



# IPA LIBRARY AND INFORMATION SERVICE GUIDE

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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, 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 or by e-mail. **A postal service is available to distance learning students and material can also be scanned and emailed.**

- The library staff can offer help and guidance where appropriate and also provide one to one phone training sessions. You can also request a one to one information session with a member of our library staff when in the IPA.
- 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](http://www.ipa.ie/library)

#### Library Catalogue

- The Library's catalogue can be accessed remotely on the IPA's website at [www.ipa.ie/library](http://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 or in person.

## Electronic Databases

- There are two electronic databases available from the Library, they are **EBSCO Business Source Premier 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 under **LIBRARY RESOURCES** located at the bottom right hand side of the screen on **Moodle**.
- You can also individually access the databases using external access logins and passwords. Please contact the library for them.

## Journals A-Z

A list of electronic Journals the library subscribes to is available under **Journals A-Z** on the library catalogue and under **LIBRARY RESOURCES** 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 (01-2403625) or email [library@ipa.ie](mailto:library@ipa.ie).

## 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 - 658.3**. Any record to a journal article found in the catalogue can be downloaded from the **Journals A-Z** list via **Moodle**.
- Step 2** Check the listing of **Journals A-Z** under **Library Resources** on **Moodle** . Note any journals that may be directly relevant to your subject area and browse.
- Step 3** Access the library databases **EBSCO Business Source Premier and Emerald Insight via Moodle** to conduct a search on your topic of interest.
- Step 4** Check out **Google Scholar [www.scholar.google.com/](http://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.