



# **URBE UNIVERSITY LIBRARY**

**TITLE: HOW TO USE THE LIBRARY SERVICES AND RESOURCES**

**FOR: ALL NEW STUDENTS AND INSTRUCTORS**

**LIBRARIAN: KARELY CARRION**



# Library Orientation

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## URBE LIBRARY MISSION

“Improve and enrich the knowledge of our students, faculty, and community in general through innovative information resources to support teaching, learning, and research.”



# Library Orientation

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## Services

**Library  
Webpage**

**Online Catalog  
(KOHA)**

**LIRN (Library  
Information Resource  
Network)**

**URBE University  
Digital Repository**

**Virtual Reference  
Service**

**Internet Laboratory  
Photocopy**



# Library Orientation Services



## URBE LIBRARY WEBPAGE :

URBE UNIVERSITY LIBRARY SYSTEMS

URBE UNIVERSITY

Catalog Repository Databases Training & Docs News Request Assistance

URBE University Library

### Books & Learning Resources

Search the library catalog

What we offer

MBA 605 S (3).docx INTRODUCCION A...pdf GERENCIA DE PRO...pdf TEORIA DE LAS LI...pdf TEORIA DE LAS LI...pdf Spanish Syllabus (...doc Spanish Syllabus...docx

Type here to search

Watchlist +0.44%

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**URBE UNIVERSITY LIBRARY  
WEBPAGE**

<https://library.urbe.university/>

**INCLUDES**



## **CATALOG**

(Find books and other materials needed for your courses.)

## **URBE Digital Repository**

Include different types of documents such as: Articles, eBooks, Business Cases, and others

## **DATABASES**

(Private: LIRN and Open Access Databases)

## **TRAINING RESOURCES**

LIRN Training Videos, APA Tutorials, Guides, etc.)

## **CONTACT US**

(Full Name, Phone Number, Email)

## **REMOTE LIBRARY INSTRUCTION**

(Set up the Library Instruction Session)



# Library Orientation

## Services

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### Virtual Library (LIRN)

Students and Faculties can access to the VIRTUAL LIBRARY through their Academic Portal by using their personal access code, all community can access thru:

<https://www.lirn.net/>

Username: **03435** Password: **happyhoney89**



# Library Orientation Services



## Virtual Library (LIRN)

The screenshot shows the URBE University Virtual Library (LIRN) website. At the top left is the URBE University logo. To the right are links for "? Help" and "Logout". Below the header is a navigation bar with links for "Alphabetical View", "Subject View", "Vendor View", and "Tools". A search bar labeled "Search all databases" is positioned to the right of these links. The main content area features a section titled "Jump to a specific group" with a list of subject categories: Automotive / Aviation, Building & Construction, Business, Computer Science, Cosmetology / Spa Services, Culinary Arts / Hospitality, Dental, Dictionaries & Encyclopedias, Education, General & Interdisciplinary, Health & Medical, History & Social Science, Language & Literature, Law & Criminal Justice, Library Science, News & Current Events, Psychology, Religion & Philosophy, Science & Technology, Success Skills, Veterinary Science, and Visual & Performing Arts. Below this is a section for "Automotive / Aviation" with a search bar labeled "Search Automotive / Aviation". This section contains eight database tiles, each with a red circular icon and a text label: "ABI/INFORM Trade & Industry", "Advanced Technologies & Aerospace Database", "Career & Technical Education Database", "Engineering Database", "Gale Academic OneFile", "Gale General OneFile", "Gale OneFile: Insurance and Liability", and "Gale OneFile: Military and Intelligence".



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## Virtual Libraries

URBE University Library offers to all Students and Faculties the following electronic libraries:

- **Library & Information Resources Network (LIRN)** <https://www.lirn.net/>
- **Florida Electronic Library (FEL)** <https://www.flelibrary.com/>
- **ProQuest Ebook Central**
- **GALE Virtual Reference Library**
- **24/7 Library Reference Books**





# Library Orientation



## Services

### Circulation and Loans Policy

#### General Considerations

URBE University Library use KOHA as Integrated Library System for Circulation and Loans to serve the community of students and faculty. Library patrons can access circulation and loans of bibliographic materials, we have policies for this service.

Users/Borrowers	Loan period
URBE University Students	14 Days
URBE University Faculty	60 Days
URBE University Staff	14 Days



# Library Orientation Services

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ONLINE CATALOG

<http://catalog.urbe.university/>

The screenshot shows the URBE University online catalog interface. At the top, there is a navigation bar with the URBE logo, a shopping cart icon, and a 'Log in to your account' link. Below the navigation bar is a search bar containing the text 'business ethics' and a 'Go' button. The main content area displays search results for 'business ethics'. It indicates that 23 results were found, with 4600 results in the library's OpenLibrary collection. The results are listed in a table with two entries visible. Each entry includes the title, authors, edition, publisher, and availability information. There are also options to 'Place hold' or 'Add to cart' for each item. The interface includes a sidebar for refining the search, a pagination control, and a 'Show all' button at the bottom right.

URBE UNIVERSITY Cart Lists Log in to your account Search history Close

Search Library catalog business ethics Go

Advanced search | Course reserves | Authority search | Purchase suggestions | Library

Home - Results of search for 'business ethics'

Refine your search

Availability  
Limit to currently available items.

Authors  
Armstrong, Gary  
Barry, Vincent E.  
Brooks, Brian S.  
Browne, M. Neil  
Carroll, Craig E.  
[Show more](#)

Collections  
Non-fiction

Item types  
Books

Locations  
General Stacks

Series  
Handbooks in communi...  
The McGraw-Hill ser...  
The McGraw-Hill/Srw...

Topics  
Business ethics

Your search returned 23 results. 🔍  
Found 4600 results in the library's OpenLibrary collection

1 2 Next Last Relevance

[Unhighlight](#) | [Select all](#) | [Clear all](#) | [Select titles to:](#) [Add to](#) | [Save](#) | [Place hold](#)

1. **Dynamic business law / Nancy K. Kubasek, Bowling Green State University; M. Neil Browne, Bowling Green State University; Lucien J. Dhooge, Scheller College of Business, Georgia Institute of Technology; Daniel J. Herron, Miami University; Linda L. Barkacs, University of San Diego; Carrie Williamson, DLA Piper US LLP, East Palo Alto, California.**  
by Kubasek, Nancy K [author.] | Browne, M. Neil, 1944- [author.] | Dhooge, Lucien [author.] | Herron, Daniel J [author.] | Williamson, Carrie [author.] | Barkacs, Linda L [author.].  
Edition: Third edition.  
Original language: English.  
Publisher: New York, NY : McGraw-Hill Education, c2015.  
Availability: **Items available for loan:** [Call number: KF889 .A83 2015 Copy1] (2).  
☆☆☆☆☆  
[Place hold](#) [Add to cart](#)

2. **Business ethics : decision making for personal integrity and social responsibility / Laura P. Hartman, DePaul University, Joe Desjardins, College of St. Benedict/St. John's University, Chris MacDonald, Ryerson University.**  
by Hartman, Laura Pincus | Desjardins, Joseph R.  
Edition: Third edition.  
Publisher: New York : McGraw-Hill Irwin, c2014.  
Availability: **Items available for loan:** [Call number: HF5387 .H3743 2014] (1).  
☆☆☆☆☆

books.jpg Show all X

Type here to search 11:53 AM 10/5/2025



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## Services

### Internet Laboratory

- URBE University Library has a Computer Lab with three stations. These stations have Internet connection, and the students and faculty can get free access to them.

### Scan and Photocopy Services

URBE University Library has one multitask photocopier for the service of the students and faculty. This service is coordinated by the Library Coordinator.



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## Services

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### VIRTUAL REFERENCE SERVICE

Urbe University Librarian utilize the Virtual Reference Services (VRS) as another method to teach patrons to find and use library resources and the Internet effectively. VRS, which is provided 24/7, complements the other communication methods with the Urbe University Community along with Face to Face, Phone, and Email.

Types of questions best answered through the chat service include:

- directional
- ready reference, such as a fact or a date (e.g., quick information about a course, library hours, etc.)
- selection of an appropriate electronic resource for a specific research project
- citing sources

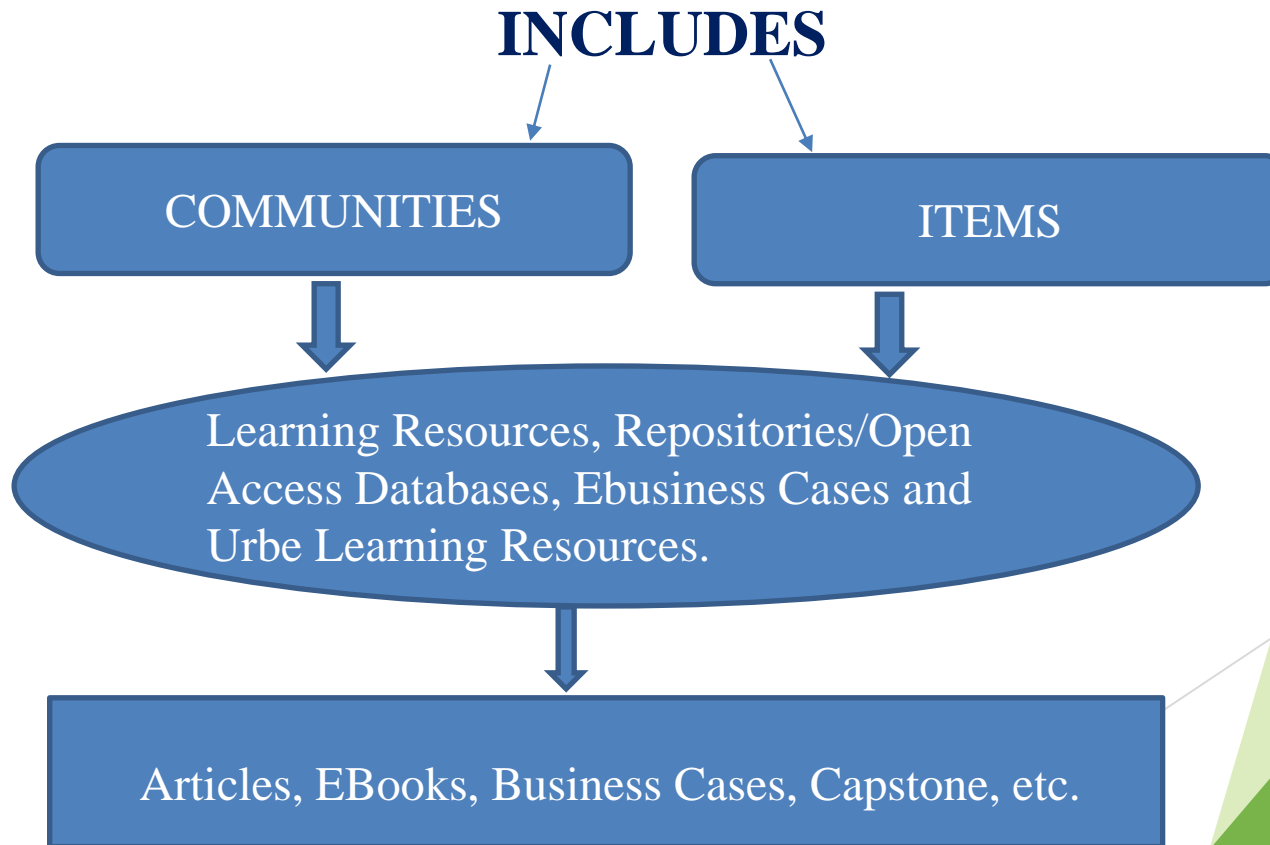


# Library Orientation Services

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## URBE University Digital Repository

[Home](#) · [URBE University](#) · [Omeka Repository](#) - [URBE University Library System](#)





# Library Orientation

## Services



## URBE University Digital Repository

[Home](#) · [URBE University](#) · [Omeka Repository - URBE University Library System](#)

Library Instruction Guides - URBE | Admin dashboard - Omeka Repo... | Home - URBE University - Omeka | Sign in - chase.com

omeka.library.urbe.university/s/urbe/page/home

Omeka Repository - URBE University Library System · URBE University · Pages · Edit

Signed in as Karely Carrion Logout

**URBE** UNIVERSITY Library

Home Collections Sign In

Search

### Welcome to Omeka at URBE

The purpose of the URBE University Institutional Repository is to compile and organize documents of an Academic, Scientific and Institutional nature produced or guarded by URBE for their dissemination, in support of research and the creation of new knowledge.

Nigel Slack  
Alistair Brandon-Jones  
Robert Johnston

use with MyOMLab

164352.png 156074.png Can\_Gamification\_...pdf Can\_Gamification\_...pdf 164350.png Gamification desin...pdf FPL bill1.pdf

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# Library Orientation

## Collections

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Print Books Collection with more than 915 books of different subjects to cover our all programs, that all URBE community can access physically.

Virtual Library (LIRN) with : Encyclopedias, Dictionaries, Periodical Databases, EBooks, etc. These, along with other subscription based electronic tools, ensure that our patrons have access to the most current information available.

Also, the Urbe University Community can access to Florida Electronic Library has provided over 190 million of Articles, EBooks, Videos and other electronic resources to the Citizens of Florida, the access to all resources is free for Florida residents.



# Library Orientation Resources

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## Resources

Many resources are available thru [Library Web Page](#) and [Library Catalog](#).

[Library Information Resource Network \(LIRN\)](#): The LIRN Portal is the gateway for Students, Faculties, and Staff to access your LIRN subscription resources. Researchers can access a list of available online resources, along with a brief description of the resource. Content can be listed alphabetically, by subject or by content provider.





# Library Orientation

## DATABASES EXAMPLES

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### PROQUEST EBOOK CENTRAL

Multidisciplinary (Business Administration, Health, Marketing, Business Ethics, Mass communications, Human Resources, etc.)

Sources  
Electronic books in different languages

Authoritative Publishers such as: Wiley, International Press, Pearson, McGraw Hill etc.



# Library Orientation

## DATABASES EXAMPLES



### Books 24/7

**ONLINE BOOKS**

**AUDIOBOOKS**

**RESEARCH  
REPORTS**



Business Skills, Finance and Accounting,  
Leadership Development, Marketing and Sales,  
Social Media, International Business, Human  
Resources, etc.



**ENGLISH**

**LANGUAGES**

**SPANISH**





# Library Orientation

## DATABASES EXAMPLES

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### ProQuest Central

#### Multidisciplinary

This Database include 47 databases across 175 subject areas. Is the largest single periodical resource available

#### Subject Areas

Contain all major Subject Areas: Business, Health and Medical, Language and Literature, Social Sciences, Education, Science and Technology, Performing and Visual Arts, History, Religion, Philosophy, etc.

#### Types of Sources

Includes thousands of Full-Text Journals, Newspapers, Peer-Reviews, Business Reports, and other resources.

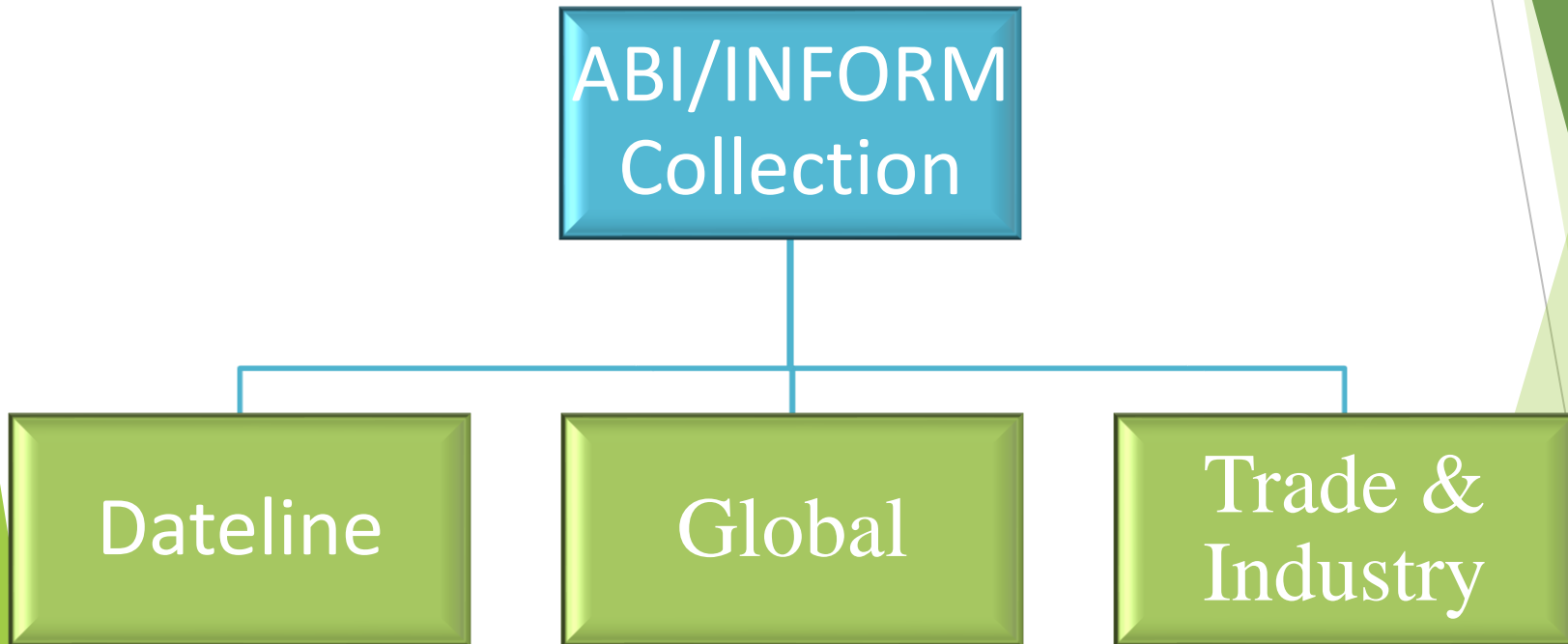


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DATABASES EXAMPLES

## ProQuest ABI Inform Collection

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# Library Orientation

## DATABASES EXAMPLES

### ABI/INFORM Collection

- Blog, podcasts & Websites
- Dissertations & Theses
- Magazines
- Newspapers
- Reports
- Scholarly Journals
- Trade Journals
- Wire Feeds
- Other sources

Scholarly Journals and  
Dissertations

Key Market Research  
Reports

Major Magazines,  
Newspapers, and Trade  
Journals



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## DATABASES EXAMPLES

## ProQuest Business Market Research Collection

The *Business Market Research Collection* allows users to conduct company, industry, economic and geopolitical market research with information from these three sources:



HOOVER'S COMPANY  
PROFILES

OxResearch

Snapshots



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DATABASES EXAMPLES

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## ProQuest Entrepreneurship

**INCLUDES**



VIDEO  
CLIPS

START-UP  
PLANS  
TEMPLATES

BUSINESS  
CASES

JOURNALS

WORKING  
PAPERS



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**DATABASES EXAMPLES**

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## Emerald Insight

**INCLUDES**



**JOURNALS**

**BOOKS**

**BUSINESS CASES**

**TEACHING NOTES**





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**DATABASES EXAMPLES**



## Gale Academic OneFile

**INCLUDES:**



**JOURNALS**

**PEER-  
REVIEWED**

**FULL TEXT  
ARTICLES**

**REFERENCE  
SOURCES**



# Library Orientation

## DATABASES EXAMPLES

### Gale Business Insights: Global



**FINANCIAL REPORTS**

**CASE STUDIES**

**COMPANIES AND  
INDUTRIES PROFILES**



**SWOT REPORTS**

**BUSINESS NEWS**

**SCHOLARLY  
JOURNALS**



# Library Orientation

## DATABASES EXAMPLES

### GALE ONE FILE COMMUNICATIONS AND MASS MEDIA

- MASS COMMUNICATION
- ADVERTISING AND PUBLIC RELATIONS
- LITERATURE
- WRITING
- JOURNALISM
- MEDIA STUDIES
- NEW MEDIA

JOURNALS  
ENCICLOPEDIAS  
VIDEOS, PRIMARY  
SOURCES

FULL TEXT DOCUMENTS  
PEER-REVIEWED  
JOURNALS  
DOCUMENTS WITH  
IMAGES

SEARCH BY  
PUBLICATION DATES  
DOCUMENT TYPE  
PUBLICATION TITLE  
SUBJET GUIDE AND  
TOPIC FINDER



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## TIPS FOR SEARCHING IN DATABASES

Explore the database's "**Advanced Search**" or "**Expert Search**." There, you will find ways to improve or focus your search.

To figure out the **correct terminology**, explore the database's "thesaurus." Or, find one good article, and look at the "Subject" words or "Keyword" tags that are used to describe the topic of the article. Use words from the thesaurus and subject tags in your search.

Many advanced search screens provide 2-3 boxes, allowing you to **combine topics**. Usually, you should use one box for each concept or variable. For example, if you are searching for "diabetes in kids," type "diabetes" in the first (top) box, and "children" in the second box (underneath the first box).

To find **more articles**, try **synonyms** combined with "OR" (in capital letters). For example, "children OR juvenile OR youth" will find more articles than simply "children."

Use an **asterisk (\*)** to search for **variations** from a root word. For example, child\* will find articles with the words child, children, or childhood. This "truncation" search usually finds more articles.



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## TIPS FOR SEARCHING IN DATABASES

To find **fewer articles**, use "**limiters**." Most databases allow you to check-off options for peer-reviewed articles, the publication date, and language

To left or right side of the search boxes, you may see drop-downs that may allow you to **focus your search on the title or abstract** of the article. In many databases, this can be a helpful way to narrow down your search.

After you search, make sure that the database is listing articles according to "**relevance**," instead of publication date

Usually, the first search you attempt is not the best one. **Try a variety of strategies**. Take photos or print out your search screens to keep track of which words and limiters you have already used.

Explore the database's "**help**" or "**support**" links to learn additional tips.

If you need more help, **contact your librarian** or visit Urbe Library Webpage, into the section: [Ask a Librarian](#)



# Library Orientation

## PLAGIARISM

**“The good use you give to other people's information is to work honestly!”**

### What is Plagiarism?

The submission of material authored by another person but represented as the student's own work, whether that material is paraphrased or copied in verbatim or near-verbatim form

The submission of material subjected to editorial revision by another person that results in substantive changes in content or major alteration of writing style.

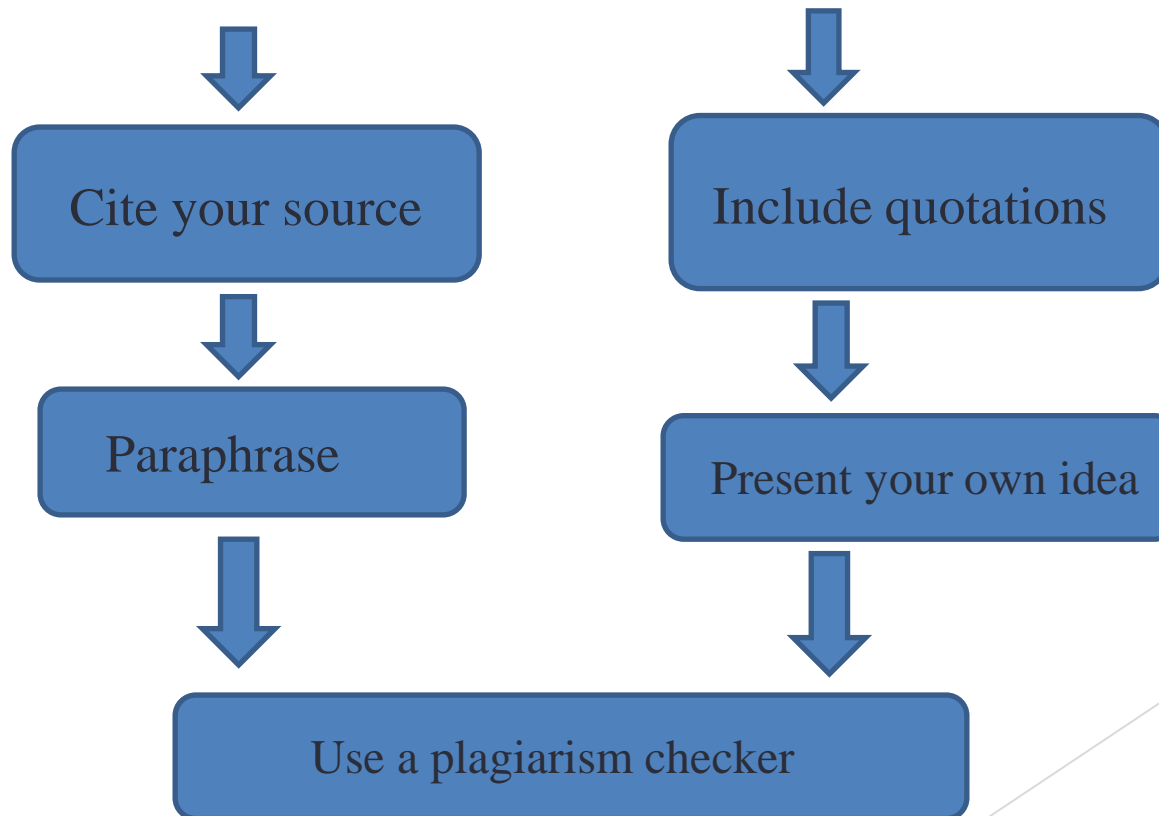
Improper acknowledgment of sources in essays or papers



# Library Orientation

## PLAGIARISM

### 5 WAYS TO AVOID PLAGIARISM





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## COPYRIGHT

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### Copyright Basics Video

URBE University Library complies with all the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. URBE University Library strongly supports the fair use section of the Copyright Law (17 U.S.C. 107)

[\[http://www.copyright.gov/title17/92chap1.html\]](http://www.copyright.gov/title17/92chap1.html) which permits and protects citizen's rights to reproduce and make other uses of copyrighted works for the purposes of teaching, learning and research.

**PDF Version :** <https://www.copyright.gov/title17/chapter1.pdf>





# Library Orientation

## Reasons to visit the library

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### *Research Help*

- *Get one on one help with research*
- *Learn how to find reliable and up to date resources*
- *Learn how to cite a resource*
- *Learn how to use Virtual Library (LIRN)*

### *Other Reasons*

- *Use the quiet study rooms*
- *Make copies*
- *Take online classes*
- *Browse a magazine*
- *Check out a book (one related to your program or one just for fun!)*
- *And much more!*



# Library Orientation

## Contact Information

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## URBE University Library

- **Librarian:** Karely Carrion
- **Address:** 11430 NW 20 St. Suite 150, Sweetwater, Fl. 33172
- **Phone:** 786-744-8211
- **Email:** [karely.carrion@urbe.university](mailto:karely.carrion@urbe.university)
- **Hours**
  - Monday: 9:00 AM – 5:30 PM
  - Tuesday: 9:00 AM – 5:30 PM
  - Wednesday: 10:00 AM – 6:30 PM
  - Thursday: 9:00 AM – 5:30 PM
  - Friday: 9:00 AM – 5:30 PM
  - Virtual Library 24/7



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**Thank you for  
your participation!**



**QUESTIONS OR DOUBT?**