



MANAGEMENT, IT & GOVERNANCE (MIG) LIBRARY GUIDE

How do I search for Library Material?

You can search for library material using the library catalogue which is accessible online on <http://library.ukzn.ac.za>. UKZN libraries use **WorldCat Local** as its primary search engine. See search box below with brief explanations for each tab:



- | | |
|---------------------------|--|
| iCatalogue | Allows you to search for all types of library material, print and electronic. You may insert keywords, authors' names, titles in order to search. Remember when you search at this point you are searching worldwide. Items that can be found in UKZN libraries will be listed first. |
| iDiscovery | Enables you to search for electronic materials (full-text journal articles etc.) from the most popular databases in the drop down menu (e.g. ScienceDirect, Taylor & Francis, Proquest etc.) |
| eJournals/Articles | This is an important search tab for when you need to find specific journals within your area of study. A simple keyword search (e.g. child abuse) will enable to access every journal with the words child abuse in its title. |
| eBooks | This collection allows you to search for books on a range of topics that the library has subscribed to or purchased for you access. Remember that these items can only be the item in the electronic format. |
| Databases | This tab routes you to an alphabetical listing of each database that the library subscribes to. You are welcome to make an appointment with your librarian for group and/or individual training in order to search relevant databases effectively that are suited to your discipline of study. |
| LibGuides | Each subject (e.g.: Social Work, Psychology, Engineering etc.) has an electronic guide which can assist you to locate information in the library as well as help you engage with the respective Subject Librarian for a particular subject whom you can contact for further assistance in the library. |
| Important Note | Each of the above aspects will be explained and demonstrated in detail at User Education sessions that will be presented at the library. You will be advised about the times and dates. It is vitally important that you to attend these sessions as it will greatly assist you with your research and assignment writing. |
| Off-Campus Acces | to e-resources is via the link http://ezproxy.ukzn.ac.za:2048/login (requires LAN login and password), or by following the off-campus links on the databases list. VPN Client software is also available to enable remote access to e- resources (Support from the ICT expert desk / student helpdesk). |

How do I locate Printed Sources of Information in EGM Library?

➤ **Books - Housed on the 1st, 2nd & 3rd Floors**

Books usually contain fairly general information and often provide good overviews of a subject e.g. textbooks teach the basics of a subject, leaving students to supplement this by wider reading. They are a good place to start when searching for information.

➤ **Journals (J) – Housed on the 3rd and 4th Floors**

A journal is also referred to as a periodical, serial or magazine. It is published regularly (weekly, monthly, quarterly or annually) and is an on-going publication. Journals are very specialized and often deal with only one aspect of the subject field.

➤ **Reference Books (R) – Housed on the Ground Floor**

A reference book is kept in a library for reference purposes, so that people can refer to it for a piece of information i.e. the definition of a word or a brief overview of a topic. Examples of reference books are encyclopaedias, dictionaries and handbooks. They are useful starting points for new assignments and research projects.

➤ **Standards Collection – Housed on the 4th Floor**

Standards are technical sources of information. They are arranged on the shelves according to the standard number provided by the issuing body e.g. SANS 10164

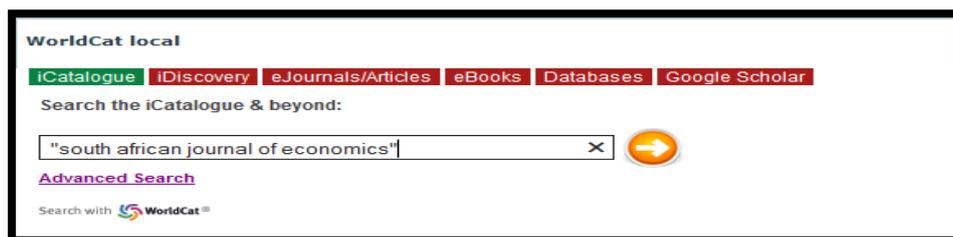
➤ **Theses (T) – Housed on the 3rd Floor**

A thesis is an account of individual research carried out at masters or doctoral level for the purpose of earning a higher degree. Theses cover extremely specific fields, and usually contain useful lists of references. Some theses are also online at ResearchSpace, the UKZN institutional repository for research.

Important Note:

- At the EGM Library use the information boxes to locate the respective floor you are looking for. These boxes are found on the ceilings outside the lift area on each floor.
- At this link you will find basic and advanced search tips which will help you find information http://cdn.sabinet.co.za/images/worldcatlocal/UKZN/WorldCat_local_Manual_UKZN2015.htm
- You may browse for books and journals at the following Dewey Decimal Class number:
 - Economics 330
 - Entrepreneurship 338.04
 - Finance 332
 - Human Resources management 658.3
 - Management 658
 - Marketing 658.8

FINDING JOURNALS AND JOURNAL ARTICLES @ UKZN VIA WORLDCAT LOCAL



1. Does the Library have a particular journal in print or online access?

The iCatalogue Option

- Search the [iCatalogue](#) and enter the exact title of the journal as follows: "South African Journal of Economics" (in double inverted commas) and then from the left hand side of the results screen tick in the Format box called 'journal, magazine'. Both print holdings (click on 'Availability') and online access (click on 'View now') at the end of the result details will be indicated where either or both formats are available.

The Advanced Search Option

- The '[Advanced search](#)' option can also be used. Use the 'title' option offered in the search box. Narrow your search to 'University of KwaZulu-Natal library' or a specific campus library and choose the format 'journal/magazine' from the drop down list.

The eJournals/articles Search Option

- Choose the [ejournals/articles](#) option. Then click on the orange button next to 'eResources A-Z'. Under the 'Search' tab select the 'Journals' option. Type in the journal title (example British Journal of Psychology, and in the 'search type' box select 'starts with' and then 'search'. Click on the 'full text available' option at the results screen. If the journal is available in more than one database, choose one. Note the 'coverage' under each database which gives you an idea of the availability. (Do not choose 'Electronic collections online' or Wiley as these are not available to UKZN).

2. How do I find electronic journal articles on a topic?

- Search [iCatalogue](#) and once at the results page, limit your search to 'Articles' under the Format option from the left hand side of the screen. Choose the 'downloadable articles' option if you want the full text ones only. This search option will provide you with a range of articles but may be limited. Click on 'view now' to retrieve the article. You may have to select from a range of databases that the article is found in. Click on view 'full text'. Remember you will be required to insert your username and password on your first search before you can obtain the article.
- Search [iDiscovery](#) and select one of the databases offered (Academic Search Complete is a good starting point as it is multidisciplinary in coverage).
- Search [Databases](#). Choose a database from the A-Z list. This option does presume you know which database is best for your purposes. The Databases A-Z list is also available under the Electronic Resources option on the Library page toolbar. Make careful note of the 'SubjectList' link on the databases list. This will take you to databases according to specific subject areas.
- Search [Google Scholar](#). This is a subset of Google and an international index to scholarly literature including journal articles, across all disciplines. Where articles are freely available or paid for by UKZN, the full text will be available.

3. How do I find out if a particular journal article is available online?

- Choose the [ejournals/articles](#) option. Then click on the orange button next to 'eResources A-Z'. Click on the 'Articles' option. Fill in the details of the article and the journal in the appropriate boxes.

**A SELECTION OF PRINT MANAGEMENT, IT AND GOVERNANCE (MIG) JOURNALS
AVAILABLE IN THE EGM LIBRARY**

Journal title	Shelf Number
Crossborder : the Economist Intelligence Unit's journal of multinational management	J 658.18 C7
Human resource management	J 658.3 H8
International management digest	J 658 I5
Management news	J 658 M16
Management research news : a research reporting service for practicing managers	J 658 M15
Personnel management plus / Institute of Personnel Management	J 658.3 P25
Public administration and development: an international journal of management research, and practice.	J 350 P8
South African journal of business management	J 658 B2
Empowerment in organizations : an international journal	J 658.3152 E5
Personnel	J 658.3 P2
The journal of business strategy	J 658.401 J6
Workforce : the business magazine for leaders in human resources	J 658.3 P23
Canadian journal of economics and political science.	J 320 C1
Crops and markets : a statistical and economic review of South African agriculture by the division of economics and markets	J 338.1868 C7
Economics & Philosophy.	J 330.1 E2
Journal of world trade: law, economics, public policy.	J 382 J6
Quarterly journal of business and economics	J 330.973 N2
Rethinking Marxism: a journal of economics, culture and society.	J 335.43 R2
Review of development economics.	J 338.9 R2
Review of radical political economics	J 330.973 REV
RSA policy review	J 320.968 R7
Journal of business finance	J 657 J62
Financial data analysis	J 338 FIN
Financial mail.	J 330 F4
Financial stability review	J 332.1 F4
Financial data analysis	J 332.2 F1
Global trade : news for South African exporters	J 382.6 G5
Retail survey : quarterly analysis of consumer activity and trends	J 330.968 T7
The journal of international trade and economic development.	J 382 J62

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