

1. Q. How do I login to access the library's E-Resources?

Go to the APS Library website as a starting point: <https://apslibrary.ateneo.edu/>

In the navigation bar, select **OFF-CAMPUS tab**. Login your signed off-campus username & password and click Login. Select from the List of Electronic Resources and click on the link to the business databases, e.g. Proquest Ebook Central.

Request for off-campus credentials can be emailed to library.aps@ateneo.edu

2. Q. How do I search for available eBooks in the library?

Ebook titles can be searched for and accessed through the [Library Catalog](#). Type your search keywords in the search box. Filter the format to Ebooks on the left pane. Take note of the **physical description** which indicates the ebook platform (e.g. Proquest Ebook Central, EBSCO ebook collection, Gale ebooks, Taylor & Francis and Vital Source). Go to [offcampus tab](#) and select the Ebook platform it belongs to. In the ebook platform, search again the ebook by typing in the search box to see the full-text, read online or download selected chapters or pages. Please note that not all platforms allow download or print for offline reading.

To know more, read the library's quick guide on How to Search for Eboks and Book click [here](#).

3. Q. How do I search for full-text Journal Articles?

Select Ebscohost Databases from the list E-resources. Click EBSCO Discovery Service (EDS) link.

In the search box, type in the complete article title and click search. Refine results on the left pane to limit results to full-text, and by source types, by subject, by publication, by geography and more. Use advance search to expand your search options. If you can't find the article/s you are looking for you may send your request at library.aps@ateneo.edu for assistance.

Read the library's quick guide on How to Search for Full-text journal articles [here](#).

4. What library databases can I find market research and industry reports?

- EMIS – market research reports on industry, country & company. Aggregates reports from several providers (e.g. Allied Market Research, Col Financial, Fitch Solutions, Oxford Economics, Global Research & Data

Services, MarketLine, Mordor Intelligence, and more), as well as providing original research reports called EMIS Insights covering Emerging Markets.

- Euromonitor Passport - market research and analysis focusing primarily on consumer markets and fast moving consumer goods (FMCG).
- Mintel - consumer industry research and analysis from Mintel Trends and Mintel Global New Products tracks new product launches in across 86 markets.
- Statista - statistics, market outlooks, consumer reports, and consumer survey data covering hundreds of industries and countries.

To access the library's guide on How to Search for Market Research Reports click [here](#).

5. How do I Borrow a Book?

Find the book you are looking for by searching the Library Catalog. Limit the search results by format by clicking Book on the left pane. Click your chosen book and take note of the Shelf Location which indicates the call number of the book (e.g. HD 30.4 S35 2020) take note of the call number. If the books status is Checked In it means the book is available. If the status is Checked Out it means it's already been signed out by another.

To borrow onsite:

Books are organized by call numbers, get the book/s on the shelves located at the left side of the library for all business books. Bring to the Circulation Section and show student ID to library staff. One may borrow up to 10 books for one week and renewable for another week, subject to library policy (e.g. book recall).

To borrow through delivery service:

Fill-out the Request Form available on the library website. Indicate either self-pick up or book delivery service within Metro Manila at your own expense.

To know more see [the Library Catalog Video Tutorial in homepage](#).

6. Where can I find the list of materials as references for my subject/course?

The APS Library prepares and updates subject-specific resources called Subject Guides, these are often the best place to start when beginning to search for available references for your subject. Search the subject guides in the library's homepage under the **Research tab**. Select **Subject Guide-Business** where you will see a collection of guides listed by subject/course.

To find more books, ebooks, and databases prepared by the librarians click [here](#).

7. How can the APS Library help if the book or the article is not available?

The library offers quick help online through **Ask-a-Librarian** service. You may send an email, viber chat or facebook message to help you check and find the references that you need.

8. What if the book I need is in Rizal Library in Loyola Campus, Quezon City. Can the APS Library help me borrow it?

Faculty and students can borrow materials available at the Rizal Library, Loyola Heights Campus through Interlibrary loan service. A request should be made at the APSL Circulation Counter to facilitate the transfer of books from the RL to APS Library. In cases where the materials cannot be delivered, e.g. reserves and references, you can still visit the Rizal Library by presenting your valid Ateneo ID.

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