1. Remote Access to Library Databases

Registered students and staff have access to the electronic databases, journals, theses and books via the library website [http://library.sun.ac.za](http://library.sun.ac.za). When prompted to login on the library website, use your student number/staff for login and password as provided. Access to the library is linked to your registration. Contact IT if you have password trouble: bpcict@belpark.sun.ac.za or 021 918 4247.

2. How to find books and articles

Our library search engine is called SUNSearch. It is a federated search engine that source information from all the library’s resources (print and e-books, e-articles, e-databases, e-theses etc.) simultaneously. Post-graduates are allowed to borrow 15 print books for 1 month plus 2 renewals. E-books are available via library website. Library guide for e-books is [http://libguides.sun.ac.za/ebooks](http://libguides.sun.ac.za/ebooks)

**Search strategy** – it is important to have a search strategy to find books and articles

a) **Define your information need.** What are you going to research?

b) **Generate some keywords.** You may need to find and skim an article or two to help you think of the best keywords. (Which keywords will help you to find the best resources)

c) **Combine some of those keywords in a logical way** in order to direct (limit) and refine your search.

d) You have the option of doing a **Basic Search** or an **Advanced Search** depending on the complexity of your search. **Basic Search** would be finding sources on “project management” in general. **Advanced Search** would be “project management” and “project failure” and leadership.

For more help finding information please consult our subject guide: Find, access and use information effectively: [http://libguides.sun.ac.za/StepbyStep](http://libguides.sun.ac.za/StepbyStep)

3. E-databases

A database is an electronic index to journals, articles, and books containing most often in full text or links to the full text. Databases A-Z: [http://library.sun.ac.za/en-za/Search/Pages/E-databases.aspx](http://library.sun.ac.za/en-za/Search/Pages/E-databases.aspx)

3.1 **Shortlist of South African e-databases**

SACat – reflects the book collections of libraries in Southern Africa; SA e-Publications – gives you full text access to journals published in Southern Africa; SUN Scholar – Stellenbosch University theses and article repository; South African National ETD – South African theses mostly in fulltext

3.2 **Business and management related e-databases**

Academic One | Business Monitor Online | Ebschost | Emerald | IMD World | Competitiveness | SA Media | Sage Research Methodology | Scopus | ScienceDirect | SpringerNature | Taylor & Francis

4. E-Journals

An issue of a journal contains individual articles. E-Journals A-Z: [http://web.a.ebscohost.com.ez.sun.ac.za/pfi/search/basic?sid=cbe7eeee-e5c4-40e3-bec3-14bd55305bc8%40sessionmgr4009&vid=0&db=edspub&tid=3000EP](http://web.a.ebscohost.com.ez.sun.ac.za/pfi/search/basic?sid=cbe7eeee-e5c4-40e3-bec3-14bd55305bc8%40sessionmgr4009&vid=0&db=edspub&tid=3000EP)
4.1 South African e-journals

4.2 Coaching e-journals

4.3 International e-journals

5 Referencing
As the reference style of the USB has changed to APA, please use the guidelines in the APA 6th edition (on Short loan shelve) or APA website http://www.apastyle.org

Reference management software
Mendeley – is a free reference manager and academic social network. Make your own fully searchable library in seconds, cite as you write and read and annotate your PDFs on any device. Our library guide on Mendeley: http://libguides.sun.ac.za/mendeley

6 Library guides
Library guides http://libguides.sun.ac.za/c.php?q=742962&p=5316902 will provide students, researchers and staff with access to subject and information resources

6.2 Subject specific library guides
Accounting | Business administration/management | Development Finance | Dispute Settlement | Economics | Entrepreneurship | Industrial Psychology | Leadership | Management Coaching | Project Management

6.3 Research library guides
• Find, access and use information effectively
• Improving your literature search strategy
• Google & Google Scholar
• Research Process
• User guide for postgraduates and researchers
• Where to publish articles
• Mendeley
• Create alerts

7 Contact details
Research assistance & training
Judy Williams: 021 918 4271 | judyw@sun.ac.za
Nombulelo Maqwebu-Mrali: 021 918 4272 | nombulelom@sun.ac.za

Interlibrary loans & Document delivery
Alna Marais 021 918 4273 | am7@sun.ac.za

Circulation & Library assistance
Lizanne Botha 021 918 4274 | lmb2@sun.ac.za

Deputy Director and USBI Manager
Henriëtte Swart 021 918 4270 | hs7@sun.ac.za

Hours
During Term:
Mondays to Friday 8:00 to 18:00
Saturdays 9:00 to 14:00
Vacation Hours:
Mondays to Fridays 8:00 - 16:30
Saturdays: closed (Jun/Jul & Dec/Jan)