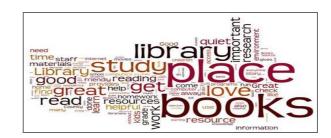
Finding Material in the ILC



inquire, search, discover...

INQUIRE - about library orientation or instruction

ASK - specific subject questions at the Library Services Desk

REQUEST - material & resources on a specific subject

USE - the ILC's online help and guides

Finding... a BOOK

Most books and printed journals are kept on open shelves which means that you can go and collect the items that you would like to see yourself. This also means that you can **browse the shelves** to see other related material.

Using the Catalogue

ABEKT is the library's online catalogue and is the key to locate the items you need for your research and manage your loans. It contains records for printed books, periodicals, dissertations and audio-visual material. Select "Main Catalogue" and use a simple or advanced search to retrieve items you require. Type your search term in the appropriate box.

Make note. When you find the title that you want in the Catalogue, write down the call number and the collection by selecting the "Full labeled display" option. This information tells you where to find the book on the shelves.

Types of collections:

- MNC (Main Collection available for borrowing)
- **RSC** (Reserve Collection for use only within the ILC)
- **SLC** (Short loan Collection dissertations)
- RFC (Reference Collection dictionaries, encyclopedias, conference proceedings, etc)

Go find the title. Follow the signage in the ILC. Labels on the shelves show the subject categories of each collection. On the spine of the books you will see classification numbers. Use the classification number you have written down to locate your specific book.



ILC HELP GUIDES

Finding... a DISSERTATION

Always use the Advanced Search option available on the ABEKT online catalogue.

Type "dissertations" in the *search term* box and select "Subject Heading" from the *index* box. Then type keywords related to your subject of interest to retrieve the items you require.

If you wish to search dissertation on a specific Course (ex. MA in Marketing) type one of the following classification codes in the *search term* box and select "Local Classification" from the *index* box. You will then retrieve only the related to the specific course dissertations.

If you want your results to be limited by department, please type the below keywords as an search term and select "DDC Classification" for the index.

Psychology Department

- BPSY (undergraduate)
- MPSY (postgraduate)

Computer Science Department

- BSC (undergraduate)
- MSET (Software Engineering & Telecommunications)
- MIS (Information Systems)
- MTIE (Technology, Innovation & Entrepreneurship)

Business Administration & Economics Department

- MBF (Banking & Finance)
- MMKT (Marketing, Advertising & PR)
- MMNG (Management)
- MHRM (Human Resource Management)
- MLM (Logistics & SC Management)
- MLTM (Leisure & Tourism Management)
- EMBA



ILC HELP GUIDES

Finding... an ARTICLE

Printed Journals...

Use the ABEKT Online Catalogue to browse through the full list of printed journal titles held by the ILC. Current issues of printed journals are displayed on the "New Arrivals" stacks.

Electronic Journals...

In case you hold a specific reading list of articles or a bibliography on a particular subject, e-journals are a very useful resource.

Click on the STARPlus, the University of Sheffield Library Online Catalogue available at the Library resources for International Faculty web page. Use "Articles & Databases" to access the electronic journals collection and scholarly open access titles.

Open Access Journals...

A growing number of researchers, societies and publishers, especially in the sciences, are developing collections of open access journals and making them freely available to the public. Check the "E-journals" section available on the "Electronic Resources" ILC web pages for further information.

Databases

For an effective research on a specific topic for an assignment, group project or your dissertation you need to use the ILC's electronic resources that ensure desktop delivery of items retrieved from a search. See the "Electronic Resources" ILC web pages for further details.

What to do if you still can't find an item.

- If you do not find the book or dissertation you are looking for on the relevant Stacks check the "Returned Items" shelves where you will find items waiting to be shelved.
- If not there, ask for help at the Library Services Desk as the item may be misplaced or lost.
- If a full text of an item is not available in a database or you have located an abstract from an external source use the "Interlibrary Request Service".

For further help you may reach the Library Services Desk by email at: library@city.academic.gr or anagnostopoulou@city.academic.gr, by phone: +30 2310 538560/961 or in person at the Information & Learning Commons (ILC), 6th floor, Leontos Sofou building.