

MBS Library Service

Welcome to your library



About the library

Introduction

MBS Library Service, is part of the John Rylands University Library (JRUL), one of the best resourced academic libraries in the UK. The service supports the teaching, learning & research activities of MBS and operates primarily from the Eddie Davies & Precinct libraries.

Access to an extensive collection of electronic journals, leading business research databases and support services are available online from the MBS Library Service website:

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

Eddie Davies Library

Postgraduate Research

- Relaxed, climate-controlled study environment.
- Dedicated "Finance Zone" provides access to leading financial data-sets such as Bloomberg & Datastream.
- Specialist collections of printed business & management materials.
- Access to extensive archive of printed research materials dating back to 1950s.
- Wireless internet access, PC clusters & printing & photocopying facilities
- Group seminar rooms with PC's, interactive whiteboard and projection screens.

Precinct Library

Postgraduate/Undergraduate

- Relaxed study environment, with access to numerous individual / group study spaces, and "time-out" zone.
- Access to leading financial datasets Datastream & Bloomberg
- Large, diverse collection of business & management texts plus a wide range of social science related material.
- Wireless internet access, PC clusters, printing & photocopying facilities
- Group seminar rooms with PC's and projection screens.

Undergraduate students may request to borrow unique items held in the Eddie Davies Library via the Precinct Library.

Opening hours:

Opening hours vary throughout the year and are available via the MBS Library Service website.

Core term time opening:

Eddie Davies Library

Monday – Friday: 09:00 – 22:00
Saturday: 10:00 – 20:00
Sunday: 13:00 – 18:00

Precinct Library

Monday – Friday: 09:00 – 20:45
Saturday: 10:00 – 18:00
Sunday: 13:00 – 18:00

***N.B. The Main Library operates 24 hour opening during selected periods.
Please check the JRUL website for opening hours of other JRUL libraries
www.manchester.ac.uk/library/aboutus***

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

Using the library

University ID Card & Library PIN

Your University of Manchester (MBS) ID Card is also your library card. Your 4 digit PIN can be obtained via your Student Portal or speak to a member of staff at any JRUL library. Use your ID card & PIN to:

- Access MBS Buildings, Eddie Davies Library, Precinct Library and other JRUL libraries.
- Access and check your account online.
- Borrow, reserve or renew books.
- Use self-issue & return machines.

Locating & borrowing books

- The library catalogue, available via the MBS Library website, provides details of items held in all JRUL libraries.
- Take a note of the library site, location and shelf-mark to locate the item; ask a member of staff if you need help.
- If the item is out on loan place a reservation using the **“Reserve this item”** feature.

- MBS Doctoral Students: 40 books
- MBS MBA/Postgraduate Students: 25 books
- MBS Undergraduate Students: 20 books

Your Library Account

Use the **“My Account”** feature on the Library catalogue:

- View current/previous loans and reservations
- Renew loans
- View any recall notices to return books
- View any outstanding overdue charges
- Update your contact details
- Change your 4 digit PIN

Access to **“My Account”** requires your Library ID & 4 digit PIN. You can also view details of your library account via your Student Portal.

Other Services

- **Printing:**
Eddie Davies Library: Printing facilities are managed by MBS IT. Top up print credit using the desktop icon on any MBS cluster PC (or online via the MBS IT Services Intranet).
Precinct Library: Printing facilities for the Precinct and other JRUL Libraries are managed by Manchester University IT. Use the payment machine or top up online via the student portal.
- **Photocopying:**
Your ID/Library Card can be used to photocopy at copiers in all JRUL Libraries. Activate and purchase photocopy credit at any library. Copying is charged at 6p per copy; rates vary for A3, colour etc
- **Library Seminar Rooms**
Group seminar rooms with full AV facilities are available within both libraries. Precinct rooms can be booked online via the Student Portal. Contact the Eddie Davies Library to make a room booking.
- **Document Supply Service**
If an item you require is not held anywhere in JRUL you can apply to obtain it from another library using the Document Supply Service. Complete a document supply request form at any library, or download a copy of the form from our website or student portal.
- **Automated 24-hour telephone renewal service**
0161 275 3718 – You will need your library card & PIN number to use this service
- **Using other libraries**
You are eligible to join the **SCONUL Access** scheme which allows you to access other University libraries in the UK. Speak to a member of staff for further details or see the SCONUL website: www.sconul.ac.uk.

Using the electronic library

Library Electronic Resources: Getting Started

MBS students have access to extensive collection of electronic journals, business publications, leading business research databases and specialist financial datasets available both on and off-campus. See the “*eResources*” section of the MBS Library website.

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

Username and Passwords

Many databases are available to access directly on-campus. Off-campus access requires authentication using 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 requiring a central username and password you must ensure you have activated your University IT account.
- Enter your University “Central” username & password when prompted.

Individual / “Special” database usernames and passwords

- Some databases require a specific or “special” username and password. These are held on the library’s password 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 relevant username and password.

University VPN: On-Campus access from home

- For easy access to databases at home download the University of Manchester’s VPN software.
- The VPN will assign your home PC a University of Manchester IP address allowing you to access e-resources as if you were on-campus.
- Further information is available from the University IT Service:

<http://www.manchester.ac.uk/itservices/vpn>

Specialist Financial Datasets: Bloomberg, Datastream and more....

- A number of specialist financial datasets are available via designated PC’s within the Precinct Library or the Eddie Davies Library and booking may be required.
- Please consult with a member of staff via the Enquiry Service for further information on how to access or book these databases.

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

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's 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

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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www.twitter/mbslibrary