

Guide for International Students

Welcome at the Myriam and J.-Robert Ouimet Library !

This guide gives a brief description of the resources and services offered by the HEC Montréal Library, to get you off to a good start as a new Library user. If you have any questions after reading the guide, please feel free to ask the Library staff.

Getting started

■ **Registration** As soon as you enrol at HEC Montréal, you are automatically registered as a Library user.

■ **Library card - HEC Montréal student card** Your HEC Montréal student card is also your library card. It is issued by the HEC Co-op: www2.hec.ca/sae/vie-etu/carte.html

To access your library user file, you must go through the HECtor catalogue. Your user number is the fourteen digits shown under the bar code on your student card. Your password is your date of birth, in YYMMDD form.

■ **Library tours** Library familiarization tours are offered for students at the start of every term. For more information, ask at the Reference Desk or write to biblio.info@hec.ca.

■ **Borrowing privileges** All students may borrow items from the Library for a certain period. For more details, see the table of borrowing conditions, at: <http://www2.hec.ca/en/biblio/services/pre.t.html>. Conditions vary depending on the student's level.

You may renew loans, reserve items and borrow items from other libraries. If you can't find an item you want at HEC Montréal, you have two choices:

■ **Interlibrary loans (ILL)** You can have the item you are looking for sent from another university in North America or elsewhere in the world by interlibrary loan (ILL). ILLs are free for books and photocopies of documents. All ILL requests must be submitted through Colombo, the document search and request system linking Quebec university libraries. You must register with Colombo the first time you use it. Colombo and the

registration form are both available on-line at:
<http://www2.hec.ca/en/biblio/services/pretbiblio.html>.

■ **CREPUQ card** You can also go in person to another Quebec university library and borrow items directly, using your CREPUQ card. You can get a card at the HEC Montréal Library loans counter.

Training and introduction

■ **Using the library catalogue** The Myriam and J.-Robert Ouimet Library catalogue is known as HECtor. You can consult it at:
<http://www2.hec.ca/en/biblio/hector/index.html>. There is a user guide (in French) at:
<http://www2.hec.ca/en/biblio/hector/aidehector.html>.

■ **Internet access** If you wish to consult the Internet from computer workstations in the Library, you must log in using your student number and your general HEC Montréal password.

■ **Research help and advice** You can get help and advice on conducting research from the Library's reference staff. You can also send e-mail requests to biblio.info@hec.ca or call 514 340-3851.

■ **Library workshops** Library workshops are offered at the start of every term, to introduce students to the range of documentary resources available and how to use them. See "Aides à la recherche - Formation documentaire" at:
<http://www2.hec.ca/biblio/formation/index.html> for more details (in French).

■ **Office automation and computer resources** There are over 271 network connections and 32 computer workstations in the Library. The network jacks are located by the windows and in the north part of the Library. The computer workstations in the training room (2.810) are equipped with Microsoft Word, Excel and PowerPoint software, and EndNote software for managing bibliographic references, along with multimedia readers and utility programs.

The Library also has black and white photocopiers and printer managed by the HEC Co-op. For colour photocopies, please go the HEC Co-op bookstore.

If you wish to scan documents, you must go to the Information Technology Services laboratory, on Floor 3, south elevator.

There is wireless Internet access available in the l'Oréal Lounge, National Lounge and MBA Lounge, Garden level. To use it you must have the student VPN client software installed on your laptop. To download it, go to www2.hec.ca/gti2/capsules/reseau_et_internet/reseau/page33731.html and follow the link in the menu on the left-hand side.

Documentary resources

■ **Remote access to electronic resources** All computers connected to the Internet through the School's network automatically have access to the electronic resources subscribed to by the Library. The proxy lets you access these resources from outside the School. The Library's electronic resources (databases, electronic books, etc.) are accessible from outside the School for use by members of the HEC Montréal community, i.e. enrolled students and the School's faculty and staff.

■ **Books and periodicals** The HEC Montréal Library has books in French, English and Spanish. It subscribes to thousands of learned journals, in both printed and electronic versions. Daily newspapers in French and English are available at the loans counter.

■ **Databases, e-books, dictionaries and encyclopedias** A collection of these references, in French and English, is available on-line at: http://www2.hec.ca/en/biblio/electronic_resources/index.html.

■ Resources in other languages

The **Library PressDisplay** database lets you consult full-text versions of more than 700 newspapers from 76 countries in 38 languages, right from the date they are published. See web.hec.ca/bibliotheque/info/0282info.html.

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