SBS UG Induction – Library: Self-Directed Group Tasks 2019 - 2020

The aim of this tour is to help you to become familiar with key library services and resources. This will help you to carry out your assignments effectively.

- **Task #1**: Find a PC in the Library in the 'CLS workstation rooms' (to enable you to carry out some the other activities)

    - Instructions:
    - Enter the Hartley Library via the turnstiles (you will need to use your student ID card) → walk all the way to the back wall (N.B. which has a sign on it 'Academic Skills Hub') → at the back wall, turn to your right & walk along the corridor & through one door-way → keep walking along the corridor; you will see a sign above the 2nd door-way for 'CLS Workstation rooms' → the 2 CLS workstation rooms are on your left: rooms 2055 & 2061
    - Find a free PC and log into it with your University username and password, to enable you to carry out the next task

- **Task #2**: Find your Library subject page

    - Instructions:
    - Once logged on to a PC open up a web browser and go to http://sussed.ac.uk > log in with your University username and password
    - Select 'Library'
    - Select 'Subject Guides'
    - Select 'Management and Marketing at Southampton Business School'
    - On your library subject page you will find links to specialist subject resources.
    - Name 2 of the 'Key Databases for Literature Searching'

    - We want you to contact us if you have any questions or if you come across something which you think is not working as it should. Go to http://library.soton.ac.uk/home/enquiries to find the ways in which you can contact us .
    - What is the email address for general enquiries?

- **Task #3**: Search WebCat for a specific eBook

    (N.B. WebCat is the Library's catalogue – use it to find books, eBooks, journals and more. Training resources about how to use WebCat can be found here: http://library.soton.ac.uk/tutorials/webcat)

    - Instructions:

- You will find a link for WebCat at http://library.soton.ac.uk/home
- In the WebCat search box, search for this eBook: Bosch, Building chaos in an international comparison of deregulation in the construction industry. ***Top tip: just search for the author's surname & first few words in the title, e.g. bosch, building chaos***
- On the results page you will see a link which says 'ebrary: An electronic book accessible through the World Wide Web; click for access'. Click on this link to be taken to the eBook.
- You then have the option to either 'Read Online' or 'Download' the book

- Open up the book either by Read Online or Download. Go to the chapter entitled: 'Denmark searching for innovation'. What word does the 3rd paragraph start with on p. 73?

- ***Optional extra: there is another key Library resource which you will need to use. This is called DelphiS. It will let you find journal articles. You can find a link to Delphis here: http://library.soton.ac.uk/home and training material here: http://library.soton.ac.uk/delphis   Spend some time searching DelphiS for journal articles on the topic of entrepreneurship.***

- **Task #4a**: Search WebCat for print books on a general topic (corporate finance):

  - Instructions:
  - Go to WebCat (you will find the link on http://library.soton.ac.uk/home)
  - Search for corporate finance
  - On the results page, scroll down until you find a result which says '1 [or more] copy available at Hartley Library'
  - Click on the title of the book in blue
  - You will see a code made up of letters and numbers (e.g. HF 5616.5 ACC) This code is known as the 'Call Number', it is the physical location of the book in the Library building.
  - Make a note of the Call Number – next you will be finding the book on the shelves.
  - N.B. make sure that you do not select a book which is only available as Loan Type = 'Reference' as you will not be able to borrow this
  - You can now log off the PC - you will not need the PC again for the rest of the tasks.

- **Task #4b**: Find the book on shelves:

  - Instructions:
  - To find the physical location of the book in the Library when you have the shelf-mark: go to the flat screen on level 2 (this is near to the entrance turnstiles and is attached to a pillar in the middle of the open space) → select 'Hartley book locations' > select 'Browse call number' > e.g. 'Books H-M' > > you will then see the floor level and location of this book
  - Take a photo of the floor plan to help you > go to the shelves and find the book
  - ***Optional extra: you can also find floor plans for Hartley Library here: http://library.soton.ac.uk/hartley/hartleyfloorplans ***

- **Task #4c**: Borrow the book:

  - Instructions:
  - Once you have found the book on the shelves, take the book and go to the self-issue machines on level 2
  - ACTIVITY: follow the instructions on the machine and issue the book to yourself → take the receipt → follow the instructions on the machine and return the book to yourself → take the receipt. N.B. the book will stay on your account until you return it (if you just leave it in the Library without returning it then your account will be blocked and this will cause you problems! So don't forget to return the book if you don't want to read it!)

- **Task #5**:Academic Skills Hub:

  - Instructions:

  - Go to the Academic Skills Hub (this is found on level 2 – see the sign on the back wall which gives its location.)

  - What are the opening hours of the Academic Skills Hub?

  - Go into the room and either look at the flat screens OR ask for a leaflet which summarizes the services. List 2 of the areas which the Academic Skills Hub can help you with.

  - ***Optional extra: you can also find resources from the Academic Skills Hub online: http://library.soton.ac.uk/sash Spend some time exploring this ***