



Hanken's Library & Information literacy

Orientation Course August 2010

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Hanken's Library offers you:



Information resources

- » Books, journals, dictionaries, encyclopedias, theses, dissertations, company information, statistics ...
— printed and electronic

Services

- » Lending services (borrowing, renewing, reserving, interlibrary loans)
- » Access to electronic resources, in Hanken and outside as distance user
- » Help and guidance in information retrieval and using the databases

Library premises for studying

Information Literacy



“Information literacy is knowing when and why you need information, where to find it, and how to evaluate, use and communicate it in an ethical manner”

(Chartered Institute of Library and Information Professionals 2004)

Information literacy in practice

"Ability to search, handle, critically evaluate, creatively use information in an ethical manner"

Includes computer, media and presenting skills:

- » *searching for information*
- » *preparing information*
- » *producing own material*
- » *using tools for communication*
- » *disseminating information*
- » *using tools for cooperation*

Information literacy in practice



For writing an academic report you need to know about i.e.

- » Where do you find scholarly sources?
- » How do choose — and use — the most appropriate databases?
- » How do you know whether a journal is a scholarly journal?
- » How do you reference properly to used sources (and avoid plagiarism)?

Guidance and help



- » Instruction: Information retrieval in general or in specific databases and IT-tools
- » Individual guidance: Information service (opposite the circulation desk) Mon – Fri at 11-14
- » E-mail service "Contact an information specialist "
- » The Library Web site → "Studies support" - guides for information searching and referencing guides
<http://www.hanken.fi/student/en/studieverktyg>

Information Retrieval Instruction



Exchange Students

Thursday 2.9 at 8.30–10
(407)

Thursday 2.9 at 14.30–16
(407)

Tuesday 7.9 at 14.30–16
(409)

Thursday 9.9 at 16.30–18
(409)

Master Students

Wednesday 1.9 at 8.30–10

Friday 3.9 at 14.30–16

Tuesday 21.9 at 8.30–10

Wednesday 22.9 at 16.30-
18

All in room 407

Text books / Course books

- » A separate area in the library
- » Loan period 7 days
- » Overdue fees 0,70 € / day / text book
- » Reading room copies
 - » Overnight loans
 - » Weekend loans (reservations can be made)
 - » Overdue fees for reading room copies 15 €
- » Some are available as e-books (check in Hanna or web page)

Lending rules at Hanken's library



- » Loan period: text books 7 days, monographs 28 days.
- » Renewals and reservations by logging in to the library catalogue Hanna (library card needed).
- » Reservation fee 1 €. Cancel reservations that are not needed! (otherwise + 1€ for text books)
- » Overdue fees 0,50 €/book/day, text books 0,70 €/text book/ day

The library catalogue Hanna



- » Hanna = printed collections (some e-books included)
 - » Is the book available?
 - » Renewals
 - » Reservations
 - » Library card (free of charge)
 - » Masters – Study card
 - » Exchange – apply by filling a form

The Nelli Portal – the gateway to the electronic resources

- » Electronic journals
- » E-books
- » Dictionaries, encyclopaedias
- » Library catalogues
- » Company information
- » Statistics databases
- » Open access archives



QuickSearch

Pre-defined groups of databases (QuickSets) make QuickSearch an easy way to find information. By clicking on the name of the QuickSet you can check which databases are included.

Choose QuickSet, write search term(s) and click GO.

Note that NOT all databases are available in QuickSearch.

Simple **Advanced**

All Fields And

All Fields



QuickSets

- [Libraries in Helsinki](#)
Search libraries in Helsinki ...
- [Libraries in Vasa](#)
Search libraries in Vasa and ...
- [Open Access](#)
Search Open Access resources
- [Union Catalogues](#)
Search nordic union catalogs
- [eJournals](#)
Search in all eJournals at ...
- [eBooks](#)
Search for eBooks
- [Books published at Hanken](#)
Search fulltext and print ...

Persistent link to this page <http://www.nelliporta>

Opening hours

» Opening hours

Monday-Thursday 9 – 19

Friday 9 – 17

» Information service (opposite the circulation desk)

Monday- Friday 11 – 14



HANKEN

Welcome to the library!