



A Guide to Searching:

UCC Catalogue

IMI Knowledge
Centre

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What this guide is for?

The aim of this short guide is to get you started with searching the UCC Library catalogue.

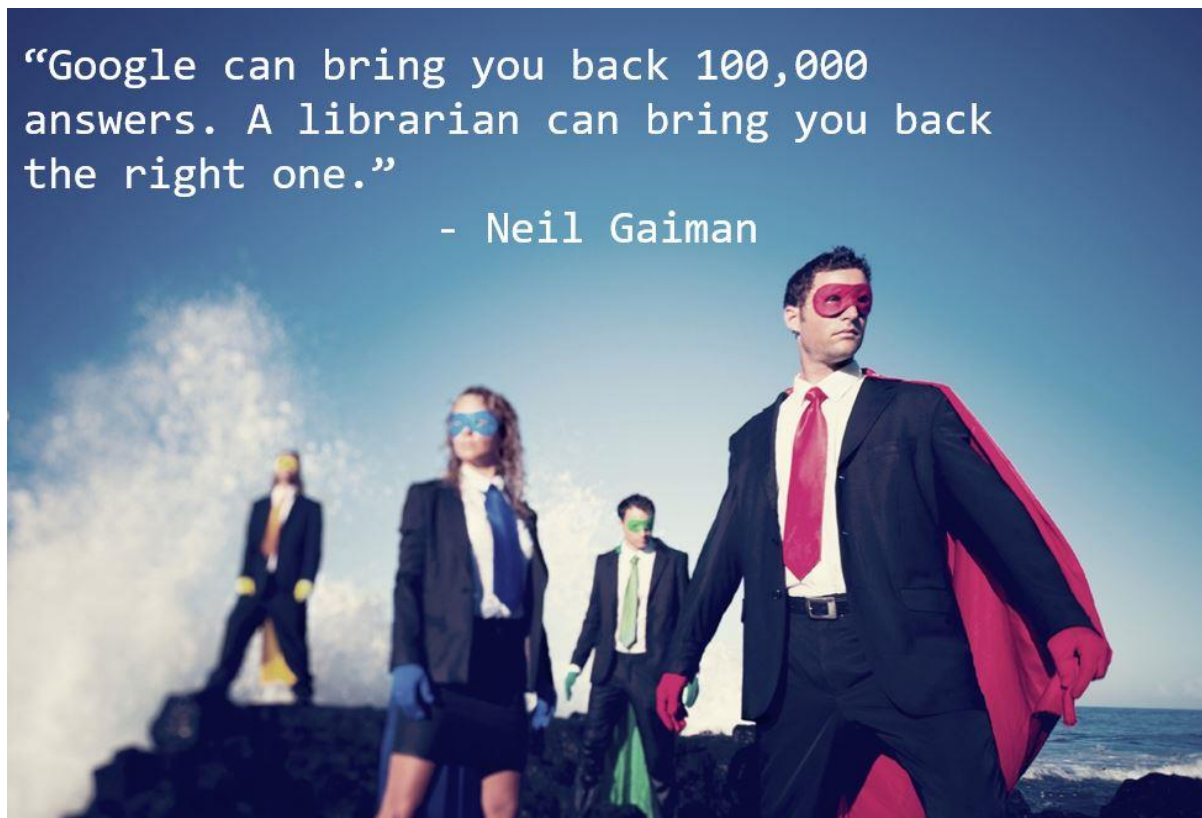
The UCC Library can be accessed by Canvas and will require your UCC login credentials.

It is the place to go to when you want to search for journal articles and access eResources and is a great resource when you are looking to do research and further reading for assignments. Any journal articles listed in your course reading list can be accessed here.

If you are experiencing any problems with catalogue searching or are unsure of where to start this guide should provide some pointers, but do remember that library staff are always on hand to assist. You can email us at knowledge@imi.ie and we can set you up with a one-to-one or group training session and tailor it to your specific needs.

“Google can bring you back 100,000 answers. A librarian can bring you back the right one.”

- Neil Gaiman



How to access the catalogue

To access the UCC Catalogue click on the 'Library' button in the bottom left of your Canvas dashboard.

The screenshot shows the Canvas dashboard interface. On the left is a vertical navigation menu with icons for Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Help, and Library. The 'Library' icon at the bottom is circled in red, and a green arrow points to it from the right. The main content area is divided into two sections: 'Published Courses (3)' and 'Unpublished Courses (1)'. The 'Published Courses' section contains three course cards: 'Participant Resources Spring 2022 2022-IM0001 AY21/22' (with the Irish Management Institute logo), 'Remote Working Canvas Course Remote Working Canvas Cour... Resource Site', and 'Teaching with Technology UCC-CanvasOrientationTeach...'. The 'Unpublished Courses' section contains one card with a red background and the word 'Testing' in large white letters, with a 'Publish' button in the top left corner.

This will open the UCC Library home page.

The screenshot shows the UCC Library home page. At the top left is the UCC logo and the text 'Leabharlann Library'. To the right are navigation links: 'Supporting Learning', 'Supporting Research', 'Spaces & Equipment', 'Ask Us', and 'About Us'. Below these is a search bar and a link to 'Explore Collections'. The main content area features a large 'OneSearch' search engine interface with a search bar, 'Advanced Search' button, and 'Library Account Login' button. To the right of the search engine is a 'Hours' table for Friday, September 23, 2022, with a 'Next Day' toggle. The table lists opening hours for various library locations and services desks.

Location/Service	Hours
Boole Library Building	07:30 – 01:30
Library Services Desk	09:30 – 16:45
Student IT Services Desk	08:30 – 21:00
Quadrangle Reading Room	07:30 – 01:30
Special Collections & Archives	11:00 – 16:30
Brookfield Library	09:00 – 22:00
Brookfield Services Desk	09:30 – 16:45

How to search

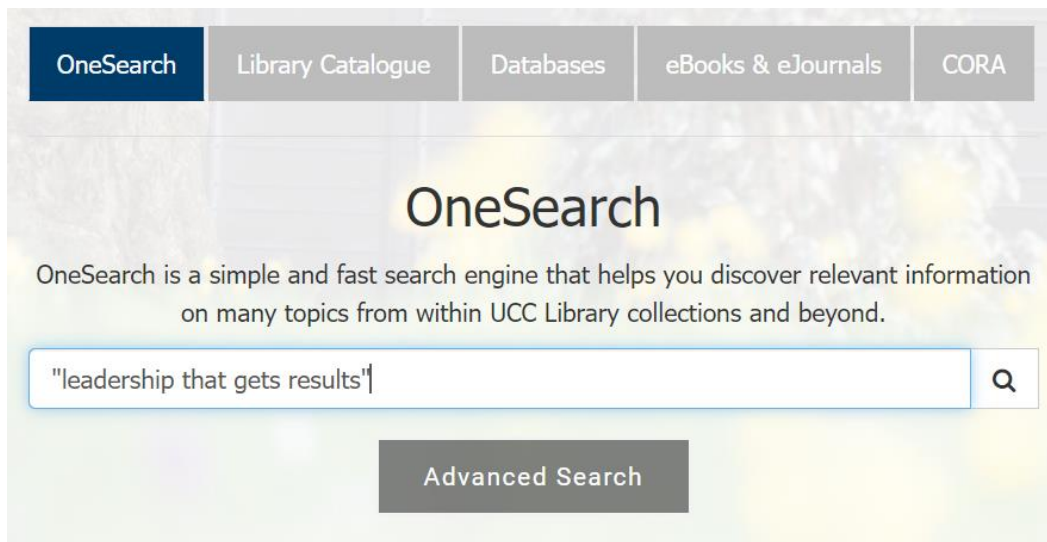
There are several tricks to searching that you can utilize to find the information that you need. It all depends on what it is you want to find.

Exact word search

Best for: finding content on your reading list

If you know the title of the article that you are looking for then you need to perform an exact word search. This involves putting quotes around the words of the title to search for an exact phrase; for example, “leadership that gets results” will search for that exact title.

You can use an exact search in the main search bar on the home page of the UCC Library website.



The image shows a screenshot of the UCC Library OneSearch homepage. At the top, there is a navigation bar with five tabs: "OneSearch" (highlighted in dark blue), "Library Catalogue", "Databases", "eBooks & eJournals", and "CORA". Below the navigation bar, the "OneSearch" logo is prominently displayed. Underneath the logo, a descriptive sentence reads: "OneSearch is a simple and fast search engine that helps you discover relevant information on many topics from within UCC Library collections and beyond." A search input field is located below this text, containing the query "leadership that gets results" with a search icon (magnifying glass) to its right. Below the search field is a dark grey button labeled "Advanced Search".

Once you press search you will be brought to the results page where you should see your article in the first few results

Refine your search

- Full Text Online
- Peer-Reviewed
- Open Access
- Library Catalogue
- Add results beyond your library's collection

Content Type ^

Publication Date

1 Year 3 Years 5 Years 10 Years

Discipline ^

Subject Terms ^

Language ^

698 results Save Search / View Saved Sorted by relevance

1 **Leadership that gets results: lessons from Don Quixote** by Moccia, Salvatore
Review of business, 12/2012, Volume 33, Issue 1
Considering the excellent results that the illiterate Sancho Panza obtained as governor (In a word, he made so many good rules that to this day they are...
Journal Article Full Text Online More Options
Preview Related Articles

2 **Leadership that gets results** by Goleman, Daniel
Harvard business review, 2000
Effective leadership eludes many people and organisations. Daniel Goleman reports on research which found six distinct leadership styles: coercive;...

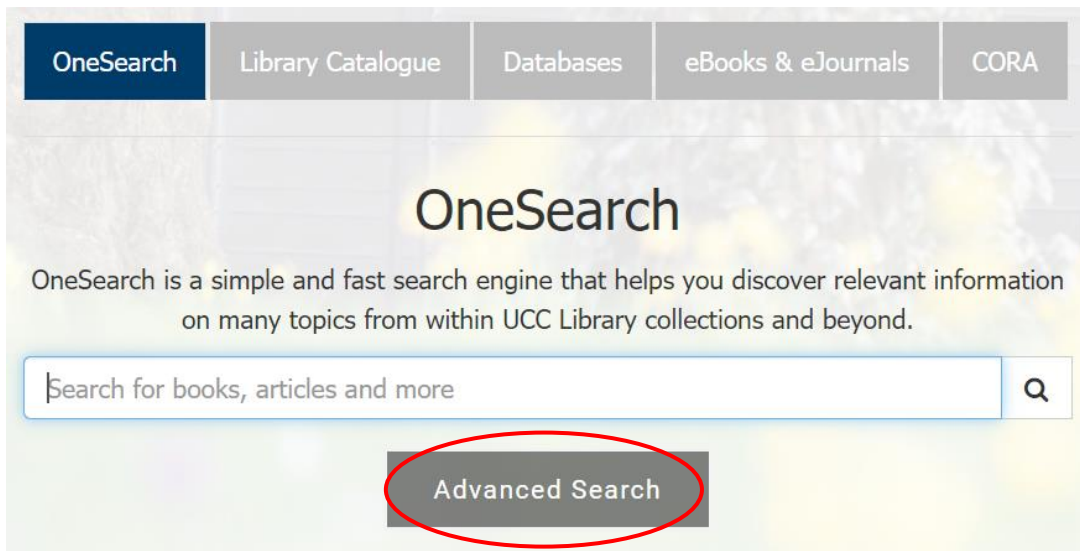
Click on the title of the article and you will be brought to the relevant database where you can download and save the article.

Keyword search

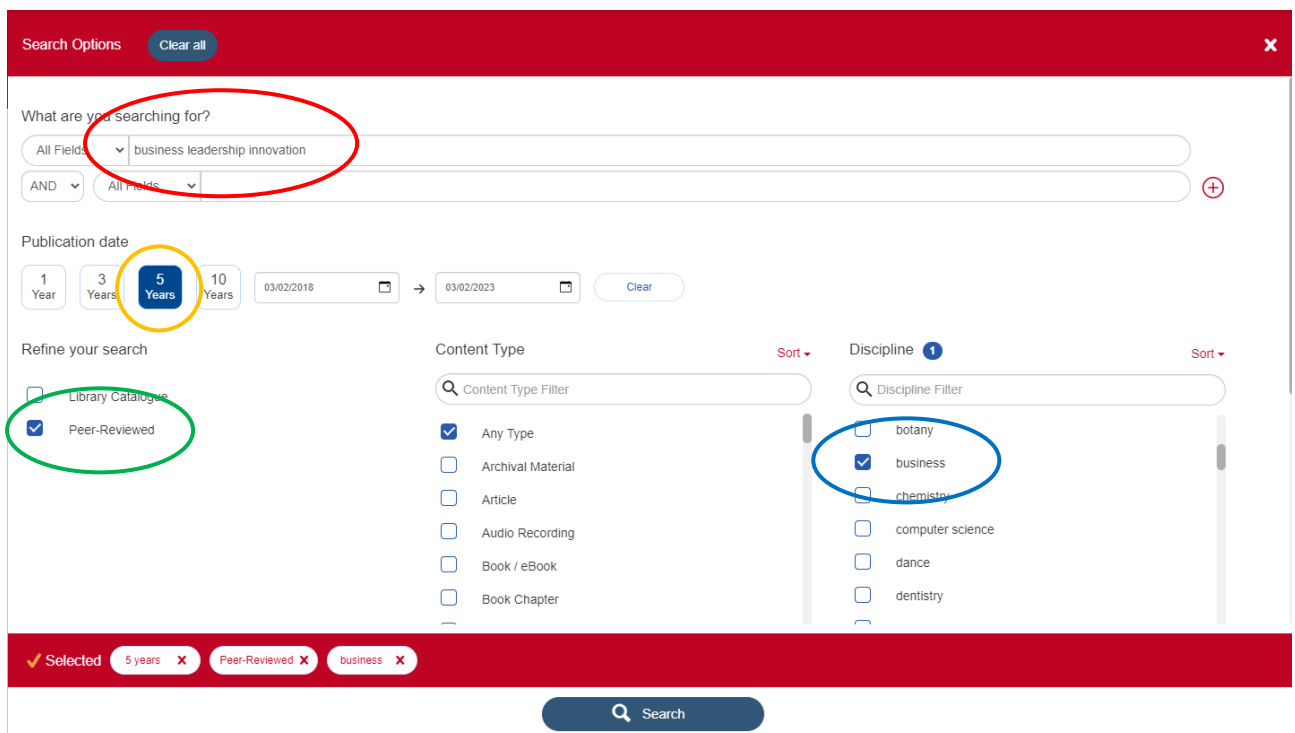
Best for: more general searching for an assignment

If you don't have an exact title but want to search for content around a specific subject area, then you can perform a keyword search. In this case you will type in several keywords relevant to what you are looking for. For example, business leadership innovation.

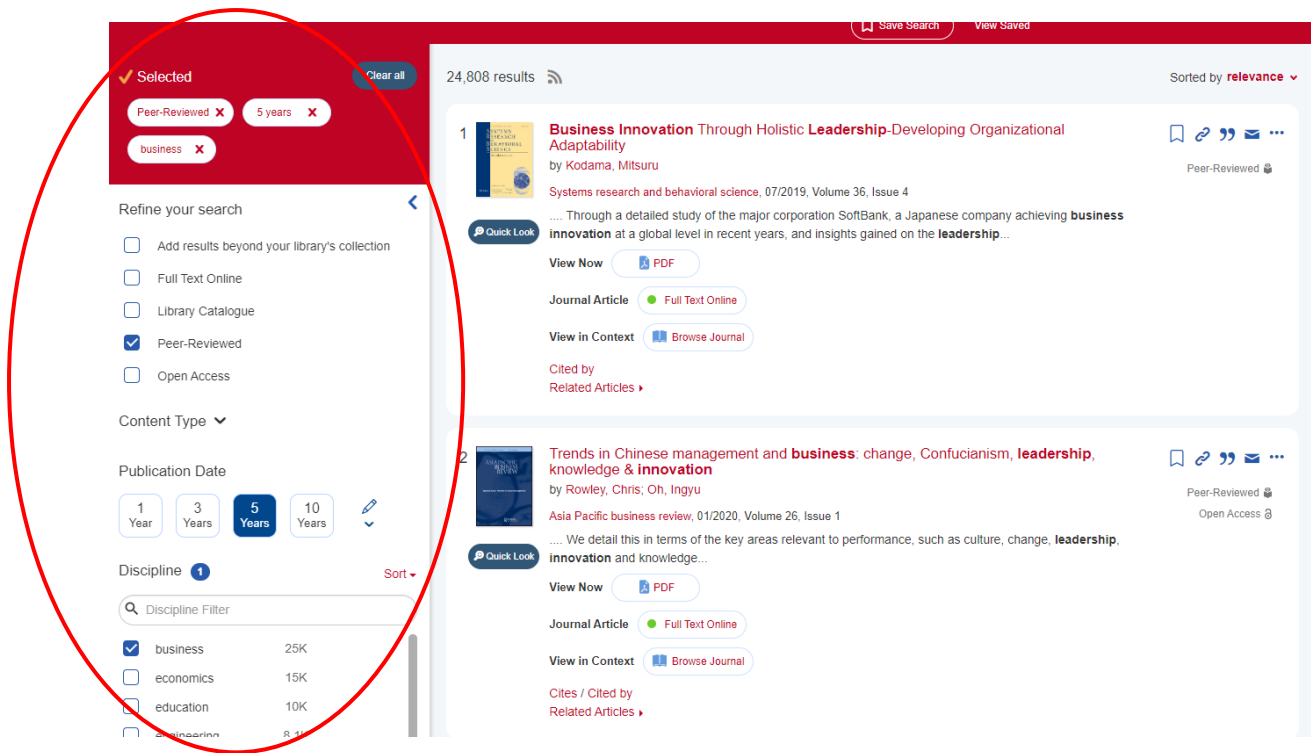
To get the most relevant results for a keyword search you should use the 'Advanced Search' option from the UCC Library homepage. Click on the Advanced Search button to open.



This will bring you into the Advanced Search page where you can then perform your keyword search. Enter your terms into the search box as below. You also have the option of refining your search by applying filters, such as content published in the last five years, peer reviewed only and by discipline.



Click on search and you can then browse the results and access the most relevant articles. In the example below you can see that the search has returned 24,808 results. The filters on the left-hand side of the screen will allow you to further refine these results.



Boolean Search

Best for: more refined general searching for an assignment

A Boolean search is perfect for when you want to refine a keyword search to reduce the amount and improve the quality of the results you get. Using operators such as AND, OR, NOT and "" within the Advanced Search, you can create a richer search; for example "business leadership" AND strategy NOT innovation will search for content that covers business leadership and strategy but not innovation.

Search Options Clear all X

What are you searching for?

All Fields ▼ "business leadership" AND strategy NOT innovation

AND ▼ All Fields ▼ +

Publication date

1 Year 3 Years 5 Years 10 Years

03/02/2020 📅 → 03/02/2023 📅 Clear

Refine your search

Library Catalogue

Peer-Reviewed

Content Type Sort

Content Type Filter

Any Type

Archival Material

Article

Audio Recording

Book / eBook

Book Chapter

Book Review

Discipline 1 Sort

Discipline Filter

Any Type

agriculture

anatomy & physiology

anthropology

applied sciences

architecture

astronomy & astrophysics

✓ Selected 3 years Peer-Reviewed business

🔍 Search

In example above the search has been narrowed to the last 3 years and Boolean operators are now being used with the search terms. When the search is initiated only 102 results are returned, meaning that there is less content to wade through to get to the articles that you need.

✓ Selected Clear all 102 results 📡 Sorted by relevance ▼

Peer-Reviewed 3 years business

Refine your search

Add results beyond your library's collection

Full Text Online

Library Catalogue

Peer-Reviewed

Open Access

Content Type Sort

Journal Article 98

Book Review 3

Reference 1

Publication Date

1 Year 3 Years 5 Years 10 Years 📅

Discipline 1 Sort

Discipline Filter

1 📄 African **business leadership**: Perspectives from aspiring young leaders

by Lerutla, Matete; Steyn, Renier

SA Journal of Human Resource Management, 01/2021, Volume 19, Issue 3

... the concept of African business leadership. Research purpose: The goal of the research study was to define the African **business leadership** comprehensively, tapping...

🔍 Quick Look

View Now 📄 PDF

Journal Article 🟢 Full Text Online

View in Context 📖 Browse Journal

Cited by

Related Articles ▶

2 📄 Strategic Human Resource Management and COVID-19: Emerging Challenges and Research Opportunities

by Collings, David G.; McMackin, John; Nyberg, Anthony J.; More...

Journal of management studies, 07/2021, Volume 58, Issue 5

Keywords: **business leadership**; COVID-19; stakeholder perspective; strategic human resource management; work Article Note...

🔍 Quick Look

View Now 📄 PDF

Journal Article 🟢 Full Text Online

View in Context 📖 Browse Journal

Cites / Cited by

Related Articles ▶

Search Filters

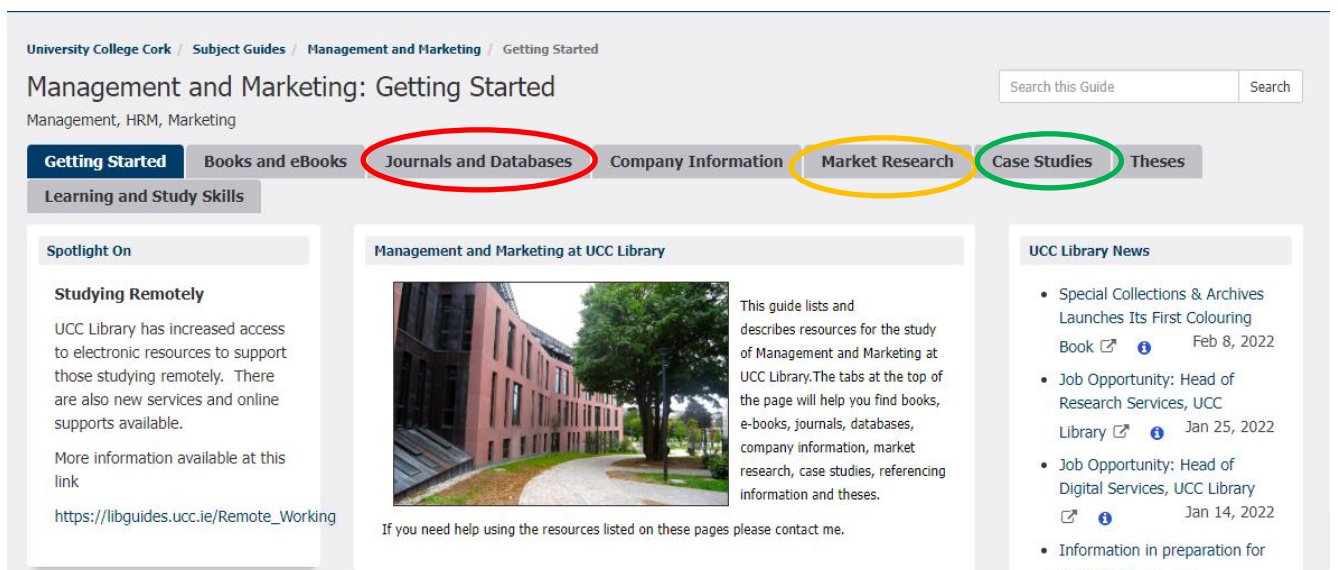
Using the search filters within the catalogue will help to further refine any search you have performed to the content most appropriate to your query. Filters are usually located on the left-hand side of the results screen and allow you to filter the content by type, author, language, subject etc.

Subject Support Page

The UCC Library also has a Subject Support page that can be accessed from the library's homepage. Click on Subject Support in the task bar across the top and choose the subject 'Management & Marketing'.



This will then take you to a subject page that details all you need to know about the databases you have access to and where to go for specific content.

A screenshot of a web page titled 'Management and Marketing: Getting Started'. The breadcrumb trail is 'University College Cork / Subject Guides / Management and Marketing / Getting Started'. Below the title is a search box with the text 'Search this Guide' and a 'Search' button. A horizontal navigation bar contains several tabs: 'Getting Started' (dark blue), 'Books and eBooks', 'Journals and Databases' (circled in red), 'Company Information', 'Market Research' (circled in yellow), 'Case Studies' (circled in green), and 'Theses'. Below the navigation bar is a 'Learning and Study Skills' section. The main content area is divided into three columns. The left column is titled 'Spotlight On' and contains a section 'Studying Remotely' with a link to 'https://libguides.ucc.ie/Remote_Working'. The middle column is titled 'Management and Marketing at UCC Library' and features a photograph of a building. To the right of the photo is a text block: 'This guide lists and describes resources for the study of Management and Marketing at UCC Library. The tabs at the top of the page will help you find books, e-books, journals, databases, company information, market research, case studies, referencing information and theses.' Below the text is a note: 'If you need help using the resources listed on these pages please contact me.' The right column is titled 'UCC Library News' and contains a list of news items, including 'Special Collections & Archives Launches Its First Colouring Book' (Feb 8, 2022), 'Job Opportunity: Head of Research Services, UCC Library' (Jan 25, 2022), 'Job Opportunity: Head of Digital Services, UCC Library' (Jan 14, 2022), and 'Information in preparation for...'

Contact Us

For further information on searching and finding library resources contact library staff in the Knowledge Centre.

