We will look at:

- Overview of library services
- Finding e-books
- Searching the databases for journal articles
Accessing your Reading List

19/20, Personal, Professional & Academic Development
BBS_S_PPA_1920

WELCOME

Welcome Everyone!

Hello and welcome to the PPAD Moodle site for Semester 1 2019/20.
Please check for messages each week and to find the material in the lecturer/seminar section
again posted weekly.

Hope to see you all and enjoy the course
Best wishes
Ian Edwards

PPAD- MODULE SEM 1 - 2019/20

MARKETING FOR SMALL BUSINESSES

lynda.com

Assessment link

Designate items as summative assessments
Number of assessments you need to link: 0.
Number of assessments linked: 0.

Upcoming events

There are no upcoming events
Go to calendar...
New event...

Reading Lists

Personal, Professional & Academic Development (11 items), last updated about 5 months ago

Activity results

Please configure this block and select which activity it
Using the Library
<table>
<thead>
<tr>
<th></th>
<th>Building opening times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8am - midnight</td>
</tr>
<tr>
<td>Weekend</td>
<td>9am – 9pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Perry Library helpdesk (1 East) opening times</th>
<th>IT helpdesk (1 West) opening times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30am – 8:50pm</td>
<td>8:30am – 8:50pm</td>
</tr>
<tr>
<td>Tuesday – Friday</td>
<td>8:30am – 6:50pm</td>
<td>8:30am – 6:50pm</td>
</tr>
<tr>
<td>Weekend</td>
<td>10am – 4:20pm</td>
<td>10am – 4:20pm</td>
</tr>
</tbody>
</table>
Borrowing

For late return when overdue items are on hold:

- £2 per day per item (up to a maximum of £20 per item)
- 2 day grace period

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Books</th>
<th>DVDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (BA, BSc)</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Postgraduate (PG Dip, CPE, MA, MSc, LLM)</td>
<td>20</td>
<td>5</td>
</tr>
</tbody>
</table>
Auto-renewals

All items will automatically be renewed, **UNLESS**:

- The item is reserved by another borrower.
- There is another issue with your library account (e.g., outstanding charges, or your account has expired.)
The following items have been automatically renewed. Please see below for the new due date(s):

C++ for everyone
Horstmann, Cay S.,
005.133 HOR  Barcode: 30102009189760
Due date: Wednesday 26 June 2019  RENEWED

These items could not be renewed and are due on 19 June 2019:

Designing media
Moggridge, Bill.
006.7 MOG  Barcode: 30102009669407
Due date: Wednesday 19 June 2019

The following items have been automatically renewed. Please see below for the new due date(s):

Nonobject
Lukić, Branko.
745.5 LUK  Barcode: 30102009698281
Due date: Wednesday 26 June 2019  RENEWED

Gamestorming: a playbook for innovators, rulebreakers, and changemakers
Gray, David,
658.4022 GRA  Barcode: 30102009698398
Due date: Wednesday 26 June 2019  RENEWED

Fiber-optic communication systems
Agrawal, G. P.
621.38275 AGR  Barcode: 30102009672914
Due date: Wednesday 26 June 2019  RENEWED

Check the entire email!
To **borrow** and **return** books from the library, please use the self-service machines.
Layout of the Library

Study Spaces
• Group Study
• Quiet Study
• Silent Study

Library Help desk on 1 East
Student IT Support on 1 West

11 Bookable Study Rooms
Digital Devices

- Computers on every floor except Level 3
- MFDs (Multi-Function Devices) – Printing, scanning and photocopying
- Laptops – 10 hour loan period
- Large format printers
Accessibility
Disability and Dyslexia Support (DDS)

- Extra time on books you borrow
- Private study areas if you qualify
- Extra help in the library
- Assistive technology
- Photocopying and scanning
- Books by post
- Books put aside for you

- More details on what the library offers on LibGuides

Contact a disability advisor to register
- 0207 815 6454 or disability@lsbu.ac.uk
- Student Life Centre helpdesk
Welcome

This guide will help you find books, journal articles and subject specialist information. You'll also find recommended websites and guidance on referencing. Use the blue tabs towards the top of the page to find the information you need. There are contact details for us and other departments too, should you need further assistance.
Searching for Journal articles via Database searching

Identify your key words!
Discuss the relationship between leadership and company performance.
Discuss the relationship between leadership and company performance.
Google Scholar provides a simple way to broadly search for scholarly literature.

Just type “Scholar” in Google.
Finding market research reports

Mintel

Passport GMID
Referencing

- LSBU Harvard Referencing Style – Unique to LSBU, see our guides for info
- Reference as you read & ask for help early! – Visit the Research Help Desk
- Online guides and workbooks on the Libguides
Harvard LSBU style – two elements

1. In-text citation (Author, year) or (Author, year, page)

- McCormack and McCance (2017) suggest that …………
- “Person-centred care is a philosophy that values individuals’ own unique values, personality, personal history and the right of each person to respect, dignity and to participate fully in their life choices.” (McCormack and McCance, 2017, p. 133)

2. Reference list
Three or more authors

All authors appear in the Reference List

Only the first named author appears in the in-text citation

One author (Brown, 2018)
Two authors (Brown and Smith, 2018)
Three or more authors (Brown et al., 2018)

et al. = et alia = and others
Example

…Virgin Atlantic Airways have decided to update their guidelines for crew attire to make the working environment more comfortable (Topham, 2019). This reflects on the commitment to leadership development plans that the company has created over the years (Holt et al., 2018). This has led to effective tasks and motivations from the company’s leadership structure, as proposed by Mitchell and Bommer (2018). The move by Virgin Atlantic is seen as a significant change, as other airlines have “relatively relaxed rules on crew presentation” (Topham. 2019. para.4) …


Reference List

- Should only contain the details of sources you’ve cited in your work.

- Put all your references in one list under the heading ‘Reference list’.

- Do not list resources by type.

- List references in alphabetical order by the authors’ surnames/names of corporate authors or by the first letter of the reference.
Referencing help

https://libguides.lsbu.ac.uk/businessandmanagement/referencing

- Full guide
- Tutorials
- Refworks
- Textbooks
- Plagiarism guidance
Where to get Help
Library and Learning Resources

Library
Helpdesk – 1 East
library@lsbu.ac.uk
020 7815 6607/6615

IT Support
Helpdesk – 1 West
llr-ithelpdesk@lsbu.ac.uk
020 7815 6678

Digital Skills
Digital Skills Centre
digitalskills@lsbu.ac.uk
020 7815 6610
Digital Skills Training Team

- Word
- Excel
- PowerPoint
- Moodle assignment submissions
- Building basic websites
- NVivo
- SPSS
- MindManager
- ClaroRead
- Moodle
- Turnitin
- My.Lsbu
- Online survey tool

Telephone: 020 7815 6610
Email: digitalskills@lsbu.ac.uk

MS Office Specialist
- Access
- Excel
- Outlook
- PowerPoint
- Word
1:1 support

Book a 1:1 with an Information Skills Librarian

go.lsbu.ac.uk/askalibrarian

- Database Searching e.g. Journal articles
- Referencing
- Using RefWorks

Email queries: askalibrarian@lsbu.ac.uk

Research Helpdesk
3 Bridge
Mon-Fri 12.00-4pm
Student Services

Disability and Dyslexia Support (DDS)
disability@lsbu.ac.uk
0207 815 6454

Student Life Centre
Borough Road

Skills for Learning
S4L@lsbu.ac.uk
020 7815 6454
Any questions?