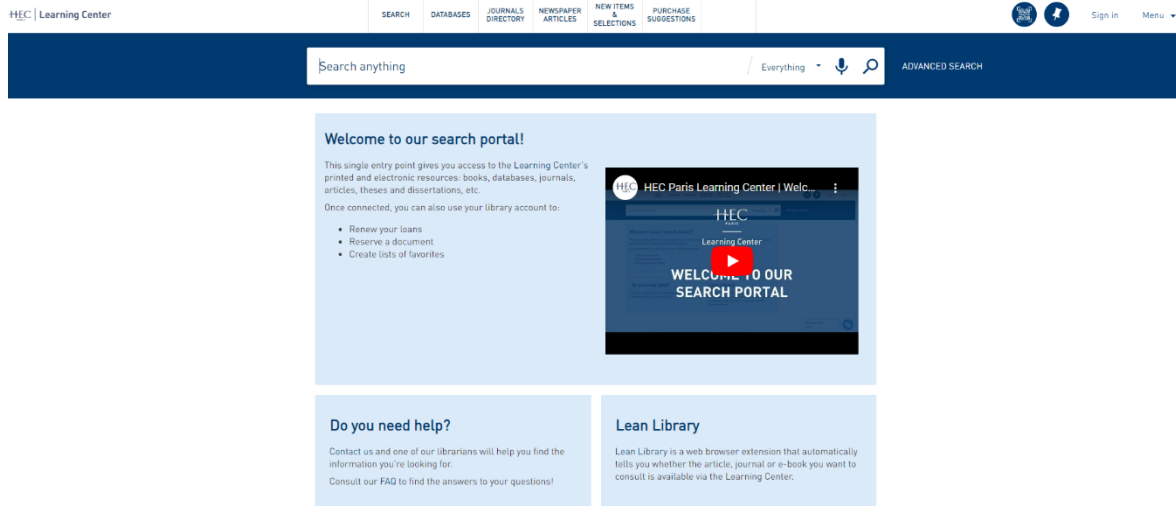


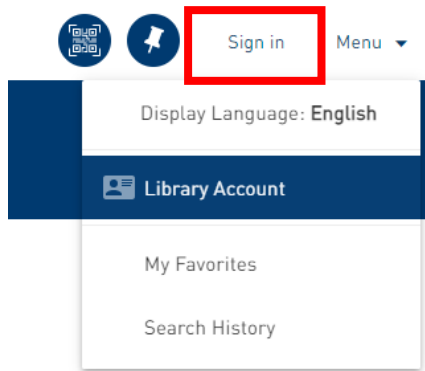
SEARCH PORTAL FAQ



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To begin with, we recommend that you log in to access all the results and services of the search portal.



How do I access my Library account?

Click on the **"Sign in"** link in the top right-hand corner of the screen.

If you are a member of the HEC Paris community (students, PhD students, professors and staff members):

- Select **"HEC Login"** and enter your HEC login
- Log in and click on **"Library Account"**

You are a student at a partner university or a HEC alumni:

- Select **"External users / HEC Alumni"**

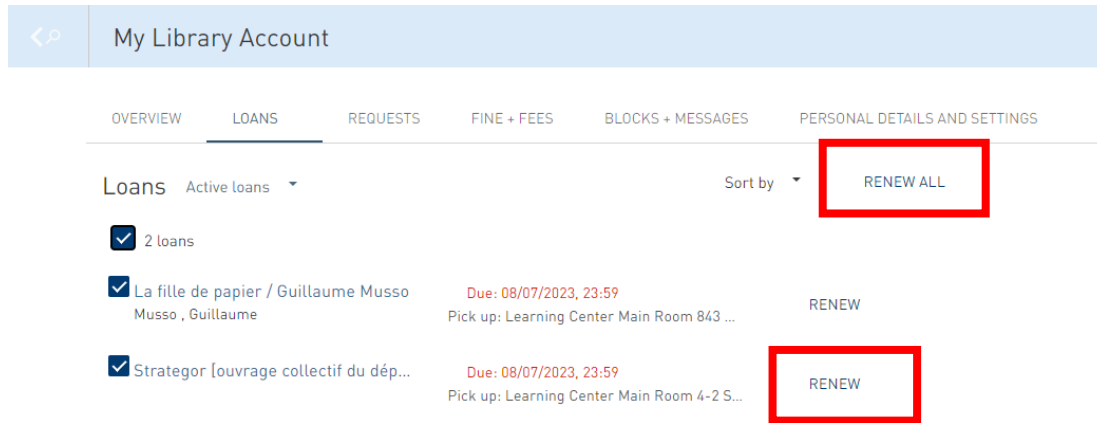
When you log in for the first time, you'll need to create a password:

- Click on **"Forgot password?"**
- Enter your e-mail address and click on "Send". You will receive an e-mail to reset your password,
- Enter your login details,
- Log in and click on **"Library Account"**.

How do I extend a loan?

The list of your current loans is available in your library account by clicking on **"My loans"**. From here, you can choose to renew:

- **one or more loans** by clicking on the "renew" button opposite the document,
- **all your loans** by clicking on the "renew all" button above the list.



Good to know! The period during which loan renewals are authorized is 2 days before the return date (Example: a document with a return date of August 31 can be renewed on August 29, 30 or 31).

I can't renew my current loans

Extensions are not possible when:

- the loan has expired,
- the maximum renewal date has passed,
- the document has been reserved by another reader.

In all these cases, you must return the documents on the date originally scheduled for their return. If you are unable to come to the Learning Center, please contact us by e-mail at: learning-center@hec.fr

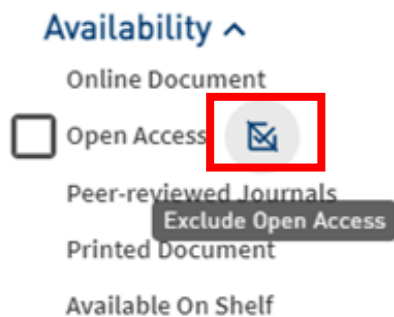
How to search?

You can launch a simple search using keywords or the document reference. You can also perform an advanced search to refine your criteria. You can fill in specific fields (Title, Author, Subject, Document Type, etc.) or combine keywords to obtain more precise results.

If you get too many results from your search, you can add more keywords or use **"Tweak your results"** on the left of the screen. These options allow you to find documents:

- by **"Availability"**, i.e. access mode (online, Open Access, print, etc.)
- by **"Resource Type"** (books, journals, articles, theses, databases, etc.)
- by **« Date »**
- etc.

To narrow your search, you can also exclude certain filters by checking the **"Exclude"** box. It appears to the right of a label when you move the mouse cursor over it. For example:



Tips!

- Please sign in to access all our search portal results,
- Search in both English and French,
- Use the * sign for truncation,
- Use filters to limit the number of results.
- If you launch an advanced search, you can associate your search fields with Boolean operators AND; OR; EXCEPT.

How do I find a resource (books, ebooks, articles, magazines, databases, dissertations)?

You can launch a simple or advanced search, then filter your results by "resource type" and/or "Availability" (see "How to search?").

- **Books, ebooks and trade/academic articles**

To search for **a book, an ebook or a trade/academic article**, you can also filter directly from the semi-automatic input list OR from the search bar menu. For example:



To refine your "Books and Ebooks" results, you can use the "Availability" filter on the left of the screen. Click on:

- « **Online document** » to display ebooks only,
- « **Printed document** » to display printed books only,
- « **Available On Shelf** » to display only printed books available on the shelf (i.e. books that have not been borrowed or reserved).

- **Databases, journals and newspaper articles**

Dedicated tabs are available in the menu bar at the top of the screen to search for **a database, a magazine or a newspaper article**:



Click on "**Databases**", then choose one of the following options:

- Enter the name of the database (e.g. "Xerfi", "Factiva", etc.) or keywords (e.g. market research, financial data, case law, etc.) in the search bar,
- Sort alphabetically,
- Browse the thematic list "Databases by category" on the left of the screen.

Click on "**Journals directory**" and choose one of the following options:

- Enter title or ISSN in the search bar,
- Browse the thematic list "Journals by category" on the left of the screen.

Click on "**Newspaper articles**" and enter a title or keywords in the search bar.

- **HEC dissertations**

To search for a **HEC dissertation**, 2 options are available:

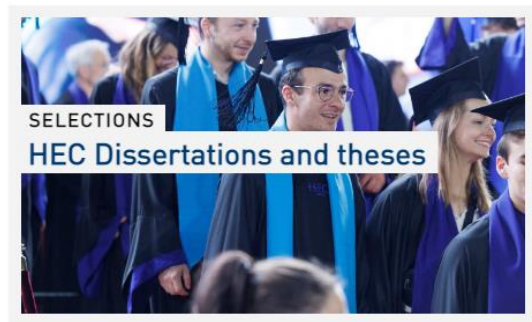
1. Filter directly from the semi-automatic input list OR from the search bar menu. For example:



2. Click on the tab "**New items & selections**" in the menu bar at the top of the screen:



Then select the folder you wish to consult: "HEC PhD Theses" and/or "HEC Dissertations and theses".



You can then sort items by "relevance", "date", "title" or "author", or type keywords into the search bar to refine results.

How do I locate a paper document?

The resource record contains several items of information to help you find a document, such as:

- **Its availability:** Please note that some printed resources may also be available in electronic format, in which case simply click on the **"Available Online"** link to access the document.
- **Its location:**
 - At the Learning Center (Building U): at the reception desk, on the selection displays, in the main room or in the storage*,
 - In the Language Resource Center (Building L),
 - In the Media Center - Doha (Qatar),
- **Its call number:** a series of numbers and letters indicating the document's location on a library shelf (*e.g. 4-2 STR*).
- **Number of copies**

Good to know! The « **Virtual Browse** » at the bottom of the record lets you virtually browse the shelf on which the printed resource is located, and locate other Learning Center documents in the vicinity.

Please note! The availability and location of printed journals are not listed on our search portal. Please contact us by e-mail at: learning-center@hec.fr or ask a librarian at our Welcome Desk for more information.

Good to know! The Learning Center has a press room where you can read some twenty newspapers and magazines. [Consult the list of paper magazines.](#)

**Storage: a place for storing documents that are not physically displayed.*

How to save a search?

You can save a search by clicking on the **"Save query"** icon below the search bar.

Consult your queries at any time in the **"Saved searches"** tab of your **"My favorites"** space.

Good to know! You can **"create alerts"** by e-mail for the searches of your choice, to be notified when a new result appears in the portal.

How do I create favorites lists?

On a resource record, click on the **"add this item"** pin icon to add it to your favorites.

Consult your pinned references at any time in the **"Saved records"** tab of your **"My favorites"** space.

Good to know! Quick access to **"My favorites"** is available by clicking on the **"Go to my favorites"** pin icon in the top right-hand corner of the screen.

To go even further! You can **"add tags"** to pinned notices to help you manage your favorites lists.

How to save a document reference?

You have several options for retrieving a resource reference. Refer to the icons shown in the detailed record of a document:



- **Email:** send the reference by e-mail
- **Citation:** copy the reference to the clipboard to include it in a document
- **Permalink:** retrieve the document's permanent link
- **Print:** print the document record
- **Export RIS:** export the record in RIS format, compatible with Zotero, Endnote...
- **Exporter Bibtext:** export for Bibtext reference management software

How to reserve a document?

You can make up to **5 simultaneous reservations** for documents available on shelf, in storage* or borrowed by another reader:

- Search for the document you wish to reserve,
- Open the document record by clicking on the title,
- Click on "reserve",
- Fill in the form fields.

Once you have completed this step, a message will inform you of your request's position on the waiting list.

Consult your reservation requests at any time in your library account by clicking on "**My requests**".

You will be notified by e-mail as soon as the document is available. You then have **7 days to collect it** from the Learning Center welcome desk or consult it on site. After this period, your reservation will be automatically cancelled. The document will then be put back on the shelf or reserved for the next reader on the waiting list.

**Storage: a place for storing documents that are not physically displayed.*

How to request an Interlibrary Loan (ILL)?

Through this service, we can contact other university libraries that may have access to the document you're looking for.

Before making an [ILL request](#), please consult our search portal, as the resource may already be available.

If you don't find the document, you can then make a request by filling in the "**ILL**" form available in the menu bar at the top of the page.

How to make a purchase suggestion?

Before making a [purchase suggestion](#), we invite you to:

- consult our search portal - the resource may already be available,
- request an [Interlibrary loan](#) (*see How to request an Interlibrary Loan?*)

If you can't find the document you're looking for, you can suggest it for purchase by filling in the "**Purchase request**" form in the menu bar at the top of the page.

Your purchase proposal will then be examined, and you will receive a reply by e-mail.

You can consult your suggestions at any time in your library account by clicking on "**My requests**".

What happens if I return a document late?

To guarantee equal access for all, loan deadlines must be respected. To help you, you'll receive an e-mail alert on the day of the return date, followed by reminder messages after the due date of your loans.

Please note that repeated late return of documents will result in suspension of lending rights.

Consult your loans at anytime in your library account by clicking on "**My loans**"

Good to know! If you are totally unable to come to the Learning Center, you can return your books by post to the following address:

HEC Paris Learning Center
1 rue de la Libération
78350 Jouy-en-Josas

If documents are not returned, they will be considered lost. In this case, you will be asked to pay a refund or to buy back the books.