COLLECTIONS

Books, Journals, Magazines & Newspapers
The library maintains a collection of business books and periodicals in print and online formats. To find these materials, search McMaster’s library catalogue: catalogue.mcmaster.ca

New Books
Check out our New Books display (near the front entrance) to see the latest titles coming into the library, or view them in our library catalogue: catalogue.mcmaster.ca/catalogue/Search/NewItem
[Find New Items – from Yesterday | Past 5 Days | Past 30 Days]

Book & Journal Recommendations
Is there a book or journal you think the library should purchase? We encourage you to submit your recommendations using the request forms on this page: library.mcmaster.ca/forms/recommend-book-journal

Databases
The library subscribes to hundreds of databases which contain full-text articles (from academic journals, popular/trade magazines & newspapers), company profiles, financial data, industry reports and statistics. Some of our most popular business databases include:
- Business Source Complete
- Canadian Business Database
- Factiva
- IBISWorld
- LexisNexis Academic
- MarketResearch.com Academic
- Passport
- ProQuest Business Collection
- Thomson ONE
- Wharton Research Data Services (WRDS) - includes CRSP, COMPUSTAT, I/B/E/S, etc.

Descriptions of these and other frequently used resources can be found on our Top Business Databases page: library.mcmaster.ca/guides/top-business

A more extensive list of databases can be accessed via the Library’s website: library.mcmaster.ca [Search Catalogue or Articles/Databases].

Accessing e-Resources
To access the Library’s licensed databases and other e-resources on & off-campus, login with your MAC ID. See: www.mcmaster.ca/uts/macid/index.html

SERVICES

Circulation & Research Help
If you want to borrow library materials or get face-to-face help with your research, drop by our Service Desk – look for the Ask Us sign. If you prefer to ask your questions online, use our email or chat service: library.mcmaster.ca/justask

If your question is very complex, you may be asked to book an appointment with either the:
- Manager, Innis Library Services
  - Ann Pearce
  - 905-525-9140 ext. 28691
  - apearce@mcmaster.ca
- Business Librarian
  - Ines Perkovic
  - 905-525-9140 ext. 21359
  - perkovic@mcmaster.ca

Interlibrary Loan
Material not held in the collections at McMaster libraries can often be acquired through Interlibrary Loan (ILL)/RACER: library.mcmaster.ca/borrow/ill. There is no charge for books or articles, however, charges do apply for RUSH requests. It can take 2 to 5 days (or longer) to obtain the requested material. You will be notified by email when your ILL items are available.
Study Space

Innis has over 200 seats across a variety of learning zones. They are:

- **Silent**: carrels & lounge chairs
- **Quiet**: carrels, tables & lounge chairs
- **Group**: seven meeting rooms with tables, wall monitors & whiteboards; can be booked online: library.mcmaster.ca/mrbs/

Consult our floor plan library.mcmaster.ca/floor-plans to find the area that best fits your needs.

For more details about study spaces and learning zones in all libraries, see library.mcmaster.ca/study-space.

FREQUENTLY ASKED QUESTIONS

Where do I get a library card?
Your McMaster ID card is your library card. You can use this card to borrow materials from any library on campus.

Do I have to bring my books back to renew them?
No. You can renew your books online by selecting Account/Renewals on the Library’s home page library.mcmaster.ca [left side]. Login using the 14-digit barcode number on your McMaster ID card. **NOTE**: You are allowed a maximum of 6 online renewals per item. You can also use this feature to view your personal information, plus see any fines, problems or hold requests you have on the system.

Can I put a hold on a book?
It depends. If a book is **Checked out** in our library catalogue catalogue.mcmaster.ca, you CAN place a recall on the item [click **Recall This** in the **Holdings** tab of the full record display]. When the book is returned, it will be put on hold for you. An email will be sent notifying you of its availability.

If a book is **Available** in our library catalogue, you CANNOT put a hold on the item. Books are signed out on a first-come, first-served basis. You must retrieve the book from the shelf in person. Remember to take note of the library (e.g., Innis Library), location (e.g., Innis Bookstacks) and complete call number (e.g., HF 5415.32.Y37 2014) – you’ll need all that info to locate the item.

Where can I return books after hours?
When the library is closed, you can return materials in the book drop (aka depository) located in the hallway next to the library’s front doors.

How much will I be fined if I’m late returning an item?
$5 per hour or part of an hour for RESERVE material.
$5 per day for books IF they’ve been RECALLED by another patron.
**up to $20 per hour** or part of an hour for PROJECTORS.

Will course textbooks be available at the library?
The Library **does not** automatically purchase course textbooks due to high cost and frequent revision. To determine if a textbook is available at any of the libraries, search our library catalogue: catalogue.mcmaster.ca

Can I bring my laptop and connect to the Internet?
Yes. Innis has 10 MacConnect ports and wireless access throughout. Electrical outlets are located near almost all tables & study carrels.

Does the library have copying, printing and scanning facilities?
Yes. Innis has one machine that support all three functions. Prices for copying and printing:
- Black & White: **$0.06** single-sided | **$0.055** double-sided
- Colour: **$0.25** single-sided | **$0.23** double-sided
**NOTE**: The default setting for printing is double-sided. Change properties for single-sided.

Price for scanning (to email in PDF format only):
- Black & White or Colour: **$0.04** cents per side

All copying, printing and scanning is paid for using your PrintSmart account. Add value to your account online with debit or credit. Cash payment is not supported. See: printsmart.mcmaster.ca

Does the library lend any equipment or supplies?
Yes. Projectors, cables, calculators, whiteboard markers and stand-up desks can be borrowed from the Innis Service Desk with a valid McMaster ID card. You can also help yourself to the following supplies located on tables near the lounge area or by the public copier/printer/scanner:
- scissors
- three hole punch
- scrap paper
- stapler
- pencil sharpener

If you need anything else, please ask staff at the Service Desk and we may be able to help.

Can I make suggestions to the library?
Absolutely! We love getting feedback. You can share your comments with a staff member at the Service Desk or you can submit them via our online suggestion box: library.mcmaster.ca/php/suggestionbox.php