue, you may not borrow a new book or renew your loans. Return books by due date.

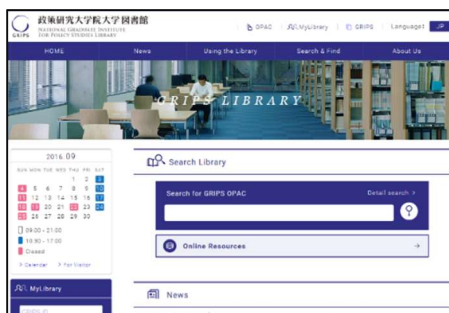
## Photocopying

- Only materials owned by the GRIPS Library can be copied. You must act in accordance with Copyright law.
- You may use both self-service photocopy machines located in the reading room and the Library office.
- Photocopy machine is activated by your GRIPS ID card.
- Consult with the Library staff when your ID card is not available.

## Access to Web Services

- PCs are available in each room of reference books, journals and textbooks, and general books. Printing is also available but only through the Library PCs. The printouts come out from the photocopy machine which is activated by your GRIPS ID card.
- Free Wi-Fi is available in journal and reference books rooms.

**GRIPS Library website : <http://www.grips.ac.jp/main/lib/en/>**



• The Library website provides electronic access to the Online Public Access Catalog (OPAC) and other web links for searching electronic resources, such as online journals and online databases available in the Library. \*See below for details.

• The website also provides updated Library announcements. The Library issues "GRIPS LIBRARY NEWSLETTER" online on the website.

• "MyLibrary" is your personal library page. You can check your loan status, renew your loans, reserve books, and make Inter-Library Loan requests and purchase requests. \*See back for details.

**OPAC (Online Public Access Catalog) : <https://glib.grips.ac.jp/drupal/?q=en>**

The Online Public Access Catalog (OPAC) can be used to search for all materials in the Library. When looking up materials on OPAC, make note of the "Location" and "Call Number", or print the search results to find them in the stacks.

## When the material you need is not available at the Library

By searching OPAC with a check in "Other university (CiNii Books)", you can search the collections of other university libraries. If there are other holding libraries, you may request to obtain the material via Inter-library Loan (ILL) service or visit the library which holds the material. You may also make a request to purchase the books to add to the Library's collections. See "MyLibrary" on the back for details of each services.



## Online Journals / Online Books

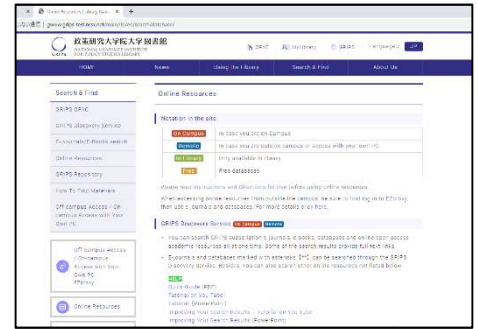
You can search GRIPS subscription online journals and online books by title via "E-journals / E-books search" on the Library homepage. OPAC can be used to search for online books also.

## Discovery Service / Online Databases : <https://www.grips.ac.jp/main/lib/en/search/database/>

There're two kinds of search tools available on the Library homepage for searching academic information such as journal articles, news and statistics.

- Search various academic information all at one time via "GRIPS Discovery Service"
- Search specific information via online databases

- "GRIPS Discovery Service" is a useful tool for searching various academic information. You can search GRIPS subscription e-journals, e-books, databases and online open access academic resources via GRIPS Discovery Service all at one time.
- When searching specific information, choose appropriate online databases. Once you get information such as the article's title, author, journal's title, volume or pages by using databases, you can look for the full text in the GRIPS Library online journal collection via "E-journals / E-books search."



Online resources are available within the GRIPS campus. To use from outside the GRIPS, see "Off-Campus Access" below.

## Off-Campus Access : <https://www.grips.ac.jp/main/lib/en/search/database/>

When you access GRIPS' subscribed e-journals and e-books or use search tools (Discovery Service, E-Journal/E-Book search, databases) from off campus, please access them via EZproxy, using the "Remote" link on the Online Resources page.

Click the "Remote" link and you will jump to the off-campus access service (EZproxy) login page. Log in with your GRIPS ID and password.



If you are using your own PC at GRIPS and you connect via GRIPS campus Wi-Fi, please access via the "Remote" link.

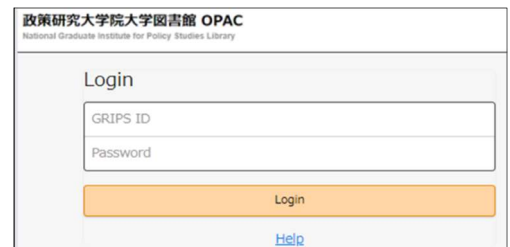
## MyLibrary

Click "MyLibrary" banner at the top page of the Library's website, or the link at OPAC.

Log in with your GRIPS ID and Password.

What you can do with "MyLibrary":

1. Loan status – review due dates of your borrowed books.
2. Renewals – you may renew your borrowed books up to 2 times unless the book is not reserved by another user.
3. Reservations – you may make reservations to books borrowed by other user, or cancel your reservation. You will receive an e-mail from the Library when the book gets ready.
4. My Folder – you may save your preferred searches and keep records of materials.
5. Inter-library loan (ILL) – you may request to borrow books or obtain copies of articles that are not available at the GRIPS Library.
6. Book purchase request – you may request the Library to purchase a book which supports your study and research to add to its collection.



## Reference Service

Ask at the Library desk for any help such as how to use the Library, how to find materials, how to use online resources, and how to obtain materials not available at the Library.

The Library occasionally organizes various database guidance for students to get familiar with online resources. Check the Library's website for latest information.

## Restrictions

- Please be quiet.
- Make sure to keep your valuables with you.
- No smoking, drinking, eating, and talking on mobile phones.
- Handle the materials with care. You will be required to pay for any damage or loss of any materials.



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