

Library services at Hanken

Master's students orientation days

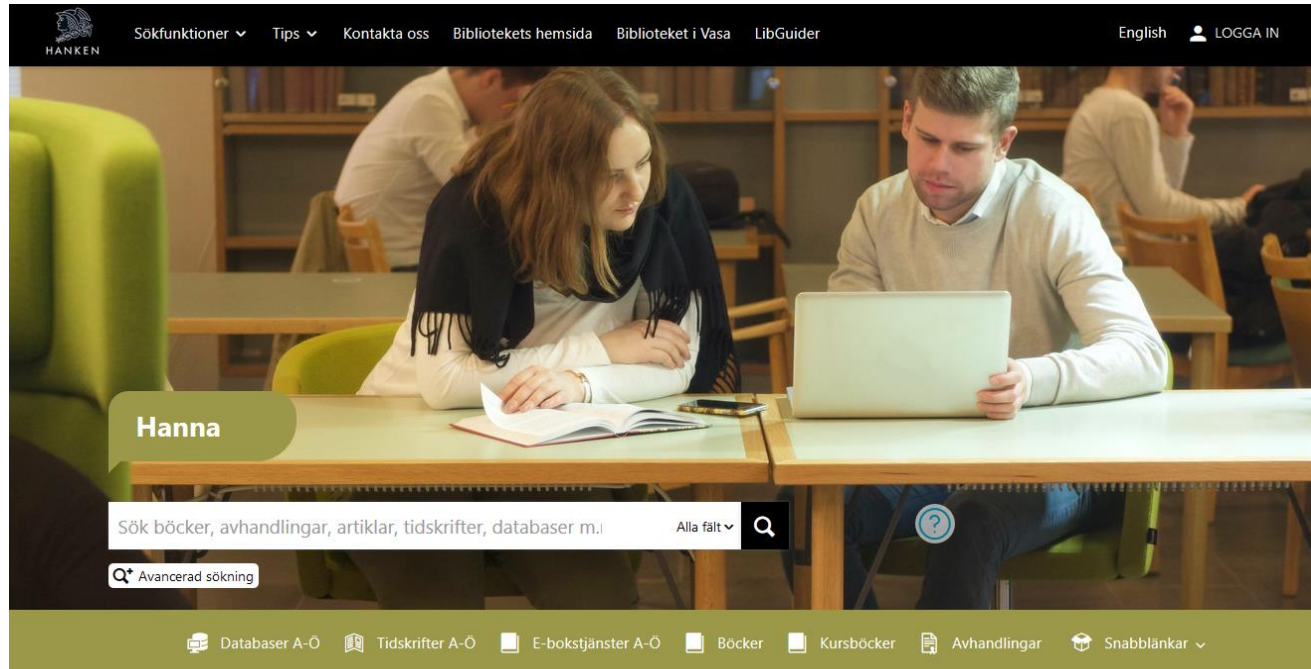
Sarah Hagström, August 27th 2021

Hanken library offers you

- Study material and information resources
 - Books, e-books, journals, dictionaries, databases, company information etc.
 - Printed and electronic
 - Access to electronic resources on remote, 24/7
 - High quality, peer reviewed
- Training, support, guidance
 - information searching, referencing, formatting
- Library premises for studying
 - Quiet reading room, places for individual studies, computer lab



Hanna search service- access our resources



- Both printed and electronic resources
- Access to electronic resources from your home 24/7
- Log in with Hanken-ID to Hanna
- Renew loans, pay overdue fines and make reservations in Hanna
- <https://hanken.finna.fi>



Library

Phone: +358 (0)40 3521 265 (service desk). Email: library@hanken.fi

Accessing electronic resources in Hanna

- Find Hanna from Hanken library page or directly on <https://hanken.finna.fi>
- Start by logging in (HAKA log in, Hanken user-ID)
- Type in your search words
- Results in two tabs
- Use the first tab for finding books, the second tab for finding journal articles



The Library's service Summer 2021

The pick-up service is in use! When Hanken is closed, books can be returned through the book return slot at Hanken's main entrance. More information on the library's service is found in the link below.

[MORE INFORMATION HERE! >](#)

Hanna Vaasa City Library DHanken

Search...

Hanna - Search service for printed and electronic material

Melinda - the union catalogue of Finnish libraries

Week 33

16.08 Mon	Closed
17.08 Tue	Closed
18.08 Wed	Closed
19.08 Thu	Closed
20.08 Fri	Closed
21.08 Sat	Closed
22.08 Sun	Closed

The library is open Monday-Friday 9:00-16:00 for Hanken's students and staff. The pickup service will continue for all external customers.

Login

HAKA login Library card

Haka Login

Log in with Hanken username and password Please connect your library card the first time you login.

When you login with your Hanken user-id you can access licensed content in Hanna.

When you log in using Haka, the service will store your user id, name and email address. Read more about management of personal information on the [Data protection page](#).



Hanken library card

- Apply for the card online - only if you need to borrow books from the library
- Library card is not needed for accessing the electronic resources
- Activate your library card in Hanna
 - Renew loans
 - Make reservations
 - Pay overdue fines
 - Digital library card





Self-service in the library

- Use the check out-machines for borrowing books
- For borrowing you need a library card and PIN code
- When returning books just place the books on the automatic returning shelf next to the service desk
- Book return slot outside the main entrance





Course books

- Loan period 7 days
- Check the availability in Hanna
- Organized alphabetically by the first author's name (or by book's title) on the course book shelves
- Remember to return on time: late book fee 70 cent/day





E-course books

- Some course books also available as e-books
- Find them in Hanna!
- Log in with your Hanken user-ID to read/borrow them
- In the course book shelf: the cassette has a QR code that leads you to the right place in Hanna





Reserve books

- Reserve if not available
- Make a reservation in Hanna
- Arrived reservations are put on hold for 4 working days
- Do not to forget to pick up the reserved items, check your e-mail!
- Observe the reservation fee, 1€/reserved book and 1€/unclaimed reserved book





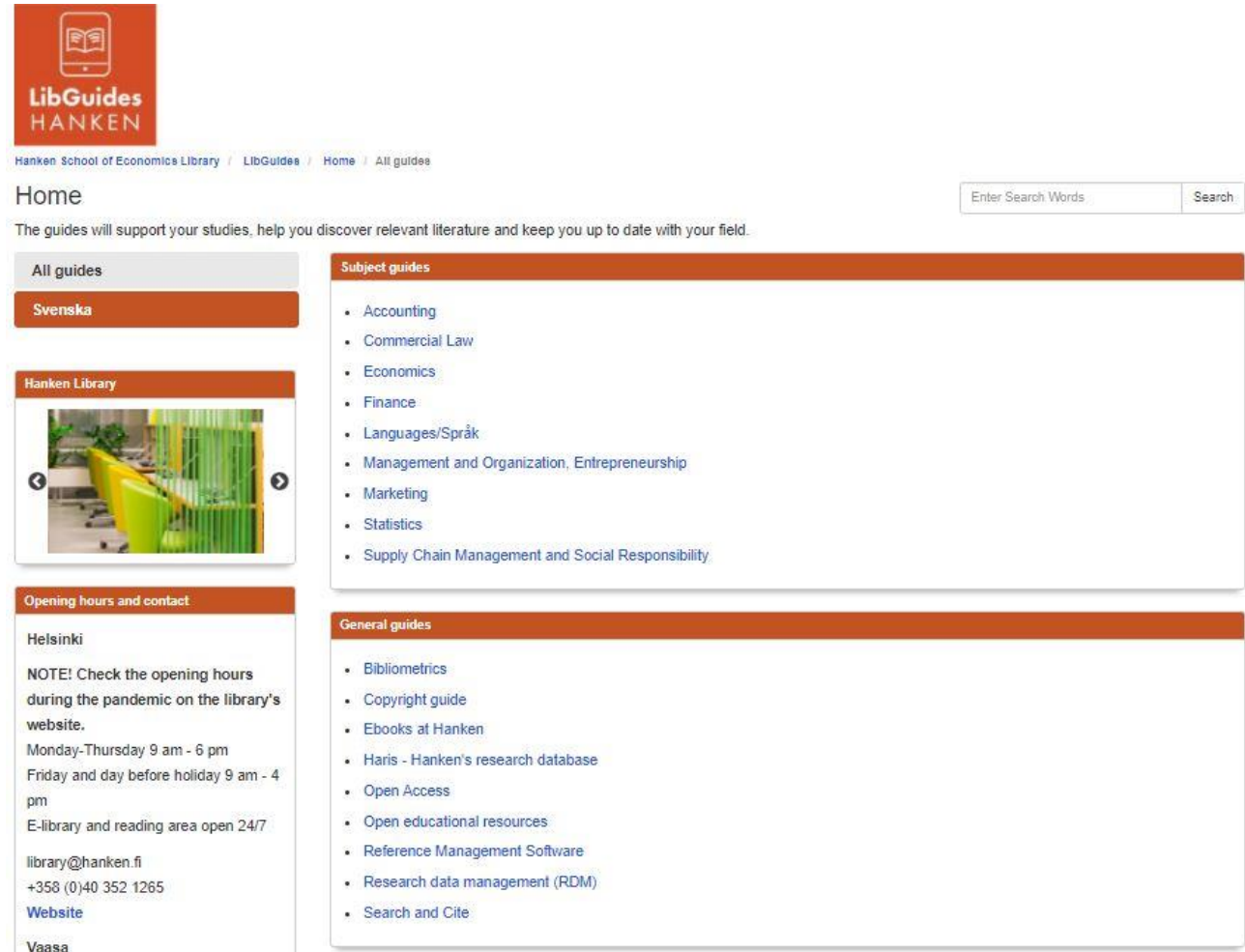
The silent reading room

- No group work allowed
- Reading room copies of every text book available
- Read them in the reading room, borrow for 2 hours, over night or over the weekend
- Reading room copies must be returned by 10 am the following working day (Mon-Fri)
- Fee of 15 € if returning the book late



Libguides – helps you get started

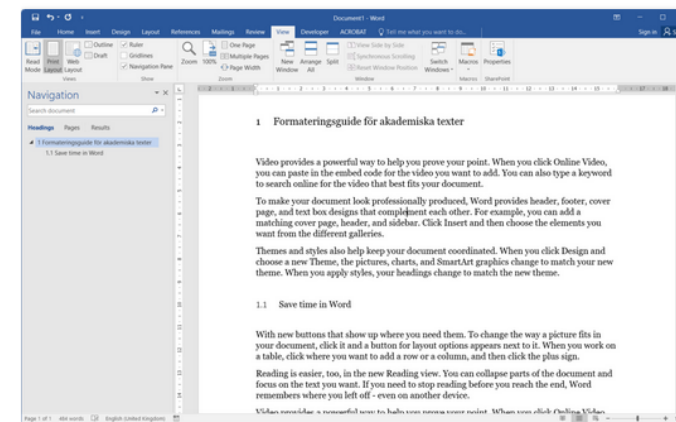
- One stop shop to relevant literature and resources within your field of study
- Guide for new students (library services, search techniques, referencing, copyright...)
- Subject specific guides
- Languages / Academic writing
- Reference Management software
- <http://libguides.hanken.fi>



Formatting guide

- Hanken formatting guide for Word
 - Use the instructions for formatting term papers or your thesis
 - <http://blogg.hanken.fi/formateringsguide/>

Formatting Guide for Academic Texts



Read newspapers, magazines and fiction

- **PressReader**

- Newspapers and magazines from all around the world
- Find link through Hanna, app available

- **Epress**

- Finnish newspapers
- Find link through Hanna, available only within Hanken network (eduroam)

- **Financial Times**

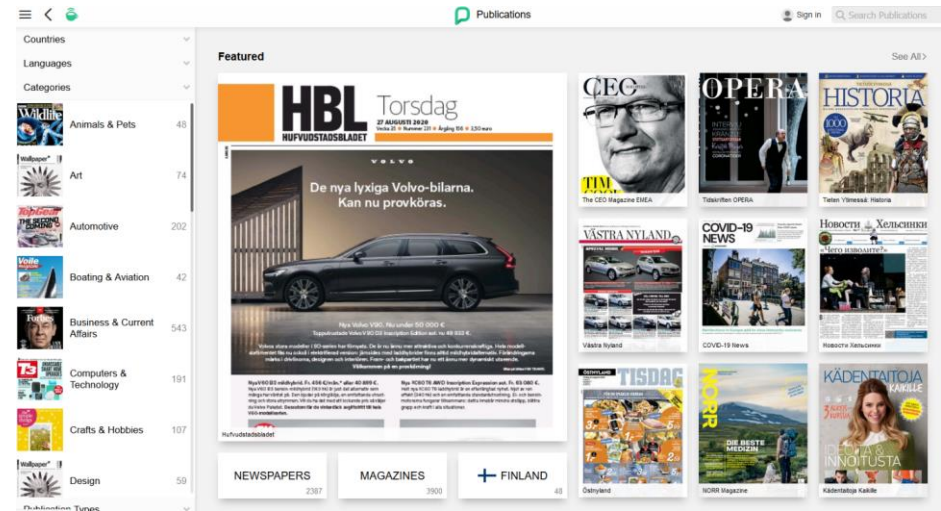
- Log in to <https://www.ft.com> with your Hanken user-id

- **Kauppalehti online**

- Log in with your Hanken user-ID

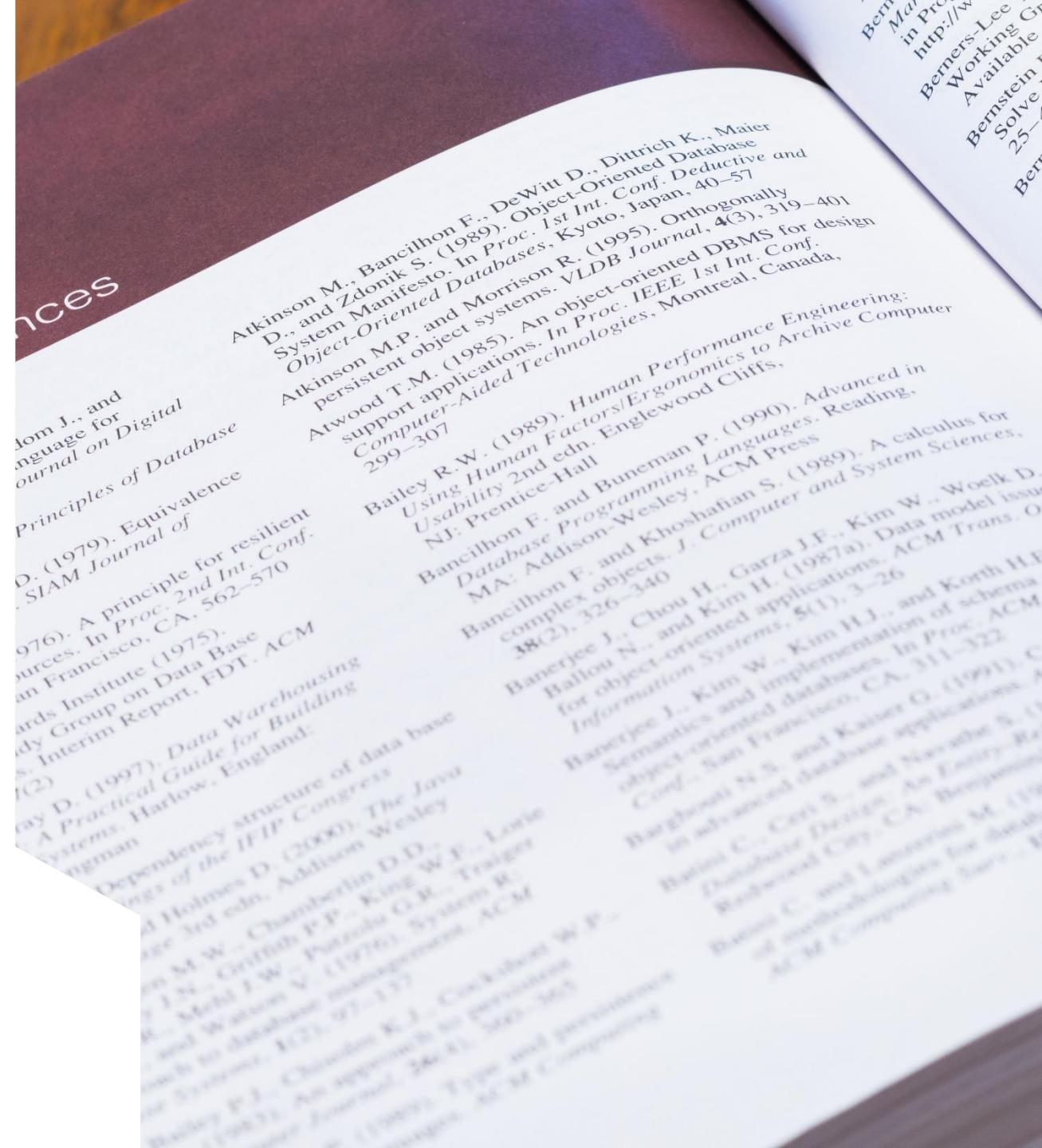
- **Biblio**

- Fiction, mostly in Swedish (e-books and audiobooks)
- Borrow with your Hanken library card number and PIN-code
- <https://hanken.elib.se> or through the Biblio app



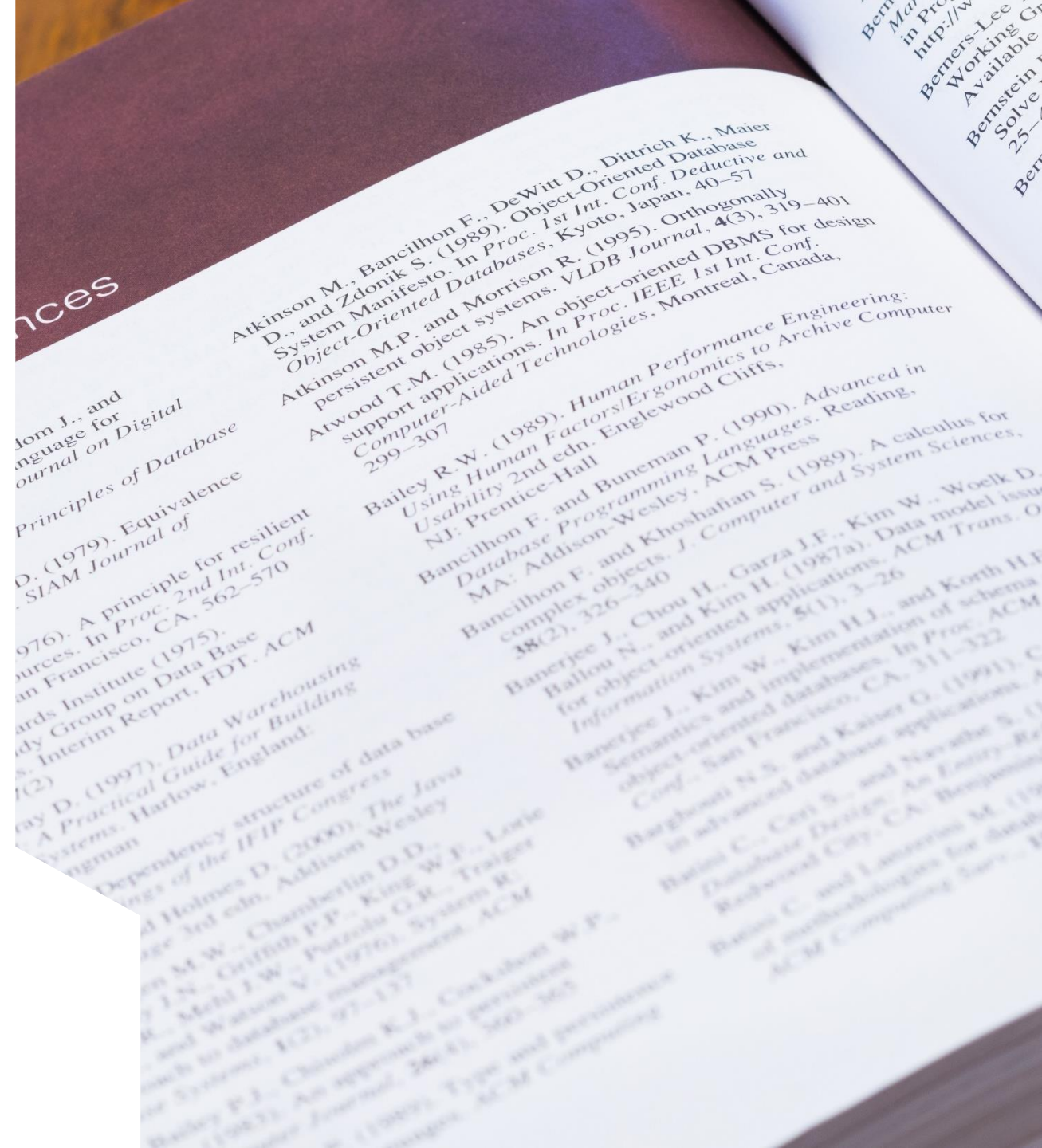
Plagiarism

- Presenting other's work as your own without mentioning the source
- Plagiarism is a kind of theft. In an academic context it is a serious offence
- There are different degrees of plagiarism and each case is dealt with accordingly
 - Hanken's Action Plan against Academic Dishonesty



Plagiarism detection

- Hanken uses plagiarism detection software on papers and all master's theses
- Integrated in Moodle
- Helps teachers discover plagiarism. The plagiarism detection tools compares the student's paper to content on Internet, from publishers and from papers previously uploaded to the software
- Plagiarism detection software
 - Ouriginal (former Urkund) and Turnitin
 - iThenticate





Referencing guide

- Learn to master referencing to avoid plagiarism
- Hanken referencing guide
 - Available in Swedish and English
- <http://blogg.hanken.fi/referensguide/>
- Harvard referencing style

ABOUT THE REFERENCE GUIDE TO CITE DIFFERENT TYPES OF AUTHORS
DIFFERENT TYPES OF SOURCES THE REFERENCE LIST  SVENSKA  ENGLISH

Reference guide



About the reference guide

This reference guide is intended for writing theses and other written assignments at Hanken. The guide follows the Harvard system for reference technique.

You will find examples of how to cite the most commonly types of sources. If you use a type of source not found in this guide, try to apply the citation rules of a closely related type of source. You can also use some of the [guides](#) we have based this guide on. In questions related to language and style, check with writing guides that covers linguistic aspects of academic writing. For technical presentation and layout of written assignments, see the [Hanken Formatting guide for academic texts](#).



INNEHÅLL:

- **About the reference guide**

Different types of sources
The reference list
To cite
Different types of authors



Help and support

- Teaching in academic skills
 - Teams workshops for new Masters students
 - Sessions at some Master's seminars or method courses
- Book a consultation if you need help
 - Referencing, searching in databases, formatting in Word
 - Quantum: help desk and online training sessions
- Guides on library's webpage
 - Libguides, referencing guide, formatting guide



Join library's upcoming workshops!

- Learn to efficiently search for journal articles
 - **Monday 6.9 at 10.15-11.45** in [Microsoft Teams](#)
 - Database tips, how to access full text, search techniques, evaluation of search results
- Referencing: do it right and do it quick!
 - **Thursday 9.9 at 8.30-10.00** in [Microsoft Teams](#)
 - The idea and importance of referencing, how to do it properly according to Harvard, tricky cases
- Introduction to Mendeley
 - **15.9, 12.10, 15.11, 8.12.** More info and registration link: <https://libguides.hanken.fi/referencemanagement>
- Quantum support
 - Online training sessions in financial databases, dates will be announced





Library premises

- Space for individual studies
 - Silent reading room
 - Spaces for working with own laptop
- Computer lab
 - Printing, copying, scanning (buy credits from IB bookstore)
- ~~Group work places~~
 - Autumn 2021: The library recommends you to do all the group work discussions in Teams



Visit or contact the library

- Opening hours: Monday-Friday 9-16, reading area is open 24/7 (use Hanken key)
- Contact us via e-mail: library@hanken.fi
- Use the chat in Hanna
- Book a Teams meeting for guidance
- Find and follow us on
 - Facebook
 - Twitter [@HankenBibliotek](https://twitter.com/HankenBibliotek)
 - Instagram [@hankenlibrary](https://www.instagram.com/hankenlibrary)



Thank you!

