Library Services & Resources

MBA Students

Fall 2016

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Session Outline

✓ Brief overview of the Library’s
  • Facilities
  • Services
  • Collections
✓ How to find library resources
✓ How to access e-Resources
Campus Libraries - Hamilton

- 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
Ron Joyce Centre (RJC) - Burlington

- Located at [4350 South Service Road](http://example.com), Burlington, ON
- TD Learning Commons/Library located on 1st floor (area behind Welcome Centre/Concierge Desk)
Fall & Winter Term Hours

Innis Library

- Monday to Thursday: 8:30am to 10:45pm
- Friday: 8:30am to 6:45pm
- Saturday: CLOSED
- Sunday: 1:00pm to 7:45pm

RJC Building

- Monday to Thursday: 7:30am to 11:00pm
- Friday: 7:30am to 7:30pm
- Saturday: 8:30am to 4:00pm
- Sunday: 8:30am to 4:00pm

Late Night Study Hours
- 11pm to 2:45am
Oct. 17-Dec. 21 & Feb. 27-Apr. 20

Shuttle bus schedule between RJC and main campus:
http://rjc.degroote.mcmaster.ca/transportation/

Hours for other main campus libraries
http://library.mcmaster.ca/hours-info
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
Computing & Technology

**Innis Library**

- **15 new desktop computers** (PCs) with Internet access and productivity & adaptive software
- **wireless** (MacSecure) access throughout library
- **wired** (MacConnect) ports also available
- **projectors, cables & other supplies** can be borrowed at the Innis Library Service Desk with your McMaster ID card

**TD Learning Commons @ RJC**

- **8 desktop computers** (PCs & Macintosh)
- **17 netbooks** available for loan from Concierge Desk on first floor; for use in RJC building only.
- **wireless** access throughout building
Lyons New Media Centre

Mills Library, 4th floor

- Edit Studios
- Green Screen
- Cameras & Tripods
- Games & Consoles
- Viewing, listening & recording equipment
Study Space

Innis Library

- **Quiet** – approx. 95 seats
- **Silent** – approx. 60 seats
- **Group** – 7 rooms with 7 seats
  - Can be booked online via Library home page
- **Total**: approx. 200 seats

Ron Joyce Centre

- over **20 collaboration rooms**; bookings can be placed
  - by calling 905-525-9140 ext. **20536**
  - by e-mailing **rjcbook@mcmaster.ca**
  - in person at the Concierge Desk (1st floor)
- 100s of seats throughout building
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
- application form along with more information
Borrowing Books 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.
Books @ RJC

- a small rotating collection of popular business books (approx. 20 titles at a time)
- located on the 1st floor next to RJC Concierge Desk
- use the Bibliaff website to view a list of current titles & their availability
- sign out books at the RJC Concierge Desk
- 3 week loan period
Books @ RJC

Honours Collection

• A small number of business books housed in the TD Learning Commons (1st floor) for use on an “honour” system.
Finding Books @ McMaster

• Use the Catalogue on the Library home page – library.mcmaster.ca to locate materials (books, periodicals, etc.). **Articles excluded.**

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

• Take note of the library, location & call number of the item to find it on the shelf
Practice Questions

How many books does the Library have about Warren Buffett?

What is the publication date of the most recent book?

Where is the following book located? Buffett beyond value

Is it checked out?
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 of library catalogue](image)

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

• **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.
Course Materials / Reserve

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

- **Some** course materials may be housed in the **Honours Collection** in the TD Learning Commons @ RJC.

- **Some** instructors may put course materials on reserve for **short-term loan (2hrs)** at either the
  - **RJC Concierge Desk** (1st floor) – ask at desk
  - **Innis Library** - click on **Course Reserves** on the **Library home page** to retrieve a list of items **by course** or **by instructor** name.
Getting Materials on Main Campus

#1 – Delivery to Home or RJC

- Use online form to request **print books** (hard-copy) [http://library.mcmaster.ca/php/campus-lib-retrieval.php](http://library.mcmaster.ca/php/campus-lib-retrieval.php)

- **Books** will be retrieved by library staff and sent to your home via **Canada Post** or to the RJC Concierge Desk via the **Shuttle Bus**.

  **NOTE:** Shuttle bus is the faster option.

- Return books via **Canada Post** using postage paid envelope provided or use the **Book Return** in the RJC lobby/entrance.
Getting Materials on Main Campus

#2 – Scan and Send

- 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 citation in the resulting form.
- Requested item will be delivered via email within 48 hours (M-F).

FAQ
Getting Materials on Main Campus

# 3 – Visit

- **Visit** the *Hamilton* campus at 1280 Main Street West and photocopy articles or borrow book(s) **in person**.

- Check [shuttle bus schedule](#) between RJC and McMaster
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

• Use your **MAC ID** to access the library’s licensed online resources from anywhere

• Login with your MAC ID when prompted
Sample eBook

Full-text of e-book. Display, printing, saving & other options will vary by ebook vendor.
Online Journals, Magazines & Newspapers

A sample of the 8,000+ online titles related to business
Top Business Databases
If you need...

- Books
- Course Reserves
- Textbooks
- Encyclopedias
- Directories
- Databases
- Periodical Titles
- Popular Reading
- Maps
- DVDs
- GovPub
- etc.

Catalogue

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

- If item is **online**, click link & enter **MAC ID**.
- 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** by you.
If you need ...

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

Search by **subject** or **database title**

Use databases to find articles, data, images, etc.

- **Business**
- **Database Name**

Go to [All Databases (A to Z)](all-databases) | [Already have a citation? Use our Article Finder](article-finder)
Practice Question

• Does the Library have online access to the following article?

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

**NOTE:** If using Google Scholar on more than one device, these settings will need to be saved on each one.

5. Click Save

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Library Links (what's this?)

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

- McMaster University Library - get it @ Mac

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How stuff works video tutorials
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.

Knowledge hiding in organizations
CE Connelly, D Zweig, J Webster... - Journal of ..., 2012 - Wiley Online Library
Summary Despite the efforts to enhance knowledge transfer in organizations, success has been elusive. It is becoming clear that in many instances employees are unwilling to share their knowledge even when organizational practices are designed to facilitate transfer. ...
Cited by 88 Related articles All 2 versions Cite Save

Exact knowledge hiding through database extension
A Gkoulalas-Divanis... - Knowledge and Data ..., 2009 - ieeexplore.ieee.org
Abstract—In this paper, we propose a novel, exact border-based approach that provides an optimal solution for the hiding of sensitive frequent item sets by 1) minimally extending the original database by a synthetically generated database part—the database extension, 2)...
Cited by 56 Related articles All 8 versions Cite Save

Proofs of partial knowledge and simplified design of witness hiding protocols
R Cramer, J Damgård, B Schoenmakers - Advances in Cryptology — ..., 1994 - Springer
Abstract Suppose we are given a proof of knowledge P in which a prover demonstrates that he knows a solution to a given problem instance. Suppose also that we have a secret sharing scheme S on n participants. Then under certain assumptions on P and S, we...
Cited by 913 Related articles All 23 versions Cite find it @ Mac Fewer

What goes around comes around: Knowledge hiding, perceived motivational climate, and creativity
M Češne, CGL Nerstad, A Dysvik... - Academy of Management ..., 2014 - anij.aom.org
Abstract Knowledge hiding prevents colleagues from generating creative ideas, but it may also have negative consequences for the creativity of a knowledge hider. Drawing on social exchange theory, we propose that when employees hide knowledge, they trigger a ...
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.

Title: Knowledge hiding in organizations
Source: Journal of organizational behavior [0894-3796] Connelly yr.2012 vol.33 iss.1 pg.64

- Full text available from E-Journals - Scholars Portal
- Full Text Online CRKN Wiley Online Library
- Check for a print copy in our Library Catalogue
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](https://library.mcmaster.ca/justask)

- **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](https://library.mcmaster.ca/justask)
Interlibrary Loan (I.L.L.)
Get Books & Articles from Other Libraries

• If an item is **not held** at McMaster, submit your request to Interlibrary Loan either using ...
  o  **RACER** (books, articles, etc.)
  o  **RJC I.L.L. request form** (books only)

• **Books** requested via ...
  o  **RACER** can be picked up at the Mills Service Desk (1st floor). You will be notified by email when available.
  o  **RJC form** pick up at RJC Concierge Desk or delivered via Canada Post

• **Articles** will be sent to you via email.

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

• May take **2-5 days** for the item(s) to arrive.
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
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.degroote.mcmaster.ca) and sign in with your **MAC ID**

• **Mobile apps available**

• Access problems? Contact DSB ITS [dsbits@mcmaster.ca](mailto:dsbits@mcmaster.ca)
Examples:

- **Information Literacy** and **Writing Research Papers**
- **Excel** - 107 courses, 4,126 video tutorials
- **Career Development** - 93 courses, 1,757 video tutorials
- **Business Skills** - 295 courses, 6,226 video tutorials
Practice Question

Sign In to Lynda and explore some of the video tutorials

http://lynda.degroote.mcmaster.ca/
Accounts Checklist

- **Library Account** (barcode on McMaster ID card)
  - reserves, renewals, recalls, checkouts, etc.
  - RACER, interlibrary loan

- **MAC ID** (username & password)
  - access to online library resources (via Library website and get it!)
  - group study room bookings on main campus
  - printing, copying & scanning (PrintSmart)
  - Eduroam
  - Lynda (DSB users only)
  - Avenue to Learn

- **WRDS Account** – financial data
Research Help

- E-mail: rjclib@mcmaster.ca
- Phone: 905-525-9140
  - ext. 22081 Innis Service Desk
  - ext. 20561 RJC Research Services Librarian
- Face to Face:
  - Book an appointment via email or phone (see above) or visit us
- Live Chat: http://library.mcmaster.ca/justask/
Help Us, Help You!

We love getting feedback!

Send us your
• 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

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