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, 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

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

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[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](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
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](http://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.

  ![Recall Request](image)

• **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](https://avenuelearn.mcmaster.ca) [login with MAC ID].

- **Some** course materials may be housed in the [Honours Collection](https://library.mcmaster.ca) in theTD Learning Commons @ RJC.

- **Some** instructors may put course materials on reserve for **short-term loan (2hrs)** at either the
  - [RJC Concierge Desk](https://library.mcmaster.ca/locations/rjc) (1st floor) – ask at desk
  - **Innis Library** - click on [Course Reserves](https://library.mcmaster.ca/courses) on the [Library home page](https://library.mcmaster.ca) 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

![Login to access Library e-Resources](image)
Organizational Psychology for Managers

No matter how monolithic it may appear, an organization is a collection of moving parts. Whether we are looking at building teams, providing leadership, hiring and training employees, problem solving, managing time and energy, being aggressive, inspiring goals, every decision can easily...

Main Author: Balzac, Stephen R.
Other Authors: SpringerLink (Online service)
Format: eBook
Language: English
Published: New York, NY : Springer New York
Imprint: Springer,
Series: Management for Professionals,
Subjects: Economics, Industrial management, Business planning, Philosophy (General).
Online Access: Access this resource

Download Book (1,779 KB)

Organizational Psychology for Managers

Management for Professionals
2014

Organizational Psychology for Managers

Authors: Stephen R. Balzac
ISBN: 978-1-4614-8604-9 (Print) 978-1-4614-8605-6 (Online)

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Table of contents (12 chapters)

Front Matter

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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

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 ...

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- Course Reserves
- Textbooks
- Encyclopedias
- Directories
- Databases
- Periodical Titles
- Popular Reading
- Maps
- DVDs
- GovPubs
- 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

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

Search by subject or database title
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/
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
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.
How to Find a Journal Article (video)

You need journal articles for your essay? Watch this video to learn how to locate 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**

![Computer icon](image)

**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](#)
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- [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

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  - http://www.facebook.com/innislibrary

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  - https://instagram.com/innisbizlib

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