



Library User Manual

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1. Introduction: The UAC Miami Library

- Mission Statement: The UAC Miami Library offers resources to the campus community, university faculty and students to support their scholarly, creative, professional, and course-related assignments.
- The UAC Miami library is attached to the UAC School of Global Management which serves two complementary purposes: to support the school's curriculum, and to support the research of the university faculty and students.
- The UAC Miami Library has available the following resources for the UAC campus community:
 - ❖ More than 300 catalogued reference materials, including textbooks, informational and fiction books, and professional journals.
 - ❖ Copiers
 - ❖ Online Databases
 - ❖ Virtual Library
 - ❖ Library computers & Free Internet Services.
 - ❖ Computer Center.
- The UAC Miami Library also provides students with academic workshops that aim to develop the students' Academic Skills. The workshops aim to advance the students writing, reading and leadership skills, as they approach their academic and professional endeavours.
- Additionally, the UAC School of Global Management has an agreement with the Universidad Autónoma del Caribe in Barranquilla, Colombia, and students from the UAC School of Global Management have access to the *Biblioteca Benjamin Sarta's* Online Databases, the Virtual Library and the online catalog, from the *Biblioteca Benjamin Sarta*.

2. User name, password and student code

All students are assigned with a student code, a user, a password and an institutional email to access the virtual library, check out library materials, receive email notifications and to be identified as students of UAC School of Global Management – Miami Campus.

3. Borrowing Library Materials

In order to borrow books from the library, users can visit the library or search the library materials, online through the university's website and access the library portal, "online catalog."

4. UAC Miami Library Schedule

Day	Time
Monday	9:00 am – 9:00 pm
Tuesday	9:00 am – 9:00 pm

Wednesday	9:00 am – 9:00 pm
Thursday	9:00 am – 9:00 pm
Friday	9:00 am – 6:00 pm
Saturday	8:00 am – 2:00 pm
Sunday	Closed

5. Searching for library materials in the Online Catalog/ Library

- ❖ Go to UAC-Miami-Web Page <http://www.uac.edu>
- ❖ Click on **“Online Catalog / Library”**
- ❖ Type the name of the book you are looking for and select the search topic (campo de busqueda) then press ENTER.
- ❖ Select the book you are looking for by clicking on the number that is next to the title.
- ❖ Write down the book information, format, title, author, call number and your name, date, and student code, so the librarian can find the book for you.
- ❖ The librarian or the library assistant will look for the book in the shelves and proceeds to register the loan in the library software. The book’s barcode is scanned as well as the student’s or faculty ID.
- ❖ Depending of the number of copies and the availability of the book the system will show a time limit return that must be abided. Once the information is registered in the system the student can use the material, inside the campus or outside depending on the time limit return.
- ❖ If the system is not available, librarian will fill out the “Book Borrowing Form.”

6. Accessing the virtual library and databases.

- Virtual library is open to students 24 hours a day and can be accessed from any computer with internet service.
- To access the virtual library:
 - **Go to UAC-Miami-Web Page <http://www.uac.edu>**
 - ❖ Click on “Library”
 - ❖ Click on “Academics’
 - ❖ Click on “Virtual Library”
 - ❖ **Select “Ebrary” or “Elibro”**
 - ❖ Enter your User ID (Nombre del usuario)
 - ❖ Enter your Password (Contraseña)
 - Start exploring
- To access the databases:

- **Go to UAC-Miami-Web Page <http://www.uac.edu>**
 - ❖ Click on “Library”
 - ❖ Click on “Academics”
 - ❖ Click on “Online databases”
 - ❖ Select “Bases de Datos Multidisciplinarias”
 - ❖ **Access ProQuest**
 - ❖ Enter your User ID (Nombre del usuario)
 - ❖ Enter your Password (Contraseña)
 - ❖ Access

7. Understanding the Dewey Decimal System.

- ❖ The UAC School of Global Management Library uses the international **Dewey Decimal System** to catalog the books in its collection. The books are placed on shelves in accordance with the system as required, from left to right and from top to bottom.
- ❖ Books in the call # range 000-599 can be found in the stacks on **the left side**. Books in the call # range 600-999 can be found in the stacks on **right side**.
- ❖ Paperback **fiction and non-fiction books that are not directly related to the focus of the collection** are arranged alphabetically by author in stack No 3. **Oversize books** are located on both level A and level 2.
- ❖ Below is a general outline of the system showing the numbers corresponding to general subject areas.
- ❖ The focus of the collection is Business and Management, so a more detailed information on the 658 section is provided:

000 Generalities

010 Bibliography
020 Library & information sciences
030 General encyclopedic works
040 Special topics
050 General serials & their indexes
060 General organizations & museums
070 New media, journalism, publishing
080 General collections
090 Manuscripts & rare books

100 Philosophy & Psychology

110 Metaphysics
120 Epistemology, causation, humankind
130 Paranormal phenomena

- 140 Specific philosophical schools
- 150 Psychology
- 160 Logic
- 170 Ethics (moral philosophy)
- 180 Ancient, medieval, oriental philosophy
- 190 Modern western philosophy

200 Religion

- 210 Natural theology
- 220 Bible
- 230 Christian theology
- 240 Christian moral & devotional theology
- 250 Christian orders & local churches
- 260 Christian social theology
- 270 Christian church history
- 280 Christian denominations & sects
- 290 Other & comparative religions

300 Social Science

- 310 General statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social problems & services
- 370 Education
- 380 Commerce, communications, transport
- 390 Customs, etiquette, folklore

400 Language

- 410 Linguistics
- 420 English & Anglo-Saxon languages
- 430 Germanic languages (German)
- 440 Romance languages (French)
- 450 Italian, Romanian, Rhaeto-Romanic
- 460 Spanish & Portuguese languages
- 470 Italic languages (Latin)
- 480 Hellenic languages (Classical Greek)
- 490 Other languages

500 Natural Science & Mathematics

- 510 Mathematics
- 520 Astronomy & allied sciences
- 530 Physics
- 540 Chemistry & allied sciences
- 550 Earth sciences

560 Paleontology & Paleozoology
 570 Life sciences
 580 Botanical sciences
 590 Zoological sciences

600 Technology (Applied Sciences)

610 Medical sciences (Medicine, Psychiatry)
 620 Engineering
 630 Agriculture
 640 Home economics & family living
 650 Business/Economics/Management

658 General management

658.001 Philosophy and theory
658.002 Miscellany
658.02 Management of enterprises of specific sizes and scope
658.04 Management of enterprises of specific forms
658.05 Computer applications
658.1 Organization and financial management

658.11 Initiation of business enterprises
 658.12 Management for legal compliance
 658.15 Financial management
 658.16 Reorganization and dissolution of enterprises
 658.18 Organization of international enterprises

658.2 Plant management
658.3 Personnel management (Human resource management)
658.4 Executive management

658.4012 Planning and policy making
 658.4013 Control and quality management
 658.421 Executive Management
 658.4022 Work teams
 658.40301 Philosophy and theory of decision making
 658.4032 Systems theory and analysis
 658.4033 Mathematical techniques of decision making
 658.4034 Operations research
 658.4035 Other techniques of decision making
 658.4036 Group decision making
 658.4038 Information management
 658.404 Project management
 658.4052 Negotiation
 658.4053 Conflict management
 658.4056 Crisis management
 658.4058 Contracting out
 658.406 Managing change

- 658.4062 Externally induced change
- 658.4063 Innovation by management
- 658.407 Management of executive personnel
- 658.407111 Executive recruiting
- 658.407124 Executive development--personnel management
- 658.407125 Employee evaluation--personnel management--executives
- 658.40714 Creativity--promotion of--personnel management--executives
- 658.4072 Compensation--personnel management--executives
- 658.4078 Employer-supported services for workers--personnel management--executives
- 658.408 Social responsibility of executive management
- 658.4083 Protection of environment
- 658.409 Personal aspects of executive management
- 658.4092 Executive leadership
- 658.4093 Time management
- 658.4094 Personal characteristics of executives
- 658.4095 The management environment
- 658.42 Top management
- 658.421 Entrepreneurial management
- 658.422 Boards of directors
- 658.43 Middle management
- 658.45 Communication
- 658.452 Oral communication
- 658.453 Written communication
- 658.455 Informational programs
- 658.456 Meetings
- 658.46 Use of consultants
- 658.47 Business security and intelligence
- 658.472 Business intelligence, and security of information and ideas
- 658.473 Physical security
- 658.477 Protection against fires and other disasters
- 658.478 Computer security

658.5 Management of production

- 658.5 Management of production
- 658.503 General production planning
- 658.51 Organization of production
- 658.53 Sequencing
- 658.54 Work studies
- 658.56 Product control, packaging; waste control and utilization
- 658.57 Research and development (R and D)

658.7 Management of materials

- 658.7 Management of materials
- 658.72 Procurement
- 658.78 Internal control of materials and physical distribution

658.8 Management of marketing

- 658.8 Management of marketing
- 658.8001 Philosophy and theory
- 658.8007 Education, research, related topics
- 658.802 General topics of marketing management
- 658.804 Marketing to specific kinds of buyers
- 658.81 Sales management
- 658.82 Sales promotion
- 658.83 Market research
- 658.84 Export marketing
- 658.85 Personal selling
- 658.86 Wholesale marketing
- 658.87 Marketing channels
- 658.88 Credit management

- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific use
- 690 Buildings

700 The Arts

- 710 Civic & landscape art
- 720 Architecture
- 730 Sculpture
- 740 Drawings & decorative arts
- 750 Paintings & painters
- 760 Graphic arts (Printmaking & prints)
- 770 Photography
- 780 Music
- 790 Recreational & performing arts

800 Literature & Rhetoric

- 810 American literature in English
- 820 English literature
- 830 Literature of Germanic language
- 840 Literatures of Romance language
- 850 Italian, Romanian, Rhaeto-Romanic Literatures
- 860 Spanish & Portuguese literatures
- 870 Italic literatures (Latin)
- 880 Hellenic literatures (Classical Greek)
- 890 Literatures of other languages

900 Geography & History

- 910 Geography & travel
- 920 Biography, genealogy, insignia
- 930 History of the ancient world
- 940 General history of Europe
- 950 General history of Asia (Far East)
- 960 General history of Africa
- 970 General history of North America
- 980 General history of South America
- 990 General history of other areas

8. Accessing free online library resources:

- <http://www.worldcat.org/>

WorldCat is the world's largest network of library content and services. **Students can sign in** to create lists, bibliographies and reviews of library materials. Website provides citations based on reference standards. APA 6th Edition, Chicago, Harvard, MLA and Turabian.

- <http://www.mdpls.org/library-card/library-card.html>

Library cards from the Miami-Dade Public Library System are free to residents of MiamiDade Public Library System's taxing district. Library cards give access to books, movies, music, eBooks and much more!

- <http://www.broward.org/Library/MyLibraryOnline/Pages/LibraryCardApplicationForm.aspx>

Library cards from the Broward County Public Library system are free to people who live, work, or attend school in Broward. Library card gives access to free databases, such as Business Insights: Essentials, books, movies, music, eBooks and much more!

- <https://owl.english.purdue.edu/owl/>

The Online Writing Lab (OWL) at Purdue University houses writing resources and instructional material, provided as a free service of the Writing Lab at Purdue. Students, members of the community, and users worldwide will find information to assist with many writing projects. Teachers and trainers may use this material for in-class and out-of-class instruction.

9. APA Style.

- APA stands for "American Psychological Association." Outside the field of psychology, "APA" is shorthand for the writing style manual published by the APA, The Publication Manual of the American Psychological Association.
- UAC School of Global Management has adopted the APA as the official style manual for its Undergraduate and Graduate programs. Use of the APA ensures that UAC students have a solid stylistic foundation for their academic and professional writing.
- The Online Writing Lab (OWL) at Purdue University helps students to learn how to use the American Psychological Association (APA) citation and format style. This section contains resources on in-text citation and the References page, as well as APA sample papers, slide presentations, and the APA classroom poster.
- <https://owl.english.purdue.edu/owl/section/2/10/>
- The UAC Miami Library also owns three (3) copies of the APA Manual available for reference.