

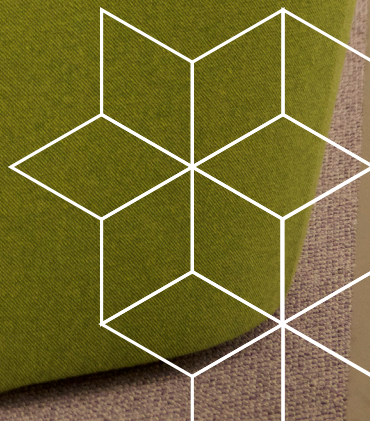


HANKEN



**Library**

[hanken.fi/library](https://hanken.fi/library)



*The Hanken library is open to everyone carrying out studies or research in the field of economics and business administration. It is a hybrid of printed collections, electronic information resources and a wireless study area. All of our services are available or described on the website.*

## FIND RESOURCES

Our information resources can be searched in the discovery service **Hanna** or our **Libguides**. You can search for books, journal articles, theses and more. Books not available at Hanken can be located at other libraries through **Finna**.

You can easily find and access databases and other electronic resources by using **Hanna** or **Libguides**. Students and staff at Hanken can access licensed e-resources outside Hanken's local network by logging in using their Hanken user-ID.

You can access our e-journals also through BrowZine, the library's app for e-journals. Use **PressReader**, **ePress** and **FT.com** for reading digital newspapers.

Printed copies are organized in separate sections. Check for the name of the collection and the call

number in **Hanna**. Course books are found next to the library's Help Zone. In the Book Cave you find the book collection and series.

Hanken's publications are available in full text in the repository **DHanken**, along with all open access and self-archieved material of the school.

## STUDY ENVIRONMENT

The study environment in the library consists mainly of quiet reading spaces. The Book Cave and the Skills lab in the Help Zone are available for group work. The computers in the computer class are reserved for students at Hanken.

Walk-in users can use the kiosks in the Help Zone. The Hanken wireless network is available in the library.

*Book lending is done at the self-service devices in the Help Zone and the Book Cave. If you have problems or questions, please turn to the staff at the library's service desk.*

## LENDING

The loan period is 7 days for course books and 28 days for other books. Reading room copies can be borrowed overnight and over weekends. You can also borrow them for two hours during the day. You can renew loans and reserve currently unavailable books online in **Hanna**.

## RETURNING

You return books at the self-service return shelves in the library. When the library is closed you can return your loans in the book return slot at the school's main entrance. Late returns incur a fee. There is an online payment service in **Hanna**, available when logged in.

## DOCUMENT DELIVERY

Interlibrary loans and article copies can be requested by Hanken students and staff. More information about this service is available on the library's homepage.

## INFORMATION SEARCHING

Our **Libguides** help you discover relevant literature and research, write your own research and keep up to date with your field. You can also ask for help with finding information or using a search tool in our Help Zone or make an appointment to get individual tutoring, **online or on site**.

The Library provides training in information retrieval within the programme for academic competencies and work skills at Hanken. The training is either integrated into regular courses, or arranged as separate training sessions focused on specific tools and databases.

## WRITING ASSISTANCE

The Library provides training in Mendeley, a reference management tool. We also give Word support (guides, etc.) and advise you on solving problems in office programs. Contact the library if you need personal guidance.

## LINKS TO RESOURCES MENTIONED ABOVE:

The library's homepage	<a href="https://www.hanken.fi/library">https://www.hanken.fi/library</a>
Hanna	<a href="https://hanken.finna.fi">https://hanken.finna.fi</a>
Finna	<a href="https://finna.fi">https://finna.fi</a>
Libguides	<a href="https://libguides.hanken.fi">https://libguides.hanken.fi</a>
DHanken	<a href="https://www.hanken.fi/dhanken">https://www.hanken.fi/dhanken</a>

### E-BOOKS

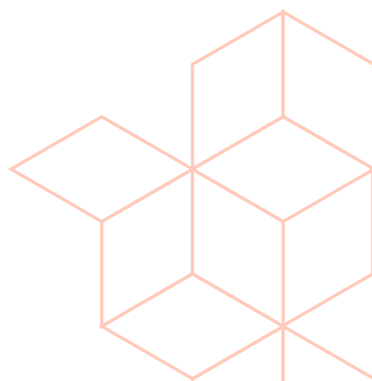
<https://libguides.hanken.fi/ebooks>

### BrowZine

Download the application to your mobile device. More information:  
<https://www.hanken.fi/en/library/find-resources>

### Newspapers (PressReader, ePress, FT.com)

<https://www.hanken.fi/en/library/find-resources>





## ABOUT LOGGING IN TO HANNA

1. Open <https://hanken.finna.fi/>
2. Click Login.
3. Students and staff at Hanken should log in using Hanken's user ID. External customers should log in using their library card.
4. Click on your name.

## WHEN LOGGED IN YOU CAN

### *Change your pin-code*

1. Click on Profile.
2. Fill in your current and new pin-code.
3. Click on *Change pin-code*.

### *Renew your loans*

1. Click on *Renew my loans*.
2. Select the books that you want to renew.
3. Click *Renew selected items*.

### *Pay your fees and fines*

1. Click on *Fines*.
2. Click on Online payment and follow the instructions.

### *Cancel a hold*

1. Click on *Holds and Recalls*.
2. Select the books that you want to cancel.
3. Click on *Cancel selected holds*.

### *Make a reservation for a checked-out book*

1. Search for the book. NB! You can reserve books only when all copies are on loan.
2. Click on Request.

Save searches and references.

## STUDENTS AND STAFF AT HANKEN CAN ALSO

### *Connect their library card to their Hanken user ID*

1. Click on *Library cards* and *Connect library card*.
2. Fill in the barcode number on the library card and a pin-code.
3. Click Save.

Access the licensed databases without logging in separately.

End your session by clicking on your name and Logout.

### **Contact information**

Tel. +358 (0)40 35 21 265  
[library@hanken.fi](mailto:library@hanken.fi)

### **Hanken's library in Vaasa**

Vaasa City Library  
Tel. +358 06 325 3533  
<https://kirjasto.vaasa.fi>

### **Helsinki**

Hanken School Of Economics  
Arkadiankatu 22, P.o. Box 479  
FI-00101 Helsinki, Finland  
Tel +358 (0)29 431 331

### **Vaasa**

Hanken School Of Economics  
Kirjastonkatu 16, P.o. Box 287  
FI-65101 Vaasa, Finland  
Tel +358 (0)6 3533 700

