DeGroote School of Business
Ph.D. Students

Library Services & Resources

Ines Perkovic, Business Librarian
perkovic@mcmaster.ca
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

1. Mills (Humanities & Social Sciences)
2. Thode (Science & Engineering)
3. Innis (Business)
   - located in Kenneth Taylor Hall (KTH), Room 108, just above Celebration Banquet Hall
4. Health Sciences (HSL)
   - 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 During Exam Period
  – Mon to Thurs: 11pm-2:00am

• Library Returns (just outside entrance in hallway) is open when library is closed

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

Approximately **260 seats** across quiet, silent & group learning zones.

- mix of carrels, tables, lounge chairs & bike desks
- first come, first served
- 7 group study rooms can be **booked online** up 2 weeks in advance

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 > About > 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.
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¢ per side + tax
- **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
Lyons New Media Centre
Mills Library, 4th floor
• Audio Recording Booth
• 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!
Library Data Service
Mills Library, 1st floor

- 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 Maps/Data/GIS, Mills L104/C
Collections @ McMaster

• Number of titles held (all formats): over 2 million items

• Annual library acquisitions: $12.7 million (UL + HSL, 2017/18)

• Library website is your primary access point to our collections
Results 1 - 25 of 13882 for leadership integrity

Sorted by Relevance | Date

Refine by:

- Library Catalogue (138)
- Articles & More (13748)
- Full Text (13748)
- Peer Reviewed (13748)
- Found In
  + Academic Journals (4837)
  - Magazines (3015)
  - Books (1907)
  - Dissertations (610)
  - News (609)

- Availability
- Format
- Library Catalogue
- Articles & More
- Full Text
- Peer Reviewed
- Found In

Development and initial validation of an indirect measure of transformational leadership integrity.
Mills, John P.; Boardley, Ian D.
Academic Journal | Psychology of Sport & Exercise
An indirect measure of transformational leadership i... more

Business and corporate integrity: sustaining organizational compliance, ethics, and trust / Robert C. Chandler, editor; foreword by David Campbell
Book | 2014
Available at Innis Library Bookstacks (HF 5387 .B662 2014 V.2) plus 1 more see all

Perceived Leadership Integrity in the Manufacturing Industry.
McCann, Jack; Holt, Roger
Ethics is a significant issue among those in leadership positio... more

Discovery and Catalogue can include some of the same format types (i.e., books, videos, etc.), but only Discovery includes articles.

Discovery simultaneously 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.
Accessing Items in **Discovery | Catalogue**

**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

Full-text of e-book. Display, printing, saving & other options will vary by ebook vendor
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 [My Library 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).
Placing Holds in Catalogue

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 most items whose status is Available. Archives and other rare materials are typically excluded.

• You will be notified by email when the item is ready for pickup.
Use the **Request It** button to recall items already checked out by another user.

**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.

You will be **notified by email** when the item has been recalled.
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).
Other Items Available for Borrowing

- MUSE brain sensing headbands
- Headphones
- Power bars
- Calculators
- Energy Lights
- Stand Up Desks
- Whiteboard markers
- Games - Bananagrams
  ... and more

Borrow items with your McMaster student ID card.
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 – https://library.mcmaster.ca

• When prompted, login with your MAC ID

Login to access Library e-Resources

McMaster Users Only

Username: MAC ID
Password: ********
Log in

Note: Alumni users must create a separate Alumni Access account. If you already have an Alumni Access account click here to log in.

McMaster is strengthening its password system and requires that all MAC ID passwords established before January 1, 2014 are changed. Change your MACID password.
Top Business Databases

http://libguides.mcmaster.ca/databases/business-top
McMaster’s Institutional Repository
https://macsphere.mcmaster.ca/

- 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
- Info page: what is it, why use it, how to submit
- Questions? Email scom@mcmaster.ca
Research Guides > McMaster Business Theses
http://libguides.mcmaster.ca/business-theses

How Do I Find McMaster Business Theses?

Titles and links to full-text copies of all Business Administration PhD theses completed at McMaster University.

Business Theses at McMaster

- This guide lists all the PhD theses (or dissertations) in Business Administration completed at the DeGroote School of Business at McMaster University from 1984 to the present (i.e., 137 titles).


- Full-text links to McMaster business theses are provided in each section of the guide. Click on one of the fields of study on the left and select a hyperlinked thesis title to view and/or download the full-text.

- Print copies (or hard copies) of some McMaster business theses are located in the bookstacks at Innis Library (Business), located in Kenneth Taylor Hall (KTH), Room 106. Call numbers for specific titles are noted in the guide. These theses can be borrowed with a valid McMaster identification card.

- For recently defended theses not appearing on this list, contact the PhD Program office at the DeGroote School of Business.

- Full-text online versions of McMaster theses in all disciplines can be accessed using the following databases:
  - MacSphere - McMaster's Institutional Repository
  - Dissertations & Theses @ McMaster University (1970-2011)
  - Open Access Theses and Dissertations (OATD)
  - ProQuest Dissertations & Theses A&I
  - Copies of theses can also be purchased via ProQuest's Dissertation Express.

- Consult the How to Find Theses & Dissertations guide to locate more theses from McMaster University and from other academic institutions.

Currently 137 business dissertations to date (1984 to present)
Accessing McMaster Resources via Google Scholar

1. Go to [http://scholar.google.ca/](http://scholar.google.ca/)
2. Select ⚙ Settings (from side menu ≡)
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

[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.
3 online 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.

If not online, check for a print version.

If not available at McMaster, request it via interlibrary loan.

Title: Knowledge hiding in organizations
Source: Journal of Organizational Behavior [0894-3796] CATHERINE E. CONNELLY yr.2012 vol.33 iss.1 pg.64

Basic

Full text available from E-Journals – Scholars Portal

Full Text Online – CRKN Wiley Online Library
Terms of Use

Full Text Online – JSTOR Arts and Sciences IV
Terms of Use

Check for a print copy in our library catalogue

Request document on Interlibrary Loan via RACER
Note: You have to have registered in RACER previously in order

Broken links? Report problems to librarians
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 for free
  - EXCEPTION: University of Toronto Libraries charge reciprocal borrowers a fee of $300 for a borrower card. McMaster University Library will subsidize $250 towards the cost of these cards, for graduate students only. Complete this application form.

- 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
Citation Management Software

- This software helps you collect, organize, cite, and share your research.
- The University Library doesn't subscribe or recommend any specific system, but below are 3 free popular tools that you can explore:
  - Zotero
  - Mendeley
  - Endnote Basic
Accounts Checklist

- McMaster 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/Text:
  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 footer of library home page)
Stay Connected!

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

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

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