The Barcelona and Madrid libraries support the teaching, learning and research activities of the IESE community with high-quality international business and management information resources.

**LIBRARY HOMEPAGE:** http://www.iese.edu/library

Other ways to Access:

**Students:** Global Campus (http://mbagc.iese.edu) > Resources > Library

**Alumni:** Alumni web (http://www.iese.edu/alumni) > Resources and Services > Library

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### 9 THINGS YOU NEED TO KNOW

**1. E-RESOURCES**

We provide an easy way to access online databases, e-journals, and e-books.

**E-journals**


**E-books**

- Academic books provided by Ebrary, Springer E-books, etc...

Over **16,000 e-journals and 70,000 e-books and 50+ databases** are available at IESE Library

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### 2. LIBRARY CATALOG

http://www.iese.edu/catalog

The library catalog provides various search options such as title, keyword, subject, or author.

**USEFUL FUNCTIONS**

- **Course Material:** Lists of recommended reads with their library location or full text links.
- **New Books:** Check out the Library’s latest acquisitions.
- **User services:** You can view your records and check due dates and/or renew materials on loan. You can also place a hold on items which are currently borrowed or have been reserved by others.

*(Library username and PIN required. Those are given to you by email at the beginning of the course. If you don’t remember them send an email to biblioteca@iese.edu)*

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### 3. OFF-CAMPUS ACCESS

Only current members of the IESE community may access e-resources off-campus. You need to use your IESE Username and Password
4. HELP

To help you make the most of our information resources, we offer:

- **Training sessions**: designed to introduce the IESE community to the most common business information research topics and related online resources. We offer sessions on campus and online training as well.
- **“How do I find” guides**: online pathfinder that helps you locate the right resources to find specific types of information such as company info, industry info, statistics, etc...
- **Manuals and Help for e-resources**: access to manuals and online help for selected E-Resources.
- **Research Guides**: useful tools to locate recommended resources in broad business subject areas.
- **How-to**: A database of business information FAQs. Find fast answers to any question related to the Library and its resources.
- **Tutorials (Youtube Channel)**: short video tutorials showing you how to use some of our services.

And don’t forget you can always Ask a Librarian for orientation with your research.

5. BORROWING

To borrow books, visit the library.

- Students, Alumni, IESE staff are allowed to take out 3 items.
- Professors: 30 items
- PhD Students: 15 items
- Research Assistants: 7 items

More info in our [Website](#).

* Can’t find in our collection what you are looking for? Use our [Interlibrary Services](#).

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6. PHOTOCOPY, SCAN & PRINT

There are 2 Multi-function printers available: you can send scanned copies as a PDF to your IESE email, photocopy and send your documents to a print pool called Follow-you and then pick them up from any Multi-Function Printer. **Remember that IESE Identification is needed**

**Direct printing**:
- From the Library PCs: Select one of the following printers: G-100-1 or G-100-2
- From your laptop: You need to configure the IESE Printers on your laptop. Manuals available at Global campus>Tech Support area.

Problems?
- Contact HelpDesk helpd@iese.edu
- Phone extension: 4241

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7. COMPUTERS IN THE LIBRARY

There are 5 computers available in the Library.

**WI-FI**: There are different wireless networks at IESE (student, staff, faculty, alumni and visitors).

**Students** need to configure the STUDENT network on their laptop. You can do it yourself following the manuals located on the Global Campus>Tech Support area, or you can book a session at Student IT Support, and they will do it for you.

**Visitors** should ask for the WI-FI username and password at the counter.

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8. OFFICE SUPPLIES

General office supplies (scissors, staplers, a hole punch, etc.) are available at the Reference Desk for use in the Library. We also have a universal charger in case your device runs out of battery!

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- Building G-1, Avda Pearson, 21 08034 Barcelona
- Tel: +34 93 253 42 00

IESE Library Madrid:
- Camino del Cerro del Águila, 3 (Ctra. de Castilla, km. 5, 180) 28023 Madrid
- Tel: +34 912 11 30

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