



URBE UNIVERSITY LIBRARY

TITLE: HOW TO USE THE LIBRARY SERVICES AND RESOURCES

FOR: ALL NEW STUDENTS AND INSTRUCTORS

LIBRARIAN: KARELY CARRION



Library Orientation

URBE
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URBE LIBRARY MISSION

“Improve and enrich the knowledge of our students, faculty, and community in general through innovative information resources to support teaching, learning, and research.”



Library Orientation

URBE
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Services

**Library
Webpage**

**Online Catalog
(KOHA)**

**LIRN (Library
Information Resource
Network)**

**URBE University
Digital Repository**

**Virtual Reference
Service**

**Internet Laboratory
Photocopy**



Library Orientation Services



URBE LIBRARY WEBPAGE
<https://library.urbeuniversity.edu>

The screenshot shows a web browser window displaying the URBE University Library homepage. The browser's address bar shows the URL library.urbeuniversity.edu. The page features the URBE University logo at the top left and a navigation menu with links for Catalog, Repository, Databases, Training & Docs, News, and Request Assistance. The main content area has a large circular image of pink flowers in a vase. Below the image, the text reads "URBE University Library" followed by "Books & Learning Resources" in a large, bold font. A search bar with the placeholder text "Search the library catalog" and a blue "Search" button is positioned below the text. At the bottom of the page, there is a section titled "What we offer" with several book icons. The Windows taskbar is visible at the bottom of the browser window, showing various application icons and the system clock displaying 12:31 PM on 1/3/2023.



Library Orientation



URBE UNIVERSITY LIBRARY WEBPAGE

<https://library.urbeuniversity.edu>

INCLUDES



CATALOG

(Find books and other materials needed for your courses.)

URBE Digital Repository

Include different types of documents such as: Articles, eBooks, Business Cases, and others

DATABASES

(Private: LIRN and Open Access Databases)

TRAINING RESOURCES

LIRN Training Videos, APA Tutorials, Guides, etc.)

CONTACT US

(Full Name, Phone Number, Email)

REMOTE LIBRARY INSTRUCTION

(Set up the Library Instruction Session)



Library Orientation

Services

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Virtual Library (LIRN)

Students and Faculties can access to the VIRTUAL LIBRARY through their Academic Portal by using their personal access code, all community can access thru:

<https://www.lirn.net/>

Username: **03435** Password: **happyhoney89**



Library Orientation Services



Virtual Library (LIRN)

The screenshot shows the URBE University Virtual Library (LIRN) website. At the top left is the URBE University logo. To the right are links for "? Help" and "Logout". Below the header is a navigation bar with "Alphabetical View", "Subject View", "Vendor View", and "Tools". A search bar labeled "Search all databases" is on the right. The main content area is titled "Jump to a specific group" and lists various subject categories: Automotive / Aviation, Building & Construction, Business, Computer Science, Cosmetology / Spa Services, Culinary Arts / Hospitality, Dental, Dictionaries & Encyclopedias, Education, General & Interdisciplinary, Health & Medical, History & Social Science, Language & Literature, Law & Criminal Justice, Library Science, News & Current Events, Psychology, Religion & Philosophy, Science & Technology, Success Skills, Veterinary Science, and Visual & Performing Arts. Below this, the "Automotive / Aviation" section is highlighted, with a search bar labeled "Search Automotive / Aviation". This section contains eight database tiles: ABI/INFORM Trade & Industry, Advanced Technologies & Aerospace Database, Career & Technical Education Database, Engineering Database, Gale Academic OneFile, Gale General OneFile, Gale OneFile: Insurance and Liability, and Gale OneFile: Military and Intelligence.



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Virtual Libraries

URBE University Library offers to all Students and Faculties the following electronic libraries:

- **Library & Information Resources Network (LIRN)** <https://www.lirn.net/>
- **Florida Electronic Library (FEL)** <https://www.flelibrary.com/>
- **ProQuest Ebook Central**
- **GALE Virtual Reference Library**
- **24/7 Library Reference Books**



Library Orientation



Services

Circulation and Loans Policy

General Considerations

URBE University Library use KOHA as Integrated Library System for Circulation and Loans to serve the community of students and faculty. Library patrons can access circulation and loans of bibliographic materials, we have policies for this service.

Users/Borrowers	Loan period
URBE University Students	14 Days
URBE University Faculty	60 Days
URBE University Staff	14 Days



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ONLINE CATALOG

<https://koha.urbeuniversity.edu>

The screenshot shows the URBE University library online catalog interface. At the top, there is a search bar with the text 'business ethics' and a 'Go' button. Below the search bar, there are navigation links for 'Advanced search', 'Course reserves', 'Authority search', 'Purchase suggestions', and 'Library'. The main content area displays the search results for 'business ethics', indicating that 23 results were returned and 4600 results were found in the library's OpenLibrary collection. The results are sorted by 'Relevance'. The first result is 'Dynamic business law' by Nancy K. Kubasek, M. Neil Browne, Lucien J. Dhooge, Scheller College of Business, Georgia Institute of Technology, Daniel J. Herron, Miami University, Linda L. Barkacs, University of San Diego, and Carrie Williamson, DLA Piper US LLP, East Palo Alto, California. The second result is 'Business ethics: decision making for personal integrity and social responsibility' by Laura P. Hartman, DePaul University, and Joe Desjardins, College of St. Benedict/St. John's University, Chris MacDonald, Ryerson University. The interface includes a sidebar for refining the search, a top navigation bar with 'URBE UNIVERSITY' and 'Log in to your account', and a Windows taskbar at the bottom.



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Services

Internet Laboratory

- URBE University Library has a Computer Lab with three stations. These stations have Internet connection, and the students and faculty can get free access to them.

Scan and Photocopy Services

URBE University Library has one multitask photocopier for the service of the students and faculty. This service is coordinated by the Library Coordinator.



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Services

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VIRTUAL REFERENCE SERVICE

Urbe University Librarian utilize the Virtual Reference Services (VRS) as another method to teach patrons to find and use library resources and the Internet effectively. VRS, which is provided 24/7, complements the other communication methods with the Urbe University Community along with Face to Face, Phone, and Email.

Types of questions best answered through the chat service include:

- directional
- ready reference, such as a fact or a date (e.g., quick information about a course, library hours, etc.)
- selection of an appropriate electronic resource for a specific research project
- citing sources



Library Orientation Services

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URBE University Digital Repository

<https://omeka.urbeuniversity.edu>

INCLUDES

COMMUNITIES

ITEMS

Learning Resources, Repositories/Open
Access Databases, Ebusiness Cases and
Urbe Learning Resources.

Articles, EBooks, Business Cases, Capstone, etc.

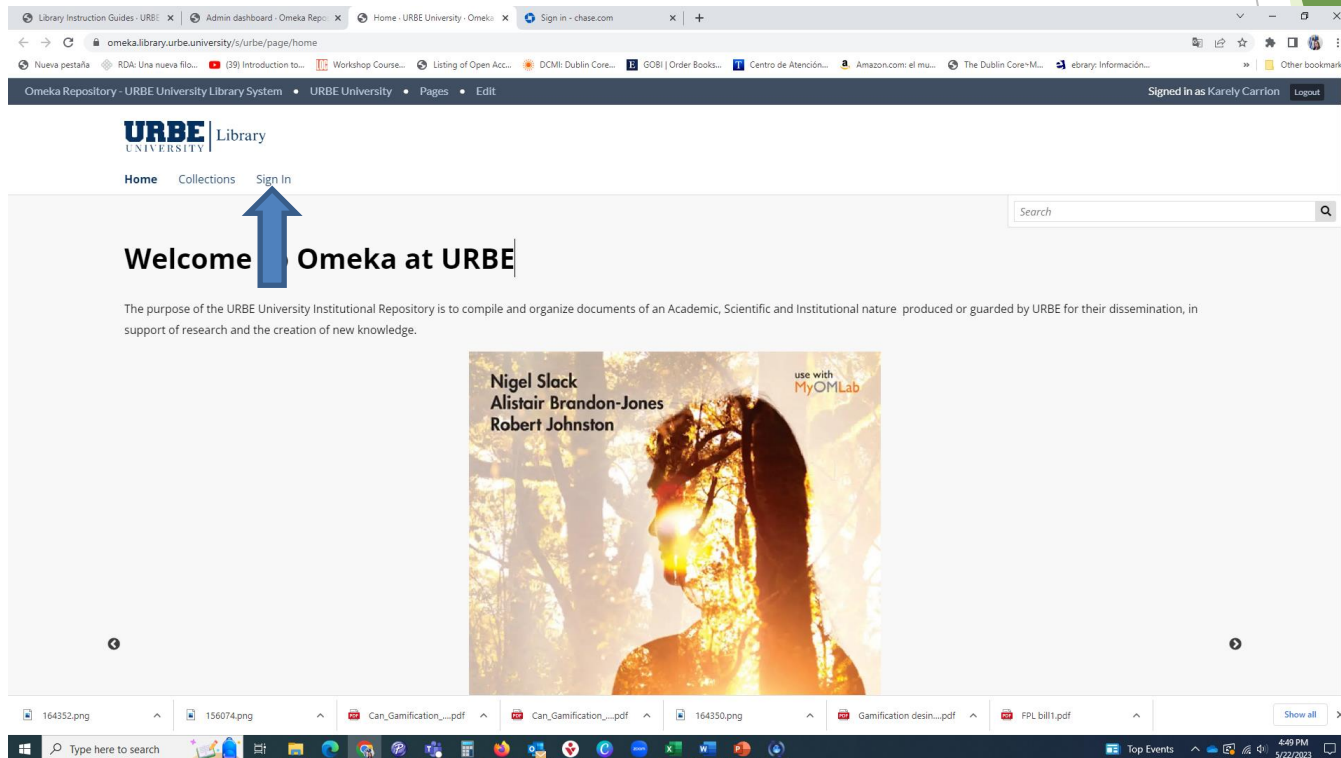


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Services



URBE University Digital Repository
<https://omeka.urbeuniversity.edu>





Library Orientation

Collections

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Print Books Collection with more than 915 books of different subjects to cover our all programs, that all URBE community can access physically.

Virtual Library (LIRN) with : Encyclopedias, Dictionaries, Periodical Databases, EBooks, etc. These, along with other subscription based electronic tools, ensure that our patrons have access to the most current information available.

Also, the Urbe University Community can access to Florida Electronic Library has provided over 190 million of Articles, EBooks, Videos and other electronic resources to the Citizens of Florida, the access to all resources is free for Florida residents.



Library Orientation Resources

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Resources

Many resources are available thru **Library Web Page** and **Library Catalog.**

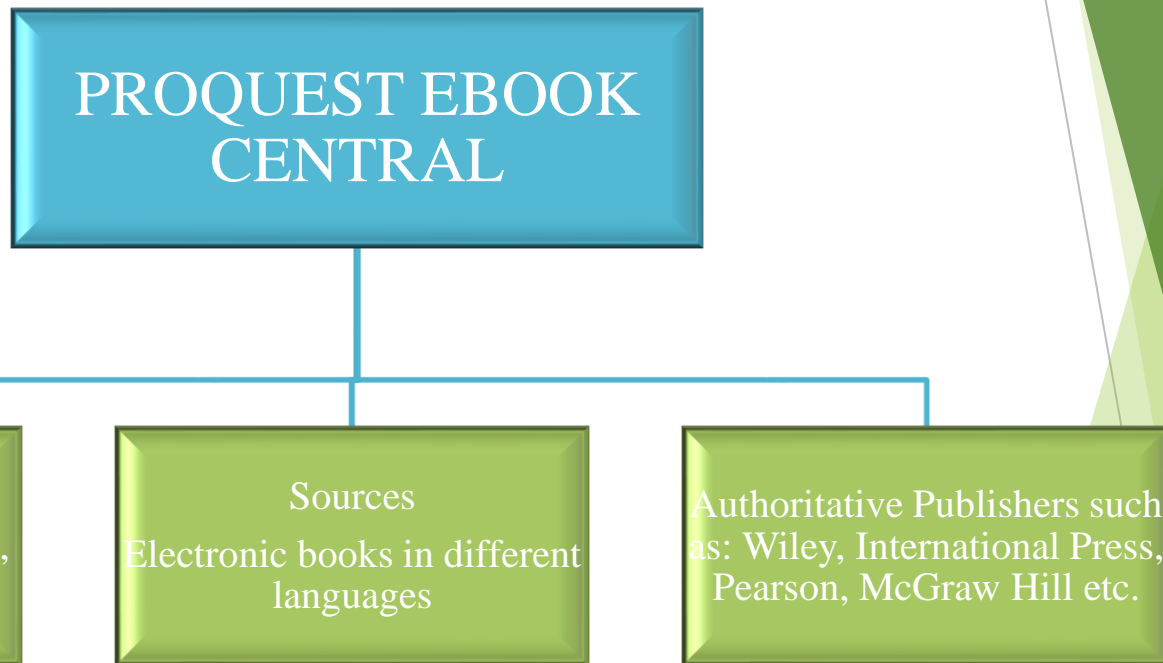
Library Information Resource Network (LIRN): The LIRN Portal is the gateway for Students, Faculties, and Staff to access your LIRN subscription resources. Researchers can access a list of available online resources, along with a brief description of the resource. Content can be listed alphabetically, by subject or by content provider.



Library Orientation

DATABASES EXAMPLES

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Library Orientation

DATABASES EXAMPLES



Books 24/7

ONLINE BOOKS

AUDIOBOOKS

**RESEARCH
REPORTS**



Business Skills, Finance and Accounting,
Leadership Development, Marketing and Sales,
Social Media, International Business, Human
Resources, etc.



ENGLISH

LANGUAGES

SPANISH





Library Orientation

DATABASES EXAMPLES

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ProQuest Central

Multidisciplinary

This Database include 47 databases across 175 subject areas. Is the largest single periodical resource available

Subject Areas

Contain all major Subject Areas: Business, Health and Medical, Language and Literature, Social Sciences, Education, Science and Technology, Performing and Visual Arts, History, Religion, Philosophy, etc.

Types of Sources

Includes thousands of Full-Text Journals, Newspapers, Peer-Reviews, Business Reports, and other resources.

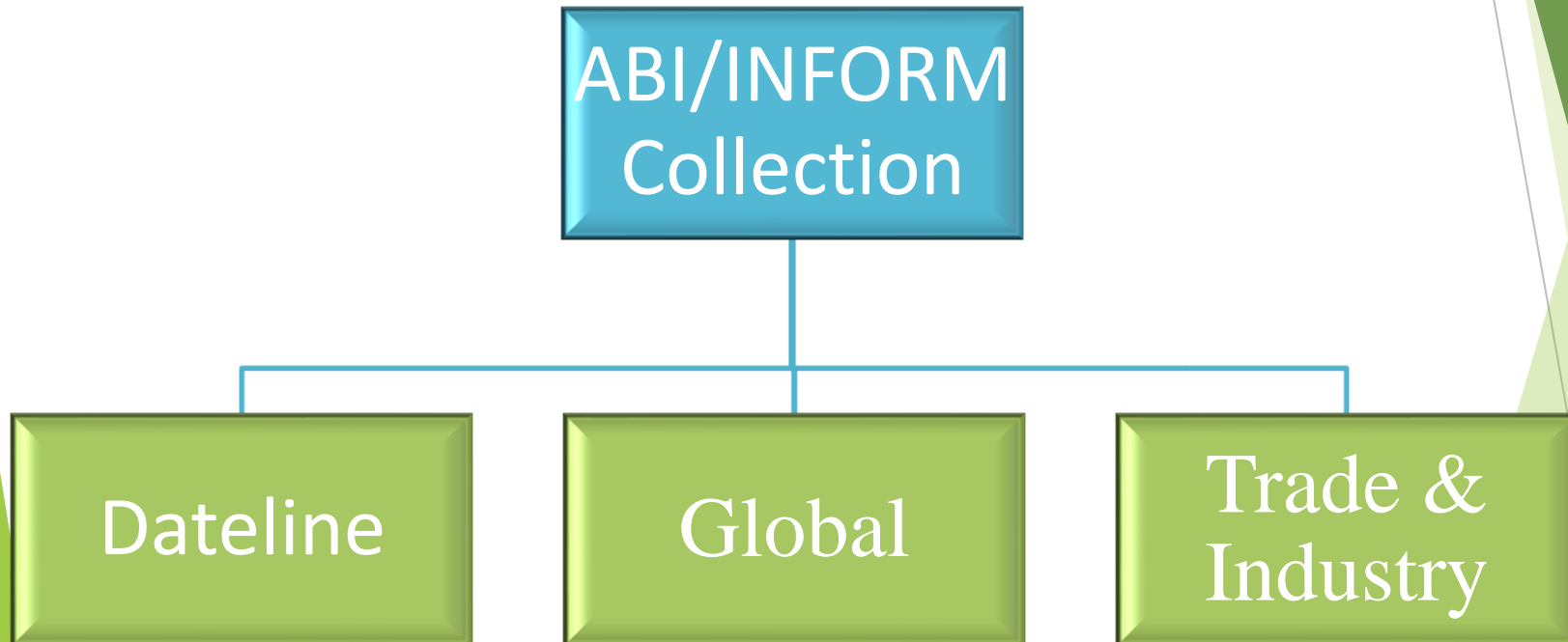


Library Orientation

DATABASES EXAMPLES

ProQuest ABI Inform Collection

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Library Orientation

DATABASES EXAMPLES

ABI/INFORM Collection

- Blog, podcasts & Websites
- Dissertations & Theses
- Magazines
- Newspapers
- Reports
- Scholarly Journals
- Trade Journals
- Wire Feeds
- Other sources

Scholarly Journals and
Dissertations

Key Market Research
Reports

Major Magazines,
Newspapers, and Trade
Journals



Library Orientation

DATABASES EXAMPLES

ProQuest Business Market Research Collection

The *Business Market Research Collection* allows users to conduct company, industry, economic and geopolitical market research with information from these three sources:



HOOVER'S COMPANY
PROFILES

OxResearch

Snapshots



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DATABASES EXAMPLES

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ProQuest Entrepreneurship

INCLUDES



VIDEO
CLIPS

START-UP
PLANS
TEMPLATES

BUSINESS
CASES

JOURNALS

WORKING
PAPERS



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DATABASES EXAMPLES

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Emerald Insight

INCLUDES



JOURNALS

BOOKS

BUSINESS CASES

TEACHING NOTES



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DATABASES EXAMPLES



Gale Academic OneFile

INCLUDES:



JOURNALS

**PEER-
REVIEWED**

**FULL TEXT
ARTICLES**

**REFERENCE
SOURCES**



Library Orientation

DATABASES EXAMPLES

Gale Business Insights: Global



FINANCIAL REPORTS

CASE STUDIES

**COMPANIES AND
INDUTRIES PROFILES**



SWOT REPORTS

BUSINESS NEWS

**SCHOLARLY
JOURNALS**



Library Orientation

DATABASES EXAMPLES

GALE ONE FILE
COMMUNICATIONS
AND MASS MEDIA

- MASS COMMUNICATION
- ADVERTISING AND PUBLIC RELATIONS
- LITERATURE
- WRITING
- JOURNALISM
- MEDIA STUDIES
- NEW MEDIA

JOURNALS
ENCICLOPEDIAS
VIDEOS, PRIMARY
SOURCES

FULL TEXT DOCUMENTS
PEER-REVIEWED
JOURNALS
DOCUMENTS WITH
IMAGES

SEARCH BY
PUBLICATION DATES
DOCUMENT TYPE
PUBLICATION TITLE
SUBJET GUIDE AND
TOPIC FINDER



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TIPS FOR SEARCHING IN DATABASES

Explore the database's "**Advanced Search**" or "**Expert Search**." There, you will find ways to improve or focus your search.

To figure out the **correct terminology**, explore the database's "thesaurus." Or, find one good article, and look at the "Subject" words or "Keyword" tags that are used to describe the topic of the article. Use words from the thesaurus and subject tags in your search.

Many advanced search screens provide 2-3 boxes, allowing you to **combine topics**. Usually, you should use one box for each concept or variable. For example, if you are searching for "diabetes in kids," type "diabetes" in the first (top) box, and "children" in the second box (underneath the first box).

To find **more articles**, try **synonyms** combined with "OR" (in capital letters). For example, "children OR juvenile OR youth" will find more articles than simply "children."

Use an **asterisk (*)** to search for **variations** from a root word. For example, child* will find articles with the words child, children, or childhood. This "truncation" search usually finds more articles.



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TIPS FOR SEARCHING IN DATABASES

To find **fewer articles**, use "**limiters**." Most databases allow you to check-off options for peer-reviewed articles, the publication date, and language

To left or right side of the search boxes, you may see drop-downs that may allow you to **focus your search on the title or abstract** of the article. In many databases, this can be a helpful way to narrow down your search.

After you search, make sure that the database is listing articles according to "**relevance**," instead of publication date

Usually, the first search you attempt is not the best one. **Try a variety of strategies**. Take photos or print out your search screens to keep track of which words and limiters you have already used.

Explore the database's "**help**" or "**support**" links to learn additional tips.

If you need more help, **contact your librarian** or visit Urbe Library Webpage, into the section: [Ask a Librarian](#)



Library Orientation

PLAGIARISM

“The good use you give to other people's information is to work honestly!”

What is Plagiarism?

The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form

The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style.

Improper acknowledgment of sources in essays or papers

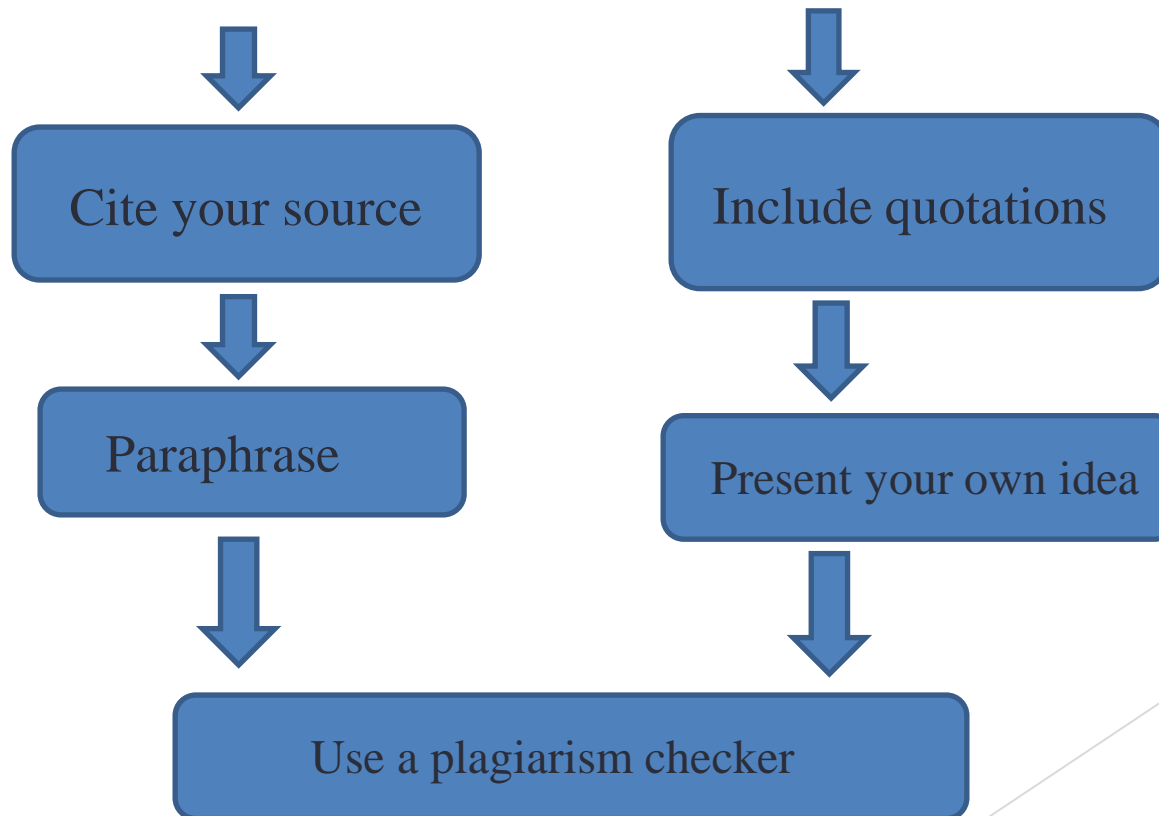


Library Orientation

PLAGIARISM

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5 WAYS TO AVOID PLAGIARISM





Library Orientation

COPYRIGHT

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Copyright Basics Video

URBE University Library complies with all the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. URBE University Library strongly supports the fair use section of the Copyright Law (17 U.S.C. 107)

[\[http://www.copyright.gov/title17/92chap1.html\]](http://www.copyright.gov/title17/92chap1.html) which permits and protects citizen's rights to reproduce and make other uses of copyrighted works for the purposes of teaching, learning and research.

PDF Version : <https://www.copyright.gov/title17/chapter1.pdf>



Library Orientation

Reasons to visit the library

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Research Help

- *Get one on one help with research*
- *Learn how to find reliable and up to date resources*
- *Learn how to cite a resource*
- *Learn how to use Virtual Library (LIRN)*

Other Reasons

- *Use the quiet study rooms*
- *Make copies*
- *Take online classes*
- *Browse a magazine*
- *Check out a book (one related to your program or one just for fun!)*
- *And much more!*



Library Orientation

Contact Information



URBE University Library

- **Librarian:** Karely Carrion
- **Address:** 11430 NW 20 St. Suite 150, Sweetwater, Fl. 33172
- **Phone:** 786-744-8211
- **Email:** library@urbeuniversity.edu or karely.carrion@urbeuniversity.edu
- **Hours**
 - Monday: 9:00 AM – 5:30 PM
 - Tuesday: 9:00 AM – 5:30 PM
 - Wednesday: 10:00 AM – 6:30 PM
 - Thursday: 9:00 AM – 5:30 PM
 - Friday: 9:00 AM – 5:30 PM
 - Virtual Library 24/7



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**Thank you for
your participation!**



QUESTIONS OR DOUBT?