# Introducing to E-resources

## Orientation Program

## By

## Swati Bhattacharyya, Librarian

# Where does our collection reside

- On secured Internet sites;

- In our library stored physically;

- In other libraries

- One must check all these points to get hold of a resource;

# Where to start?

- http://library.iimcal.ac.in

- Library catalog

- Electronic resources

- Services

- Collaboration

# Library catalog

- Catalog of library holdings

- Checking your account – what did you issue? When the books will be overdue?

- Register your email with library – we send you an alert 3 days before a book borrowed by you is overdue – it can save you from paying overdue fine; We also send overdue notice once every month. Use all these facilities to avoid paying big penalty;

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# Library Catalog…contd

- Renew books online before the due date  using your account;

- Reserve a book online from your account, you will receive an intimation upon return of the book.

- How to know who has issued a book?

- Again, please remember to register your email with us

-
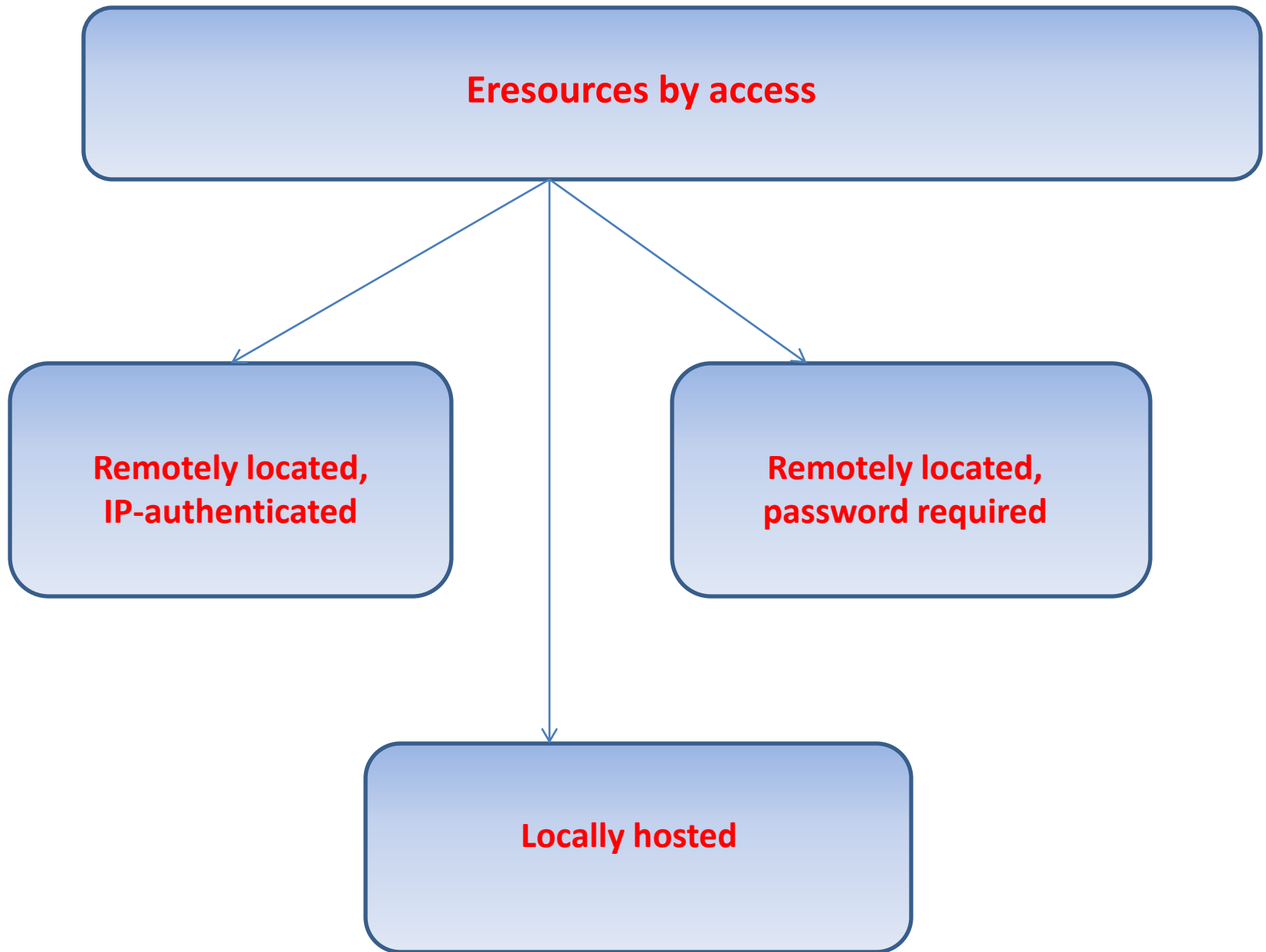
# Getting library account and registering your email

- Getting your library account
  - The account number is printed on your membership card

- Registering your email
  - Send an email to [ruma@iimcal.ac.in](mailto:ruma@iimcal.ac.in) from your iimcal email account. Please write in the subject line your registration number and "request to register email". It is that simple.

# Electronic resources

- Index to books, journals available in the library (catalog);
- E-contents;
  - Index to holdings
  - Databases;
  - E-newspapers;
  - E-journals;
  - E-books;
  - E-reference books;
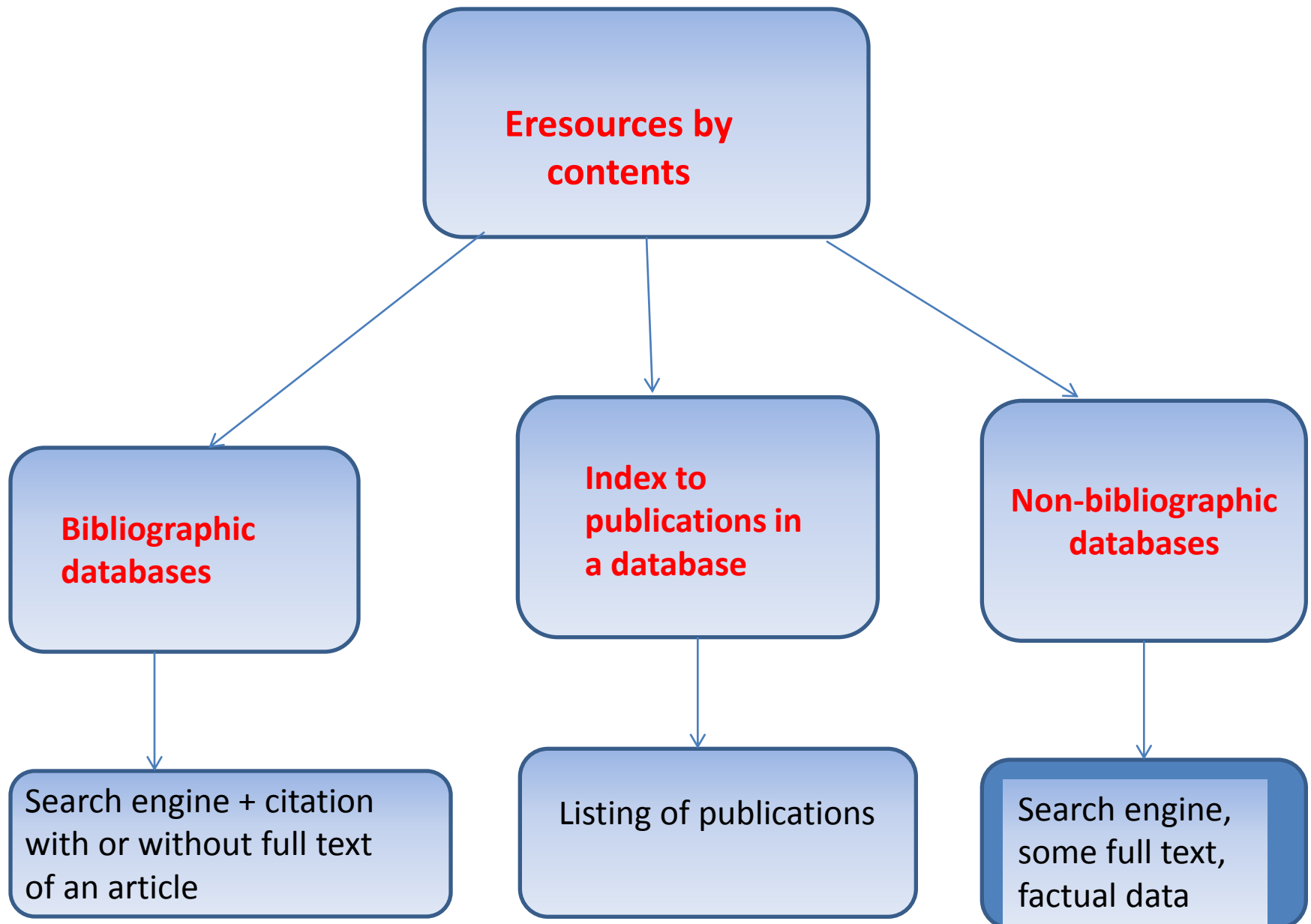  - Other e-contents

# E-resources -issues

- Mode of access; (IP authenticated; user-id and password)

- Simultaneous access;

- Type of content;

# Eresources by access

**Remotely located, IP-authenticated**

**Remotely located, password required**

**Locally hosted**

# Simultaneous access

- Most of our databases can be used simultaneously by multiple users;

- Exceptions
  - Indiastat.com – 2-user access
  - IEEExplore – 1-user access
  - Thomson One Banker – 1-user access (requires user-id and password)

- Attempt to use beyond the permissible number will result in a message which would read like "database already in use"

Eresources by contents

Bibliographic databases

Index to publications in a database

Non-bibliographic databases

Search engine + citation with or without full text of an article

Listing of publications

Search engine, some full text, factual data

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# Non-bibliographic databases

- Business Monitor Online;

- CMIE – entire suite of 7 databases (use HelpDesk facility);

- Capitaline;

- Crisilresearch;

- Euromonitor International;

- IMF Electronic Library;

- India Business Insight Database;

- Indiastat.com;

- Insight;

# Non-bibliographic databases

- ISI Emerging Markets;

- Marketline;

- ReportLinker (made available free of cost to IIMC);

- Thompson One Banker;

- UN Commodity Trade Statistics;

- World Bank Indicators

# Accessing non-bibliographic databases

- You require a user-id and password;
  - Thomson One Banker
- You need to create an account;
  - Crisilresearch, Vault Online Career Library
- You need to click "IP login";
  - Indiastat.com
- You need to configure your computer;
  - CMIE, ISI Emerging Markets
- You can use it straight clicking on the URL;

# Other types of databases

- Career database;
  - Vault online library

- Theses and dissertations;

- Forthcoming conferences;

- Resource sharing;

# How to get support  in using  these databases

- You should never try to go to those sites by using the URLs sent by your friends. You must come to the library portal and use the link. The reason is we have given lot of support information on this portal.

- CMIE – a helpdesk is located inside the library;

- Always read the "Description" first  if you find any difficulty. Wherever vendors have provided any helpline, we have given such details;

- Read "tutorials" wherever available;

- Read "Help" in each of the sites;

# Additional Training

- In our experience, we have found that all of these databases are not very easy to use. Hence some in-depth training may help you in better using these databases.

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- Based on your requirements, we can organize database specific training. Your Library Representative will coordinate for such trainings.  Please contact her.

# Suggestions

- Ensure you have access to all the databases;

- Familiarize yourself with, at least, simple searching of  and data extracting facilities from  these databases;

- Check with your seniors and have some idea about the sequence in which these databases are required in your academic program;

- Approach to the Library Representative for coordinating   a training on those databases which you find complicated;

# Suggestions

- Use "Help" button of all these databases;

- Never defer the learning till last moment. Your knowledge of Google searching may not be adequate for searching efficiently and effectively some of those databases.

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# Bibliographical databases - Types

- Aggregators' package

- Publishers' package

- Archival sites

# Aggregators' packages

– Index journals, newspapers published by many  publishers;

– Generally cover full text for more than 15-20 years (sometimes right from vol 1) and index for more number of years;

– Does not provide full text for all journals indexed;

– Latest issues/advance issues of a journal is not available;

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# Aggregators' packages...contd

- Strong search engine;

- Whatever full text it has, you have access to all;

- Pdf files may be very big – check for size before downloading;

- Publisher may withdraw from an aggregator – in that case publisher leaves lock, stock and barrel – without leaving any trace;

# Aggregators' databases subscribed by IIMC Library

- ABI/INFORM;
- Annual reviews (any research should start here);
- Business Source Complete;
- JCCC;
- LexisNexis;
- Manupatra (specifically for law and related subjects);
- Psycharticles;
- SocIndex
- Westlaw (specifically for law and related subjects);

# Publishers' package

- Each publisher covers its own journals only;
- Back volumes are available for a limited number of years;
- Current issues and forthcoming issues are available;
- Search engines may not be very strong;
- So far, we do not have access to entire journal collection from any publisher – but a subset for selected publishers;
- Publishers want to expand business, so a search result will retrieve many citations – from journals of earlier years or journals beyond subscription – to which we do not have access – they will not show that you do not have access until you hit the "enter user-id" option;

# Publishers' packages

- Elsevier
- Wiley
- Springer
- Taylor & Francis
- Sage
- INFORMS
- **Important – Please note that for each of these publishers, we have access to back files up to a certain year (how to check it?)**

# Archival site

- Mostly like aggregators' sites;
- Search engine may not be good;
- Pdf copies may be very economic in size;
- There may be embargo for 5 years period;
- Very rich back files;
- Only archival site to which we have access is JSTOR;

# When to consult bibliographic databases

- Are you looking for published research works on a subject "supply-chain management" or "communication skills for HR managers"? (you know vaguely or clearly your research topic)

- Bibliographic databases from publishers such as Wiley, Elsevier index articles published in their respective journals;

- To cast your net wide, you should select databases like Business Source Complete, ABI/Inform, SocIndex ;

# When to consult publishers' package?

- When you want to consult a specific journal and its latest issues;

- When you want to keep watch on forthcoming articles in a specific journal – mostly publishers provide advance copies of their journals;

- Note – use of  these packages demands that you know which journal is published by whom;

- An alternate route to use these packages is through the use of index (discussed later);

# Index to databases and when to use

- We have only one product in this category;

- This product is known as "A-to-Z" services;

- This service works like a crawler – it pulls out all the journals/magazines which are covered by a database – say Business Source Complete – and available in full text and then makes an alphabetical listing;

- When to use? – anytime when you have a question – do we have access to the full text of this journal?

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# A-to-Z service – some important characteristics

- Subject option

- Search option

- Search for total list from a source (do we subscribe a title from a specific source? Use Index)

# JCCC – Additional help

- We have subscription to an indigenous service called JCCC. This is a catalog of journal articles held by IIMs, IITs and several other engineering and management schools;

- This facilitates sharing of resources among these participating institutions;

- You can directly place your request, through JCCC, to another organization for copies of articles;

# Best practices for literature search

- Always start with aggregators' packages;

- Complement with searching publishers' packages;

- For citations which do not have full text in your search result, go to A-to-Z services and check if we have access to  the full text of those journals;

- If not found anywhere – consult JCCC

- If not found, consult library catalog – we may have print copies of those journals;

# Best practices...contd

- Register yourself for alert services from different publishers – you will be intimated about contents of new issues of a journal of your choice. This service is free.

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# BIBLIOGRAPHICAL DATABASES
# HELPFUL FEATURES

# ABI/INFORM and Business Source Complete

- Twin databases in the area of Management Science and allied disciplines;

- If you are not interested in news type items, restrict your search from the beginning – select specific subset, limit to scholarly journals only, language etc;

- Read search tips or help;

- Use advance features rather than giving simple keyword search;

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# ABI/INFORM and Business Source Complete .. contd

- These two databases are also connected. Any journal indexed by one without full text can pull full text from other, if available.

- If you are using words, always use associations – proximity within n number of words.

- Prefer emailing article rather than direct downloading

# Accessing your resources when you are away from campus

- Using remote server;

- You need to get a user-id and password;

- Send email, from your iimcal account, to [ruma@iimcal.ac.in](mailto:ruma@iimcal.ac.in), requesting user-id and password;

- You must write, in that mail, what should be your password;

# QUICK WALK THROUGH OUR LIBRARY PORTAL

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