



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.

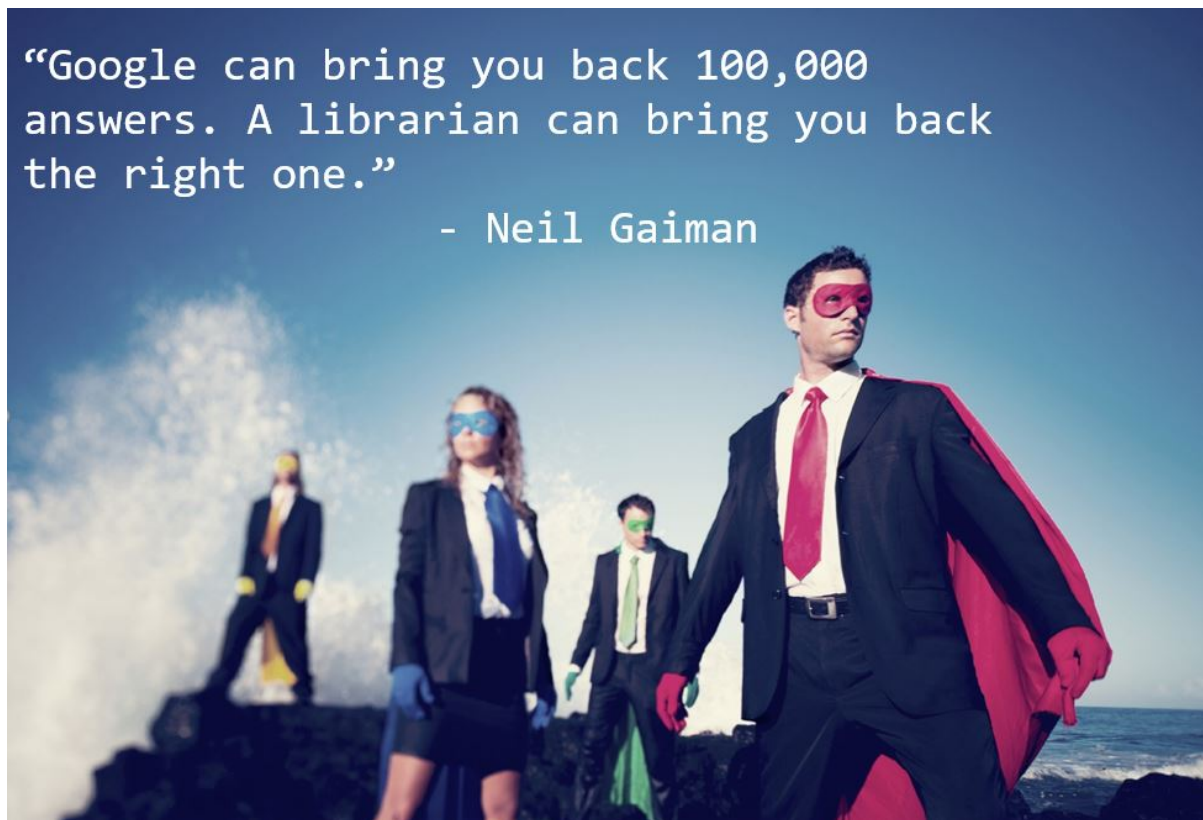
The UCC Library can be accessed by Canvas and will require your UCC login credentials.

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 sidebar 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 a red box labeled 'Testing'. The main content area is divided into two sections: 'Published Courses (3)' and 'Unpublished Courses (1)'. The 'Published Courses' section contains three cards: 'Participant Resources Spring 2022 2022-IM0001 AY21/22' (Irish Management Institute), 'Remote Working Canvas Course Remote Working Canvas Cour... Resource Site', and 'Teaching with Technology UCC-CanvasOrientationTeach...'. The 'Unpublished Courses' section contains one card labeled 'Testing' with a 'Publish' button.

This will open the UCC Library home page.

The screenshot shows the UCC Library home page. At the top is a search bar and navigation links: Supporting Learning, Supporting Research, Spaces & Equipment, Ask Us, and About Us. Below this is a 'OneSearch' section with a search bar and a description: 'OneSearch is a simple and fast search engine that helps you discover relevant information on many topics from within UCC Library collections and beyond.' To the right is a 'Hours' section for Friday, September 23, 2022, listing opening times for various library services. At the bottom is a 'Library Account Login' button and a 'View All Opening Hours' link.

Hours	Next Day
Friday, September 23, 2022	
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

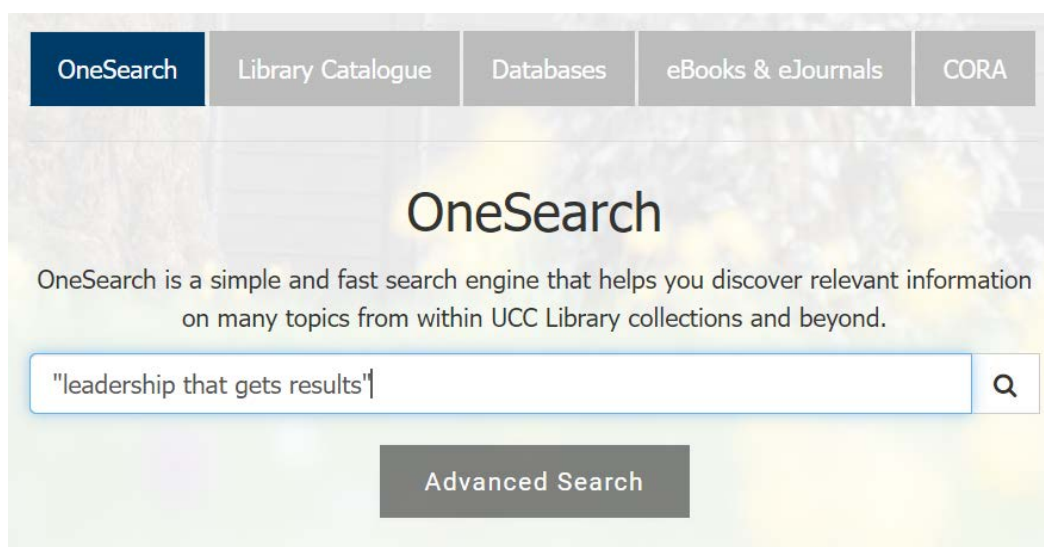
There are several tricks to searching that you can utilize to find the information that you need. It all depends on what it is you want to find.

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.

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 in the center. 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.' Below this text is a large search input field containing the text '"leadership that gets results"'. To the right of the input field is a magnifying glass icon. 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 v

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 v
Preview v Related Articles v

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;...

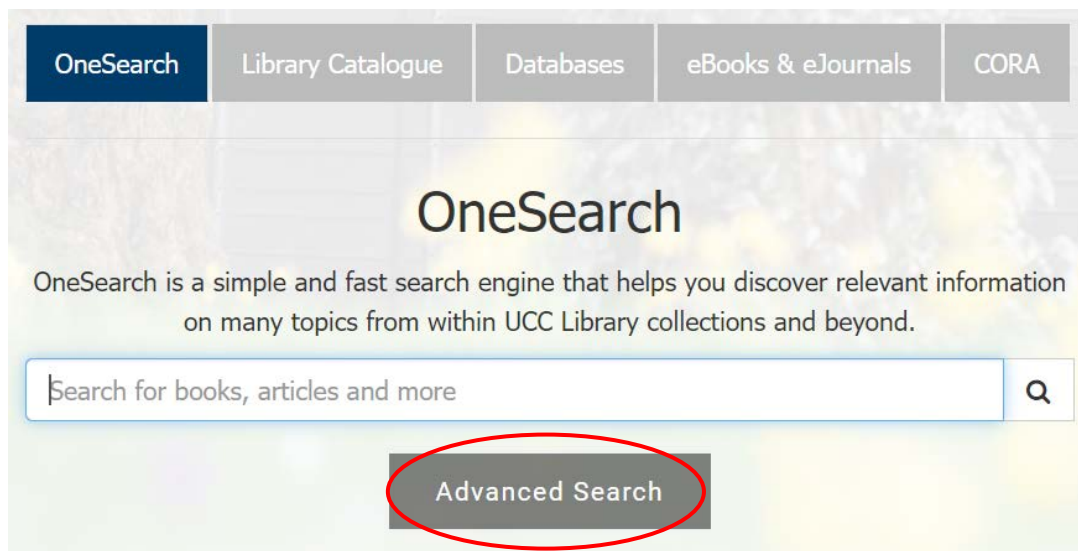
Click on the title of the article and you will be brought to the relevant database where you can download and save the article.

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 by content type, discipline, language and others.

[Back to results](#)

All Fields +

AND + ×

Publication date
 1 year 3 years 5 years 10 years
 from

[Fewer search options >](#)

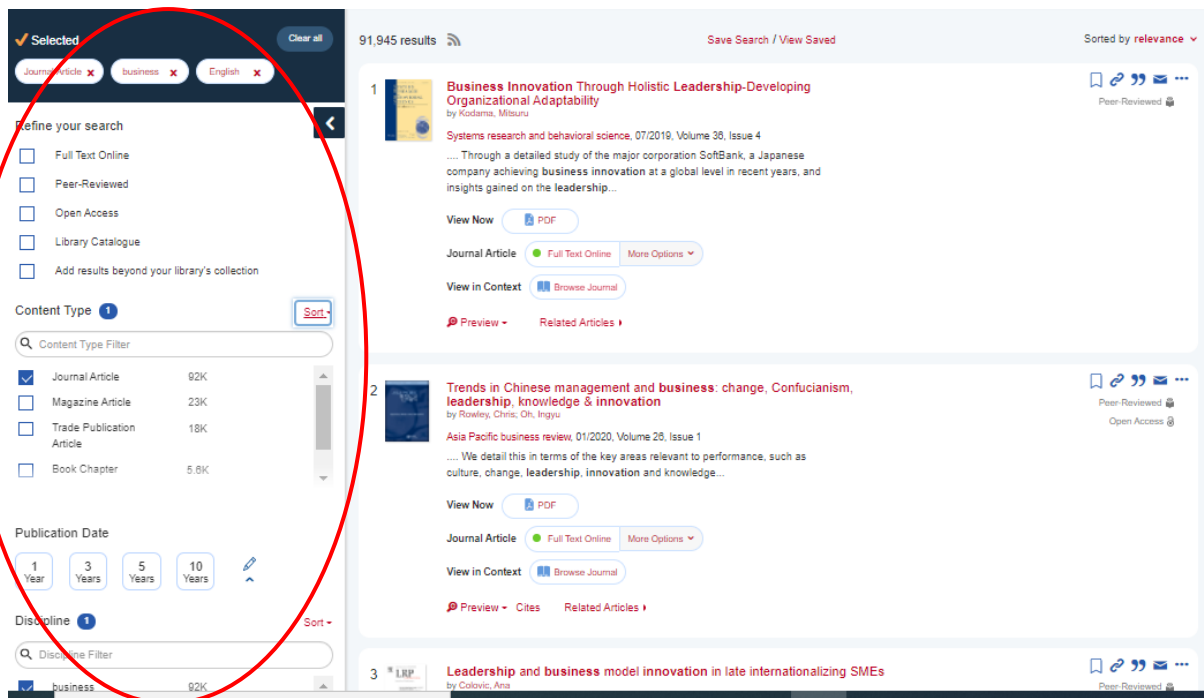
Content type (1) click to search	Discipline (1) click to search	Language (1) click to search
<input type="checkbox"/> Image <input type="checkbox"/> Journal / eJournal <input checked="" type="checkbox"/> Journal Article <input type="checkbox"/> Kit <input type="checkbox"/> Library Holding	<input type="checkbox"/> botany <input checked="" type="checkbox"/> business <input type="checkbox"/> chemistry <input type="checkbox"/> computer science	<input type="checkbox"/> Dzongkha <input checked="" type="checkbox"/> English <input type="checkbox"/> Español <input type="checkbox"/> Esperanto

Limit to
☐ Items in the library catalogue

Exclude from results
☐ Newspaper articles

Expand your results
☐ Include results from outside your library's collection

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 91,945 results. The filters on the left-hand side of the screen will allow you to further refine these results.



Boolean Search

Best for: more refining 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.

◀ Back to results

All Fields ☒ "business leadership" AND strategy NOT innovation +

AND ☐ All Fields ☐ + ×

Publication date
 1 year 3 years 5 years 10 years
 from 17/05/2022

Fewer search options >

Content type (1) click to search	Discipline (1) click to search	Language (1) click to search
<input type="checkbox"/> Image <input type="checkbox"/> Journal / eJournal <input checked="" type="checkbox"/> Journal Article <input type="checkbox"/> Kit	<input type="checkbox"/> botany <input checked="" type="checkbox"/> business <input type="checkbox"/> chemistry <input type="checkbox"/> computer science	<input type="checkbox"/> Čeština <input type="checkbox"/> Chamorro <input type="checkbox"/> Chinese <input type="checkbox"/> Church Slavic

Limit to	Exclude from results	Expand your results
<input type="checkbox"/> Items in the library catalogue <input checked="" type="checkbox"/> Peer reviewed publications	<input checked="" type="checkbox"/> Newspaper articles <input checked="" type="checkbox"/> Book Reviews <input checked="" type="checkbox"/> Dissertations/Theses	<input type="checkbox"/> Include results from outside your library's collection

In example above further filters have been used. The search is now also being limited to Peer Reviewed publications only and will exclude newspaper articles, books review and dissertations. When the search is initiated only 909 results are returned, meaning that there is less content to wade through to get to the articles that you need.

✓ Selected Clear all

Peer-Reviewed × Journal Article ×

Book-Review × Newspaper-Article ×

Dissertation/Thesis × business ×

English ×

Refine your search

☐ Full Text Online

☒ Peer-Reviewed

☐ Open Access

☐ Library Catalogue

☐ Add results beyond your library's collection

Content Type 1 3 Sort

Content Type Filter

☒ Journal Article 909

909 results 🔔

Save Search / View Saved

Sorted by **relevance** ▼

1 **The Gender Gap in Business Leadership: Exploring an Affect Control Theory Explanation**
 by Kroska, Amy; Cason, Trent C
 Social psychology quarterly, 03/2019, Volume 82, Issue 1
 ... how these dynamics may contribute to the gender gap in business leadership. Using data from 520 simulated events and two analysis strategies, we use ACT to develop empirically grounded hypotheses regarding these processes...

View Now PDF

Journal Article Full Text Online

View in Context Browse Journal

Preview Cites Related Articles

2 **Myths & Mortals: Family Business Leadership and Succession Planning**
 Journal of family business management, 10/2015, Volume 5, Issue 2

Full Text Online

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.

University College Cork / Subject Guides / Management and Marketing / Getting Started

Management and Marketing: Getting Started

Management, HRM, Marketing

Search this Guide Search

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 services and online supports available.

More information available at this link

https://libguides.ucc.ie/Remote_Working

Management and Marketing at UCC Library

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.

If you need help using the resources listed on these pages please contact me.

UCC Library News

- 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
- Information in preparation for

Contact Us

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

