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: discovery.mcmaster.ca [select **Catalogue**]

New Books
To see the latest titles coming into the library, check out our display of new books near the entrance/exit gate, or generate a list from our Catalogue at library.mcmaster.ca/newitems [select **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 this request form: library.mcmaster.ca/forms/recommend-book-film-or-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 Premium Collection*
- *Business Source Premier*
- *Factiva*
- *IBISWorld*
- *LinkedIn Learning*
- *MarketResearch.com Academic*
- *Mergent Online* - includes *Investext*
- *Nexis Uni*
- *Passport*
- *Statista*
- *Wharton Research Data Services (WRDS)* - includes *CRSP, COMPUSTAT, I/B/E/S* and more.

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

A more extensive list of databases can be accessed via the library's website: library.mcmaster.ca [select **Catalogue** *or* **Databases** tab].

Accessing Online Resources
When accessing the library's licensed databases and other online resources on or off-campus, you will be prompted to login with your **MAC ID** (username & password): www.mcmaster.ca/uts/macid/index.html or **Library Account** (barcode & PIN) library.mcmaster.ca/myaccount

SERVICES

Borrowing & Research Support
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 the:

> *Business Librarian*
> - Ines Perkovic
> - 905-525-9140 ext. 21359
> - perkovic@mcmaster.ca

Interlibrary Loan (I.L.L.)
Material *not held* in the collections at McMaster libraries can often be obtained through interlibrary loan using a system called **RACER** (**R**apid **A**ccess to **C**ollections by **E**lectronic **R**equesting): racer.scholarsportal.info. One time registration is required. The 14-digit barcode on your McMaster ID card is needed to create a RACER account.

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 I.L.L. items are available.

For more information about interlibrary loan services, visit: library.mcmaster.ca/services/ill

SPACES

Innis has over 260 seats distributed across a variety of learning zones. They include:

- **Silent:** carrels and lounge chairs
- **Quiet:** carrels, tables, bike desks and lounge chairs
- **Group:** 7 meeting rooms with tables, wall monitors and whiteboards; can be booked online: library.mcmaster.ca [select **Book a Room**]

Consult our floor plan to find the area that best fits your needs: library.mcmaster.ca/spaces/innis [select **Our Spaces** tab]

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

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.
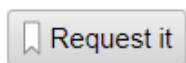
Do I have to bring my books back to renew them?
No. You can renew your books online by selecting **My Library Account** on the library's home page library.mcmaster.ca. Login using your MAC ID *or* use the 14-digit barcode on your McMaster ID card, along with a PIN that is at least 4 digits (preferred). 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?
Yes. If a book has a **request** button in the Catalogue record, you can place a hold on the item.
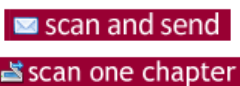You will be notified by email when your requested items are available for pick-up.

If a book *does not* have a request button in the record, you *cannot* put a hold on the item. These 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, location and complete call number of the item in order find it.

Can articles or chapters in print be scanned & sent to me?
Yes. Eligible **print** titles will have a **scan** button in the detailed Catalogue record. Click the scan button and fill in the form. Your scan will be sent to you by email within 24-48 hours (M-F).

NOTE: Due to copyright regulations, the library can only scan one article from a journal issue or one chapter from a book.

For more information about the scanning service, visit: library.mcmaster.ca/services/scan-request

Where can I return books after hours?
When the library is closed, you can return library materials in the returns bin located just outside the entrance.

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 **Catalogue**. If a course textbook is on reserve (i.e., short-term loan), it will be attached to a **Course** or **Instructor** in the *Refine by:* column of the Catalogue.

Can I bring my laptop and connect to the Internet?
Yes. Innis has 15 MacConnect ports and wireless access throughout . Electrical outlets are located near almost all tables and study carrels.

Does the library have copying, printing & scanning facilities?
Yes. Innis has **one** machine that supports all three functions.

Prices for **copying** and **printing**
- Black: **$0.06** single-sided | **$0.055** double-sided **+ tax**
- Colour: **$0.25** single-sided | **$0.23** double-sided **+ tax**

NOTE: The default setting for printing is double-sided. Change properties for single-sided.

Price for **scanning** (to email in PDF format only) is **$0.04** cents per side **plus tax**.

All of these services are paid for using your **PrintSmart** account. Add value to your account online with debit or credit. Cash payment is *not* supported.

For more information, visit: library.mcmaster.ca/services/printing

Does the library lend any equipment or supplies?
Yes. The following items can be borrowed for 4 hours from the Service Desk with a valid McMaster ID card.

projectors | cables | adapters | presentation remotes | mice power bars | portable CD/DVD drives | calculators | headphones Muse brain-sensing headbands | energy lights | stand-up desks whiteboard markers and brushes

You can also help yourself to the following items located in the library's west wing (front area).

- scissors
- scrap paper
- pencil sharpener
- three hole paper punch
- stapler
- electronics charging station

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

905-525-9140 ext. 22081
library@mcmaster.ca

library.mcmaster.ca

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