



# Your Library Service

An Introduction to  
the Library Service  
& Supports

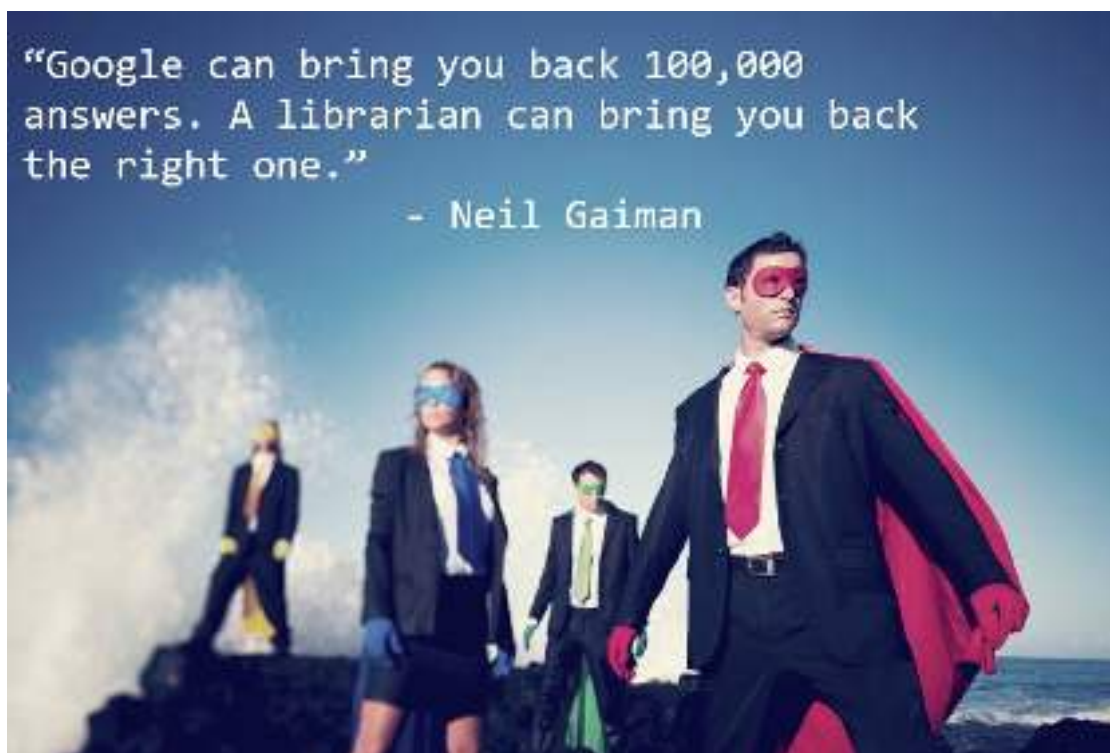
**IMI Knowledge  
Centre**

**[library.imi.ie](http://library.imi.ie)  
[knowledge@imi.ie](mailto:knowledge@imi.ie)**



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## WELCOME TO THE IMI KNOWLEDGE CENTRE

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We would like to warmly welcome all participants to the IMI Knowledge Centre. Our aim is to be at the heart of the IMI community, offering support and guidance to all who access our services in an open and inclusive way.

The following guide has been designed to help you understand what library services are available to you and how to access them. The guide is broken down into a series of sections covering each aspect of the service and also includes some tips to help you succeed in your studies here at the IMI.



“ The Knowledge Centre is about so much more than just books.

We support you with:

- Assignment prep
- Essay writing
- Literature reviews
- Referencing
- Critical thinking
- Search skills

”

## Contact Us



## Meet the Team

Knowledge Centre Manager  
Vacant

Rachel Bowtell  
Assistant Librarian  
[rachel.bowtell@imi.ie](mailto:rachel.bowtell@imi.ie)

# Getting Started

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## What can the library do for me?

### Book Borrowing

- You can borrow up to 6 books for 4 weeks at a time.
- You have the option of renewing your books up to 5 times
- You can place 6 holds at any one time on the catalogue
- Books can be collected in person from the library or we can post them out to you
- Books can be returned in person to the library or posted back to:



IMI Knowledge Centre  
Sandyford Road  
Dublin 16.  
D16 X8C3

### Interlibrary Loans

If there is a book you would like to borrow but it is not available in our collection please email us the details of the book at [knowledge@imi.ie](mailto:knowledge@imi.ie). We can arrange an interlibrary loan of the title from another library.

### Academic Support Sessions

The Knowledge Centre offers a range of academic support sessions to help you with your coursework and assignments. Our support sessions include:

Planning & Writing Assignments

Critical Thinking

Literature Reviews

Referencing & Citations



**Email [knowledge@imi.ie](mailto:knowledge@imi.ie) to set up an in-person or virtual training session.**

# Searching for Content

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## How to Search

There are a number of tricks to searching that you can utilize in order to find the information that you need. It all depends on what it is you want to find.

### Exact word search

If you know the title of the book or 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 “What’s your competitive advantage?” will search for that exact title.



Example of an exact word search

### Keyword search

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 a number of keywords relevant to what you are looking for; for example business strategy innovation.



Example of a keyword search

### Boolean Search

A Boolean search is perfect for when you want to refine a keyword search to reduce the amount of results you get and find more relevant content. Using operators such as AND, OR or NOT you can create a richer search; for example strategy NOT innovation AND “business model” will search for content that covers strategy and business models but not innovation.



Example of a Boolean search

## 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.

### Top Tip:

These are universal search techniques that can be used across all catalogues and databases that you access regardless of which library or publisher is running them.

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IMI Knowledge Centre

<https://library.imi.ie>

The Knowledge Centre is the place to

- Search for print and eBooks
- Access eBooks
- Place a book on hold
- Search open access journals



You can search our catalogue from the homepage of our website and find out what we have, place a print book on hold or access and borrow an eBook. Simply search using the search bar on the home page of our website.



Here is an example of a record you will find after you search:



In this case we have both a print and electronic version of the book. If you wish to access the eBook click on 'Full Text Online'. This will bring you to the platform that hosts the eBook. Here you can choose to either read the book online or download the book for a set period of time, essentially borrowing the eBook. To download an eBook you must first ensure that you have Adobe Digital Editions installed on your pc or tablet.

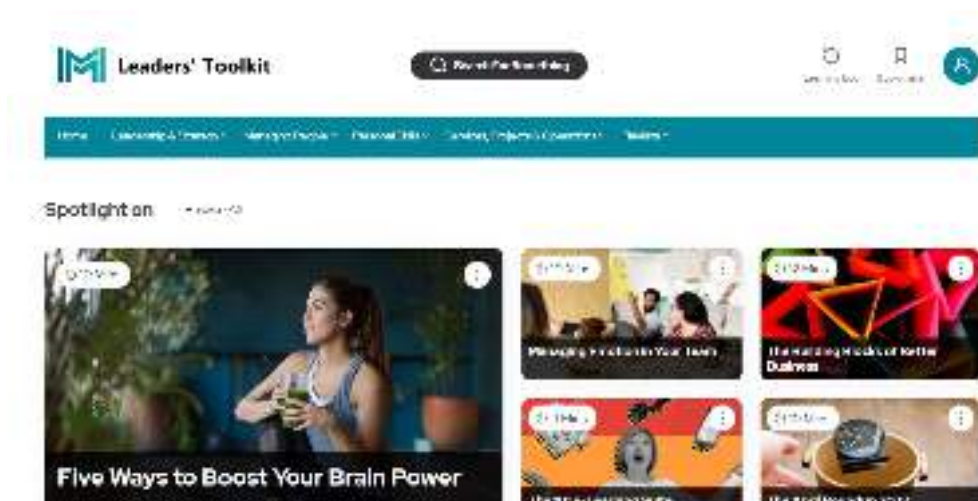


If you wish to borrow the print book click on Check Availability to see if there are copies available in the library. You can then put a hold on the title and we will contact you to see if you want to collect in person or have the book posted out to you.



## Toolkits

The Knowledge Centre has access to two toolkits from Emerald Publishing, the HR Toolkit and the Leaders Toolkit. They can be accessed from the home page of our website and contain short informative articles and training sessions covering the areas of leadership and HR.



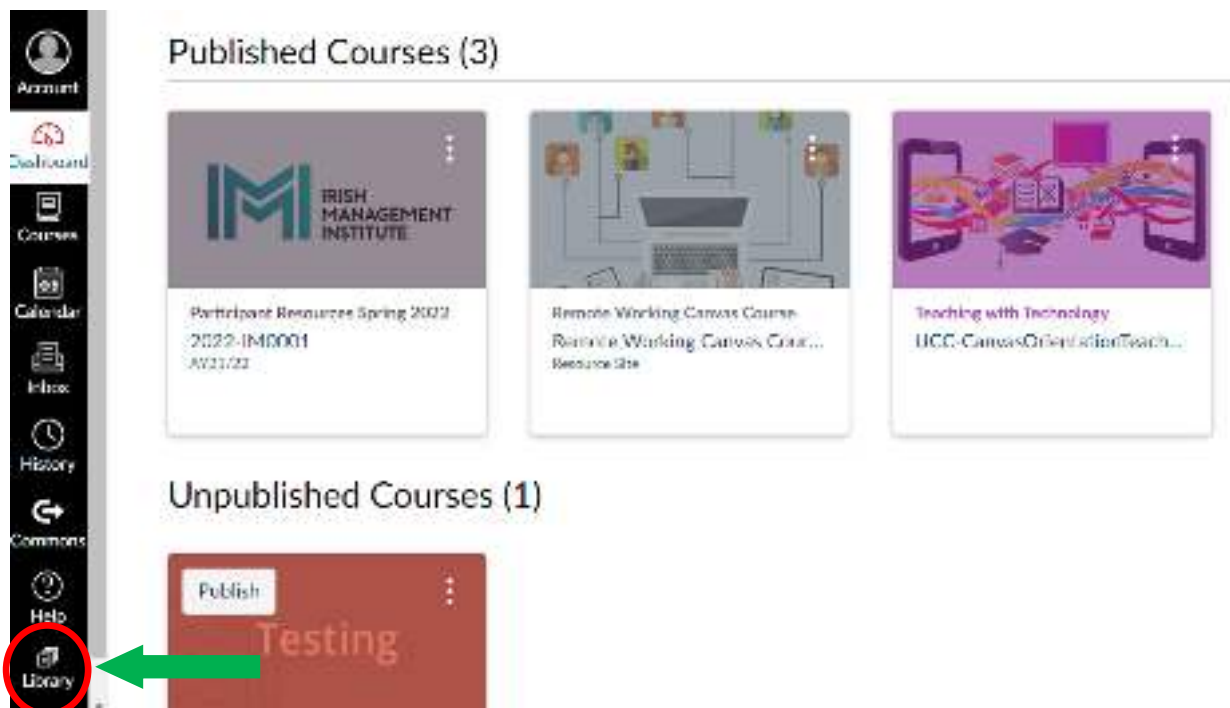
## Issue with IMI Credentials

You will need your IMI login credentials to access any of the content in our catalogue or our toolkits. If you are experiencing any issues with logging in with your IMI credentials contact us in the Knowledge Centre, [knowledge@imi.ie](mailto:knowledge@imi.ie), and we will remedy it as soon as possible.

## UCC Library (via Canvas)

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 databases 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.

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



This will open the UCC Library home page. From here you can use the search techniques detailed earlier to find what you are looking for. If you are performing an exact search then you can do so in the search bar on the home screen. For keyword and Boolean searches it would be better to go into the Advanced Search option.



In the Advanced search you will be presented with a number of fields where you can place your search terms along with a series of filters that you can apply in order to find relevant content, including limiting your search to Journal Articles and only those in English.

Contains:  All words anywhere  Any of these words  Exact match

**Publication date**  
 1 year 3 years 5 years 10 years  
 from

**Filter search options:**

<b>Content type (1)</b> <input type="button" value="click to search"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic journal</li> <li><input checked="" type="checkbox"/> Journal Article</li> <li><input type="checkbox"/> Kit</li> <li><input type="checkbox"/> Library Holding</li> <li><input type="checkbox"/> Librarian Article</li> </ul>	<b>Discipline (1)</b> <input type="button" value="click to search"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Biology</li> <li><input checked="" type="checkbox"/> Business</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Computer science</li> </ul>	<b>Language (1)</b> <input type="button" value="click to search"/> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> English</li> <li><input type="checkbox"/> Español</li> <li><input type="checkbox"/> Esperanto</li> <li><input type="checkbox"/> Français</li> </ul>
<b>Limit to</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Items in the library catalogue</li> <li><input type="checkbox"/> Peer reviewed publications</li> </ul>	<b>Exclude from results</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Newspaper articles</li> <li><input type="checkbox"/> Book reviews</li> </ul>	<b>Expand your results</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include results from outside your library's collection</li> </ul>

Example of an advanced search with filters ticked

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.

University College Cork | [Subject Guides](#) | [Management and Marketing](#) | [Getting Started](#)

## Management and Marketing: Getting Started

Management, HRM, Marketing

[Getting Started](#) | [Books and eBooks](#) | [Journals and Databases](#) | [Company Information](#) | [Market Research](#) | [Case Studies](#) | [Theses](#)

[Learning and Study Skills](#)

**Spotlight on**

**Studying Remotely**

UCC Library has increased access to electronic resources to support those studying remotely. There are also new resources and online supports available.

More Information available at this link

[https://guides.library.ucc.ie/management\\_mktg](#)

**Management and marketing at UCC library**

This guide lists and describes resources for the study of Management and Marketing at UCC Library. The links at the top of the page will take you to books, e-books, journals, databases, company information, market research, case studies, referencing information and theses.

If you need help using the resources listed on this page please contact us.

**UCC Library News**

- Special Collections & Archives Launches Its First Colouring Book! [CF](#) [e](#) Feb 8, 2022
- Job Opportunity: Head of Research Services, UCC Library [LJ](#) [e](#) Jan 25, 2022
- Job Opportunity: Head of Digital Services, UCC Library [LJ](#) [e](#) Jan 14, 2022
- Information responsible for

## Library Search Training

Searching for content can be confusing or even daunting if you feel like you don't know where to start. This is where the Knowledge Centre staff can help.



If you are having a problem with finding material on your reading list, sourcing articles for an assignment or simply don't know how to make a start, contact the library staff with your issue and we can arrange a one-to-one session tailored to your specific needs.

Email [knowledge@imi.ie](mailto:knowledge@imi.ie) and we can arrange this for you in-person or virtually.



# Assignment & Writing Supports

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The Knowledge Centre has a number of resources available to help with assignments. You can find numerous guides on our website, [library.imi.ie](http://library.imi.ie), that can help you get started. Go to the 'Starting Your Research' section of the website.



## Harvard Referencing Guide

Library staff have put together a guide on Harvard Referencing and how to cite different types of sources. If there is anything not included in the guide that you would like to see please email [knowledge@imi.ie](mailto:knowledge@imi.ie) and we will help you with your reference and add it to the guide.



## Assignment Guide: The 5 Step Method

This guide shows you how to plan and structure your assignment based on the 5-Step Method. It aims to guide you through the writing process whilst considering style, structure and content.

There are a number of other guides on our website with further information on writing assignments. We are always updating our resources so check back regularly so you won't miss out on anything new.

We also offer writing support sessions to participants that can be tailored to your particular needs. Contact us at [knowledge@imi.ie](mailto:knowledge@imi.ie) for further information.