



# Your Library Service

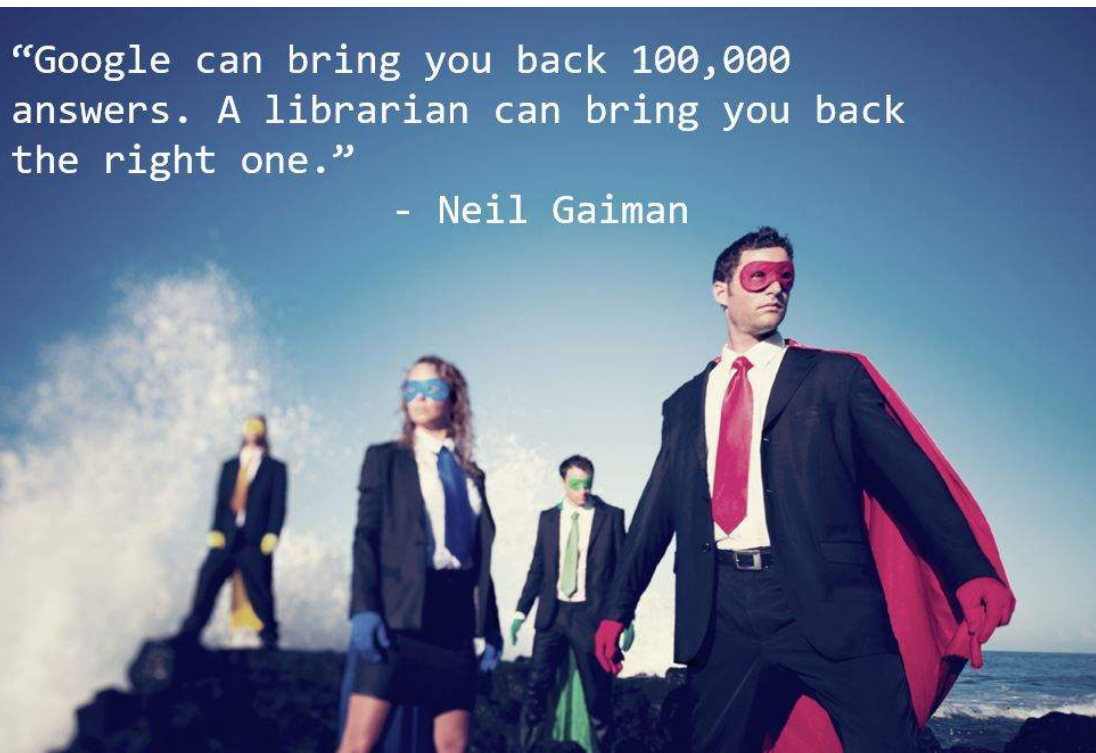
An Introduction to  
the Library Service  
& Supports

**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 members 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.



“

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

You get access to:

- Print book collection
- e-Books
- Audiobooks
- Open Access business journals
- HR & Leaders Toolkits

”

## 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.

### Welcoming Library Space

Our members are welcome to use the study spaces in the Knowledge Centre. We have a number of open desks, private reading pods and cosy armchairs to choose from and we receive a daily delivery of newspapers that you are welcome to sit and read.



**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

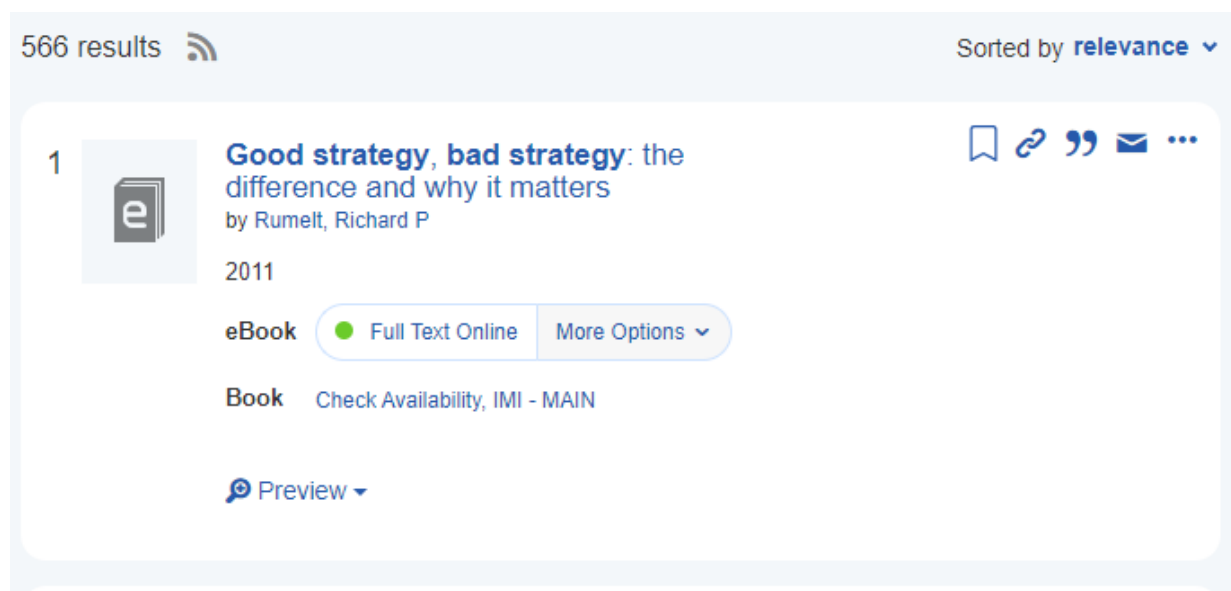
- Search for print and eBooks
- Access eBooks
- Place a book on hold
- Search open access journals



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.



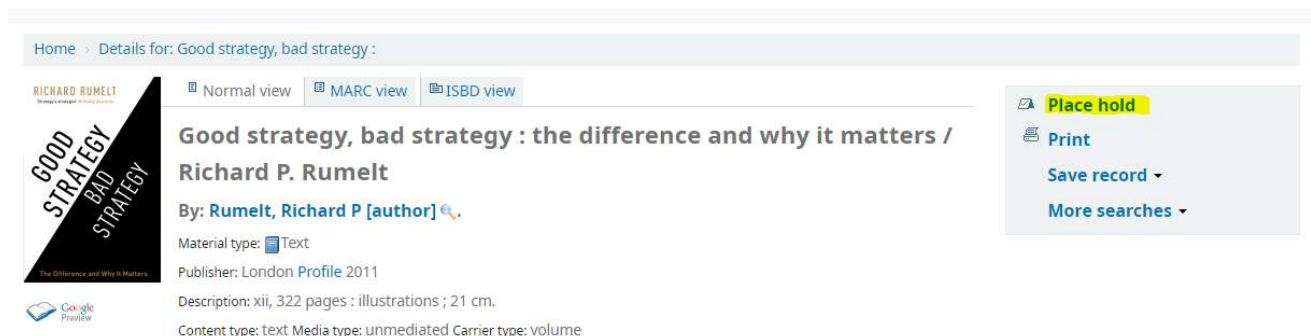
Here is an example of a record you will find after you search:



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.

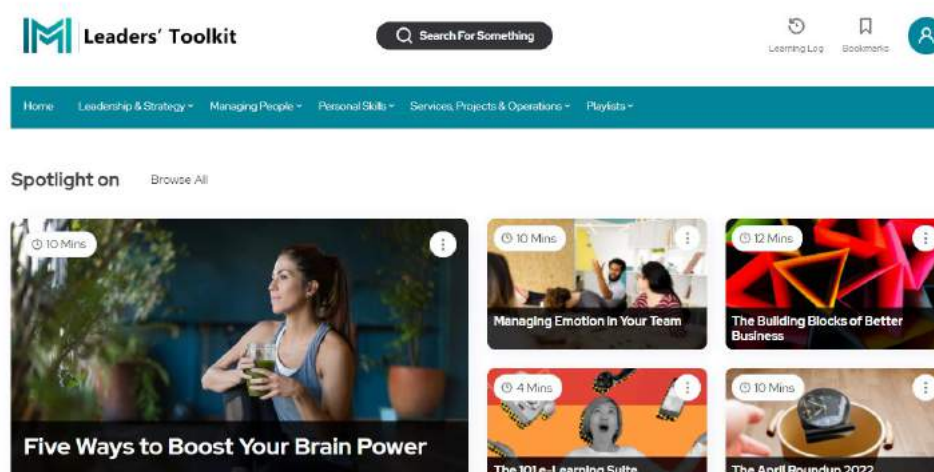


If you wish to borrow the print book click on Check Availability to see if there are copies available in the library. You can then put a hold on the title and we will contact you to see if you want to collect in person or have the book posted out to you.



## Toolkits

The Knowledge Centre has access to two toolkits from MindTools, 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.

## 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 and 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.

