DeGroote School of Business
Ph.D. Students

Library Services & Resources

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Innis Library, KTH-108

September 6, 2016
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-2:45am
  – 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 4\(^{th}\) floor

- Funded by McMaster’s **Student Life Enhancement Fund (SLEF)**
- **Submit requests online** – average job can take 4-5 hours to complete
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
If you need ...

- Books
- Course Reserves
- Databases
- Encyclopedias
- Directories
- Journal Titles
- Popular Reading
- Maps
- DVDs
- GovPubs, etc.

**Articles EXCLUDED**

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

- If item is in a physical format, take note of the **library, location & call number** to find it on the shelf.
- If an item is **Checked out**, it can be **recalled**.

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**Catalogue**

Find books, journal titles, online resources and other materials in all four campus libraries and affiliates.

Search the catalogue: `power of full engagement` in **Title**

**INNIS LIBRARY**

**Location:** Innis Bookstacks

**Item type:** Book

**Call Number:** BF 637 .S8 L573 2003 • Available
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) up to 6 times online. Select [Account/Renewals](#) on Library home page. Login with **14 digit barcode** on your ID card.
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.

  ![](image)

  **INNIS LIBRARY**
  
  **Location:** Checked out
  
  **Item type:** Book
  
  **Call Number:** HG 172 .B84 S37 2008 • Checked Out • Recall This

• **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
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**
e-Collections @ McMaster

- **e-Books**: Thousands of business books online; **view** on any computer with a standard **web browser** - no special reading device required

- **e-Journals, magazines & newspapers**: Over 8,000 titles related to business

- **Databases**: Over 125 business databases that contain articles, statistics, financial data, industry reports and more
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!

• Login with your MAC ID when prompted
Organizational Psychology for Managers

Management for Professionals
2014

Organizational Psychology for Managers

Authors: Stephen R. Balzac
ISBN: 978-1-4614-8504-9 (Print) 978-1-4614-8505-6 (Online)

Table of contents (12 chapters)

Front Matter

Book Chapter: The Vortex: Organizations as Systems
Stephen R. Balzac
» Download PDF (224KB) » View Chapter
Pages 1-20

Book Chapter: Telling Your Story: Organizational Vision as a Driver of Success
Stephen R. Balzac
» Download PDF (242KB) » View Chapter
Pages 21-39
If you need ...

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

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**e-Journals**

Search by **periodical title or subject**

Find online full-text journals, magazines and newspapers. NOTE: If a particular publication is not listed here, try searching our Library Catalogue by Journal Title.

[Search example: harvard business review]
If you need ...

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

```
Library Links (what's this?)
```

```
mcmaster| Find Library
```

```
Show library access links for (choose up to three libraries):
```

```
✓ McMaster University Library - get it @ Mac
```

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.
Lynda

• Contains 1000s of self-paced online video tutorials on software, creative and business skills
• 24/7 learning at all skill levels
• Available *exclusively* for *DSB faculty, staff & students on & off-campus*
• Go to: [lynda.degroote.mcmaster.ca](http://lynda.degrooete.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).
How Library Stuff Works

Video Tutorials

Using the Library | Finding Articles | Finding Books | Doing Research | Citing

How to Find a Journal Article (video)

You need journal articles for your essay? Watch this video to learn how to find 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)

http://library.mcmaster.ca/instructional-videos
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
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* (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)
  - online library resources on & off-campus
  - MacSphere, McMaster’s institutional repository
  - Lynda via the DSB portal
  - 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!

• “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

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