

Reader's Guide



Library

<https://library.montpellier-bs.com>

2017-2018



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www.montpellier-bs.com



Dear Readers,

When you enter Montpellier Business School's library, you find yourself in a workspace composed of a variety of resources and with a range of services adapted to your needs.

The electronic and paper resources made available to you cover all aspects of the management sciences that you will be studying in-depth throughout your academic career and beyond.

On site, or via the Library's web page, come and find all the latest news: new works (publications???) or subscriptions, themed exhibitions, press articles, workshops to help you discover specialist platforms, etc.

The entire Library team is at your disposition to guide you, and wishes you an excellent academic year.

Best regards,

Valérie Guesnier
Head Librarian

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Useful Information

Opening Times

The Library is open from Monday to Thursday from 8am to 6:30pm, non-stop and from 8am to 6pm on Friday.

The Library will be closed from August 1st to August 17th 2017 included.

Terms and Conditions for Library Loans

Loans and the duration of loans are considered within the limit of the student leaving his/her pedagogical program.

Bachelor, Master, Msc, RET, MBA – 1 year program

- Books: 2 for 21 days, extendable once.
- DVD: 1 for 7 days (+ 1CD and 1 CD-ROM).
- Periodical : 1 for 7 days.

MBA – 2 year program

- Books: 3 for 49 days period, non-extendable.
- DVD: 1, for 7 days (+1 CD and 1 CD-ROM).
- Periodical: 1, for 7 days.

The borrower must return the original documents within the time limits given, in their entirety and in the same condition under which they were loaned out.

Don't forget! You can check out your borrower's account (dates of returns...) from the Library's web page.



Printed Collections

Printed collections are reference free in the various areas of the Library.

Collections are classified following the **classification** displayed in each room of the Library.

Works are identified by their **code**: a three-figure number corresponding to the section (management, banking and finance, geopolitics, etc.), plus the first 3 letters of the author's name, followed by the year of publication.

Documents with a white label cannot be borrowed.

How to Find Printed Documents

To find a printed document, you have to:

- **Connect to the Library's online catalogue to find the classification of the document: <https://library.montpellier-bs.com>**

- **Thanks to the classification, find the documents on the corresponding shelf**

Journals and Magazines

Journals and magazines are available at the Library in two formats: printed and electronic.

➤ Printed Journals :

Current year is available on free access. You can find newspapers, general and specialized press, and scientific journals.

NB: Printed archives for journals and magazines:

The Library has a policy about conservation of printed journals and magazines. You can check the archives issues summary (online or in the binder) and ask for a copy that would not be available on the shelf at the library.

➤ Electronic journal :

The library gives you access to thousands of French and foreign electronic journals and magazines:

- Newspapers : *Le Monde, Les Echos, The Guardian, El Mercurio, Le Temps*, etc.
- General press : *Courrier international, L'Express, L'Obs, De Zondag*, etc.
- Specialized press : *Harvard Business Review, Financial Times, Entreprise et Carrières, 01net, Environnement Magazine*, etc.

How to Find Journals and Magazines

- To find printed journals and magazines, check our online catalogue which is available on the Library's web page.
- To find electronic journals or magazines check the **catalogue of electronic journals** available on the Library's web page / menu *Electronic Resources > Electronic Journals*.

Electronic Resources

The library proposes a large variety of electronic resources to provide **recent, updated information from verified sources.**

Resources oriented towards Press	<ul style="list-style-type: none"> - Delphes: Summaries of articles taken from the specialist French press. - Europress: Full text from national (including Le Monde), regional and international press. Research on social networks, television, radio. Studies, reports, biographies available.
Resources oriented towards Companies and markets	<ul style="list-style-type: none"> - Bloomberg* : financial datas. - Kompass**: Business directory providing general information about companies. - L'exportateur : International trade data (files per country, imports, exports, etc.). - Marketline Advantage: Downloadable summaries of companies, countries, sectors of activity. - Xerfi: Market research studies to download.
Resources oriented towards Academic Research	<ul style="list-style-type: none"> - Google Scholar: federated searches of scientific documents in Open Access and our databases. - Business source complete (Ebsco): Database specialising in management, finance, marketing etc. - Emerald: Access to the full texts of 140 management-oriented journals. - Abi/Inform: Broad spectrum of research. - Wiley: Bouquet Business School of the editor. - Sage: 419 titles of accessible journals oriented towards human and social sciences.
Resources oriented towards Legal	<ul style="list-style-type: none"> - Navis: Legal fundamentals available on line from the Editions Francis Lefebvre.
Resources oriented towards History	<ul style="list-style-type: none"> - Herodote: website devoted solely to historical facts. - Histoire à la carte: website presenting animated maps to help you better understand History.

**Only available on the campus, market room, Bat A, 2nd floor.*

***Only available on the campus.*

Electronic Resources – Remote Access

Connect to the Library's electronic resources out of the campus:

<https://eressources.montpellier-bs.com>

➔ Same Login and password as those you use for Ecampus and Elearning platforms.

You can also connect from the Library's web page

<https://library.montpellier-bs.com/>

Menu: *Electronic resources > Remote Access*



Electronic Resources – Custom Ebooks

Each program has access to **custom ebook** (Ebook), made in collaboration with Pearson Editions. The ebooks are accessible online on the elearning platform, with your login and password. Each custom ebook proposes a list of all the obligatory reading material for your class year. You can download your ebook.

You will find this ebook in your personal space on the e-learning platform:

<https://elearning.montpellier-bs.com>

How to find information in the library

How to find a book	
	<ul style="list-style-type: none"> ○ Documentary funds of the library (online catalog from the website of the Library).
How to find one or more articles on a specific topic	
	<ul style="list-style-type: none"> ○ <i>Electronic Resources</i>: Delphes, Europresse– Electronic catalog of journals. ○ <i>Paper Resources</i>: French daily press, regional and foreign press – Specialized press (relaxation area).
How to find information in general browser	
<i>Companies, markets, sectors of activity</i>	<ul style="list-style-type: none"> ○ <i>Electronic Resources</i>: Kompass, L'exportateur, Marketline, Xerfi, Bloomberg. ○ <i>Paper Resources</i> : Specialized press (relaxation area)
<i>Academic research</i>	<ul style="list-style-type: none"> ○ <i>Electronic Resources</i> : Business Source Complete (Ebsco), Emerald, Abi/Inform, Science Direct, Wiley, Sage – Electronic catalog of journals ○ <i>Paper Resources</i>: Specialized press (relaxation area) – Library collection (online catalog).
<i>Legal</i>	<ul style="list-style-type: none"> ○ <i>Electronic Resources</i> : Navis ○ <i>Paper Resources</i> : Documentary funds of the library (online catalog)
<i>History</i>	<ul style="list-style-type: none"> ○ <i>Electronic Resources</i> : Herodote, Histoire à la carte. ○ <i>Paper Resources</i>: Documentary funds of the library (online catalog) – Specialized press (relaxing area).

At your disposal :

Library website: <https://library.montpellier-bs.com/>

The instruction booklets for the electronic resources

Multi-thematic resources

Thematic what's up

Do not hesitate to ask a librarian to help you with your research

bibliotheque@montpellier-bs.com

Services

- **6 free-access computers**
- **Two rooms** to work alone or with others (about 50 seats in total)
- The library organises thematic exhibitions and regularly presents **new documents**, which you can find on the web page.
- A literature and a DVD section are also available in the relaxing area in the library: feel free to unwind in the comfortable armchairs devoted to the reading of the newspapers.

To keep in touch, just one address:

<https://library.montpellier-bs.com/>

Memo

The Library Team, at your service!



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