



IPA LIBRARY AND INFORMATION SERVICE GUIDE



Library Tel: 01-2403625 (Direct Line). Email: library@ipa.ie

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WELCOME TO THE IPA LIBRARY AND INFORMATION SERVICE

The Institute's Library provides information, reference and lending services to students, members and staff of the Institute. The collection consists of books, ebooks, journals, electronic databases, reports, statistics and official publications in the area of public management and related subjects. As a special library, this has afforded the opportunity to develop a comprehensive and unique collection.

USING THE LIBRARY

The Library has a range of services to assist you in meeting your information needs. If it is not possible to come to the Library in person you may request material by phone, e-mail and Ask a Librarian. **A postal service is available to all students and material can also be scanned and emailed.**

- The library staff can offer help and guidance where appropriate. The library provides online information sessions at the start of each academic year. Students can also request a one to one information session with a member of our library staff when in the IPA or remotely via Microsoft Teams.
- For opening times and general information on library services please see our FAQs section located on the library's web page www.ipa.ie/library

Library Catalogue

- The Library's catalogue can be accessed remotely on the IPA's website at www.ipa.ie/library. Further information available at the end of the guide.
- The Library's online catalogue and the internet may be accessed via a number of terminals. These are located in the library reference room. Individual instruction in locating information via the library catalogue is available from staff on duty at the issue desk.

Information Services

1. The Library provides a general information service to assist students in locating information for assignments. If you do not know of particular books or articles on your topic the library staff will assist you in finding appropriate information. Please do not hesitate to ask - by phone, E-mail, Ask a Librarian or in person.
2. There are also a number of online video tutorials and powerpoint presentations on the Library page to assist with searching library electronic resources, assignment writing and referencing.

Electronic Databases

- There are two electronic databases available from the Library, they are **EBSCO Business Source Complete and Emerald Insight**. External access is available via **Moodle**. The only login required is your **student number**.
- The links to the two databases are located on the **IPA Library Page** under Library Collections.

Journals A-Z

A list of electronic Journals the library subscribes to is available under **Journals A-Z** on the **IPA library page** on **Moodle**.

Should you require access to a journal article from any of the journals published by **Wiley, Sage** and **Taylor and Francis** on the **Journals A-Z** list please contact the library issue desk email library@ipa.ie or phone (01-2403625).

QUICK SEARCH TIPS

Before starting your search consider the various keywords and key terms that are or maybe relevant to your particular topic.

- Step 1** Start your search with the IPA Library catalogue to check for books and journal articles. A journal article will be indicated by **JIS** (journal in stock) in the Dewey Number field. A book will be indicated by a **Dewey Class Number e.g. 658.3**. The majority of records to a journal article found in the catalogue can be downloaded from the **Journals A-Z** list via **Moodle** or if only print available please contact the library issue desk email library@ipa.ie or phone (01-2403625) to request a scan of the journal article.
- Step 2** Check the listing of **Journal Titles** and note any that may be directly relevant to your subject area and browse. These are located on the **IPA Library page on Moodle** under **Library Journals A-Z**.
- Step 3** Access the library databases **EBSCO Business Source Complete and Emerald Insight via the IPA Library page on Moodle** to conduct a search on your topic of interest.
- Step 4** Check out **Google Scholar www.scholar.google.com/** to locate journal articles, note some may be available to download for free, for others there will be a charge from the publisher.