

# How to Access Library Information

## GSTM: MEM & MPM

compiled by SP Mabena



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA  
Denkleiers • Leading Minds • Dikgopolo lsa Dihlaleli

# Contents

- Introduction
- Library & EBIT faculty library web pages
- Searching the catalogue
- Google scholar
- Searching for the journal article
- Library pin
- Databases
- Search strategies
- Additional information



# Introduction

- The Merensky Library is located opposite the client services centre, Hatfield campus.
- Engineering, Built Environment and Information Technology, EBIT - faculty library
- on Level 5



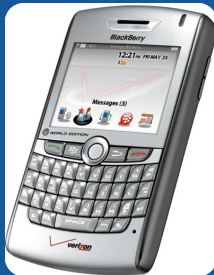
UP EBIT Library - (Like our page)

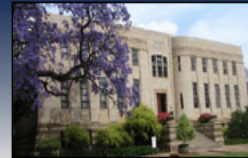


# Introduction

- Catalogue (books and journals)
- E-resources (eBooks, e-journals, e-databases)
- Mobile site :

<http://www.library.up.ac.za/mobi>





Library Home

About the Library

Libraries / Units / Collections

E-Resources

Journals

Catalogue

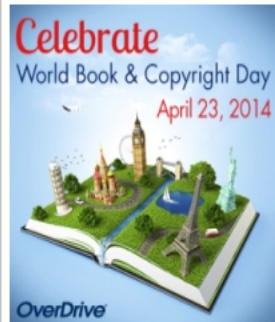
Contact

## Library Home



### News

Library Newsletter  
- Most recent issue  
- Archive



The Library Mobi site

Follow us on:



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### Search

Worldcat Local (Discovery and Delivery Portal)

UPSpace (Institutional Repository)

e-Exam Papers

Course

(search via course code e.g. INL 120)

e-Reserve Collection (search via course code)

Catalogue Keyword Search

Google Scholar (linked to Library Resources)

Find e-Journals - On Campus

Contains  Begins With  Exact Match

Find e-Journals - Off Campus

Contains  Begins With  Exact Match

### Quick Links

- Teaching Support
- Research Support
- Research Commons
- Assignment Support
- Copyright
- Plagiarism
- Referencing
- Training - Schedule 2014

### My Library Space

- Ask / Chat to a Librarian
- My Library Record
- Interlending Requests
- StudentWeb (clickUP)
- IntraUP

Library Intranet (Staff Only)

### News and Announcements

- How to access the WiFi at the Library
- Library Hours for 2014
- New Journal Titles
- e-Resources Trials



**UNIVERSITY OF PRETORIA**  
**YUNIBESITHI YA PRETORIA**

Department of Library Services

Library Home | About the Library | Collections | E-Resources | Journals | Catalogue | Contact

**Library Home**

- Education
- Engineering, Built Environment & Information Technology
- Health Sciences
- Humanities
- Law
- Natural & Agricultural Sciences
- Theology
- Veterinary Science
- Collections
  - Digital Collections
  - Study Collection
- Units
  - Centre for African Library Leadership
  - Circulation Unit
  - eService Unit
  - Learning Centre
  - Library Technical Services
  - Mamelodi
  - Marketing & Quality Assurance
  - Music Library
  - Open Scholarship
  - Research Commons
  - Special Collections

**News**

Library Newsletter  
- Most recent issue  
- Archive

**Celebrate**  
World Book & Copyright Day  
April 23, 2014

**The Library Mobi site**

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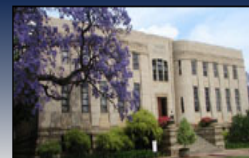
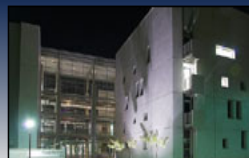
Library Intranet (Staff Only)

Print Page | Copyright © University of Pretoria 2008. All rights reserved  
http://www.library.up.ac.za/ebit/index.htm

View Web Statistics

09:47  
2014/0

# Select : Engineering and Technology Management



[Library Home](#) [About the Library](#) [Libraries / Units / Collections](#) [E-Resources](#) [Journals](#) [Catalogue](#) [Contact](#)

[Library Home](#) >> [Faculty Libraries](#) >> [Engineering, Built Environment & Information Technology](#)



EBIT

Welcome to the Faculty Library for Engineering, Built Environment, Information Technology

Search

[Faculty Library Home](#)

Catalogue Keyword Search

[Staff](#)

[EBIT Library News & Announcements](#)



e-Resources

Google Scholar Search

Select a Subject

- Select a Subject
- Architecture
- Chemical Engineering
- Civil Engineering
- Computer Science
- Construction Economics
- Electrical, Electronic & Computer Engineering
- Engineering & Technology Management(GSTM)**
- Industrial & Systems Engineering
- Informatics
- Information Science
- Material Science & Metallurgical Engineering
- Mechanical & Aeronautical Engineering
- Mining Engineering
- Town & Regional Planning

### NEW Databases

**ESDU** - Solves complex Aerospace, Mechanical, Structural and Process Engineering problems and enable better decision making during engineering design. ESDU complements internal design practices, addresses gaps in information and provides access to best in class industry expertise

**Reaxys** - Chemistry Workflow Solution.

Designed to help you find essential, relevant and actionable chemical data, Reaxys provides the answers to support critical decisions in all chemistry-related research fields. It is far more than a chemical database. Features created in consultation with expert chemists and pharmaceutical researchers give you deeper insight into the data enabling more rapid and confident decisions, and cost-effective research.

**GlobalData Mining eTrack.**

Mining eTrack is an interactive desktop tool designed for executives and analysts active in or supplying services to the mining industry. - [On Campus access](#) | [Off Campus access](#)

### Important notice

- [e-Journals A-Z \(access on campus\)](#)
- [e-Journals A-Z \(access off campus\)](#)

### Quick Links

- [Teaching Support](#)
- [Research Support](#)
- [Assignment Support](#)
- [Copyright](#)
- [Plagiarism](#)
- [Referencing Techniques](#)
- [Training](#)

### My Library Space

- [Ask / Chat to a Librarian](#)
- [My Library Record](#)
- [Interlending Requests](#)
- [StudentWeb](#)
- [IntraUP](#)

[Library Intranet \(Staff Only\)](#)

[Assistance for undergraduates](#)

[Assistance for postgraduates \(Research Support\)](#)

[General Information](#)

[General Research Support](#)

# Engineering & Technology Management, And Refworks (read tutorial)

[Library Home](#) >> [Faculty Libraries](#) >> [Engineering, Built Environment & Information Technology](#)

Graduate School of Technology Management (GSTM): Engineering & Technology Management

EBIT

Faculty Library Home

Staff

e-Resources

Select a Subject

Standards & Patents

Research Guides & Training Material

Follow EBIT Library on:



EBIT Faculty Home



Mrs Kabelo Nzima

Graduate School of Technology Management (GSTM):  
Department of Engineering & Technology Management

Engineering & Technology Management

(Tips for effective Boolean Searches)

## Databases

- |                                                  |                                             |                                      |
|--------------------------------------------------|---------------------------------------------|--------------------------------------|
| <a href="#">ABI/Inform (Proquest)</a>            | <a href="#">EbscoHost</a>                   | <a href="#">ISI Web of Knowledge</a> |
| <a href="#">Cambridge Scientific Abstracts</a>   | <a href="#">Emerald</a>                     | <a href="#">ScienceDirect</a>        |
| <a href="#">Compendex Ei Engineering Village</a> | <a href="#">IEEE Explore</a>                | <a href="#">Scopus</a>               |
|                                                  | <a href="#">Infotrac (Academic OneFile)</a> |                                      |

## Electronic Books

- |                                                           |                                    |                                |
|-----------------------------------------------------------|------------------------------------|--------------------------------|
| <a href="#">E-Books on McGraw-Hill Access Engineering</a> | <a href="#">FreeTech Books.com</a> | <a href="#">Knovel Library</a> |
| <a href="#">Safari Tech Books Online</a>                  |                                    |                                |

## Institutional Repositories

- |                         |                                                   |                       |
|-------------------------|---------------------------------------------------|-----------------------|
| <a href="#">UPSpace</a> | <a href="#">GSTM</a>                              | <a href="#">UPeTD</a> |
|                         | <a href="#">Sustainable Life Cycle Management</a> |                       |

## Referencing software

- [Refworks - Tutorial](#)

[Back to top](#)

Se

Catalogue Ke

Google Schol

Quick

- Teaching Support
- Research Support
- Assignment Support
- Copyright
- Plagiarism
- Referencing Techniqu
- Training

My Libra

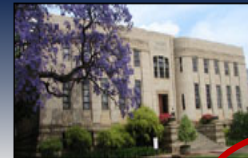
- Ask / Chat to a Librari
- My Library Record
- Interlending Request
- StudentWeb
- IntraUP

Library Intran





# Searching for a book click on catalogue



Library Home

About the Library

Libraries / Units / Collections

E-Resources

Journals

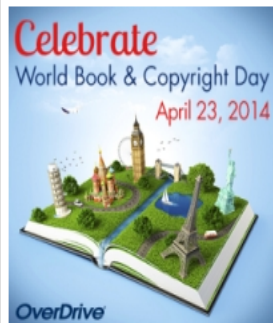
Catalogue

Contact

Library Home

## News

Library Newsletter  
- Most recent issue  
- Archive



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- Library Hours for 2014
- New Journal Titles
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Worldcat Local (Discovery and Delivery Portal)

UPSpace (Institutional Repository)

e-Exam Papers

Course

(search via course code e.g. INL 120)

e-Reserve Collection (search via course code)

Catalogue Keyword Search

Google Scholar (linked to Library Resources)

Find e-Journals - On Campus

Contains  Begins With  Exact Match

Find e-Journals - Off Campus

Contains  Begins With  Exact Match

Search the library catalogue for books or paper journal titles.

## Quick Links

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- Assignment Support
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Library Intranet (Staff Only)



# Type :

# Title :Project portfolio

Search University of Pretoria Library Catalogue

Keyword  UP Libraries

[Other Search Tools](#)

# Results from the catalogue (click on the title to view the record of the book)

KEYWORD project portfolio UP Libraries Search

Limit search to available items

78 results found. Sorted by relevance | date | title .



Result Page 1 2 Next

Add Marked to Bag Add All On Page Add Marked to My Lists



KEYWORDS (1-50 of 78)

Most relevant titles entries 1-5

Find this item at:



1   [Project portfolio management a view from the management trenches](#)  
Hoboken, N.J. : Wiley ; [Newtown Square, PA] : Project Management Institute, c2009.  
☆☆☆☆☆  
[Electronic Resources](#)  
Copies

E-book ; read online


2   [IT project portfolio management](#)  
Bonham, Stephen S.  
Boston : Artech House, c2005.  
☆☆☆☆☆

Copies

LOCATION	CALL NO	STATUS	NOTE
MKY Main Counter Level 3	<a href="#">EM 004.0684 BONHAM CD</a>	IN	---
Open Coll Level 5	<a href="#">004.0684 BONHAM</a>	IN	---

3   [Validating the core problem of project portfolio management in a multi-project environment](#)  
De Klerk, Schalk Willem.  
Pretoria : [s.n.], 2005.  
☆☆☆☆☆  
[Electronic Resources](#)  
Copies

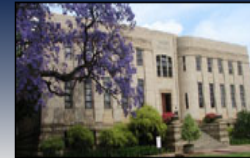
LOCATION	CALL NO	STATUS	NOTE
Electronic Thesis	<a href="#">E-Thesis</a>	IN	---

4   [Advanced project portfolio management and the PMO : multiplying ROI at warp speed](#)  
Kendall, Gerald I.  
Boca Raton, Fla. : Ross, c2003.  
☆☆☆☆☆  
Copies

LOCATION	CALL NO	STATUS	NOTE
Open Coll Level 2	<a href="#">658.404 KENDALL</a>	IN	---

Book available on the shelf

# Google Scholar via UP Library



Library Home

About the Library

Libraries / Units / Collections

E-Resources

Journals

Catalogue

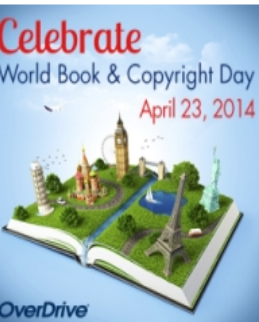
Contact

## Library Home



### News

Library Newsletter  
Most recent issue  
Archive



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Worldcat Local (Discovery and Delivery Portal)

UPSpace (Institutional Repository)

e-Exam Papers

Course

(search via course code e.g. INL 120)

e-Reserve Collection (search via course code)

Catalogue Keyword Search

Google Scholar (linked to Library Resources)

Find e-Journals - On Campus

Contains  Begins With  Exact Match

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- New Journal Titles
- e-Resources Trials



# Some Google Scholar articles are linked to library resources



web 2.0



Scholar

About 3,210,000 results (0.08 sec)

My Citations

Articles

[What is \*\*Web 2.0\*\*: Design patterns and business models for the next generation of software.](#)

[PDF] from uni-muenchen.de

T O'Reilly - Communications & strategies, 2007 - search.ebscohost.com

Case law

Abstract This paper was the first initiative to try to define Web2. 0 and understand its implications for the next generation of software, looking at both design patterns and business modes. **Web 2.0** is the network as platform, spanning all connected devices; ...

Cited by 4165 Related articles All 37 versions Cite Save

My library

Any time

[book] [What is web 2.0](#)

[PDF] from learnos.com

Since 2014

T o'Reilly - 2009 - books.google.com

Since 2013

The concept of "**Web 2.0**" began with a conference brainstorming session between O'Reilly and MediaLive International. Dale Dougherty, **web** pioneer and O'Reilly VP, noted that far from having "crashed", the **web** was more important than ever, with exciting new ...

Cited by 4366 Related articles All 55 versions Cite Save

Since 2010

Custom range...

Sort by relevance

[HTML] [Web 2.0: A new wave of innovation for teaching and learning?](#)

[HTML] from educause.edu

B Alexander - Educause review, 2006 - educause.edu

Sort by date

The **Web** version of this article differs somewhat from the print edition, reflecting recent and fast developments in the **Web 2.0** world. Nothing has been cut from the earlier, print version; instead, some content has been added as new projects emerged.

Cited by 1028 Related articles All 47 versions Cite Save

SFX@UP

include patents

include citations

[book] [What is \*\*Web 2.0\*\*?: ideas, technologies and implications for education](#)

[PDF] from pbworks.com

P Andersen - 2007 - 21stcenturywalton.pbworks.com

At the end of 2006, Time magazine's Person of the Year was 'You'. On the cover of the magazine, underneath the title of the award, was a picture of a PC with a mirror in place of the screen, reflecting not only the face of the reader, but also the general feeling that 2006 ...

Cited by 1172 Related articles All 71 versions Cite Save More

Create alert

[CITATION] [Web 2.0: Principles and best practices](#)

J Musser, T O'Reilly - 2007 - cds.cern.ch

... Search; Submit; Help; Personalize: Your alerts; Your baskets; Your searches. Home > **Web 2.0**. Information; Discussion (0); Files; Holdings; Linkbacks. Book. Title, **Web 2.0** : principles and best practices. At head of title, O'Reilly radar. Author(s), Musser, John ; O'Reilly, Tim. ...

Cited by 298 Related articles Cite Save More

[HTML] [The emerging \*\*Web 2.0\*\* social software: an enabling suite of sociable technologies in health](#)

[HTML] from wiley.com



# Searching for the Journal Article

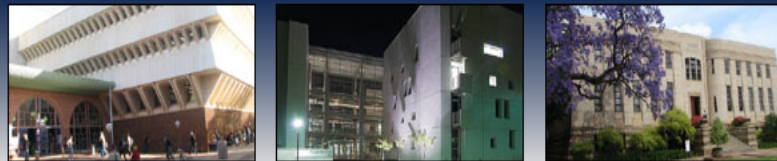


Garvin, D.A. & Roberto, M. 2001. What you don't know about making decisions. *Harvard Business Review*, vol.79, no.8, pp.108 – 116.



# Type journal title

## Title : Harvard Business Review



Library Home

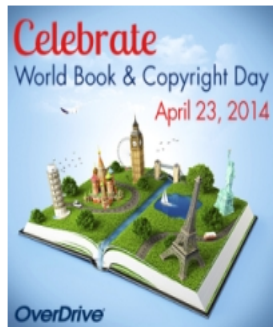
BOOKMARK

### News

### Search

### Quick Links

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- Most recent issue  
- Archive



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UPSpace (Institutional Repository)

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# Enter stud. no. and a pin (required for all e-resources access)

## Login

### Terms and Conditions: Access to E-Resources

Systematic and programmatic downloading of a large amount of information from the same journal/database is strictly against the Copyright Act 98 of 1978, as amended. It is also a violation of the Terms and Conditions of the licensing agreement with the Publisher. The definition of misconduct in the Disciplinary Code: Students, specifically includes the infringement of copyright. A contravention of this Code will constitute misconduct and will be referred to the Disciplinary Committee (Students) for a hearing. If this Committee finds you guilty, it will impose a disciplinary measure that it deems fit in the circumstances. Such disciplinary measure could for instance include an expulsion from the University for a period of time.

By proceeding and entering my detail and PIN, I accept the above terms and conditions.

or

[Workstation Settings to Access e-Journals & e-Databases \(Off Campus\)](#)

[Workstation Settings to Access e-Journals & e-Databases \(On Campus\)](#)

You must be a registered student/staff member to access library e-resources. You need to type your student/personnel no. (without the P or S) and your PIN.

\*\*\* If you do not have a PIN or forgot your PIN click on the "request a new PIN" link below and follow the instructions \*\*\*

Keep your PIN confidential at all times. If there are more than five failed attempts to log in, the system will block access to the patron account for 3 minutes.

[UP & CSIR Libraries Enquiry](#)

Student/Staff no (8 digits) eg 04234567

ENTER PIN

Submit

 [Request a new PIN](#)



# E-Journal Platform



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## e-Journals at UP

Online access supplied by the University of Pretoria

[Search](#) [About](#) [Home](#) **[Titles](#)** [Platforms](#) [Providers](#) [Subjects](#) [Catalogue](#) [Contacts](#) [Google Scholar](#) [OA](#) [Blog](#) [FaceBook](#) [LinkSource Citation Search](#)

Browsing: **E-Journals at UP**

Search

**Within:**  Title Name  ISSN  All Fields

**Search Type:**  Contains  Begins With  Exact Match

To find variants of a word, truncate using an \*

[Return to full title list](#) |

Titles where title name contains 'Harvard Business Review': 2

### Harvard Business Law Review

[HeinOnline Law Journal Library](#) 2011 - 2013

Resource Type: Journal

ISSN: 2164-361X

Publisher: Harvard Law School

### Harvard Business Review

[Academic OneFile](#) 1997 - 2000

[Business Source Premier](#) 1922 to present

[Print Subscription](#) Please refer to Library Catalogue for availability of print copy

Resource Type: Journal

ISSN: 0017-8012

Publisher: Harvard Business Review

Subject: [Social Sciences -- Commerce -- Business](#)

Titles where title name contains 'Harvard Business Review': 2



# Journal: HBR

## Publications

[Previous Record](#) | [Next Record](#)

Share ▾

[Search within this publication](#)

### Publication Details For "*Harvard Business Review*"

**Title:** Harvard Business Review

**ISSN:** 0017-8012

**Publisher Information:** Harvard Business School Publication Corp.  
60 Harvard Way  
Boston MA 02163  
United States of America

**Bibliographic Records:** 10/01/1922 to present

**Full Text:** [10/01/1922 to present](#)

**Publication Type:** Periodical

**Subjects:** Management; Strategic Planning

**Description:** Written for upper level management. Presents analysis of management problems and helpful commentary on advanced thinking and practice in all fields of management and administration.

**Publisher URL:** <http://www.hbr.org>

**Frequency:** 12

**Peer Reviewed:** No



#### All Issues

+ 2014

+ 2013

+ 2012

+ 2011

+ 2010

+ 2009

+ 2008

+ 2007

+ 2006

+ 2005

+ 2004

+ 2003

+ 2002

-- 2001

[Vol. 79 Issue 11 - Dec2001](#)

[Vol. 79 Issue 10 - Nov2001](#)

[Vol. 79 Issue 9 - Oct2001](#)

[Vol. 79 Issue 8 - Sep2001](#)

[Vol. 79 Issue 7 - Jul/Aug2001](#)

[Vol. 79 Issue 6 - Jun2001](#)

[Vol. 79 Issue 5 - May2001](#)

[Vol. 79 Issue 4 - Apr2001](#)

[Vol. 79 Issue 3 - Mar2001](#)

javascript:XslPostBack('ctl00\$ctl00\$MainContentArea\$MainContentArea\$volIssueCtrl\$xlsDisplay', 'IssueLin...



# Download Article

[HTML Full Text](#) [PDF Full Text \(4.5MB\)](#)

## 12. THE WEIRD RULES OF CREATIVITY.



Periodical

By: Sutton, Robert I. *Harvard Business Review*. Sep2001, Vol. 79 Issue 8, p94-103. 10p. 1 Chart, 3 Cartoon or Caricatures.

For at least the past decade, the holy grail for companies has been innovation. Managers have gone after it with all the zeal their training has instilled in them, using a full complement of trie...

**Subjects:** CREATIVE ability in business; INDUSTRIAL management; EMPLOYEE selection; INNOVATION adoption; TECHNOLOGICAL innovations; WORK environment; BUSINESS planning; RESEARCH & development; EMPLOYEE motivation; CREATIVE thinking

[Times Cited in this Database: \(12\)](#)



[PDF Full Text \(4.2MB\)](#)

## 13. What You Don't Know About Making Decisions.



Periodical

By: Garvin, David A.; Roberto, Michael A. *Harvard Business Review*. Sep2001, Vol. 79 Issue 8, p108-116. 9p. 2 Charts, 2 Cartoon or Caricatures.

Most executives think of decision making as a singular event that occurs at a particular point in time. In reality, though, decision making is a process fraught with power plays, politics, person...

**Subjects:** DECISION making; LEADERSHIP; MANAGEMENT science; PROBLEM solving; STATISTICAL decision making; CREATIVE ability in business; OPERATIONS research; EXECUTIVES; Process, Physical Distribution, and Logistics Consulting Services; INQUIRY (Theory of knowledge); CRITICAL thinking

[Times Cited in this Database: \(13\)](#)



[PDF Full Text \(4MB\)](#)

## 14. We Don't Need ANOTHER HERO.



Periodical

By: Badaracco, Jr., Joseph L. *Harvard Business Review*. Sep2001, Vol. 79 Issue 8, p120-126. 7p. 1 Cartoon or Caricature.

Everybody loves the stories of heroes like Martin Luther King, Jr., Mother Teresa, and Gandhi. But the heroic model of moral leadership usually doesn't work in the corporate world. Modesty and re...

**Subjects:** BUSINESS ethics; PUBLICITY; BUSINESS enterprises; LEADERSHIP; EXECUTIVE ability (Management); LEADERS; EXECUTIVES; DECISION making; COURAGE; CHARISMATIC authority; HEROES

[Times Cited in this Database: \(5\)](#)



[HTML Full Text](#) [PDF Full Text \(3.1MB\)](#)

## 15. Sustainable Growth, the DuPont Way.



By: Holliday, Chad. *Harvard Business Review*. Sep2001, Vol. 79 Issue 8, p129-132. 6p. 2 Cartoon or Caricatures.

Like many manufacturers, DuPont traditionally has grown by making more and more "stuff." And its business growth has been proportional to the amount of raw materials and energy used--as

# Recommended Databases



WEB OF KNOWLEDGE<sup>SM</sup>



THOMSON REUTERS™



# Use Boolean Logic search strategy

## AND, OR and NOT (most databases)



- **AND:** combine two or more keywords/terms.
- **OR:** connector to retrieve information in which any one of your keywords/terms appear.
- **NOT:** **exclude** certain information from your results.



# Search Strategies

Use any of the strategies when doing a search

1. Quick and easy search
2. Pearl growing approach
3. Building blocks approach



# 1. Quick and Easy Search

- Select the database
- Compose a simple query
- Use the Boolean logic operators AND, OR , NOT
- Submit the query to get the results



## 2. Pearl Growing Approach

- Begin with a specific document that is known to be relevant “the pearl”
- Use the characteristic of the “pearl” to grow the search eg. Index terms, text words, citations, publication data, authors , etc. to formulate queries and retrieve more results.
- Using one good article to search for others





### 3. Building Blocks Approach

- Determine the main concepts of your topic
- Think of synonyms or alternative to them
- Formulate queries based on the concepts sets
- Retrieve individual results of each sets
- Combine retrieved sets with Boolean logic operators (mostly AND) to build a solution set for the whole problem, (see example next slide).



# Example of Building Block Search

- First search
  - *Keyword (1) with synonym 1 OR synonym 2*
- Second search
  - *keyword (2) with synonym 1 OR synonym 2*
- Third search
  - Combine search results of 1 and 2



# Some Reasons for Retrieving Irrelevant Results :

- Search full of unimportant words
- Spelling mistakes
- Missed synonyms , use : [thesaurus.com](http://thesaurus.com), [answers.com](http://answers.com), [synonyms-finder](http://synonyms-finder), [Roget](http://Roget).
- Many possible search terms for generic concepts
- Using “exact phrase” maybe too limiting



# Additional Information

- Past years research projects available at your department.
- For items not available in the library contact the inter-lending office : [francina.laka@up.ac.za](mailto:francina.laka@up.ac.za)
- Library announcements e.g. library hours  
<http://www.library.up.ac.za/>

