DeGroote School of Business
Master of Finance

Library Services & Resources

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Session Outline

✓ Overview of Library facilities & services

✓ Learn how to access the Library’s print & online resources

✓ Learn how to get books and articles from other institutions
Campus Libraries

• Mills (Humanities & Social Sciences)

• Thode (Science & Engineering)

• Innis (Business)
  – located in Kenneth Taylor Hall (KTH), Room 108, just above Celebration Banquet Hall

• Health Sciences
  – located in the Health Sciences Centre (HSC), 2nd floor, purple section
Innis Library (Business)

• Fall & Winter Term Hours:
  – Mon to Thurs: 8:30am to 10:45pm
  – Friday: 8:30am to 6:45pm
  – Saturday: CLOSED
  – Sunday: 1pm to 7:45pm

• Late Night Study Hours
  – Mon to Thurs: 11pm-2:45am
  – runs from Oct. 17-Dec. 21 & Feb. 27-Apr. 20

• Book drop (just outside entrance) is open when library is closed

• Other library hours posted on website: http://library.mcmaster.ca/hours-info
Study Space @ Innis

- **Quiet** – approx. 95 seats
- **Silent** – approx. 60 seats
- **Group** – 7 rooms with seating for up to 7 people
  - Each room contains a wall size whiteboard & 48” monitor
  - Can be [booked online](#) (link is on Library’s home page)
- **TOTAL** seating: about 200

See the Innis Library’s [building directory](#) and [floor plan](#) for exact locations.
Graduate and PostDoc Study Room
Mills Library, 4th floor (L405)

- intended for reading, writing & other quiet research activities
- available to current graduate students or postdoctoral fellows from all disciplines
- apply for access – Go to Library Home Page > Request Forms > [Graduate and PostDoc Study Room](#)
Computing & Technology @ Innis

- **Desktop computers:** 15 new PCs with productivity software & full Internet access
- **Wireless** (MacSecure) throughout library. **Wired** (MacConnect) ports also available along south side of library. Connect with your MAC ID.
- **Projectors, network cables, & other supplies** can be borrowed at the Innis Library Service Desk with your McMaster ID card.
Lyons New Media Centre
Mills Library, 4th floor

- Edit Studios
- Green Screen
- Cameras & Tripods
- Games & Consoles
- Viewing, listening & recording equipment
Copying, Printing & Scanning

- **PrintSmart** account is linked to your MAC ID
- letter size (8 ½” x 11”) paper only
- **b&w** copying & printing:
  - 6¢ single-sided + tax
  - 5.5¢ double-sided [default] + tax
- **colour** copying & printing:
  - 25¢ single-sided + tax
  - 23¢ double-sided [default] + tax
- **scanning** to email: 4¢
- **add value to your PrintSmart account** with **credit or debit**
  - cash payment (coins & bills) not available
- **download PrintSmart client** (PC or Mac) to send print jobs from your own devices
FREE 3D Printing
Lyons New Media Centre, Mills 4th floor

• Funded by McMaster’s Student Life Enhancement Fund (SLEF)

• Submit requests online – average job can take 4-5 hours to complete
Print & Online Resources @ McMaster

- Number of **titles held** (all formats): over 2 million items
- Annual **information resource expenditure**: approx. $10 million
- **Library website** is your primary access point to the Library’s resources.
Borrowing Materials from McMaster Libraries

• **Library Card:** McMaster Student ID card

• **Loan Period for Graduate Students:**
  – 3 months (Mills, Innis & Thode)
  – 2 weeks (Health Sciences Library)

• **Returns:** Items can be returned at Service Desks and/or in the Book Return bins at the libraries.

• **Renewals:** All books can be renewed (unless they have been recalled) up to 6 times online. Select [Account/Renewals](#) on Library home page. Login with **14 digit barcode** on your ID card.
Accessing e-Resources at McMaster Libraries

- Your MAC ID gives you access to all the Library’s online resources (e-books, e-journals, databases, etc.) 24/7, anywhere in the world!

- Login with your MAC ID when prompted

![Login to access Library e-Resources](image)
If you need ...

- Books
- Databases
- Encyclopedias
- Directories
- Journal Titles
- Popular Reading
- Maps
- DVDs
- GovPubs, etc.
- **Articles Excluded**

**Catalogue**

Search by author, title, subject, keyword(s).

Take note of the library, location, call number and status to find the item on the shelf.
Recalling Books @ McMaster

• **Requesting Recalls:** If an item you want is Checked Out in the library catalogue, click **Recall This** and login to your Library account. When the recalled book arrives, you will be notified by email & the item will be held for you.

• **Receiving Recalls:** If another user has requested a book you have checked out, you will get an email requesting that the book be returned by a new due date. If returned late, a fine of up to $5 a day or partial day will be levied.
Scan and Send Printed Items at McMaster Libraries

- Use for journal & magazine articles and book chapters only available in print (i.e., not online).
- Select the scan and send button in the Catalogue record. Include the desired citation in the resulting form.
- Requested item will be delivered via email within 48 hours (M-F).
- [FAQ]
Course Materials / Reserve

• Most course content will be delivered to you through Avenue to Learn [login with MAC ID].

• Some instructors may put course materials on reserve for short-term loan (2hrs)
  ○ click on Course Reserves in the Catalogue or Library home page to retrieve a list of items by course or by instructor name.
Other Items Available for Borrowing

- **MUSE brain sensing headbands** @ Mills, Innis & Thode libraries

- **Bikes** from [Start the Cycle](#) @ Mills Library & Thode Library

- **Supplies** – whiteboard markers & brushes, power bars, calculators, headphones, etc. @ Innis Library.

Borrow these items with your **McMaster student ID card**
Warren Buffett speaks wit and wisdom world's greatest investor /

Main Author: Buffett, Warren.
Corporate Author: Ebooks Corporation
Other Authors: Lowe, Janet.
Format: eBook
Language: English
Published: Hoboken, N.J. : John Wiley & Sons
Online Access: Access this resource

Holdings

Internet Access this resource

e-Resources (ebooks, ejournals, databases) also in Catalogue

Full-text of e-book. Display, printing, saving & other options will vary by ebook vendor
If you need ...

- **Online Journals, Magazines or Newspaper TITLES**
- Connect to periodical title to search for **articles** within that publication

**e-Journals**

Search by **periodical title or subject**

- Harvard Business Review
- Full Text Online, EBSCOhost Business Source Complete
- Available from 1922
- Full Text Online, Gale Cengage Academic OneFile
- Available from 1997 until (and including) 2000
- Full Text Online, ProQuest ABI/INFORM Collection
- Available from 2015
- Full Text Online, ProQuest Banking Information Database
- Available from 2015

If you need ...

- Articles in Journals, Magazines & Newspapers
- Company Profiles
- Company Financials
- Industry Reports
- Market Research Reports
- Data & Statistics
- SWOT Analyses

Databases

Search by subject or database title
Self-Serve Help

SELF SERVE

Subject Guides
Resources specific to your subject area

How to Find
Guides and Videos on How library Stuff Works

Questions related to Borrowing Materials

InterLibrary Loans/RACER
borrow materials not owned by Mac.

PrintSmart

Your Library Account

FAQs

Forms
retrieve a book from storage, can’t find a book on the shelf

Book a Study Room

Business

• Accounting & Finance
• Business Data & Statistics
• Career & Job Resources
• Country Specific Statistics
• Human Resources & Labour Relations
• Knowledge Management
• Top Business Databases

Business and Law

• How to Find Business Cases
• How to Find Canadian Case Law
• How to Find Collective Agreements
• How to Find Company Annual Reports
• How to Find Financial Ratios (Industry & Company)
• How to Find Industry Reports
• How to Find McMaster Business Theses
• How to Find McMaster Business Working Papers
• How to Find Market Share
• How to Find a SWOT Analysis
• How to Find Top Business Databases

https://library.mcmaster.ca/justask
How to Find a Journal Article (video)
You need journal articles for your essay? Watch this video to learn how to access them online. (5:07)
Transcript (PDF) | Transcript (.doc)

How to Read a Call Number (video)
A call number is like an address for a book and this video describes how you read it so that you can find out where the book lives on the shelf. (2:48)
Transcript (PDF) | Transcript (.doc)

Peer Review (video)
Confused by what ‘peer reviewed’ means? This video will tell you and explain how it works. (2:11)
Transcript (PDF) | Transcript (.doc)
Data

• have access to a wide assortment of digital numeric research data files (i.e., microdata or raw data)

• collection covers a broad range of subject areas with an emphasis on Social Sciences, Health Sciences, Business & Economics

• wherever possible, access to data is provided through self-serve web interfaces such as odesi

• consult with Data Specialist, Vivek Jadon, in Library Data Service, Mills, 1st floor
DeGroote Trading Centres

Locations

• GTF (Gould Trading Floor)
  – DSB 122A, Hamilton

• HIDC (Horizons Investment Decision Centre)
  – RJC 126, Burlington

Key Financial Resources

• Bloomberg Terminals
• Thomson Reuters Eikon

NOTE: ON-Campus Use Only
Lynda.com

- Contains 1000s of self-paced online video tutorials on software, creative and business skills
- 24/7 learning at all skill levels

Examples:

- **Finance** - 48 courses, 1,671 tutorials
- **Excel Tutorials and Training** - 108 courses, 4,138 tutorials
- **Business Skills Training** - 299 courses, 6,345 tutorials
Accessing Lynda

• Available *exclusively* for DSB faculty, staff & students *on & off-campus*

• Go to: [lynda.degroote.mcmaster.ca](http://lynda.degroote.mcmaster.ca) and sign in with your MAC ID.
Lynda – Mobile Access

• Mobile apps available for iOS and Android:
  https://www.lynda.com/apps

• To connect to Lynda with your mobile device
  – Launch the Lynda app
  – select Already a member?
  – select Organization tab
  – scroll to Web Portal section on screen and enter mcmaster.ca
  – click Log in button
  – type your MAC ID at the prompt
Interlibrary Loan (I.L.L.)
Get Books & Articles from Other Libraries

• If a book or article is not held at McMaster, use RACER to submit I.L.L. requests (link on home page)
  **NOTE:** Requires one time registration.

• Regular service is **FREE** of charge.

• Books: Books will be delivered to McMaster. Pick up and return I.L.L. books at the Mills Library Service Desk (1st floor).

• Articles: I.L.L. articles will be mailed to you online. Takes 2-5 days (or longer) for materials to arrive.

• Notified by email when items are available
RACER Login is the 14 digit barcode on your McMaster ID card (not your MAC ID)
Borrowing Books @ Other Universities On Site

• Use a **Reciprocal Borrower Card** to borrow books from other institutions in Canada (including the **University of Toronto**) for **FREE**.

• Some material exclusions (e.g., reserves, reference) and borrowing limitations (shorter loan period, limit on # of items borrowed)

• For full details on program, read the [Canadian University Reciprocal Borrowing Agreement](#) and visit the reciprocal institution’s website for specific policies
Eduroam (Education Roaming)

• Provides **secure, free, Wi-Fi roaming service** to McMaster students, faculty & staff when visiting **research & education institutions** anywhere in the world.

• Open your device and log into the eduroam network of a **participating institution** with your **MAC ID** and the realm identifier **@mcmaster.ca** (e.g., janedoe@mcmaster.ca)

• Access to another institution’s licensed online resources will likely be restricted
Accounts Checklist

- McMaster Student ID card (14 digit barcode)
  - Library account - renewals, recalls, checkouts, etc.
  - RACER, interlibrary loan

- MAC ID (username & password)
  - booking group study rooms
  - accessing online library resources on & off-campus
  - Lynda.com via the DSB portal
  - PrintSmart - printing, copying & scanning
  - Avenue to Learn
  - Eduroam

- WRDS Account – access to financial datasets
Research Help

• E-mail: library@mcmaster.ca

• Phone: 905-525-9140
  – ext. 22081 Innis Service Desk
  – ext. 21359 Business Librarian

• Face to Face:
  – Drop by the Service Desk at anytime, Monday to Friday

• Live Chat: http://library.mcmaster.ca/justask/
Help Us, Help You!

We love getting feedback!

Send us your

• collection requests
• comments
• compliments & complaints

Tell us directly or use our online suggestion box (on library home page)
Stay Connected!

• “Follow” Us on Twitter!
  https://twitter.com/innisbizlib
  https://twitter.com/rjclib

• “Like” Us on Facebook!
  http://www.facebook.com/innislibrary

• “Follow” Us on Instagram!
  https://instagram.com/innisbizlib

• Subscribe to Library News
  http://library.mcmaster.ca/news/feed
Practice Questions

1. How many books does the Library have by the DSB Dean, Leonard Waverman?
2. Does the Library have online access to the Journal of Finance? If yes, what are the years of coverage?
3. Find Apple’s 1996 annual report using the database Mergent Online.
4. Sign up for a WRDS account.