



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.

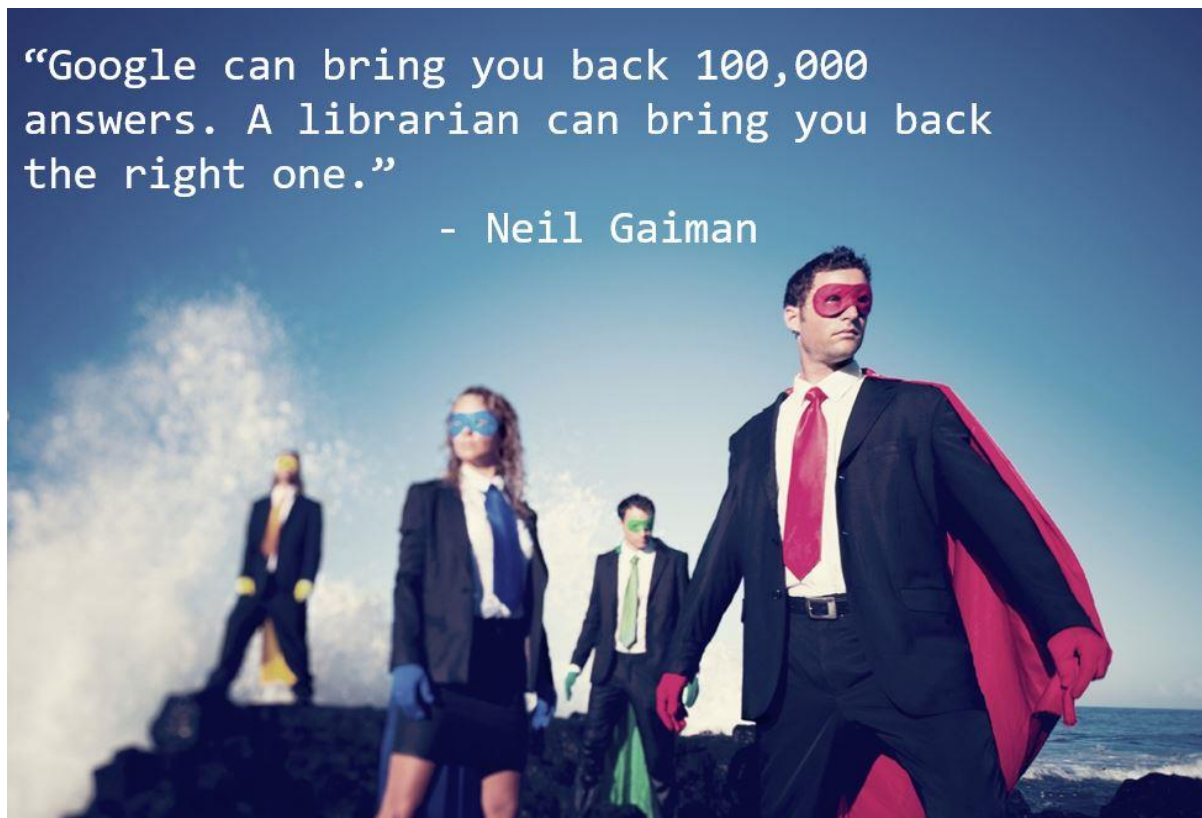
The UCC Library can be accessed by Canvas and will require your UCC login credentials.

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.

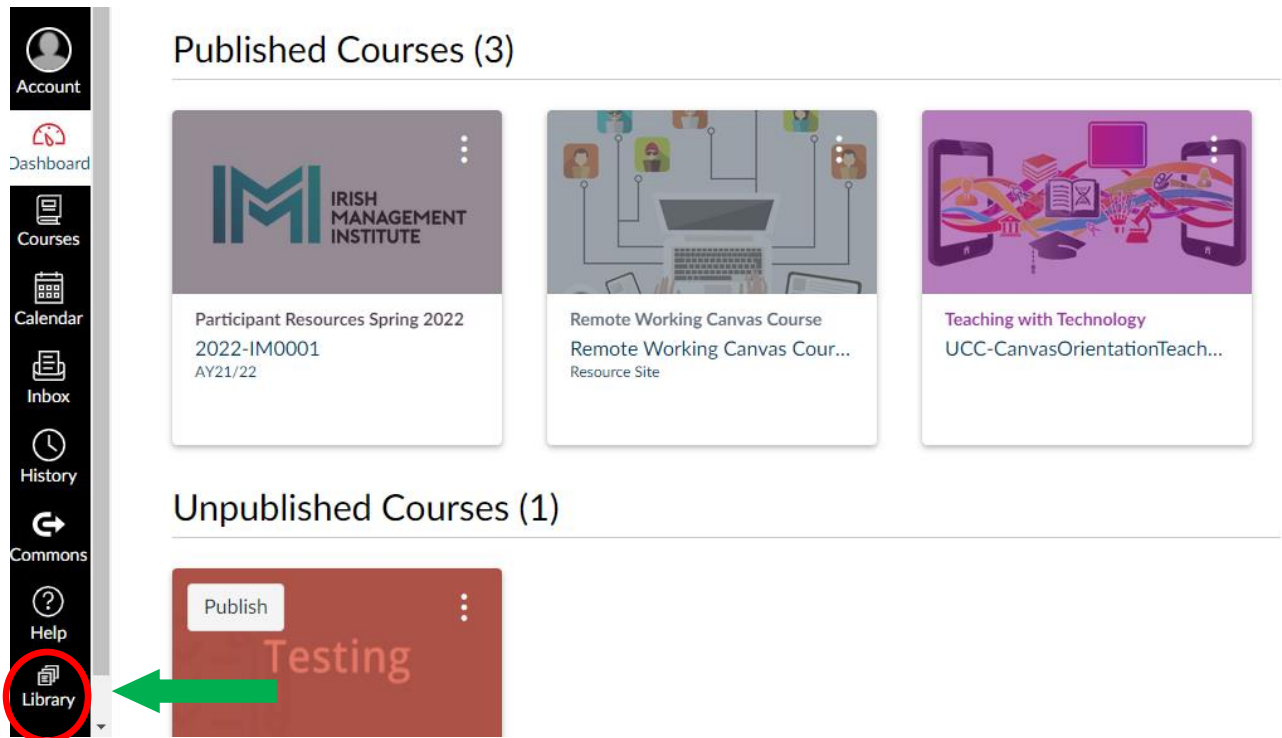
“Google can bring you back 100,000 answers. A librarian can bring you back the right one.”

- Neil Gaiman



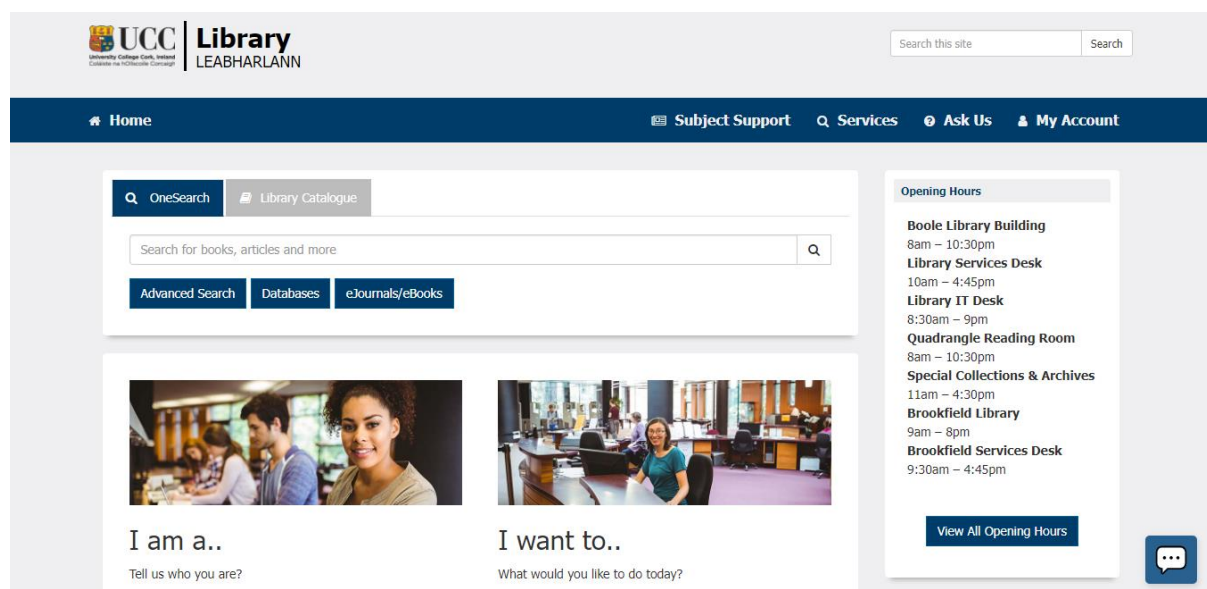
How to access the catalogue

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



The screenshot shows a 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 The 'Library' icon is circled in red, and a green arrow points from it to a red card in the 'Unpublished Courses (1)' section. The card has a 'Publish' button and the word 'Testing' in large red letters. Above this are three 'Published Courses (3)' cards: 'Participant Resources Spring 2022 2022-IM0001 AY21/22' (Irish Management Institute logo), 'Remote Working Canvas Course Remote Working Canvas Cour... Resource Site', and 'Teaching with Technology UCC-CanvasOrientationTeach...'.

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 'Library LEABHARLANN'. A search bar is on the top right. Below the logo is a navigation bar with 'Home', 'Subject Support', 'Services', 'Ask Us', and 'My Account'. The main content area features a search bar with 'OneSearch' and 'Library Catalogue' tabs, and a search input field. Below the search bar are buttons for 'Advanced Search', 'Databases', and 'eJournals/eBooks'. To the right is an 'Opening Hours' section listing various library buildings and their hours. At the bottom, there are two prompts: 'I am a..' with 'Tell us who you are?' and 'I want to..' with 'What would you like to do today?'. A 'View All Opening Hours' button and a chat icon are also visible.

How to search

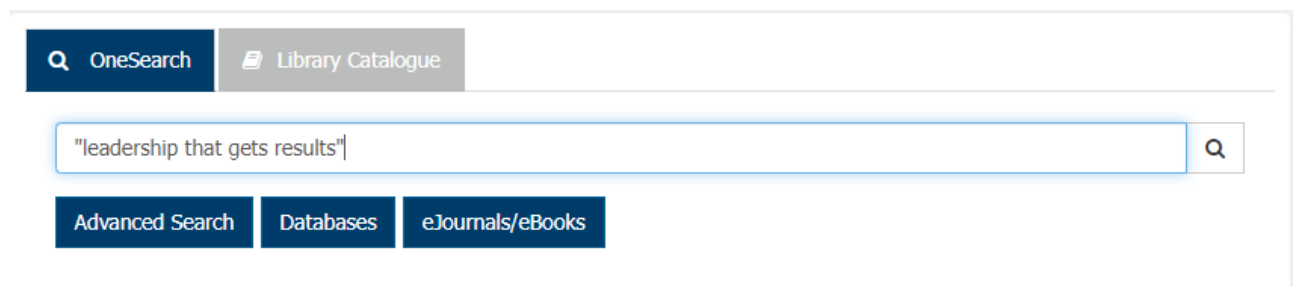
There are several tricks to searching that you can utilize to find the information that you need. It all depends on what it is you want to find.

Exact word search

Best for: finding content on your reading list

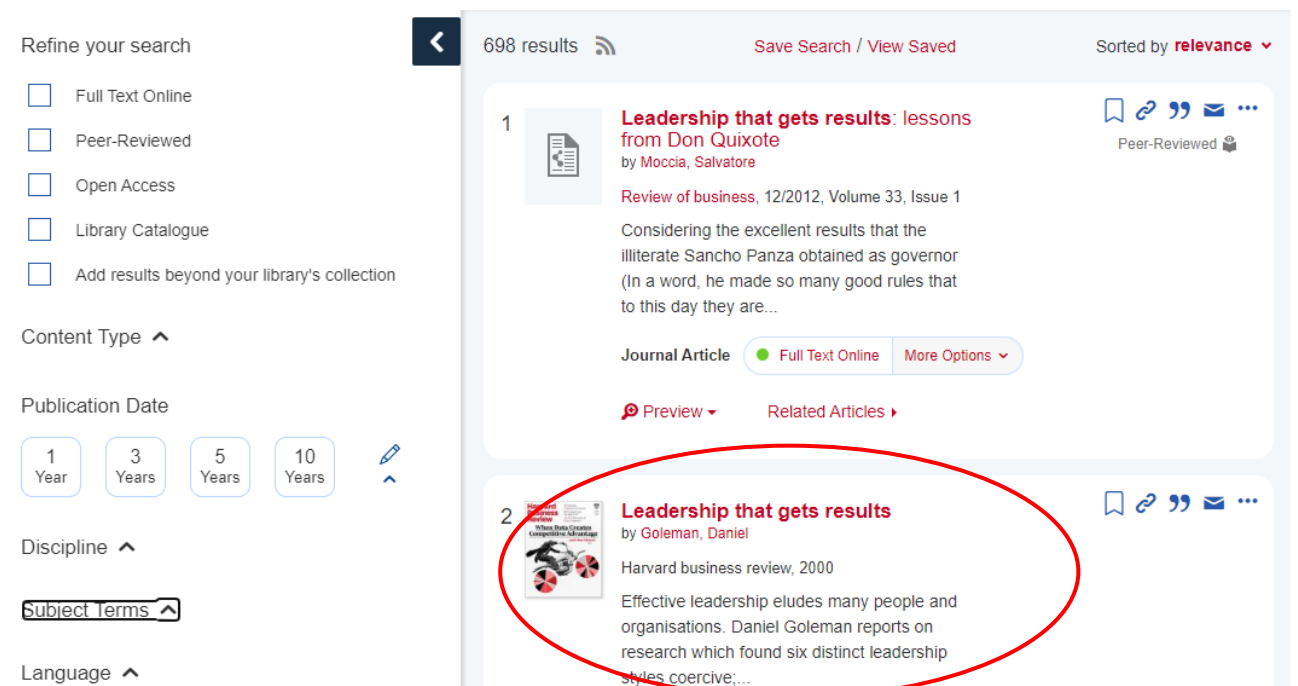
If you know the title of the article that you are looking for then you need to perform an exact word search. This involves putting quotes around the words of the title to search for an exact phrase; for example, "leadership that gets results" will search for that exact title.

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



The screenshot shows the UCC Library OneSearch interface. At the top, there are two tabs: "OneSearch" (active) and "Library Catalogue". Below the tabs is a search bar containing the text "leadership that gets results" with a magnifying glass icon to the right. Underneath the search bar are three buttons: "Advanced Search", "Databases", and "eJournals/eBooks".

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



The screenshot shows the search results page for the query "leadership that gets results". The page displays 698 results, sorted by relevance. On the left side, there are filters for "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", and "Language". The main results area shows two articles:

- Leadership that gets results: lessons from Don Quixote** by Moccia, Salvatore. *Review of business*, 12/2012, Volume 33, Issue 1. Peer-Reviewed.
- 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:...

The second article is circled in red.

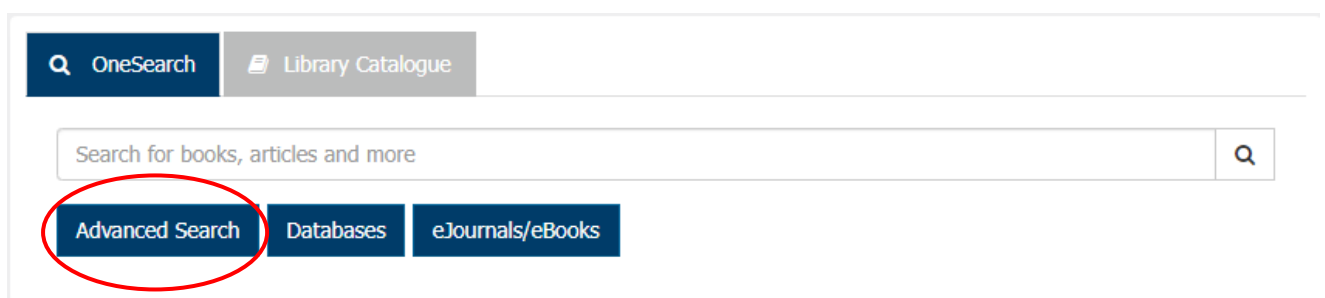
Click on the title of the article and you will be brought to the relevant database where you can download and save the article.

Keyword search

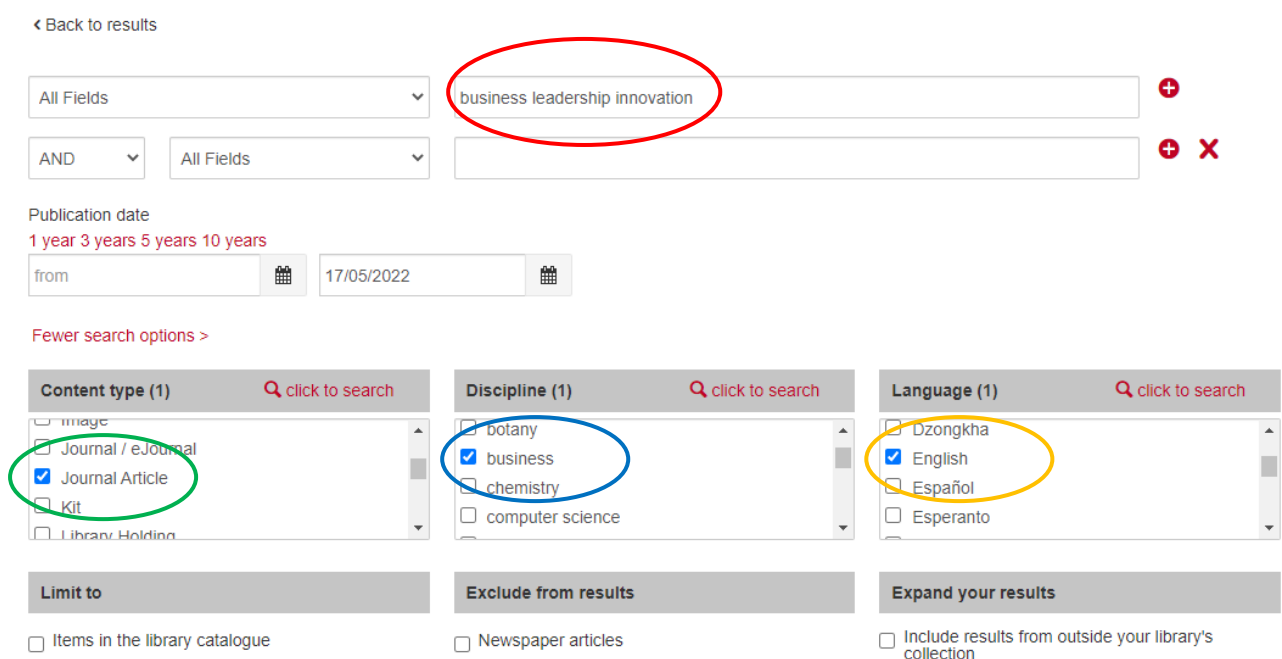
Best for: more general searching for an assignment

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.

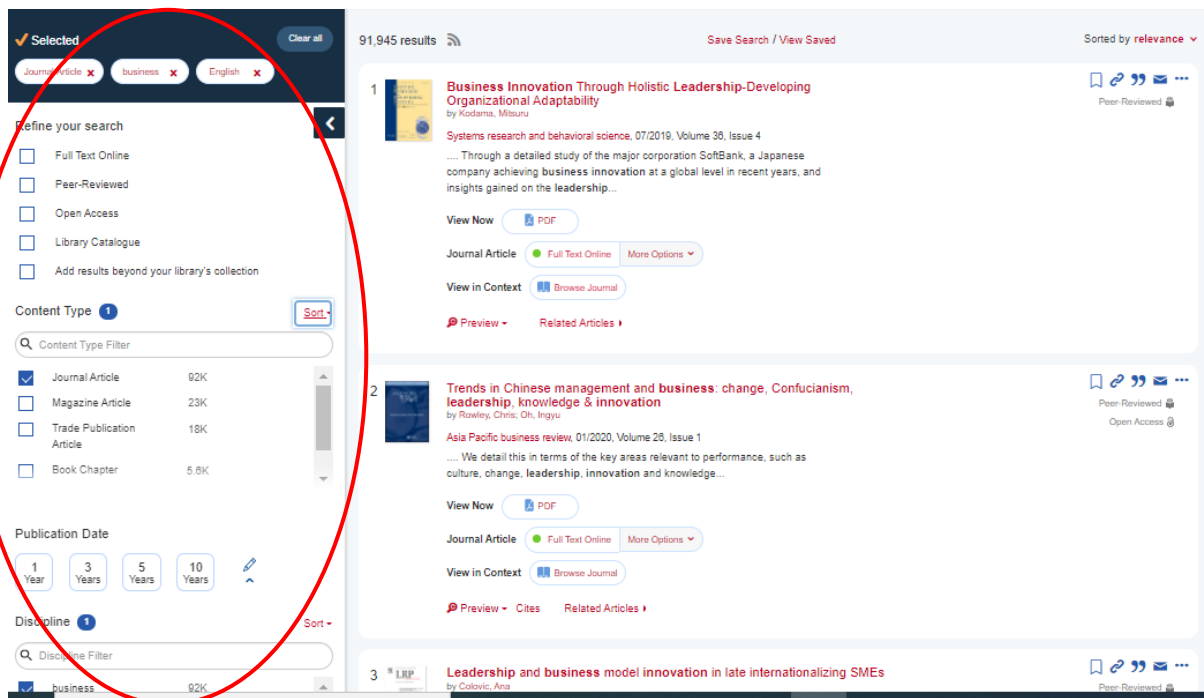


This will bring you into the Advanced Search page where you can then perform your keyword search. Enter your terms into the search box as below. You also have the option of refining your search by applying filters, such as by content type, discipline, language and others.



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)	Discipline (1)	Language (1)
<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.

The screenshot shows a search results interface. At the top, a dark blue sidebar contains a 'Selected' section with filters for Peer-Reviewed, Journal Article, Book-Review, Newspaper-Article, Dissertation/Thesis, business, and English. Below this is a 'Refine your search' section with checkboxes for Full Text Online, Peer-Reviewed (checked), Open Access, Library Catalogue, and Add results beyond your library's collection. A 'Content Type' section shows 'Journal Article' with 909 results. The main results area shows '909 results' in a red circle, 'Save Search / View Saved', and 'Sorted by relevance'. Two article entries are visible: 1. 'The Gender Gap in Business Leadership: Exploring an Affect Control Theory Explanation' by Kroska, Amy; Cason, Trent C. 2. 'Myths & Mortals: Family Business Leadership and Succession Planning' from the Journal of family business management.

Search Filters

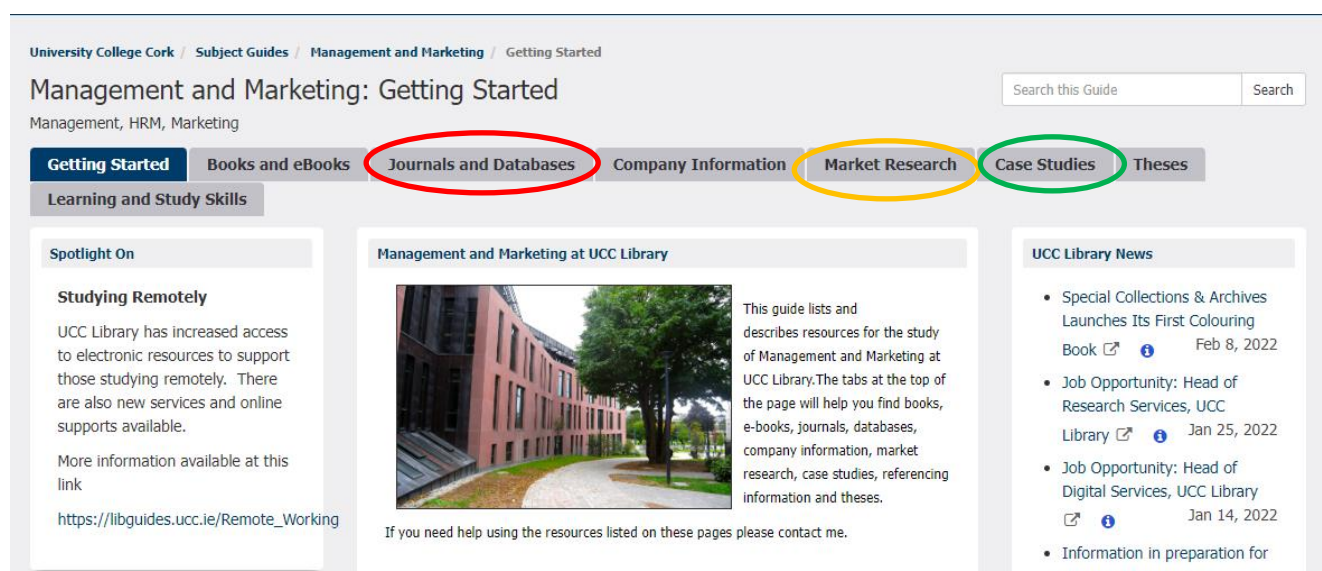
Using the search filters within the catalogue will help to further refine any search you have performed to the content most appropriate to your query. Filters are usually located on the left-hand side of the results screen and allow you to filter the content by type, author, language, subject etc.

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 at the top reads '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', 'Books and eBooks', 'Journals and Databases', 'Company Information', 'Market Research', 'Case Studies', and 'Theses'. The 'Journals and Databases' tab is circled in red, 'Market Research' is circled in yellow, and 'Case Studies' is circled in green. Below the navigation bar, there are three main content areas. The left area is titled 'Spotlight On' and contains a section 'Studying Remotely' with a link to 'https://libguides.ucc.ie/Remote_Working'. The middle area is titled 'Management and Marketing at UCC Library' and features a photograph of a building with a tree in front. 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 photo is a note: 'If you need help using the resources listed on these pages please contact me.' The right area 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.

