Getting started
The Library provides a wide range of resources to help with your studies. You will find links to them all on:

- Library Homepage library.ulster.ac.uk
- University Portal (Library & ICT) ulster.ac.uk/portal
- Blackboard Learn (Library Services' link)

Contact your Business Librarians for help and support:

<table>
<thead>
<tr>
<th>All campuses</th>
<th>Belfast campus</th>
<th>Coleraine campus</th>
<th>Jordanstown campus</th>
<th>Magee campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gerard McFall</td>
<td>Lorna Reid</td>
<td>Jayne Dunlop</td>
<td>Sarah Smyth</td>
<td>Fionnuala Carlin</td>
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<td>T: +44 (0)28 7167 5386</td>
</tr>
</tbody>
</table>

Contact all of us at business@library.ulster.ac.uk

Finding books and eBooks
Use the Library Catalogue to find shelfmarks for books and to link out to eBooks. Books are shelved by subject, and each subject has a shelfmark. The table below shows some of the main shelfmarks for business and management subject areas.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Belfast/Jordanstown</th>
<th>Coleraine/Magee</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>657</td>
<td>HG1706 - 1708</td>
</tr>
<tr>
<td>Company Law</td>
<td>346.066</td>
<td>KN261</td>
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<tr>
<td>Company Finance</td>
<td>658.15</td>
<td>HG4001 - HG4285</td>
</tr>
<tr>
<td>Economics</td>
<td>330</td>
<td>HB171 - HB172.5</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>647</td>
<td>TX901 - TX946</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>658.3</td>
<td>HF5549</td>
</tr>
<tr>
<td>Leisure</td>
<td>790</td>
<td>GV14 - GV188</td>
</tr>
<tr>
<td>Management</td>
<td>658</td>
<td>HD31 - HD69</td>
</tr>
<tr>
<td>Marketing &amp; Advertising</td>
<td>658.8 - 659</td>
<td>HF5415 - HF5823</td>
</tr>
<tr>
<td>Tourism</td>
<td>338.4791</td>
<td>G151 - G156.5</td>
</tr>
</tbody>
</table>

Book loan periods
Material may be on standard loan (2 month) two week loan or two day loan, depending on demand.

Non-book media (e.g. DVDs, CDs)
Most of these may be borrowed in the same way as books. They are held in a separate collection. DVD players etc. are available for use in the Library.

Journals
Journals (also known as magazines, serials or periodicals) are published regularly and will help you keep up-to-date in your subject area.

Most journals are available electronically. Use the Electronic Journals link on the Library page to search for an eJournal title.

Remember! Only use this link if you have a journal reference and you want to check if you can access the full text OR if you just want to browse through the journal collection. Use the databases to find journal articles on a topic (see page opposite).

Some print journals are also held in the University Library. Use the Library Catalogue to find the shelfmark and locate the journal on the shelves.

Reading lists
Want to save some time? Use our online Reading Lists catalogue to search for your reading list and link out to book details in the Library Catalogue, eJournal articles, eBooks and websites. Find the Reading Lists catalogue on the Library page of the Portal, Blackboard or the Library Homepage.
Business and Management databases

Below are the key business databases when undertaking research for coursework or a dissertation. You can always ask your subject librarian for further suggestions.

Look out for the U Find It link to check for the full text, particularly for journal articles.

If you have difficulty accessing or using any of the databases, please contact your subject librarian or consult guides.library.ulster.ac.uk/offcampus

Not sure where to begin? USearch is a good place to start. Use it to search a range of Library databases. It is especially useful for finding journal articles.

Journal Databases
- USearch
- ABI/Inform
- Business Source Complete
- Emerald Management
- SCOPUS

Company News and Financial Data
- Bloomberg (Innovation Lab, Room 1B04, Jordanstown)
- FAME (UK and Ireland)
- FT.com
- Nexis
- TaxFind (Ireland)

Hospitality, Tourism & Leisure
- Hospitality and Tourism Complete
- Institute of Hospitality Information Service
- Leisure Tourism

Human Resource Management
- XpertHR

Legal Information
- Lexis Library
- WestLaw UK
- WestLaw.ie (Ireland)

Marketing, Advertising and Industry
- IBISWorld (UK)
- Marketing Mentor
- Mintel (Ireland and UK)
- Passport (International)
- Statista
- WARC

Newspapers
- FT.com
- Nexis

Sports Management
- Sport Discus
General internet searching
Google will not always give you good quality or reliable information. If undertaking research, we recommend using the Google Scholar search engine (scholar.google.co.uk). This will mean your results are of a better quality and more suited to academic study.

Getting books and articles from other libraries
You can easily request books held on another campus using the ‘Reserve this item’ button through the Library Catalogue.

If a book or journal article is not held in the Library, you may request it using our online Document Delivery Service. More details at: library.ulster.ac.uk/documentdelivery

Referencing and RefWorks
All of your assignments and research must be cited and referenced correctly.

Business students use Harvard Referencing whereas Law students use OSCOLA. Find out more about referencing at: guides.library.ulster.ac.uk/harvardref and look out for the Library’s ‘How to Reference’ workshops held throughout the year.

Library staff also run regular classes on how to use RefWorks which allows you to store all your references online and create a bibliography in seconds. Classes are advertised through the Library’s webpages and on the Portal. For more information see our RefWorks guide at: guides.library.ulster.ac.uk/refworks

Business and Management subject guide
This guide brings together information from a wide range of print and electronic resources on your subject. Why not take a look? guides.library.ulster.ac.uk/businessguide

Online help
Online help on Library and research skills is available from: guides.library.ulster.ac.uk/infoskills

Usernames and passwords
To access most of our resources use your student email address and network password. If you need help, please contact us or see our guide: library.ulster.ac.uk/electronic/passwd_faq

Keeping up-to-date
Keep an eye on changes, updates, database issues or new services via the Library’s Twitter account and the Library Business Blog: library.ulster.ac.uk/info/blogs.php

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