DeGroote School of Business
Ph.D. Students

Library Services & Resources

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Innis Library, KTH-108

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Today’s Agenda

• Overview of Library services & facilities

• 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-2:00am
  – runs from Oct. 16-Dec. 20 & Feb. 26-Apr. 26

• Book drop (just outside entrance in hallway) 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 **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 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, dongles, 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
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
MakerSpace
Thode Library, Basement

• Open to McMaster users from all disciplines

• Equipment
  o Two 3D Printers - Prusa i3 Mk2
  o Drill Press
  o Pedestal Grinder
  o Sewing Machine
  o Soldering Station
  o Electronics
    Arduino UNO
    Raspberry Pi
    Circuit Board
    Jumper Wires
    LED Lights
    Resistors and more!
Copyng, 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
Collections @ 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 our collections
Quick Search simultaneosly searches McMaster's library catalogue PLUS the contents of several subscription & open access databases such as JSTOR and Hathi Trust.

Results can be refined by a variety of criteria in the left column.

Quick Search and Catalogue can include some of the same format types (i.e., books, videos, etc.), but only Quick Search includes articles.
Accessing Items in **Quick Search | Catalogue**

**Organizational Psychology for Managers**
by Stephen R. Balzac

- **Online item** – click link in record, wording may vary (e.g., McMaster only, Available Online, Get it @ Mac, etc.)

- **Physical item** – note location, complete call number and status

**Mastering Civility: A Manifesto for the Workplace**
by Christine Porath

- Available at Innis Library Bookstacks (HF 5549.5 .M6 P67 2016) see all

- **Full-text of e-book. Display, printing, saving & other options will vary by ebook vendor**
Placing Holds

Requesting Items from Mills, Innis & Thode

- If an **item you want** has a **Request it** button in the **Catalogue** record, click the button and login to your **Library Account**.

- Requesting applies to items that are **Checked Out** and to **some** items whose status is **Available**.

- You will be notified by email when the item is ready for pick-up.

- **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
Print Materials at Mills, Innis & Thode Libraries

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

- **Renewals:** All books can be renewed (unless they have been recalled). Select [Account/Renewals](#) on Library home page. Login with the **14 digit barcode** on your McMaster ID card and a numeric **PIN** code (at least 4 digits).
Accessing e-Collections 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!

• Connect to our online resources via the Library’s website – http://library.mcmaster.ca

• When prompted, login with your MAC ID
Sample Research Guides for Business

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
Top Business Databases
http://library.mcmaster.ca/guides/top-business
Accessing McMaster Resources via Google Scholar

1. Go to [http://scholar.google.ca/](http://scholar.google.ca/)
2. Click Settings
3. Click Library Links (in left navigation)
4. In the Library Links section, find and select McMaster University Library
5. Click Save

NOTE: If using Google Scholar on more than one device, these settings will need to be saved on each one.
Once Library Links has been configured, search results in Google Scholar should display a get it @Mac (or find it @ Mac) link if available at McMaster libraries.
Get it!@Mac Menu

3 options for the fulltext of this article.

When a link is selected, you will be prompted for your MAC ID before viewing the full-text.

If one link doesn’t work, try another.
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
• MacSphere is McMaster’s institutional repository
• Contains research produced at McMaster such as dissertations/theses and working papers
• Items are open access for anyone in the world to search and view
• Sign on with your MAC ID to contribute items
• Items will eventually appear in the Catalogue
• Questions? eMail scom@mcmaster.ca
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) apply
- 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](mailto:@mcmaster.ca) (e.g., janedoe@mcmaster.ca)

• Access to another institution’s licensed online resources will likely be restricted
## Citation Management Software

### Comparison Chart of 3 Free Popular Tools

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<th>Zotero</th>
<th>Mendeley</th>
<th>EndNote Basic</th>
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<td><img src="logo_zotero.png" alt="Zotero Logo" /></td>
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<td><img src="logo_endnote.png" alt="EndNote Basic Logo" /></td>
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| **Can I cite while I write? Can I create in-text citations, footnotes, and bibliographies?** | • Yes, with plugins  
• MS Word plugin (Win/Mac)  
• Open/Libre Office plugin (Win/Mac/Linux)  
• Google docs (when using Firefox plugin) | • Yes, with plugins  
• MS Word plugin (Win/Mac)  
• Open/Libre Office plugin (Win/Mac/Linux) | • Yes, with plugins  
• MS Word plugin (Win/Mac) |
| **Does it support sharing articles and collaborative writing?** | • Unlimited groups, each with unlimited members  
• Private groups can share articles  
• Public groups share citations only  
• Group discussions available | • One private group with up to three members (including group owner)  
• Unlimited public groups  
• Private groups can share articles  
• Public groups share citations only  
• Group discussions available | • Up to 5,000 groups, each with up to 1,000 users  
• No public groups  
• Sharing citations only |
| **Can I link to McMaster's full-text resources from my account?** | • Yes, openURL compliant  
• Must configure [Library Lookup](https://library.lookup.mcmaster.ca) option to enable McMaster | • No. As of February 2016, Mendeley is no longer openURL compliant. | • Yes, openURL compliant  
• Automatically uses McMaster Libraries [Get It](https://library.lookup.mcmaster.ca) links |
Accounts Checklist

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

- **MAC ID** (username & password)
  - online library resources on & off-campus
    - e-books, e-journals, databases, etc.
  - MacSphere, McMaster’s institutional repository
  - group study room bookings
  - PrintSmart - printing, copying & scanning
  - Avenue to Learn
  - Eduroam

- **WRDS Account** – access to financial datasets
Research Help @ Innis

- **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/](http://library.mcmaster.ca/justask/)
Help Us, Help You!
We Love Getting Feedback

- collection requests
- comments
- compliments
- complaints

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

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