Library databases and information retrieval
Autumn 2016

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Hanken library
Today’s program

» Hanken library’s resources
» Hanna
» Finding articles
» Information search tips and methods
Library’s resources

» Everything (almost) is found in Hanna!
  » Books
  » E-books
  » Journals
  » Articles
  » Databases
  » Theses
» Subject guides in English
» Helps you find library’s resources
» Language guides
> academic writing and dictionaries
» Check them out:
http://libguides.hanken.fi/allguides
Library’s website

The link to library’s page can be found on Hanken’s website.

In Hanna you can find all our print and electronic material.

You can enter your search words here.

Search service for printed and electronic material.

Services:
- Library search tool Hanna, printed and electronic resources
- Our databases are presented in the Search menu

Information for:
- Researchers
- Teachers
- External customers
- Haris users

Tools:
- Hanken reference guide and other writing tools (RefWorks, document templates) are presented in the Write menu
- Our courses spring 2016

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Search books in Hanna

Limit your search results by type of material, publishing year etc.
E-books

» Borrow e-books and read them online or download them to your device

» Rules vary but the loan period is usually 6-13 days

Other recommendations

» FT.com- read Financial Times online for free
  » Register via this link:
    https://registration.ft.com/corporate/signup/timrfl2aiq38BO#sthash.As0z0XVXZ.dpuf
  » Create your account while you are using Hanken network (wifi)

» Kauppalehti Online
  » Register with your Hanken ID
  » Access to Markkinanutiset, Lehti, Pörssi and Uutisarkisto

» PressReader
  » Daily newspapers from around the world
  » Log in with your Hanken ID
  » Find PressReader from Hanna
Information retrieval

Finding articles and other (electronic) material
Finding articles

» Hanna Discovery Service
   » Lots of material available under electronic material
   » Not all the databases are included in electronic material
   » Additional search in “Ebsco and OECD”

» Article databases accessible from Hanna
   » Business Source Complete (EBSCO)

» Google Scholar
   » Articles that are subscribed by Hanken are accessible even via Scholar
Need to find one specific article?

» Start your search in Google/Google Scholar

» Google search is good if some information is missing

  » Change your settings in Scholar so that you can access material that is subscribed by Hanken (choose “settings” and then “library links” on the left and search for “Hanken”)

  » Changing the library link setting requires Hanken login!

» If the article is not available in Scholar, check Hanna

» Search the journal (where the article was published) in Hanna

  » Is it available online through some database?
Change your settings in Scholar

Scholar Settings

Search results
Languages
Library links
Account
Button

Show library access links for (choose up to five libraries):

<table>
<thead>
<tr>
<th>Library Access Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g., Harvard</td>
</tr>
<tr>
<td>Swedish School of Economics and Business Administration - Fulltext at Hanken</td>
</tr>
<tr>
<td>Hanken School of Economics - Full text at Hanken</td>
</tr>
<tr>
<td>Open WorldCat - Library Search</td>
</tr>
</tbody>
</table>

Online access to library subscriptions is usually restricted to patrons of that library. You may need to login with your library password, use a campus computer, or configure your browser to use a library proxy. Please visit your library’s website or ask a local librarian for assistance.

To retain settings, you must turn on cookies

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Need to find articles from a specific journal?

» Go to Hanna
» Search for the journal and limit to “journal title”
» If available online, click on the name of the database
» Choose a specific issue that you would like to see
Search for a specific journal

Link to the database where the journal is available
Choose a year and issue
Need to find articles on a specific topic?

» Easy option but less quality control: Google Scholar
  » Contains articles but also lots of other material like conference presentations, book chapters, etc. It can be difficult to evaluate the quality

» Good and quick results: Hanna electronic material
  » Material from some big databases (EBSCO) is not fully included

» More thorough results: Database groups in Hanna
  » Much more results but search options are not as good as in article databases

» The best option: search in a specific article database
  (Business Source Complete by EBSCO is recommended)
Google Scholar

» Search engine for scholarly literature
» GS does not contain everything that is in the databases
» Use the database interface for more precise searching and advanced search features
» Activate Library links in GS for full texts via SFX (when outside of Hanken’s network)
» Ok to use, but do not rely only on GS
  » Cited by 116 Related articles
Hanna tabs explained

Here you can search articles in Ebsco and OECD databases. They show in the articles tab only if they are also available elsewhere. Alternatively search directly in the database.

Order books from National Repository Library to Hanken (for free)
Find a database in Hanna

Enter the database
Article search options explained

» Option 1: Search in Hanna "articles and more" AND run the same search in Ebsco Business Source Complete through Hanna

» Option 2: Combine Hanna "articles and more" with searches directly in Ebsco Business Source Complete (nicer features!)

» Additional activities:
  » Search also in Google Scholar
  » Search directly in other article databases

NB! Log in to Hanna when searching outside Hanken!
Article databases available through Hanken

» EBSCO Business Source Complete
» EconLit (ProQuest)
» Emerald Journals
» SAGE Journals Online
» ScienceDirect (Elsevier)
» Springer Link
» Wiley Online Library
» Westlaw (law database)
Citation databases

» Who cites whom?
» To find related sources.
» A way of finding important (meaning: much cited) articles / researchers.
» To trace publications (articles) by important researchers.
» The development of a research field?

» Web of Science (WoS)
» Scopus
  » Narrow by Research area (or the like)
  » Not restricted to a certain publisher (as i.e. Emerald, Sage)
  » Reference databases, but access to fulltexts via SFX
  » Used also to track journal impact factors (JIF)

» Google Scholar
  » Be critical!
  » Also cited books.
Other databases

» Financial and company information:
  » Datastream
  » Orbis
  » Thomson One
  » FactSet
  » Research Insight/Compustat

» Statistics:
  » Statista

» More information from your teacher or Staffan Dellringer in the library!
Search words/Search methods

Example database EBSCO Business Source Complete
Combine search words

Choose where the search words should be (abstract is a good way to limit your search)

Do NOT limit to full text

Limit to scholarly journals if needed
Subject terms

» Describes the contents of a book / an article when indexing a database

» Use as search words to find relevant sources

Thesaurus

» Dictionary for subject terms, a controlled vocabulary

» Words are listed hierarchically (broader, narrower, related terms)

» Some databases have their own thesaurus: Business Source Complete (Ebsco), ABI/Inform (Proquest)
Thesaurus – exemples from the thesaurus in Ebsco

» Thesaurus terms mirrors the history of a research area
» Human resource management USE Personnel management

» In reverse order: EMPLOYEE attitudes Use EMPLOYEES -- Attitudes

» New topics:
Social media SOCIAL media in business SOCIAL media in marketing SOCIAL media in medicine SOCIAL networking Use SOCIAL networks

» Combine thesaurus terms and free text terms (all fields). Remember to adjust the settings!
Search methods

» Phrase search
  » ”human resource management”

» Truncation
  » Blog* > blog, blogs, blogging, bloggers, bloggers’, blogosphere ...
  » See ”Help”, ”Search tips” to find out which truncation symbol to use

» Narrow to a certain search field: subject terms, keywords, word in title etc.

» Combine search words using Boolean operators
  » AND OR NOT

Tip: Use the database’s Help instructions
Combine search words using Boolean operators

» **AND** Both words must be included in the search results. Narrows the search, gives fewer results
  online gaming AND talent management

» **OR** Either word or both must be present in the results. Broadens the search, gives more results. Often related terms
  strategic management OR strategic decision making

» **NOT**: The first word is present, the second one must be excluded
  customer loyalty NOT customer loyalty programmes
Combining AND and OR

» If you combine both AND and OR → put phrases with OR into parenthesis.

  » Database search logic: AND-combinations are read first. By using parentheses you make the database search the parenthesis first.

  dog or cat and show or parade
  (dog or cat) and (show or parade)

  (customer loyalty OR consumer loyalty) AND retail stores
Search tips

» Combine several search words to narrow down
» Limit the search to specific parts of the paper (abstract or title)
» Use quotation marks to search for phrases
» Limit to “scholarly/peer reviewed” articles if needed
» NEVER limit your searches to full text
  » There is a program called SFX that helps you to find the full text version of the article among several databases
  » If the article is not available click the SFX button
I can’t access the material!

» When an article is not available through SFX:
  » Check Google Scholar
  » Contact the library

» When a book is not found in Hanken library
  » Check the National Repository Library through Hanna
  » Check Melinda catalogue to see if any other university library has the book in Helsinki
  » Fill in the form for interlibrary loan
Find Melinda from the library’s home page
Thank you!

Any questions or comments?

Contact the library by sending an email to:

library@hanken.fi