

2020/2021

# Library Handbook for KPTM Students



DBS Library

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## Contents

Introduction	3
Accessing Online Resources	4
Login Details	4
eBook Access	4
Discovery Searching	5
Individual Database Searching	6
Academic Support and Research Services	7
Online Tutorials	8
DBS eSource	8
Other Library Services and Resources	9
Opening Hours	10
Contact Details	11
Appendix	12

## Introduction

Welcome to DBS Library.

DBS Library Service looks forward to supporting and meeting the information needs of students on the transnational degree in Accounting and Finance.

DBS Library service has evolved into a library without walls, offering an extensive digital library which can be accessed twenty-four hours a day from anywhere in the world.

DBS Library service employs full-time library staff and part-time staff who have professional library qualifications and/or significant library experience and are, therefore, highly experienced at dealing with the type of information enquiries that you have. You can contact the DBS library staff by email ([library@dbs.ie](mailto:library@dbs.ie)) or via the IM service, *Ask a Librarian*, on the library homepage.

This handbook provides an overview of key library resources and services that are available to students of the BAAF programme.

DBS Library

## Accessing Online Resources

### Login Details

*All the library databases can be accessed remotely by using the details provided in the email sent by the DBS IT department.*

### eBook Access

The library's eBook collection (more than 2,500 items) comprises a number of titles in accountancy and finance. The library has access to eBook titles across a number of eBook platforms. These include Ebsco eBooks, Proquest eBooks Central, and VleBooks. Library users can search directly on the eBook platforms or all eBooks together via the Library Catalogue.

The following are links to library owned eBooks for one particular eBook platform or view all eBook collections together via the Library Catalogue

Access EBSCO eBooks via the Library Catalogue	<a href="https://books.dbs.ie/cgi-bin/koha/opac-search.pl?q=ebscohost">https://books.dbs.ie/cgi-bin/koha/opac-search.pl?q=ebscohost</a>
Access ProQuest Ebook Central eBooks via the Library Catalogue	<a href="https://books.dbs.ie/cgi-bin/koha/opac-search.pl?q=ebookcentral">https://books.dbs.ie/cgi-bin/koha/opac-search.pl?q=ebookcentral</a>
Access VleBooks via the Library Catalogue	<a href="https://books.dbs.ie/cgi-bin/koha/opac-search.pl?q=vlebooks">https://books.dbs.ie/cgi-bin/koha/opac-search.pl?q=vlebooks</a>
Access all owned eBooks via the Library Catalogue	<a href="https://books.dbs.ie/cgi-bin/koha/opac-search.pl?idx=kw&amp;q=ebookcentral&amp;op=or&amp;idx=kw&amp;q=ebscohost&amp;op=or&amp;idx=kw&amp;q=vlebooks">https://books.dbs.ie/cgi-bin/koha/opac-search.pl?idx=kw&amp;q=ebookcentral&amp;op=or&amp;idx=kw&amp;q=ebscohost&amp;op=or&amp;idx=kw&amp;q=vlebooks</a>

Click on an individual eBook link in the catalogue record to go directly to that eBook on the platform.

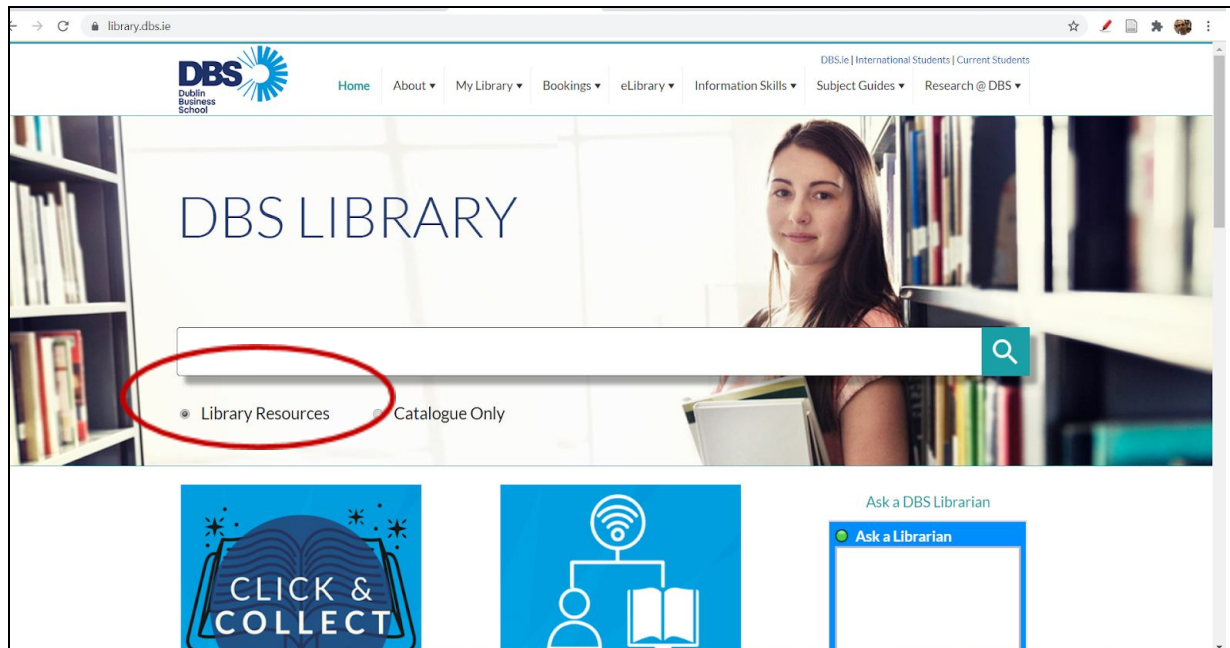
## Discovery Searching

Discovery software enables library users to search all of the library's online resources from the library website via a single search box.

- Type your search term into the search box.
- Select *All Resources* and click *Search*.

Discovery software provides users with the ease of Google searching but with guaranteed access to high quality academic literature.

Please note that the following databases are not on Discovery: Justis, WARC, Westlaw, Westlaw UK and Passport GMID (Euromonitor).



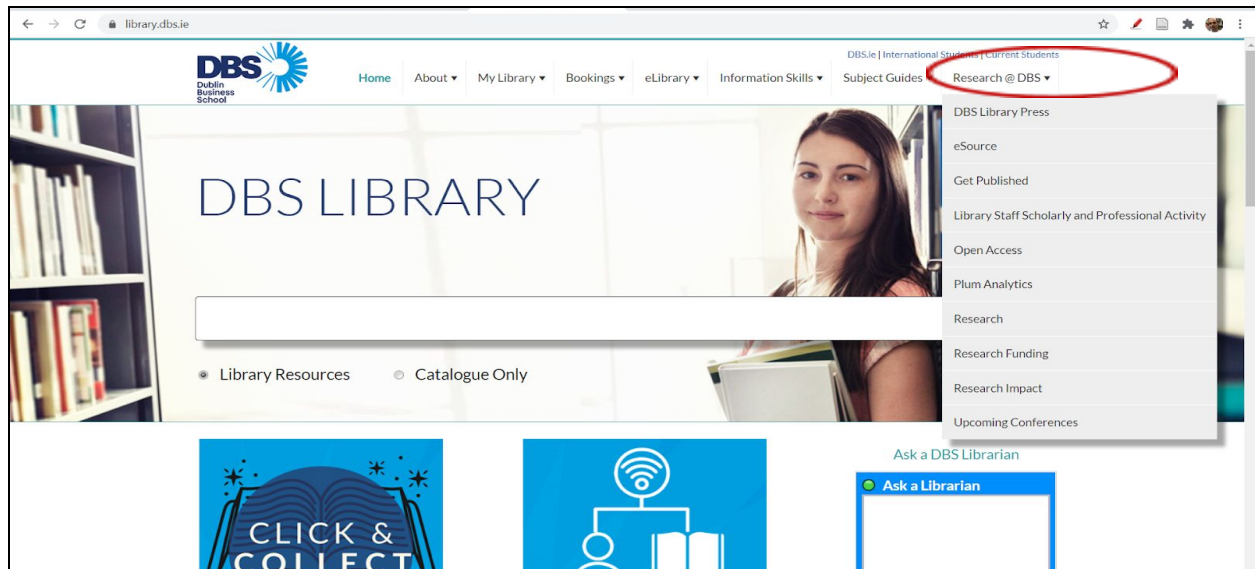
## Individual Database Searching

Library users can search individual databases directly (The login and password for all the online content are included in the email sent by the DBS IT department). This type of searching is favoured by library users who are doing more in depth research for a thesis or publication and favour the full functionality of individual databases.

A full list of library databases is available in the appendix of this handbook or can be accessed on the Library website at: <https://libguides.dbs.ie/az.php?>

## Academic Support and Research Services

The Library provides a wide selection of guides and support materials via the Research Skills section of the Library website: <https://library.dbs.ie/>.



The Library also provides research support to dissertation stage students via email or Zoom one-on-one sessions. Please email [library@dbs.ie](mailto:library@dbs.ie) for more details, or to arrange a session.

## Online Tutorials

Open access online tutorials can be hugely beneficial in providing academic and research support at a time and pace that suits the student. The following are a list of some tutorials

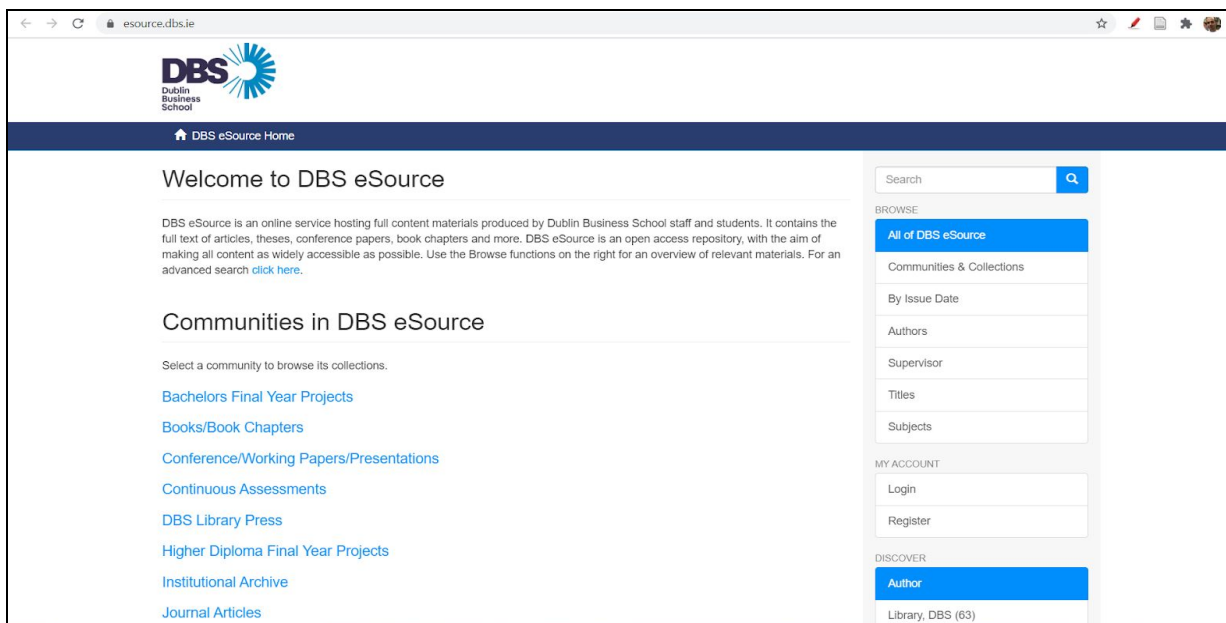
<http://www.library.dcu.ie/lets/>

<https://www.ucd.ie/library/students/>

[https://www.youtube.com/playlist?list=PLWDFES5j\\_g3rp3T064iPn8ChjKZ4pk0ii](https://www.youtube.com/playlist?list=PLWDFES5j_g3rp3T064iPn8ChjKZ4pk0ii)

## DBS eSource

The Library has an institutional repository, eSource which showcases student theses with a mark of 2.1 upwards as well as research conducted by academic staff. The repository is open access and requires no login. It can be accessed at: <http://esource.dbs.ie/>



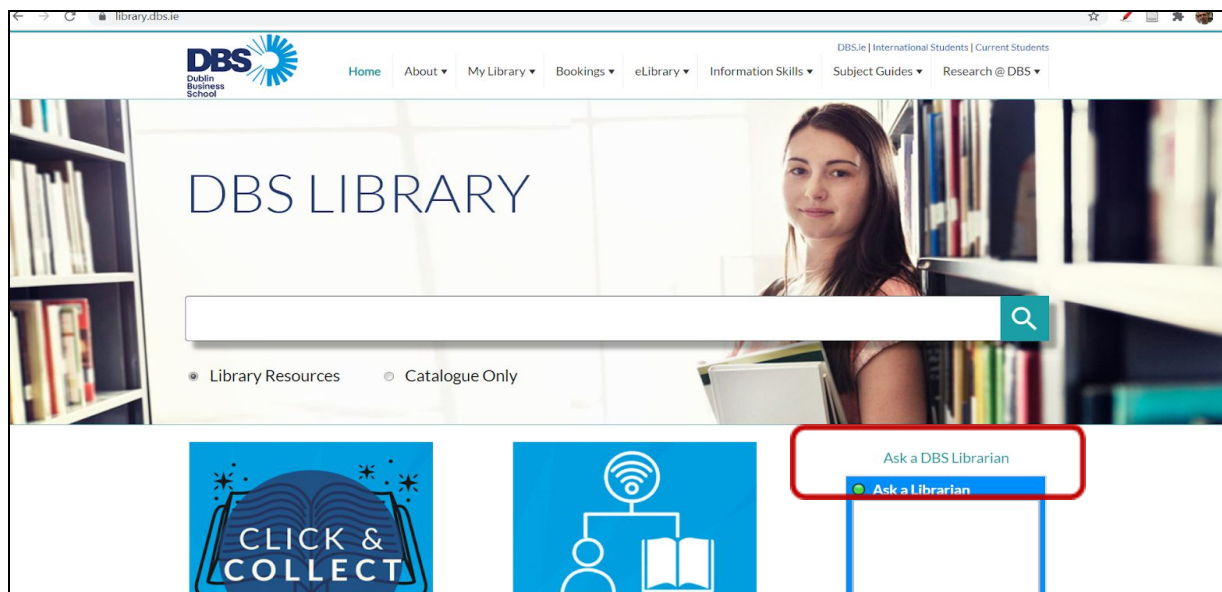
The screenshot shows the homepage of the DBS eSource website. The browser address bar displays "esource.dbs.ie". The page features the DBS Dublin Business School logo at the top left. Below the logo is a navigation bar with "DBS eSource Home". The main content area is titled "Welcome to DBS eSource" and includes a descriptive paragraph about the repository. A section titled "Communities in DBS eSource" lists various categories such as "Bachelors Final Year Projects", "Books/Book Chapters", "Conference/Working Papers/Presentations", "Continuous Assessments", "DBS Library Press", "Higher Diploma Final Year Projects", "Institutional Archive", and "Journal Articles". On the right side, there is a search bar and a "BROWSE" section with a list of categories, including "All of DBS eSource" (highlighted in blue), "Communities & Collections", "By Issue Date", "Authors", "Supervisor", "Titles", and "Subjects". Below this is a "MY ACCOUNT" section with "Login" and "Register" buttons, and a "DISCOVER" section with "Author" (highlighted in blue) and "Library, DBS (63)" options.



## Other Library Services and Resources

The Library has a comprehensive website: <http://library.dbs.ie/>. Other resources and services available on the website include:

- Various library guides.
- Information on reference management software.
- *Ask a DBS Librarian* instant messaging chat service.
  - Library users can chat live for free via this instant messaging service (as highlighted below).
- Frequently Asked Questions (FAQs) section.
- Subject portals which collate pertinent library resources by subject.



## Opening Hours

The following opening hours apply during **term-time** (including all reading weeks):

### **Aungier Street Library**

Monday: 9.00am – 10.00pm

Tuesday: 9.00am – 10.00pm

Wednesday: 9.00am – 10.00pm

Thursday: 9.00am – 10.00pm

Friday: 9.00am – 9.00pm

Saturday: 9.00am – 5.00pm

*Open on Sundays and bank holidays in the run  
up to exams*

The following opening hours apply during **summer-time**:

### **Aungier Street Library**

Monday: 9.00am – 8.00pm

Tuesday: 9.00am – 8.00pm

Wednesday: 9.00am – 8.00pm

Thursday: 9.00am – 8.00pm

Friday: 9.00am – 5.00pm

Saturday: 9.00am – 5.00pm

*Closed on Sundays and bank holidays*

Please consult the Library calendar available under the 'About the Library' tab on the Library website.

## Contact Details

### Library Staff:

Matthew Kelleher  
Head Librarian  
Email: [matthew.kelleher@dbs.ie](mailto:matthew.kelleher@dbs.ie)  
Tel: 003531-457571

Jane Buggle  
Deputy Librarian  
Email: [jane.buggle@dbs.ie](mailto:jane.buggle@dbs.ie)  
Tel: 003531-4170667

Trevor Haugh,  
Information Skills Librarian  
Email: [trevor.haugh@dbs.ie](mailto:trevor.haugh@dbs.ie)  
Tel: 003531-4170611

Aungier Street Library Information Desk 00353-1-4177572

**Email:** [library@dbs.ie](mailto:library@dbs.ie)  
**Website:** <http://library.dbs.ie>  
**Twitter:** @DBSLibraryTwits  
**Library Blog:** <http://dbslibrary.blogspot.com/>

## Appendix

### List of Databases

*A full description of each database is provided on the Library Website*

A to Z electronic journal list	LISTA (Library, Information Science and
Academic Search Complete	Technology Abstracts with Full-Text)
Business Source Complete	Mintel
Computer and Applied Sciences Complete	Passport (Euromonitor)
EBSCOHost Discovery Service	PEP Archive
EBSCOHost Integrated Search	PsycARTICLES
Emerald	PsycINFO
Film and Television Literature Index	Proquest
GreenFile	Regional Business News
Hospitality & Tourism Complete	SocINDEX
JSTOR	VLE ebooks
JustCite	WARC
Justis	Westlaw UK
	Westlaw IE

**Disclaimer**

Please note that login details provided by DBS Library to various library resources should not be disseminated to faculty and students not registered on the BAAF programme.