

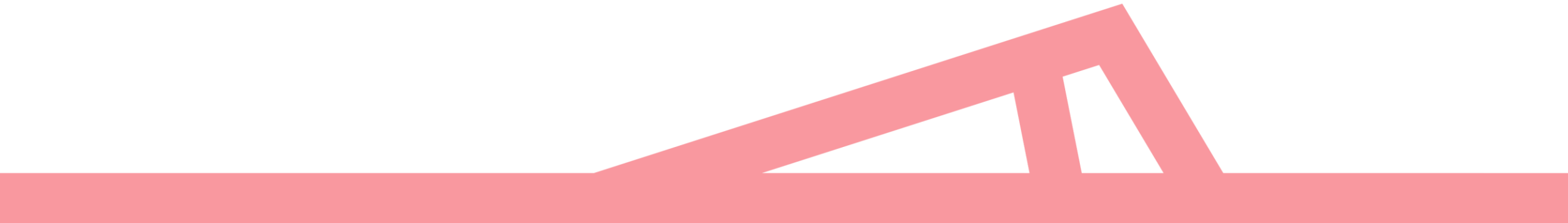


FEP

SCHOOL OF
ECONOMICS
AND MANAGEMENT
UNIVERSITY OF PORTO

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES

09.2022 | DOCUMENTATION AND INFORMATION SERVICE | LIBRARY



SCOPE



This session aims to present the services and resources that the library provides to its users.

We thus intend to help users develop skills in the field of good use of information, namely the ability to locate, search and retrieve information in the various resources available in the library.

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



TOPICS

- ✓ HOW TO ACCESS THE LIBRARY HOMEPAGE
- ✓ INTRODUCTION THE LIBRARY'S HOMEPAGE
- ✓ INTEGRATED CATALOGUE - U.PORTO AND FEP
- ✓ FEP CATALOGUE - WHAT CAN I DO
 - ✓ FEP CATALOGUE – SIMPLE SEARCH
 - ✓ FEP CATALOGUE – ADVANCED SEARCH
 - ✓ FEP CATALOGUE – HOW TO FIND A BOOK ON THE SHELF
- ✓ PERSONAL AREA - LOGIN
 - ✓ LOAN HISTORY
 - ✓ RENEW LOAN
 - ✓ MAKE REQUESTS
 - ✓ ILL REQUEST (INTERLIBRARY LOAN)
- ✓ ELECTRONIC RESOURCES
 - ✓ ESSENTIAL TEACHING SUPPORT TEXTS
 - ✓ E-BOOKS
 - ✓ DICTIONARIES AND ENCYCLOPEDIAS | LEGISLATION | NEWSPAPERS
 - ✓ ACCOUNTING STANDARDS
 - ✓ BIBLIOGRAPHIC DATABASES
 - ✓ STATISTICAL AND FINANCIAL DATABASES
 - ✓ U.PORTO REPOSITORY
 - ✓ U.PORTO DISCOVERY PLATFORM
 - ✓ TRAINING AND TUTORIALS
 - ✓ TECHNICAL SUPPORT

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES

HOW TO ACCESS THE LIBRARY HOMEPAGE



Serviço de Documentação e Informação



To access the library website, go to: www.fep.up.pt/sdi/

Also accessible by:

[FEP homepage](#) -» [About FEP](#) -» [Organizational Structure](#) -» [Documentation and Information Service](#)

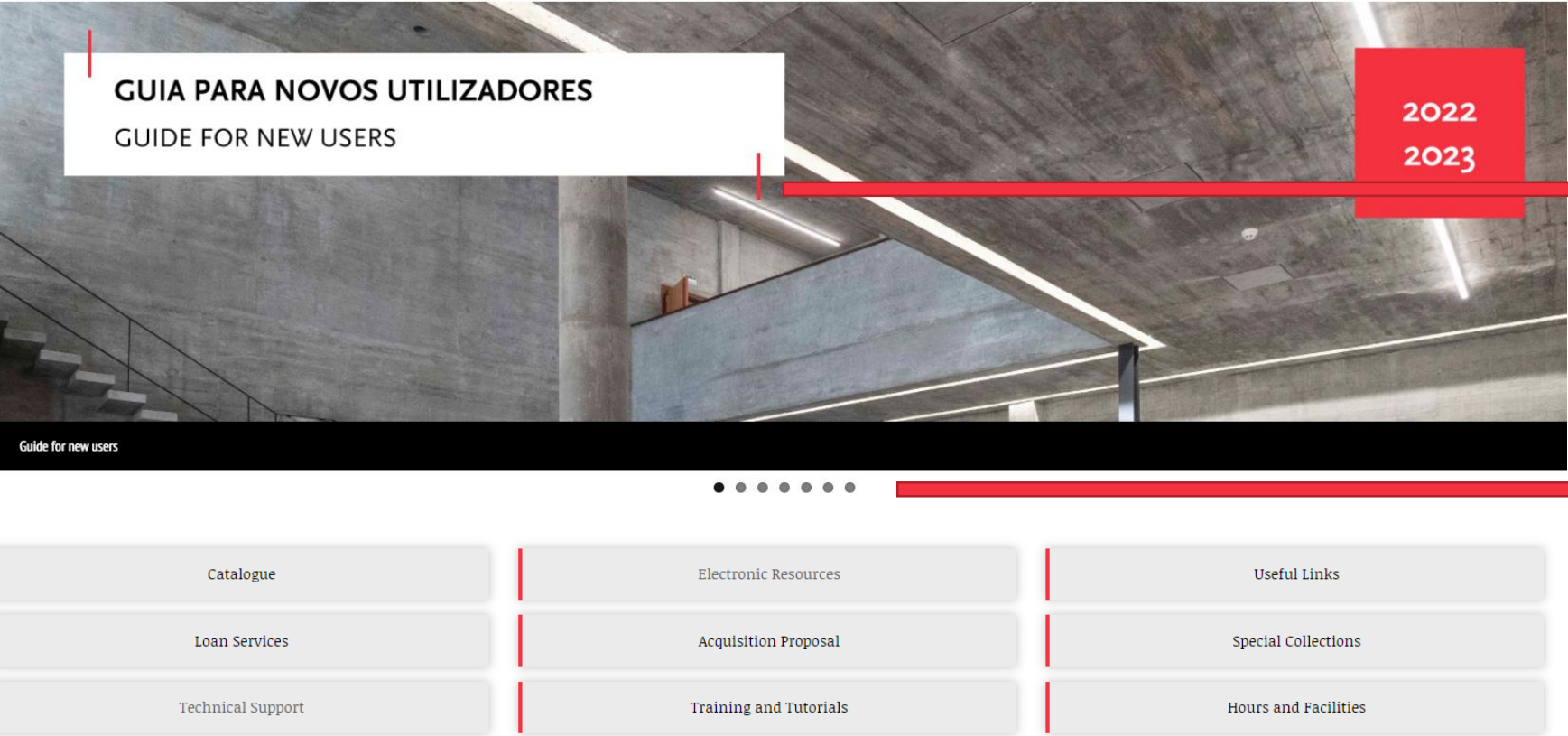
[FEP homepage](#) » [Index A-Z](#) » [Biblioteca](#)

PRESENTATION OF THE LIBRARY’S SERVICES AND RESOURCES



INTRODUCTION THE LIBRARY'S HOMEPAGE

Documentation and Information Service



Presentation of the library’s spaces and services

Highlights

Resources and Services

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



INTEGRATED CATALOGUE

Catalogue



FEP Catalogue

U.Porto Catalogue

Finding books

If you have doubts regarding how to search the catalogue, watch the tutorial by clicking on the image.

- [The FEP Catalogue](#) gives access to all the existing documents in the FEP library (books, e-books, periodical publications (magazines), printed theses, etc.);
- [U.Porto catalogue](#) (integrated catalogue) gives access to the bibliographic records of the existing documents in all the libraries of the U.Porto ([U.Porto user](#));
- [Location of the books](#) access to the general map of the quotas, map of location of the shelves and other manuals and guides of support of the library (Portuguese and English).

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES

FEP CATALOGUE - WHAT CAN I DO

A screenshot of the FEP Catalogue website interface. The header features the 'U. PORTO' logo and 'UP Catalogue [Economics]' on the left. On the right, there are links for 'Português', 'Contacts', 'Login', 'Close session', 'My profile', 'Options', 'Available catalogs', 'Comments', 'ILL request', and 'Help'. Below these are buttons for 'Basic search', 'Advanced search', 'Browse', 'Search results', 'History', and 'Basket'. The main content area is titled 'Basic Search' and contains a search form. The search form has a text input field for 'Type word or phrase', a dropdown for 'Field to search' (set to 'Title'), and radio buttons for 'Words adjacent?' (set to 'No'). There are 'Go' and 'Clear' buttons. To the right of the search form is a 'Limit search to' section with dropdowns for 'Language:', 'Country:', 'Publication year:', 'Document type:', and 'Logical base:'. The 'Login' button in the header is circled in red, and the search form is also circled in red.

- Search documents - books, e-books, periodical publications (magazines) existing in FEP;
- *Login* - access the personal area to consult loans, make reservations, ILL requests (request a work from another library);

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES

FEP CATALOGUE – SIMPLE SEARCH

A screenshot of the FEP Catalogue Simple Search interface. The header features the 'U. PORTO' logo, 'UP Catalogue', and '[Economics]'. Navigation links include 'Português', 'Contacts', 'Login', 'Close session', 'My profile', 'Options', 'Available catalogs', 'Comments', 'ILL request', and 'Help'. Search options are 'Basic search', 'Advanced search', 'Browse', 'Search results', 'History', and 'Basket'. The main search area has a 'Basic Search' title bar. It includes a search input field with a dropdown menu showing options like 'Title', 'Words (General)', 'Author', 'Subject', 'UDC', 'LCC', 'Collection', 'Document type', 'System number', 'Notes', 'Language', 'Publication year', 'Publisher', 'ISSN', 'ISBN', 'Barcode', 'Country', 'Callnumber', and 'Full text'. There are 'Go' and 'Clear' buttons. To the right, a 'Limit search to' section contains dropdowns for 'Language', 'Country', 'Publication year', 'Document type', and 'Logical base'. A 'New entries' section shows filters for 'today', 'last 15 days', and 'last month'. A 'Help' section provides instructions on search syntax and Boolean operators.

The **simple** search allows you to search for a term or set of terms, in:

Title - searches for word(s) or set of words in the title field;

Author - searches for author(s) names (surname, first name) in any field of the record;

Subject - searches for the term in the subject field;

Words (General) - searching for the word(s) or set of words in any field of the record

Year - searches in the year of publication field;

Document type - books, periodicals (magazines), articles/chapters, academic works (theses), etc.

It is possible to sort the results by: author, title, year.

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



FEP CATALOGUE – ADVANCED SEARCH

1

2

3

4

Advanced search

Field to search: Title, Author, Words (General), Base to search: Economics

Type word or phrase: public finance, rosen

Words adjacent? Yes, No

N.° of records: 58, 57

Limit search to: Language, Country, Publication year, Document type, Logical base

Go, Clear

Help:

- Lowercase letters will find matches of capitalized words also.
- You may use the Boolean operators AND and OR in your search string.
- Use the ? character to find matches that contain portions of words.

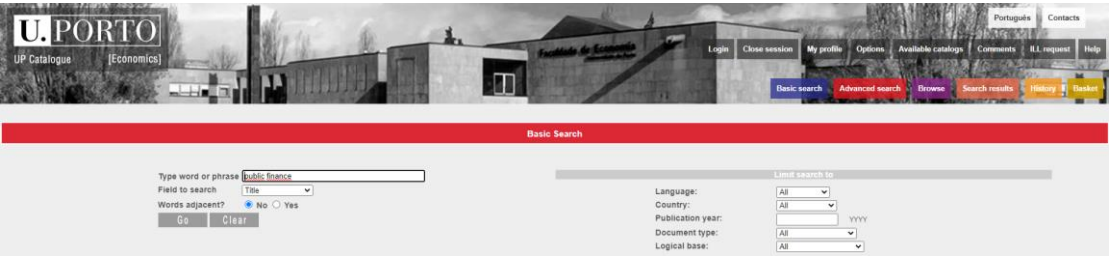
1. Allows a more precise search by crossing several fields;
2. When validating YES on adjacent words in the expression to be searched, e.g. Public Finances, the system will only return records that have the words together and in the same sequence;
3. Advanced search result;
4. Consult the search suggestions presented in the search interface;

Browse list: Titles		
N.° of records	Brief records	
10	+	Econometrics
1		Econometrics - achemy or science?
1		Econometrics and economic theory : essays in honour of Jan Tinbergen
1		Econometrics and economic theory in the 20th century : the Ragnar Frisch Centennial Symposium
1		Econometrics and quantitative economics
1		Econometrics and reality
2	+	Econometrics by example
1		Econometrics faced with the needs of macroeconomic policy
1		Econometrics in economics : some achievements and challenges
1		Econometrics : an introduction to maximum likelihood methods

- The index search allows you to scroll through a list sorted by: title, author, subject, quota;
- Click on the number of records to access them.

PRESENTATION OF THE LIBRARY’S SERVICES AND RESOURCES

FEP CATALOGUE – HOW TO FIND A BOOK ON THE SHELF



- Enter the search term and click **go**;

Selected records:									
Whole set:									
Sort options: Year/Author (A) • Author/Year (D) • Title/Year (D) • Format/Author (A) • Author/Title (A) • Year/Title (A)									
Records 1 - 10 from 71									
#	Author	Title	Year	Document type	Librarians	Google books	Image	Digital object	
1	Tanzi, Vito	Recent developments in public finance / edited by Vito Tanzi and Howard H. Zeig	2011	Book	FEP 2(5)				
2	Cardoso, José Luís	Paying for the liberal state - the rise of public finance in nineteenth century Europe / Edited by José Luís Cardoso, Pedro Lains	2010	Book	FEP 1(5)				
3	Grauber, Jonathan	Public finance and public policy / Jonathan Grauber	2010	Book	FEP 1(5)				
4	Rosen, Harvey S.	Public finance / Harvey S. Rosen, Ted Gayer	2010	Book	FEP 1(5)				

- Access the list of results;

Due date	Due hour	Sub-library	Collection	Callnumber	Floor	Barcode
On Shelf		FEP		081-30(250)-I		50577
On Shelf		FEP		081-30(250)-II		50578

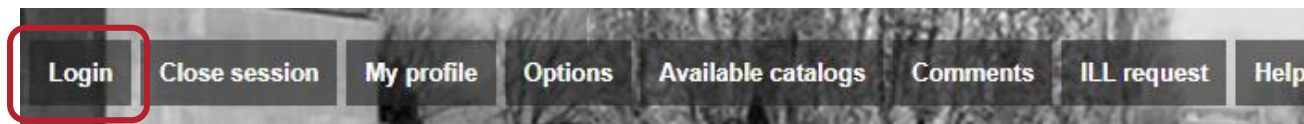
- In **copies** you can see the availability of the work, the return date and the **quota**;

- Annotate the **quota** and look it up on the [quota map](#) available in the library and online, or ask at the front desk.

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



PERSONAL AREA - LOGIN



Loans	<u>1</u>
Loan history	<u>200</u>
Hold requests	<u>0</u>
Hold requests history	<u>23</u>
Cash transactions	<u>0.00</u>
Total number of ILL requests	<u>2</u>
ILL active requests	<u>0</u>

To access the **personal area** you must **login** in the FEP catalogue, through the federated authentication (up...@fep.up.pt and use the SIGARRA password).

You will be able to:

- ✓ Consult the domiciliary loan(s);
- ✓ Renew the loan(s), you can do it twice, except if someone made a reserve or if the date of devolution exceeded;
- ✓ Consult your loan history;
- ✓ View the requests for reservation;
- ✓ Make an Interlibrary Loan request (ILL).

U. AAI - Infraestrutura de Autenticação e Autorização

Iniciar sessão com palavra-passe

Utilizador
mmoreira@fep.up.pt

Palavra-passe
.....

Iniciar sessão

[Esqueceu a sua palavra-passe?](#)
[Precisa de ajuda?](#)

Iniciar sessão com CMD ou CC

Pode iniciar sessão com a sua Chave Móvel Digital (CMD) ou Cartão de Cidadão (CC). Esta opção irá redirecioná-lo para a página autenticação.gov.

CHAVE MÓVEL

Saiba mais sobre a Chave Móvel Digital.

Chave Móvel Digital / Cartão de Cidadão

[Precisa de ajuda?](#)

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES

ELECTRONIC RESOURCES – ESSENTIAL TEACHING SUPPORT TEXTS



Bibliographic Databases	Statistical Databases	Dictionaries and Encyclopedias
E-Books	Newspapers	Legislation
Accounting Standards	U.Porto Repository	Education Support Texts

Library: texts to support teaching

⚠ The transfer/copy/printing of the information provided is forbidden.





⚠ Consulting the texts is only possible through the Google UP account.
To subscribe to the Google Account, you must select the option **"Apps U.Porto"** at SIGARRA page.

Texts divided by area (according to the library catalogue) and ordered by title

i Library provides essential education support texts (sections of books) that instructors have indicated are mandatory reading.
This area is updated as the texts are indicated.



Title : **International economics : theory and policy**
Author(s): Paul R. Krugman, Maurice Obstfeld, Marc J. Melitz
Edition: 10th
Year: 2015
Location: CI 741 [2015]
Texts:   Click on the + sign to access the texts!

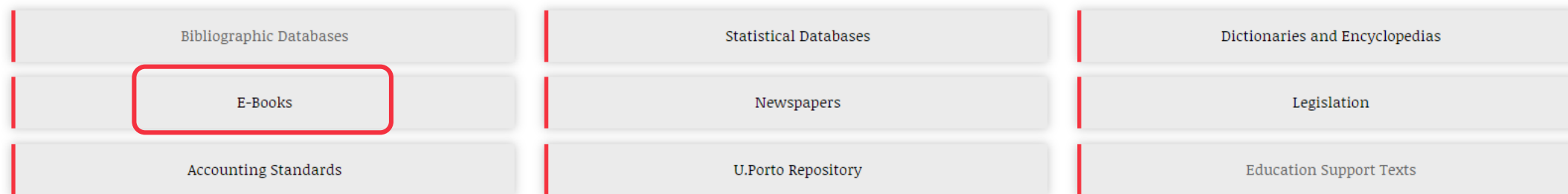
- [chapter 1](#)
- [chapter 2](#)
- [chapter 3](#)
- [chapter 5](#)
- [chapter 7](#)
- [chapter 9](#)
- [chapter 10](#)
- [chapter 11](#)

- The library provides chapters or parts of books, essential for teaching support, previously selected by the teachers and that are part of the compulsory bibliography;
- The chapters or parts of books are read-only, not being possible to print, copy or save.
- This information is accessible through authentication with SIGARRA and **Google U.Porto** accounts.

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



ELECTRONIC RESOURCES – E-BOOKS



- E-Books - gives access to publishers with e-books subscribed by U.Porto and open access;
- E-Books **acquired by FEP**, available from the [FEP library catalogue](#) FEP library catalogue, through catalogue search. Here select the Logical Base "Ebooks ";

A screenshot of the 'Basic Search' interface. It features a search bar with the placeholder 'Type word or phrase', a dropdown for 'Field to search' set to 'Words (General)', and radio buttons for 'Words adjacent?' with 'No' selected. There are 'Go' and 'Clear' buttons. On the right, under 'Limit search to', there are dropdowns for 'Language' (All), 'Country' (All), 'Publication year' (with a year range input), 'Document type' (All), and 'Logical base' (Ebooks, which is highlighted with a red border).

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



ELECTRONIC RESOURCES – DICTIONARIES AND ENCYCLOPEDIAS | LEGISLATION | NEWSPAPERS

Bibliographic Databases	Statistical Databases	Dictionary and Encyclopedias
E-Books	Newspapers	Legislation
Accounting Standards	U.Porto Repository	Education Support Texts

- Thematic and general dictionaries and encyclopedias

Dictionaries and Encyclopedias



Dictionaries

- Dicionário da Porto Editora - Infopédia
- Dictionary of accounting terms (Barrons Dictionary)
- Oxford Dictionaries Online
- Oxford Reference Online
- Reverso Online Dictionary
- The New Palgrave Dictionary of Economics Online

Encyclopedias

- Encyclopedia of International Media and Communications
- International Encyclopedia of Public Health
- Encyclopedia of Social Measurement
- International Encyclopedia of the Social & Behavioral Sciences
- Encyclopedia of Materials Science and Technology
- Encyclopedia of Human Nutrition

- Diário da República (1st and 2nd Series)



- Legal information from the Lisbon District Attorney's Office



- Newspapers (only available from the library computers. Ask for help at the counter).



PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



ELECTRONIC RESOURCES – ACCOUNTING STANDARDS

Bibliographic Databases	Statistical Databases	Dictionaries and Encyclopedias
E-Books	Newspapers	Legislation
Accounting Standards	U.Porto Repository	Education Support Texts

Standards Accounts



eIFRS — the online edition of International Financial Reporting Standards (IFRSs) including International Accounting Standards (IASs), Interpretations (IFRICs/SICs) and accompanying documents



Access to IFRS accounting standards is provided after form online submitted [Form request access to IFRS](#).
Access to IFRS is also provided at library, after requesting access at front desk.

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



ELECTRONIC RESOURCES – BIBLIOGRAPHIC DATABASES

Bibliographic Databases	Statistical Databases	Dictionaries and Encyclopedias
E-Books	Newspapers	Legislation
Accounting Standards	U.Porto Repository	Education Support Texts

- Multiple bibliographical reference and full-text databases, accessible through the FEP network or with external access through a VPN connection.
- Access to the main journals in digital support subscribed by FEP or U.Porto.

Clarivate
Web of Science™

Scopus®

b-on
biblioteca do
conhecimento online

EBSCOhost

CAIRN.INFO
Chercher, repérer, avancer

Emerald

J
STOR

OECDiLibrary



PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



ELECTRONIC RESOURCES – STATISTICAL AND FINANCIAL DATABASES

Bibliographic Databases	Statistical Databases	Dictionaries and Encyclopedias
E-Books	Newspapers	Legislation
Accounting Standards	U.Porto Repository	Education Support Texts

- Multiple statistical and financial databases, accessible through the FEP's network or with external access through a VPN connection.
- See on this [page](#) the description and the access rules.

MOODY'S
ANALYTICS
BankFocus



sabi



REFINITIV®
DATASTREAM
EIKON



ExecuComp Database
S&P Global
Market Intelligence



PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



ELECTRONIC RESOURCES – U.PORTO REPOSITORY



The Open Repository of the U.Porto disposes the intellectual and scientific production of all the academic community assuring, whenever possible, the free access to the full version of the documents, such as:

- ✓ Master's dissertations
- ✓ Doctoral Thesis;
- ✓ Conference Proceedings;
- ✓ Articles, etc.

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES

ELECTRONIC RESOURCES – U.PORTO DISCOVERY PLATFORM



The U.Porto research and discovery platform is an aggregator of resources and services, made available to the entire U.Porto academic community.

Here you can find, among others:

[Databases](#) | [Scientific Journals](#) | [Thesis and Dissertations](#) | [Legislation](#) | [Patents](#) | [Reference Managers](#), etc.

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



TRAINING AND TUTORIALS

Catalogue	Electronic Resources	Useful Links
Loan Services	Acquisition Proposal	Special Collections
Technical Support	Training and Tutorials	Hours and Facilities

- To see the support tutorials (Portuguese and English) go to the SDI page -» Library -» Training and Tutorials-» Tutorials;
- Resources accessible outside FEP only work with VPN connection. Questions or information about the VPN, please contact the IT Services;
- All information available at: www.fep.up.pt/sdi;

PRESENTATION OF THE LIBRARY'S SERVICES AND RESOURCES



TECHNICAL SUPPORT

Catalogue	Electronic Resources	Useful Links
Loan Services	Acquisition Proposal	Special Collections
Technical Support	Training and Tutorials	Hours and Facilities

The library technical support is done through SIGARRA's *Trouble Ticket* module (authentication required).

- If you need **support or training**, please, register a [Trouble Tickets](#).
- You can consult the manual for the use of *Trouble Tickets* [here](#).
- Doubt(s) or questions, please send an e-mail to: biblioteca@fep.up.pt.



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