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 onto the library website, use your student number/staff login and password. Contact USB 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 which searches 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. The 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**

   **3.2 Business and management related e-databases**
   Academic One | Ebschost | Emerald | IMD World | Competitiveness | King Report | ProQuest | Sage Research Methodology | Scopus | ScienceDirect | SpringerNature | Taylor & Francis

4. E-Journals
4.1 Public Leadership e-journals

4.2 South African e-journals

4.3 International e-journals

5 Referring
Make sense of referencing: http://library.sun.ac.za.ez.sun.ac.za/SiteCollectionDocuments/howdoi/Make%20sense%20of%20referencing%202012.pdf

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

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

6.3 Research library guides
• Find, access and use information effectively
• Improving your literature search strategy
• Google & Google Scholar
• Research Process
• Mendeley
• Create alerts

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

<table>
<thead>
<tr>
<th>During Term:</th>
<th>Vacation Hours:</th>
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<tbody>
<tr>
<td>Mondays to Friday</td>
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</tr>
<tr>
<td>8:00 to 18:00</td>
<td>8:00 - 16:30</td>
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<tr>
<td>Saturdays</td>
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<tr>
<td>9:00 to 14:00</td>
<td>closed (Jun/Jul &amp; Dec/Jan)</td>
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