

# MBS Library Service

## Introduction to eResources



## eResources : Getting Started

### Getting Started: MBS Library Website

Manchester Business School students can access to a wide variety of electronic resources including electronic books (ebooks), leading academic electronic journals (ejournals)/business publications and an extensive collection of business research databases and specialist financial datasets. Many of these are available online from the MBS Library website, select **eResources** from the grey menu bar on this page:

- <http://www.mbs.ac.uk/library>

### Getting Started: Types of Electronic Resources

- **Ebooks:** an expanding collection of titles available via the Library catalogue
- **EJournals:** search our A-Z of electronic journal titles or conduct a subject search across ejournals databases
- **Business Research Databases:** a wide range of analytical and statistical research providing a wealth of information including international company & financial market data, market analysis, economic/socio-economic data and news.

### Username and Passwords

Some of the databases are available to access directly on-campus, many require authentication for both on/off-campus access using either your **University Central username and password** or an individual **Special username and password**.

#### University Central username & password

- This is a unique ID confirming you are a registered student at the University of Manchester.
- To access databases which need a central username and password, you must make sure you have activated your University IT account.
- Enter your **University Central username & password** when prompted.

#### Databases with Special usernames and passwords

- Some databases require a specific or special username and password. A list of these can be found on the Library's passwords page.
- When prompted follow the **special username and password** link and log in to the Password page using your university username and password.
- Scroll down the list to find the username and password that you need.

# E-Resources – Searching

## How to find and access an electronic book

- From [www.mbs.ac.uk/library](http://www.mbs.ac.uk/library)
- Click on **eResources** (on the grey menu bar) then on **Library Catalogue**
- Type a search term (e.g. “marketing”) into the **Keyword** box.
- To get **only** e-book results, use the **More Search Options** and select **Electronic Resources** from the **Collections** drop down menu.
- Select **Search** to view results of titles matching your search criteria including any books available as e-books.
- Select a title record and you will see an **e-book link** (e.g. **Dawson e-book**).
- Select the link to access the e-book and enter your central university username and password.

**Note:** E-books are copyright protected. Viewing, printing and downloading options vary across the different e-book providers.

## How to find and access a Database

- From [www.mbs.ac.uk/library](http://www.mbs.ac.uk/library)
- Click on **eResources** (on the grey menu bar) then **Databases**
- Select a topic e.g. **Market Research** from the list of choices on the menu to the left of the page to see available Library databases, in this case for market research
- Select any database to view further information and details of how to access (on/off campus)
- If you are not at the Business School click **Off-campus access**, then enter central university username and password **or** get the special username and password from the Library password page first (see above)
- Then select the database you need and enter details
- If asked, accept any terms and conditions of the databases and you are ready to go

## How to find and search electronic journals & journal articles

- From [www.mbs.ac.uk/library](http://www.mbs.ac.uk/library)
- Select **eResources** then **E-Journals**

### Searching for a Specific Journal Title: A-Z Journals

- Use the **A-Z Electronic Journals** to check if a journal is available as an ejournal or to search for a particular journal title E.g. Type **Harvard Business Review** into the Search Box and select **Search**.
- The results will show details of which database has the journal. Where there is more than one result, use the dates to guide you to find the date you need. In this case **Business Source Premier** database provides articles for Harvard Business Review from 1922 to the present.
- Click on the database link eg: **Business Source Premier** and if you are off-campus enter your central university username and password.
- Either search inside the publication or browse for issues from the journal, usually listed by year, volume and issue. Full text articles can be downloaded (as html or pdf), printed or emailed.

### Searching for Journal Articles on a Subject/Topic: Journals Databases

- Select a database from the choice of journals databases, for example: Business Source Premier, Proquest etc.
- Log in to the database using either on-campus or off-campus access. As always, off-campus access requires your central university username and password.
- Search for articles using keywords in the title/abstract or subject fields.
- Articles available in full text can be downloaded (html/pdf). Where articles are not available in full text click on the purple **FindIT at JRUL** button to check if its available in full text on another ejournals database.

## Research support & contact details

### Research Skills Training

Subject specific and individual database training is provided throughout the year. We provide training in a wide variety of subjects & resources which will help you to develop your research & information retrieval skills.

Details of current and forthcoming training will be forwarded to you and details will be posted on the MBS Library website.

- <http://www.mbs.ac.uk/library>

### Database and Subject Guides

Individual database and subject specific database guides are available to download from the library website.

See also the “**Library Services**” section of the MBS Postgraduate and Undergraduate Intranets.

#### Postgraduate Intranet

- <http://intranet.mbs.ac.uk>
- See “Library Service”, “User Support”

#### Undergraduate Intranet

- <http://ug.mbs.ac.uk/intranet>
- See “Library”, “Finding Information”

### Further Support

A full research and enquiry service is available across the Eddie Davies Library & Precinct Library during core hours. You can contact us in person, or alternatively by telephone or email.

#### Eddie Davies Library

Manchester Business School (West)  
Booth St. West.  
Manchester  
M15 6PB  
Telephone: +44 (0)161 275 6507

#### Precinct Library

Manchester Business School (Crawford House)  
Oxford Rd.  
Manchester  
M13 9QS  
Telephone: +44 (0)161 306 3200

Email: [libdesk@mbs.ac.uk](mailto:libdesk@mbs.ac.uk)  
Web: <http://www.mbs.ac.uk/library>

Alternatively try our Business Answers 24/7, a searchable database of frequently asked questions on business and management topics, or consult Business Research Plus for specialist data/research tips and advice:

**Manchester Business Answers 24/7:** <http://go.mbs.ac.uk/bizlib247>  
**Business Research Plus:** <http://bizlib247.wordpress.com/>



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