



PUCG LIBRARY GUIDE

2021

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For further information, contact:
The Librarian
Presbyterian University College, Ghana
P.O. Box 59
Abetifi-Kwahu
Tel: 0277727999/0202277200
E-mail: nsugrace@yahoo.co.uk
grace.annoh@presbyuniversity.edu.gh

Website:
Website: <https://www.presbyuniversity.edu.gh>

Our Facebook Page: pucglibrary

TABLE OF CONTENTS

PREFACE	7
Vision and Mission	9
LIBRARY STAFF	10
OPENING HOURS	11
LIBRARY REGULATIONS	12
Membership	12
Registration	12
Library Cards	12
Borrowing of Materials	13
LIBRARY RULES	16
General Rules	16
OFFENCES AND SANCTIONS	17
SERVICES, RESOURCES AND FACILITIES	19
Reference and Research Services	19
Photocopying	19
Printing	19
Scanning	19
Thesis /Dissertation/Project Work and Past Questions	19
Information Literacy Skills Training	20
RESOURCES	21
Periodicals	21
Reference Materials	21
Newspapers	22
Electronic Resources	22
Off-Campus Access to Electronic Resources (REMOTEXS)	26
HOW TO ACCESS E-RESOURCES SUBSCRIBED BY PUCG	26
USER GUIDES TO PUCG-OPAC & PUCG-IR	28
PUCG ONLINE LIBRARY CATALOGUE (PUCG-OPAC)	28

Searching Within PUCG-OPAC	30
PRESBYTERIAN UNIVERSITY COLLEGE, GHANA INSTITUTIONAL REPOSITORY (PUCG-IR)	34
BASIC SEARCH	35
ADVANCED SEARCH	35
SEARCHING BY COMMUNITY, COLLECTION, SUBJECT, TITLE, AUTHOR AND ISSUE DATE.....	36
FREE EBOOKS SITES.....	36
USEFUL EDUCATIONAL SITES.....	37

PREFACE

The Presbyterian University College, Ghana (PUCG) has five campuses, namely Okwahu Campus in Abetifi, Akuapem Campus in Akropong, Asante Akyem Campus in Agogo, Tema Campus in Tema and Kumasi Campus in Kumasi. Each of these Campuses has a Library. Its collection of books, journals, audiotapes, CD ROMs and other materials cover all the subjects taught at the University. The Library also has internet connections.

The library guide is designed to acquaint students and other library users with policies, procedures, services, and general information on the Library. It is also written with the view to help users make maximum use of the Library and its resources. We encourage all users to remember that our primary reason for being here is to provide you with the resources you will need for your course work and to help you use them effectively. Users are therefore, encouraged to take full advantage of what the Library has to offer. All materials kept in the library are available for loan except reference books, reserve books and Journals which are retained so that they are always available for reference.

I extend a warm, personal welcome to every reader of this guide. I hope that you will find the University Library a satisfying and rewarding place for study and discoveries.

Please do not hesitate to ask us for help whenever you are in difficulty. All suggestions and complaints should be addressed to the Librarian either in person, on phone, in writing and through the e-mail.

We wish you a pleasant reading in the PUCG Library.

Librarian

Vision and Mission

Vision

The Library's vision is to connect faculty, staff and students with information needed at the right time, in the right format and at a reasonable cost. To promote both digital and print information resources, intensify information literacy and library instruction programmes, to equip faculty, staff and students to locate, evaluate and use information ethically.

Mission

Our mission is to select, acquire, process, interpret, organize, preserve and maintain library materials and resources which are suitable to the academic and cultural interest of the University and the community at large.

LIBRARY STAFF

NAME	POSITION	CAMPUS
Mrs. Grace Annoh	Librarian	Okwahu
Mr. Osei-Amo Bempah	Assistant Librarian	Kumasi
Mr. Frank Boateng Afoakwa	Assistant Librarian	Asante Akyem
Mr. Samuel Abban	Assistant Librarian	Akuapem
Ms. Akosua Tiwaa Adusei	Assistant Librarian	Okwahu
Mr. Maxwell Narh Akuffo	Assistant Librarian	Tema
Mr. Boaitey Acheampong	Senior Library Assistant	Kumasi
Ms. Mercy Mantey	Senior Administrative Assistant	Okwahu
Mr Adjei Nana Ameyaw	Senior Library Assistant	Kumasi
Mr. Franklin Dabi-Dankwah	Senior Library Assistant	Akuapem
Ms. Joana Obeng Debrah	Senior Library Assistant	Asante Akyem
Mr. Nana Tuffour	Library Assistant	Tema
Ms. Rachel Borwaa	Library Attendant	Okwahu
Mr. Bismark Manu	Library Attendant	Akuapem

OPENING HOURS

SEMESTER TIME

Monday – Friday	8.00AM – 9:00PM
Saturday	8.00AM – 5:00PM
Saturday (during semester exams)	8:00AM – 7:00PM

INTER -SEMESTER BREAK

Monday – Saturday	8:00AM – 5.00PM
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Note: The Library does not operate on Sundays and Statutory Public Holidays.

LIBRARY REGULATIONS

Membership

The main users of PUCG Library are students, lecturers, researchers and administrators of the University. These include:

(a) Those who can read and borrow from the collection:

- i. Graduate and Teaching Assistants
- ii. Undergraduate and non-degree students
- iii. Senior Members
- iv. Senior Staff
- v. Junior Staff
- v. Members of the University Council
- vi. National Service Personnel
- vii. Visiting scholars, Scientists and researchers

(b) Those who can use the library for reference only:

- i. The community
- ii. Alumni of the University
- iii. Spouses of PUCG Staff

NB: Permission to read and/or borrow may be granted to other persons and categories of users at the discretion of the University Librarian.

Registration

All categories of users are required to register with the Library. Proof of identification such as a letter, ID card etc. will be required for registration. Student registration is valid for the duration of a programme.

Library Cards

Library cards are not transferable. DO NOT lend your card to anyone and DO NOT borrow materials using another person's card.

For staff and students, the PUCG staff ID and student ID cards serve as your library card. This must be produced before you are allowed to borrow from the Library.

Users who are not staff or students of PUCG will be issued with a library card at an annual registration fee of GH¢20.00. Replacement of lost card will cost Gh¢5.00. NB: Registration fee is subject to change.

Borrowing of Materials

Number of books to borrow

Category of User	Number of Books for Loan	Duration (Days)
Full-time Lecturers	3	30
Part-time Lecturers	3	30
Senior Members	3	30
National Service Personnel	2	14
Postgraduate Students	3	14
Undergraduate Students	2	14
Senior Staff	2	14
Junior Staff	2	14
Affiliate members	2	14

Process of borrowing

1. To check out a book, bring the book to the circulation desk. Your ID card/Library card is required to borrow library material(s). Material(s) will be checked out manually or electronically to your name or account and stamped with the due date.
2. Only books in the Lending Section may be borrowed.

3. Other books are for in-house use. Current unbound and bound periodicals may be borrowed only with permission from the Librarian.
4. Books borrowed must on no account be passed from reader to reader, but must in all cases be formally returned and re-issued at the Circulation Desk.
5. The possession of a library book, which has not been properly issued to a user, will be treated as a deliberate and serious offence.
6. Lending and returning of books ceases 30 minutes before closing time.

Returning Library Materials

Library materials should be returned to the Circulation Desk. The Library Assistant at the Circulation Desk discharges the book(s). Fines may be charged if books are not returned on the due dates.

Renewing Library Materials

Users are entitled to renew borrowed material(s). Material(s) must be brought to the Circulation Desk for physical examination and processing.

Placing a Search

If an item is neither checked out nor on the shelf you can place a "search" for the item by filling a form at the Circulation Desk.

Reservation of Books

The library staff will assist a user to search for specific title(s). If the required item is out on loan, a **reserve** may be placed on the title through the PUCG-OPAC or by filling a **reservation form** at the Circulation Desk. You will be notified by e-mail, telephone or WhatsApp as soon as the material is available in the library. The book will be kept at the Circulation Desk for two days after which, if not borrowed, will be returned to the shelf.

Reserve Materials

Books that are in heavy demand or rare are kept in a bookshelf labelled RESERVE. A list of reserve books is kept at the circulation desk. User ID

card is required to check out reserve materials and is to be used within the Library.

How to Request for a Reserve Item

1. Identify the required item(s) from the reserve bookshelf.
2. Fill the details of the identified item(s) in the notebook provided at the circulation desk
3. Reserve materials issued out are subject to renewal if no requests are made by any user.
4. You may place a hold on a reserve item that is in use or which you would like to use later the same day.
5. You are entitled to use one reserve material at the library at a time.

Overdue Notices

Through telephone calls, e-mails, Whatsapp and SMS messages, overdue notices are sent to users one week following the material's due date. This will alert the borrower of the overdue items and fines owed. Fines begin accumulating on the first day the item is overdue.

Preservation of Books

Every library user should assist in preserving the library materials.

Please note:

1. Do not write, cut, trace or underline contents of any library material(s).
2. Do not fold pages or insert bulky materials inside bound volumes.
3. Do not attempt to repair library materials yourself. Bring them to the attention of the library staff.

Lost/Damaged Books

Users who lose a book will be charged twice the current price of the book. Users will be held responsible for any damage caused to a book and will be required to pay the appropriate fine.

LIBRARY RULES

General Rules

1. All users must enter and exit through the main entry point.
2. Silence should be observed in the Library.
3. Books consulted in the Library should not be returned to the shelves. They should be left on the tables.
4. Smoking and eating are forbidden in the Library.
5. Briefcases, handbags etc. should be placed in a locker. A tag will be given as a receipt.
6. The Library is not responsible for the security of the contents of bags deposited at the Circulation Desk.
7. Users must submit for inspection any item(s) being taken out of the Library at the Circulation Desk.
8. Users are to place their phones on silence.
9. No phone call shall be received within the precincts of the Library.
10. No seat shall be reserved for any user.
11. To guard against theft and loss, please take along all valuables whenever you leave a carrel unattended.
12. Users shall return recalled books within 3 days or fines shall be imposed after 72hours.
13. All Library materials and equipment must be treated with care. Any damage occurring should be reported at once.
14. Users are to return all materials borrowed 24 hours to the end of each semester.
15. Firearms and other offensive weapons are prohibited in the Library.
16. At all-times be courteous to others.

OFFENCES AND SANCTIONS

No.	Offence	Sanction
1.	Failure to return borrowed book(s) on date due.	A fine of GH¢1.00 per day up to 7 days, there after GH¢1.50 a day for a period of one month, after which a replacement fine will be charged.
2.	Loss or misplacement of book(s).	The offender will pay twice the current price of the book in Cedis (GH¢) plus a processing charge of GH¢50.00.
3.	Failure to return book(s) and other material(s) on demand (i.e. when a Book is recalled).	Loss of borrowing rights for one semester plus any overdue fines.
4.	Writing in library books or underlining sentences.	Shall be liable to pay the current price of the book in Cedis (GH¢) and lose borrowing rights for one semester.
5.	Mutilation of books and related materials i.e. tearing of pages and sections.	Rustication for 7 days from the University. In addition, lose borrowing rights for one semester.
6.	Unlawful acquisition of library materials/ Stealing.	Rustication for 21 days from the University. In addition, lose borrowing rights for one semester.

Note: In the case of senior members, a report will be made to the President for appropriate sanctions to be instituted against him/her.

For non-university staff they will be denied use of the library plus possible prosecution.

SERVICES, RESOURCES AND FACILITIES

Reference and Research Services

Under the reference and research services the Library provides assistance to users in completing class assignments, doing research, and accessing information whether in print or electronic format. We help our students develop information skills that do not only serve their immediate research needs but also prepare them for graduate studies, careers and lifelong learning.

Photocopying

A copying machine is available in the library. Copying may be done subject to the observation of copyright laws. Charges: **A4:** GhC0.30 per sheet and **A3:**GhC0.40 per sheet. The prices are subject to change and users will be informed accordingly.

Printing

The Library provides printing services. Charges: **A4:** Ghc0.30 per page and Ghc0.25 for two or more pages.

Scanning

The Library also provides scanning services for users. Charges: Scanning **A4:** Ghc0.50 per page.

Please Note: Fair Copying

Periodicals/Journals: *One article from any periodical issue.*

Books: *Not more than one complete chapter or a maximum of 10% of the book.*

Thesis /Dissertation/Project Work and Past Questions

A copy of each thesis/dissertation/project work accepted by the University is catalogued, classified and made accessible to users on demand. Users may request for past examination questions at the

Circulation Desk. A User ID card or an introductory letter in some cases would be required.

User Education

To ensure that our users become life-long learners, the Library organises an orientation programme for its users especially undergraduate and postgraduate students every academic year. All new students are expected to participate fully in the exercise to get acquainted with the resources and services provided by the library.

Information Literacy Skills Training

The Library organises workshops for staff and students on electronic information resources, APA citation styles, Information Retrieval and many others. Such workshops will be advertised on the PUCG website, social media platforms, and notice boards. Students are encouraged to participate in such workshops. Information literacy course is also organised for level 200 students in the first semester.

Off-Campus Access to E-resources

This service allows users to access subscribed electronic resources off campus. Users are required to register at the Circulation Desk to have access to this service.

Selective Dissemination of Information (SDI)

Users are encouraged to submit queries or their information needs on various subjects to the Library for assistance. The Library staff will search various electronic databases as well as print materials and give feedback to users on available resources relevant to their information needs in a timely manner.

Presbyterian University College, Ghana Institutional Repository (PUCG-IR)

The PUCG-IR is the institutional repository for the Presbyterian University College, Ghana. Users can find thesis, dissertations or project works of postgraduate and undergraduate students. Peer-reviewed articles from members of the PUCG staff can also be accessed.

Book/Journal Recommendation

Users are encouraged to make recommendations for the purchase of books or journals which they consider relevant to their area of study but not readily available in the Library. They are expected to complete a book requisition form at the Circulation Desk or fill a form online from the library website.

Use of Computers

The use of computers in the library will be limited to three-hour time slots and is accessed on a first- come, first- served basis. The computers are meant for research and academic purposes only. Users should not install software programmes on the library computers. Users are expected to sign in at the circulation desk before they use the computers. In case of any difficulty, please consult the Library staff.

RESOURCES

Books

The Library has in stock a vast variety of books on various subjects including Accounting, Management, Marketing, Finance, Statistics, English, Psychology, French, Sociology, Economics, Philosophy, Environmental Science, Computer Science, Science, Agriculture, Mathematics, Fiction, Rural and Community Development, Business Economics, Nursing, Medicine, Law etc.

Periodicals

Both online and print journals are available. Current periodicals are displayed on periodical racks.

Reference Materials

This includes quick reference materials such as subject dictionaries, atlases, directories, Yearbooks, encyclopaedias and general dictionaries etc. They are shelved in the Reference Section and are meant for consultation in the library only.

Newspapers

The Library subscribes to various local newspapers. These are bound at the end of the year. They are for consultation in the library only.

Electronic Resources

The Library subscribes to a number of relevant and current electronic resources and databases on various subjects including the following:

AFRICAN JOURNAL ONLINE (AJOL)

URL: <http://www.ajol.info>

Subject Strengths: Health, Veterinary, Agriculture, Environmental Studies, Forestry, ICT, etc.

Access to abstracts.

AGORA

URL: <http://agora.research4life.org>

Subject Strengths: Food, Agriculture, Environmental, forestry, Climate and food Security Social Science, Education, etc.

Access to some full text and abstracts.

See Librarian for username & Password.

ARDI

URL: <http://ardi.research4life.org>

Subject Strengths: Scientific and technical information in developing countries

Access to abstracts and some full text.

See Librarian for username & Password.

CAMBRIDGE UNIVERSITY PRESS

URL: <https://www.cambridge.org/core>

Subject Strengths: Agriculture, Computer Science, Mathematics, Biomedical, Environmental Science, etc.

Access to full text.

CREDO

URL: <https://search.credoreference.com>

Subject Strengths: Medicine, Mathematics,

Education, Social Sciences, etc.

Access to reference books on various subjects.

DIRECTORY OF OPEN ACCESS JOURNAL (DOAJ)

URL: <http://www.doaj.org>

Subject Strengths: Agriculture, Education, ICT, Nursing, Medicine, etc.

Access to abstracts and full text.

EBSCO HOST

URL: <https://search.ebscohost.com>

Subject Strengths: Community Development, Agriculture, Environmental Science, Education, etc.

Access to abstracts and full text.

EMERALD

URL: <https://www.emerald.com/insight>

Subject Strengths: Education, Accounting, Finance, ICT, Business Management, Marketing, Human Resource, etc. Access to full text.

ELDIS GATEWAY TO DEVELOPMENT INFORMATION

URL: <http://www.eldis.org>

Subject Strengths: Development Policy Practice and Research, Global Health, Climate Change, etc.

Access to free online resources.

GOALI

URL: <http://portal.research4life.org>

Subject Strengths: Law, International development, Politics etc.

Access to some full text and abstracts.

See Librarian for username & Password.

HINARI

URL: <http://portal.research4life.org>

Subject Strengths: Public health, Education, Cardiology, Dentistry, Economics, Agriculture, Chemistry, etc.

Access to some full text and abstracts.
See Librarian for username & Password.

IEEE

URL: <https://ieeexplore.ieee.org/Xplore/home.jsp>

Subject Strengths: Computer engineering, Electrical engineering, Computer science, Telecommunication, Power and Energy etc.

Access to some full text and abstracts.

IMF eLibrary

URL: <https://www.elibrary.imf.org>

Subject Strengths: Covers data from IMF

Access to full text

INSTITUTE OF PHYSICS JNLS ONLINE

URL: <https://iopscience.iop.org>

Subject Strengths: Physics, etc.

Access to some full text and abstracts.

JSTOR

URL: <https://www.jstor.org>

Subject Strengths: Education, Economics, History,

Political Science, Language and Literature, Art History, Music, Mathematics, Statistics, Education, etc. Access to full text.

LIEBERT ONLINE

URL: <http://www.liebertpub.com>

Subject Strengths: Biotech, Biomedical Research/Life Sciences, Clinical Medicine and Surgery, Law, etc. Access to full text of open access journals and abstracts.

OARE

URL: <http://portal.research4life.org>

Subject Strengths: Environmental Science, Education, Biology, Public Health, Environmental Law, Soil Science, Remote Sensing, Forestry, etc.

Access to some full text and abstracts.
See Librarian for username & Password.

OXFORD JOURNALS (OUP)

URL: <https://academic.oup.com/journals>

Subject Strengths: Biological Sciences, Medicine, Public Health and Epidemiology, Humanities, Social Sciences, Law, Economics, Business and Finance, Mathematics, Statistics, Computing and Physics, etc.

Access to full text and abstracts.

PROJECT MUSE

URL: <https://muse.jhu.edu>

Subject: Strengths: African Studies, American Studies, Anthropology, Economics, Cultural Studies, French Studies, Technology, Medicine, Sociology, etc.

Access to full text.

SAGE

URL: <https://journals.sagepub.com>

Subject Strengths: Education, Humanities, Social Sciences, Medical Science, etc.

Access to full text.

SAGE RESEARCH METHOD

<https://methods.sagepub.com>

Subject Strengths: Education, Business, Statistics, Humanities, Technology, Social Sciences, Medicine, etc.

Access to full text.

TAYLOR AND FRANCIS

URL: <https://www.tandfonline.com>

Subject Strengths: Education, Science Agriculture, Environment, Engineering, Computer Science, Development Studies, Economics, Business, Mathematics, Statistics, etc.

Access to full text.

WILEY ONLINE LIBRARY

URL: <https://onlinelibrary.wiley.com>

Subject Strengths: Education, Medicine, Mathematics, Agriculture, Science, Humanities, Social Sciences, etc.

Access to full text.

WORLD BANK E-LIBRARY

URL: <https://elibrary.worldbank.org>

Subject Strengths: Climatic Change, Public Health, Education, Conflict Management, etc.

Access to full text.

Off-Campus Access to Electronic Resources (REMOTEXS)

The library subscribes to e-resources (e-journals, e-books, databases) which are IP authenticated to support PUCG students, faculty and staff. These can be accessed on campus through the Library webpage. The Library also subscribes to Remotexs, a single window platform which provides off-campus access to all subscribed e-resources of PUCG library. All bonafide users of PUCG library are required to register for remote access to E-resources.

HOW TO ACCESS E-RESOURCES SUBSCRIBED BY PUCG

- a. Go to <https://elibrarypresbyuniversity.remotexs.co/user/login>
- b. Enter your email address and password to login
- c. All available databases subscribed by PUCG will be displayed.
- d. Click on your preferred database to search for your information.
- e. You will be taken to the publisher's website where you can further search for your information.

- f. You can also browse to see the various subject areas at the publisher's website.
- g. Click to download the required articles, books, etc.

FRIENDS OF THE LIBRARY

The purpose of PUCG Friends of the Library is to raise funds and receive donations from well-wishers, philanthropists, NGO's and Alumni to support activities of the library. All donations should pass through the librarian.

EVALUATION

Each student is expected to complete an evaluation form at the end of every academic year to give the Library a feedback on its services and resources.

USER GUIDES TO PUCG-OPAC & PUCG-IR

PUCG ONLINE LIBRARY CATALOGUE (PUCG-OPAC)

The main source for identifying the library materials is through the library catalogue which has been computerised. Each catalogue has the call number, the location of the item, the number of copies, complete bibliographic information and circulation status.

How to Use the PUCG-OPAC

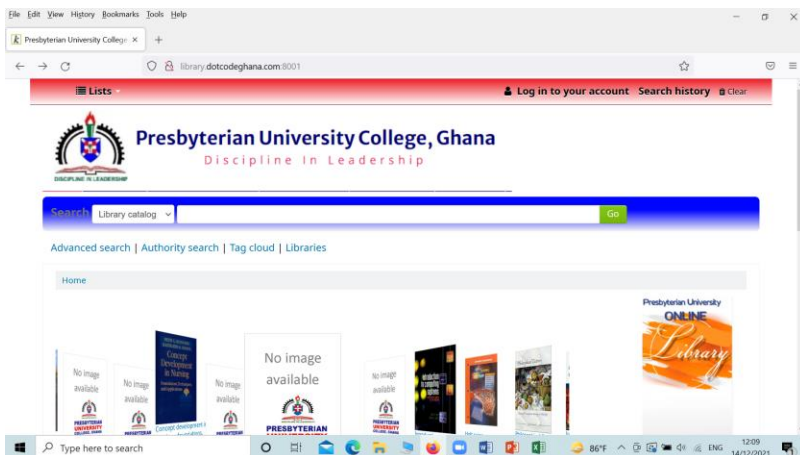
PUCG-OPAC is an Online Public Access Catalogue that provides access to the Library collection. You can search for documents by entering author, title or keyword in the search column and also make reservation for books and other library materials.

Accessing Information from the PUCG-OPAC

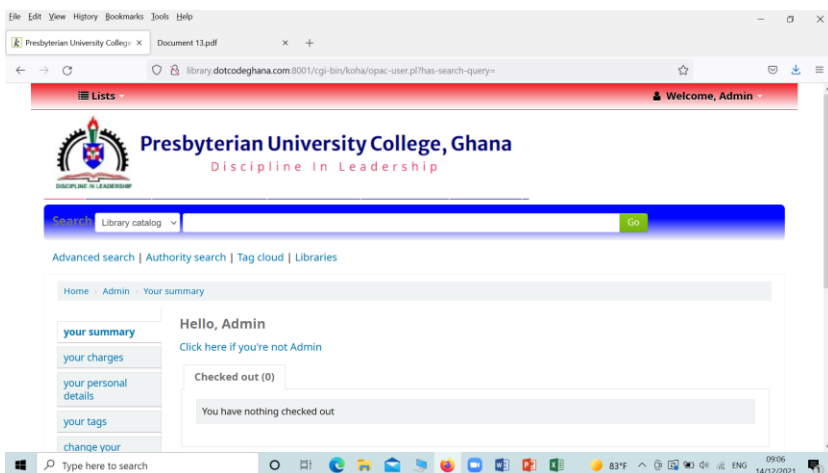
All users can search within the PUCG OPAC without logging in. However, only registered users can have access to the full features of OPAC which include reservation etc. You may contact the Library staff at your campus Library for registration. When you register, you will be given a username and password which you will use to log in.

How to log in to PUCG-OPAC

- a. Go to the universities website www.presbyuniversity.edu.gh
- b. Click library on the menu bar.
- c. Select E-Services.
- d. Click on PUCG- OPAC which will take you to the OPAC page as shown below:



- Click on “log in to your account” at the top right hand corner.
- Enter your user name in the login column and your password in the password column and click on “Log in” to log into your account.
- The page below will appear with the following details:



- Your Summary: You will be able to see what books you have currently checked out.

- Your charges: You will be able to see if you have any outstanding fines.
- Your Personal details: You can check your personal details and make changes.
- Your tags: You can tag your favorite titles with **keywords** so that you'll be able to find them easily another time.
- Change your password: You can change your password but for administrative purposes do not change your password.
- Your search history: Shows all the searches you have done.
- Your reading history: Gives the details of the books that you have borrowed.
- Your purchase suggestions: You can view suggestions made.
- Your messaging: Will manage how you are notified by library events and due dates.
- Your List: Displays the list of titles you have saved.

Searching Within PUCG-OPAC

The PUCG-OPAC offers you two main options for conducting your search which is either by Basic or Advanced Search.

BASIC SEARCH

The interface above is used for the Basic Search.

To conduct a basic search you have to do the following:

- Enter a word or phrase in the search box. This simple search is a keyword search. The system will retrieve results that include the search term at any field in the record.
- You can search by Title, Author, Subject, ISBN, ISSN, Series, or Call number by clicking the drop down arrow next to the words "Library Catalogue".

TITLE SEARCH

One of the most direct ways to find a particular book is to use a title search. If you know the title of the book you want, type in its full title, or as much of it as you know in the search box and then use your mouse to click on 'TITLE' in the drop down box. Then click on the search button. A list of book titles will appear. Click on the title you wish to view.

AUTHOR SEARCH

The author search involves searching for a book using the name of a known author. The search will take you to a list of books by that author. Click on the title you wish to view.

SUBJECT SEARCH

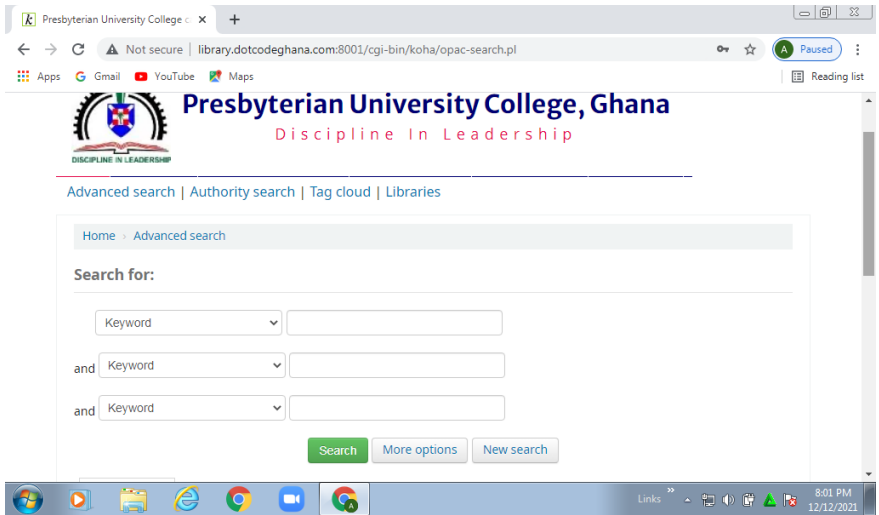
A subject search can be a useful approach when you do not have a specific author or title in mind but you have a general idea of the topic you would like to research. For example, type in 'acid rain' and then click on the drop down box and select 'SUBJECT', then click search and a list of titles of books will appear. If you do not find any material under the term you have used, try and think of alternative or related term.

ISBN, ISSN, SERIES AND CALL NUMBER SEARCH

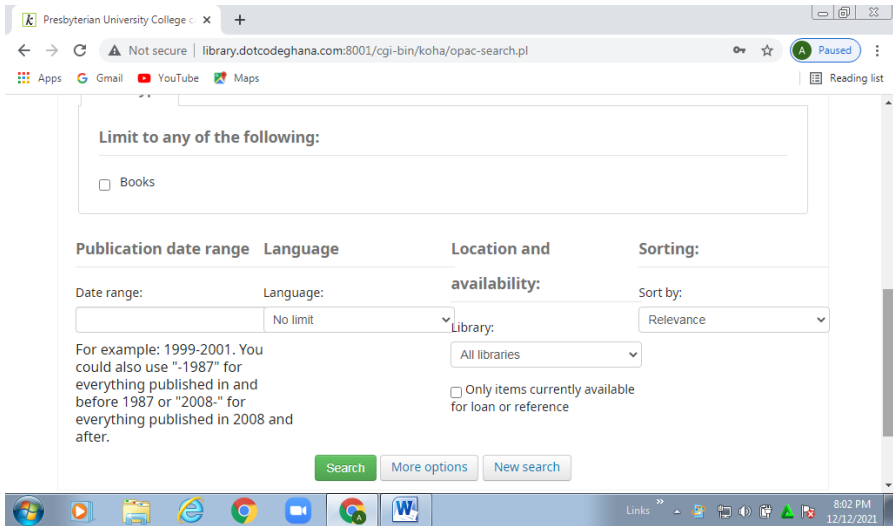
ISBN, ISSN, Series or Call Number of books can also be used to conduct a search. Click on the drop down box on the left hand side and select the appropriate index to search.

ADVANCED SEARCH

- When you cannot find the most appropriate material with a Basic Search move to the Advanced Search.
- *The advanced search* enables you to narrow the scope of the search to eliminate irrelevant information. To use it, click the Advanced Search tab below the search bar.
- The page below will be displayed.



- The keyword field shown above enables you to select from several options for a more specific search. The option includes search by subject, title, author, publisher among others. Clicking the down arrow will show all the options.
- You can search by using the Boolean operators AND, OR and NOT.
- The AND operator narrows the results you will retrieve.
- The OR operator expands the results you will retrieve.
- The NOT operator excludes records with the term that follows the operator.



- The advanced search also enables you to set limit to dates, items and languages when searching for a book.

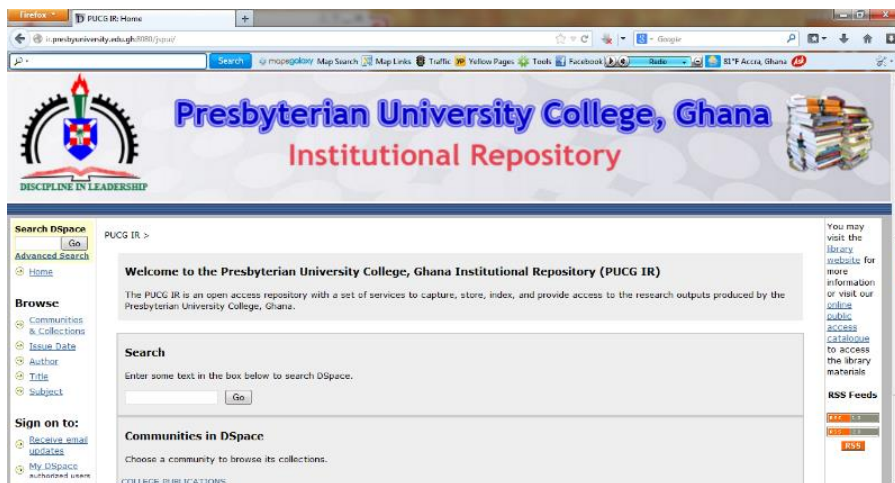
PRESBYTERIAN UNIVERSITY COLLEGE, GHANA INSTITUTIONAL REPOSITORY (PUCG-IR)

The Presbyterian University College, Ghana-Institutional Repository is an open access repository with a set of services to capture, store, index, and provide access to the Scholarly publications, theses, dissertations and other publications of the University.

To visit the PUCG-IR site follow the instructions below:

- Go to the University's website which is [https:// www.presbyuniversity.edu.gh](https://www.presbyuniversity.edu.gh)
- Click on Library tab
- Click on E Services
- Click on PUCG IR

By clicking on PUCG-IR you will be taken to the PUCG-IR page shown below:



ACCESSING DOCUMENTS WITHIN THE PUCG-IR

There are several ways to access the documents within the PUCG-IR. Below are some of the options that you can use.

BASIC SEARCH

You can search for documents within the PUCG-IR by using the Basic Search function. To conduct a search using this function, follow the steps below:

a. Enter a word or phrase pertaining to the subject of interest in the “Search Dspace” bar found on the upper left corner of the PUCG-IR pages.

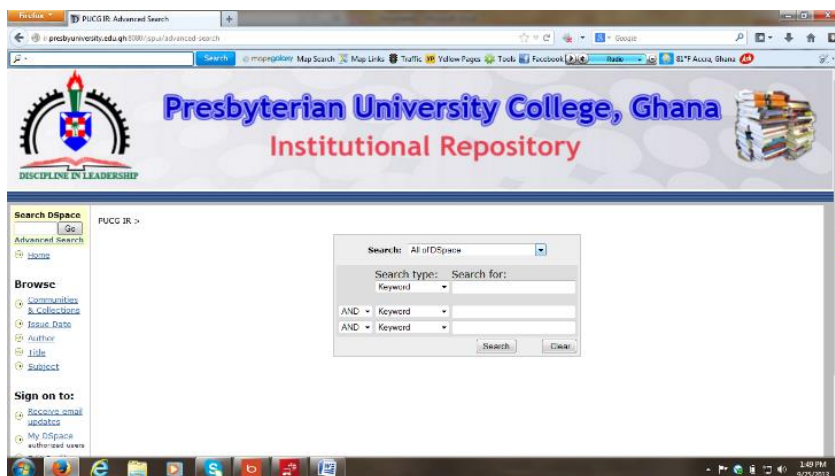
Click “GO” to retrieve your result.

ADVANCED SEARCH

The PUCG-IR also has an advanced search function which you can utilize for your research. To conduct a search using this function, follow the steps below:

a. Click on the “Advanced Search” button on the upper left corner of the PUCG-IR pages.

The advanced search menu shown below will be displayed.



b. In the “search fields” enter your search term.

Use the drop-down menu to select appropriate search type.

- c. You can join your search terms by using the Boolean operators (AND, OR, NOT). The default is always "AND". Click the drop-down menu against the "AND" to select the desired operator.
- d. Click "Search" to retrieve your result.

SEARCHING BY COMMUNITY, COLLECTION, SUBJECT, TITLE, AUTHOR AND ISSUE DATE

You can search within the entire collection by using the following; communities and collections, author, title, subject, issued date (the date that the document was originally produced).

To do these simply click the appropriate button under "browse" in the lower left corner of the PUCG-IR pages.

You will be presented with a list of records to browse. Example shown below.

The screenshot shows a web browser window displaying the PUCG-IR Browsing by Title page. The page has a sidebar on the left with navigation links: Home, Browse (Communities & Collections, Issue Date, Author, Title, Subject), Sign on to (Receive email updates, My Workspace, Edit Profile, Help, About Workspace). The main content area is titled 'Browsing by Title' and includes a search bar with a 'Jump to' dropdown menu and a 'Go' button. Below the search bar, there are sorting options: 'Sort by: 18a', 'In order: Ascending', 'Results/Page: 20', 'Authors/Record: All', and an 'Update' button. The table below shows the search results, with 12 results displayed (showing results 1 to 12 of 12).

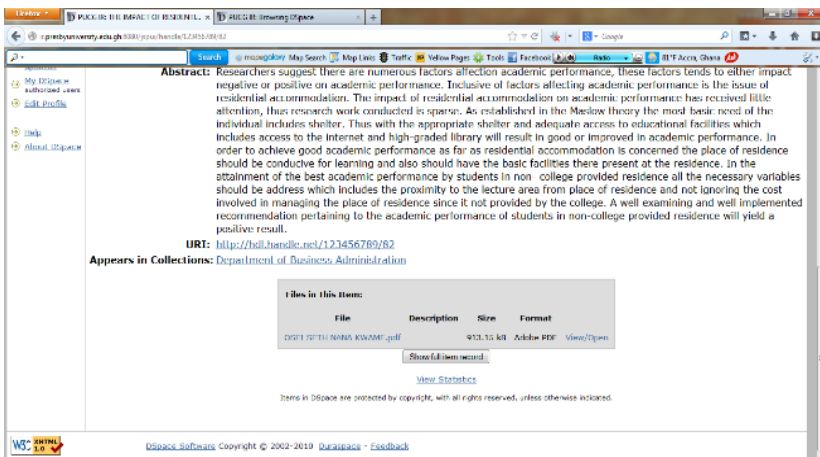
Issue Date	Title	Author(s)
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9-Aug-2013	IMPACT OF IMPROPER BOOKKEEPING ON INSTITUTIONAL MANAGEMENT A CASE STUDY OF THE GHANA INSTITUTE OF LANGUAGES, ACCRA CITY CAMPUS	ADDIO, REBECCA SARFA
9-Aug-2013	THE IMPACT OF RESIDENTIAL ACCOMMODATION ON ACADEMIC PERFORMANCE (CASE STUDY OF NON RESIDENT THIRD AND FINAL	OSEI, SETH NANA KWAME

1. DOWNLOADING A DOCUMENT

To download any documents within the PUCG-IR follow the steps below:

- a. Click on the title in any results list.

This will display the record for that document. Example shown below:



b. Scroll to the bottom of the record and click on the button in the grey box that reads “view/open” to open the document.

c. You can save it on any storage device of your choice.

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