

# The WU Library

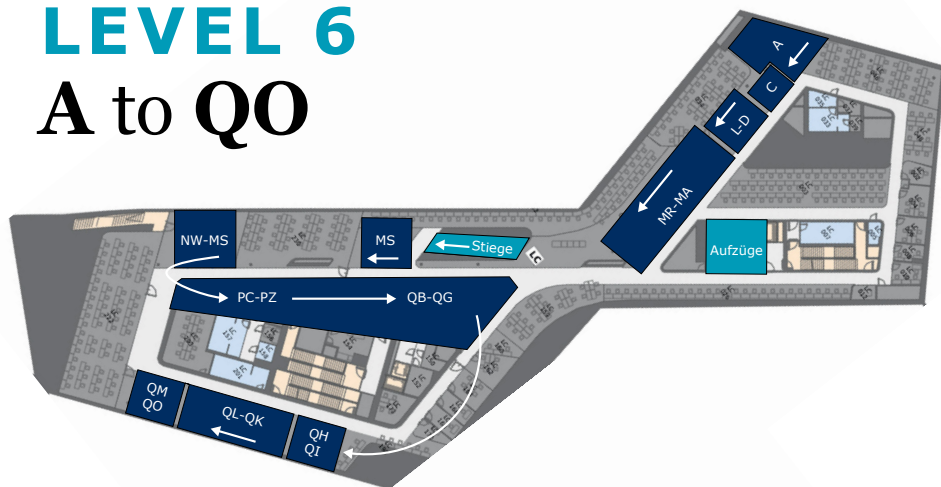
## Services for WU students



# Books on Levels 5 & 6

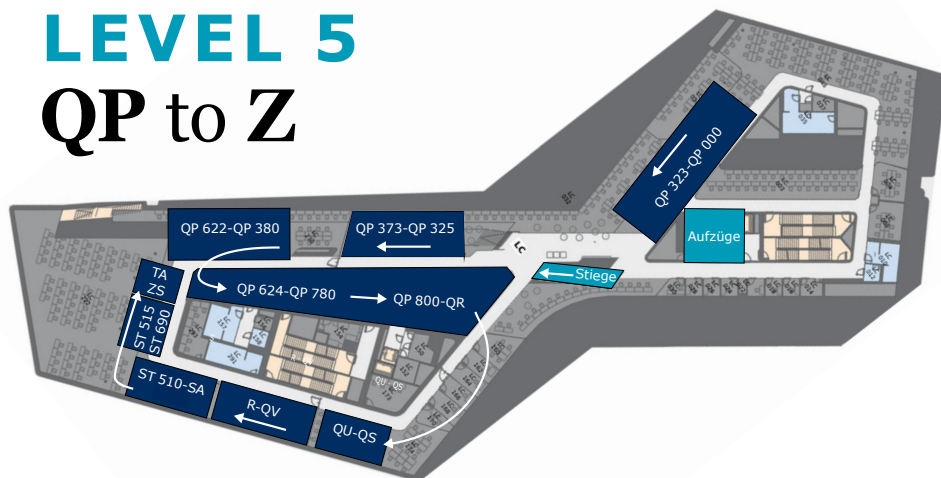
## LEVEL 6

A to QO



## LEVEL 5

QP to Z



# Table of Contents

Did you know? \_\_\_\_\_ 4

## **OUR SERVICES**

### **Research tools: Explore and Discover**

WU catalog, books, databases, articles \_\_\_\_\_ 5

### **Borrowing Books: Hunting and Gathering**

Library information, borrowing, returns, reservation, pickup \_\_\_\_\_ 8

### **Academic Writing**

Study Service Center, writing consultations, theses \_\_\_\_\_ 10

### **Reference Management: Cite & Sort the Easy Way**

Reference management with Citavi, Zotero, EndNote, Juris-M \_\_\_\_\_ 11

### **Consultation Services: We Are Here for You**

Library information, eLearning, courses \_\_\_\_\_ 12

### **Textbook collection & read!t**

Books, articles, scripts for lectures, STEOP & CBK \_\_\_\_\_ 13

### **Good to Know**

Workspaces, Chill-Out Area, PC workstations, collaborative project rooms \_\_\_\_\_ 14

### **Good to Use**

Assistive technology room, carrels, phone rooms, drinking fountains \_\_\_\_\_ 15

# Did you know?

**690K**  
BOOKS

We are one of the largest economic & business libraries in the German-speaking region and the **largest in Austria**, offering a **wealth of knowledge and information**.

**150K**  
eBOOKS

As a WU student, you have **24/7 access to eBooks** from the comfort of your home.

**28K**  
eJOURNALS

With over 28,000 **eJournals**, the WU Library offers extensive access to current research findings and specialized information.

**1800**  
WORKSPACES

Enjoy an **inspiring environment with ample space** for reading, studying, and focusing.

**167**  
DATABASES

If you are searching for **scientific articles, statistical data** or **industry, market, and company information**, take a look at our databases.

**1**  
FAVORITE  
SPOT

There is a suitable place for every type of learner: whether it is quiet areas, cozy student lounges, or inspiring learning zones — find your **favorite spot!**

# Research

## Explore and Discover

---

- › Are you looking for a book, an article, or literature for your courses?
- › Do you need support for your research endeavors?

### THE LIBRARY - YOUR LIBRARY:

- › The library is your first stop when it comes to finding books, articles and other resources.
- › Here you will find an almost inexhaustible source of information that will help you with your presentations, seminar papers and theses.

### RESEARCH SUPPORT

We are here to assist you in your quest for information. Our staff members are experts in the art of research. They are well versed in the resources we provide and are happy to help you optimize your research skills. Do not hesitate to seek their support - they can provide valuable tips and tricks to help you find exactly what you are looking for.

### WU CATALOG

Welcome to your gateway to the world of knowledge! Here you can access a wealth of resources, including eBooks, printed books, journals and much more. Search for authors, titles, or topics and find information about availability and location. Whether you are at home or in the library, our catalog guides you to discover the information you need.

> [katalog.wu.ac.at](http://katalog.wu.ac.at)

### GOOGLE SCHOLAR



Even if you are conducting research on Google Scholar, you benefit from establishing a VPN connection to the WU network. This allows you to see which articles are available via the WU Library.



### eBOOKS & eJOURNALS



The WU Library also offers an impressive array of digital resources. Explore approximately 150,000 eBooks, access more than 28,000 eJournals and utilize around 170 databases. With a VPN connection, you can discover electronic resources from off campus.



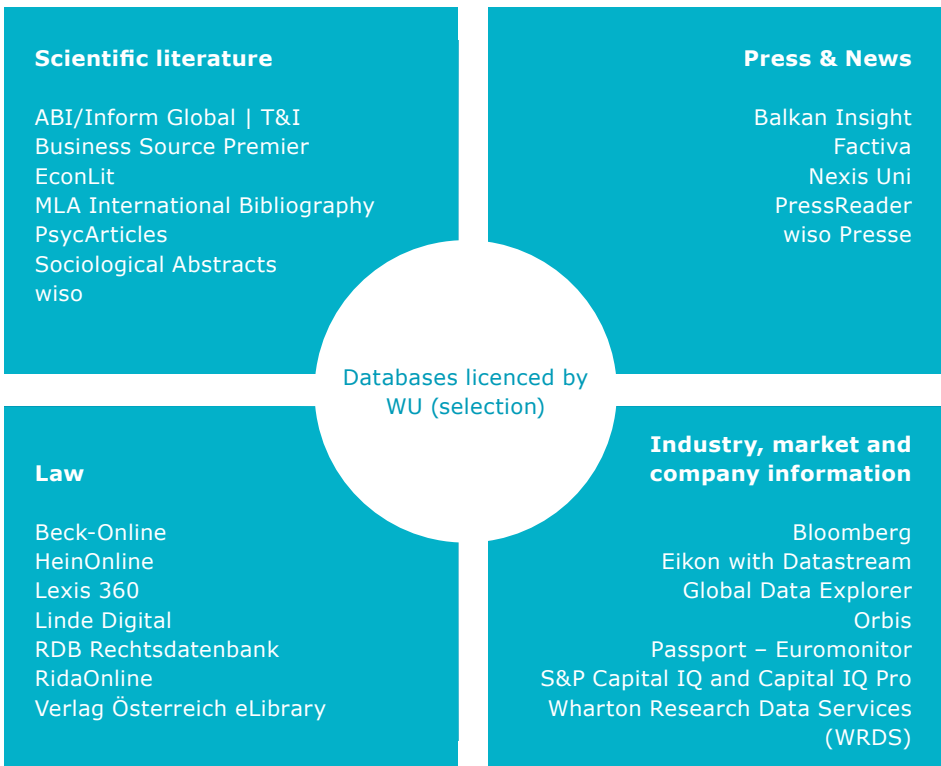


## DATABASES

For research on journal articles, market and industry analyses, or statistical data, the WU Library provides access to around 170 databases.

Our **selection tool** is designed to assist you in choosing databases for your field of study or research topic:

- > [wu.ac.at/en/library](https://wu.ac.at/en/library) > Finding Literature
- > Databases > Browse resources





## SCIENTIFIC ARTICLES

When searching for a specific journal title or journal article, please keep the following points in mind:

- › **CatalogPLUS** for journal articles: Journal articles are not accessible via the regular catalog, instead you can find them in the CatalogPLUS. You can either directly search for the desired article in the CatalogPLUS or for the journal itself in the regular WU catalog.
- › **Subject databases** for thematic research: For a more in-depth and specific search, you can use subject databases. These databases offer a wide range of scientific articles and specialized information.

## RESEARCH CONSULTATION



Do you want to know how to find and access company and financial market data? Or learn how to search for literature, or find journal rankings? Send us a request at [rechercheservice@wu.ac.at](mailto:rechercheservice@wu.ac.at).



## PRESS & NEWS

In addition to academic resources, the WU Library provides access to an extensive collection of newspapers and magazines from around the world.

With **PressReader**, you can explore over 5,000 newspapers and magazines in various languages and from different countries. Whether you seek up-to-date news, business reports, or culture features, PressReader delivers a diverse range of current content. You can easily access PressReader on your cell phone, tablet, or computer, ensuring you always have the latest news at your fingertips, no matter where you are.

Visit our **Newsounge** on level 4 to browse through the print editions of current daily newspapers and business magazines. Please be aware that while borrowing magazines and newspapers is not possible, you are welcome to scan excerpts from them for your research needs.



# Borrowing books

## Hunting and Gathering

---



- › **Would you like to borrow, renew, or return a book?**
- › **Do you need books for your introductory and orientation phase or your CBK courses? We've got you covered!**

### **BORROW A BOOK – QUICK AND EASY.**

- › **Your WU student ID card serves as your library card.**  
**You can use it to borrow, renew or pre-order books.**
- › **You can conveniently borrow books at the self-checkout machines and return them at the self-service book return machine.**

### **WELCOME TO THE LIBRARY**

With over 690,000 printed books, more than 150,000 eBooks, around 540 printed journals, over 28,000 eJournals, and approximately 170 databases, we proudly stand as one of the largest economics libraries in the German-speaking region.

Our library is accessible at two locations with your WU student ID. The main location is the **Central Library** in the LC building. Here, you'll find a selection of books specially curated for your fields of study. You can borrow most of the books, and you have access to the 1,800 self-study workplaces of the library.

The WU Library has a large collection not only in economics and business, but also in languages and social sciences. Take a look at [katalog.wu.ac.at](https://katalog.wu.ac.at) to see what we have.

We also have a specialized **Library for Law** in building D3. It offers literature covering various domains of legal studies. The library's collection focus aligns with the research areas of the law departments and the subjects taught in law studies. WU students have access to the collection only on site.

### **LIBRARY INFORMATION**

If you have questions or need assistance with your research, please visit the Library Information in the Central Library on level 2. We assist in locating books and journals within the library's collection, provide advice on our database offerings, and give information on using the library.





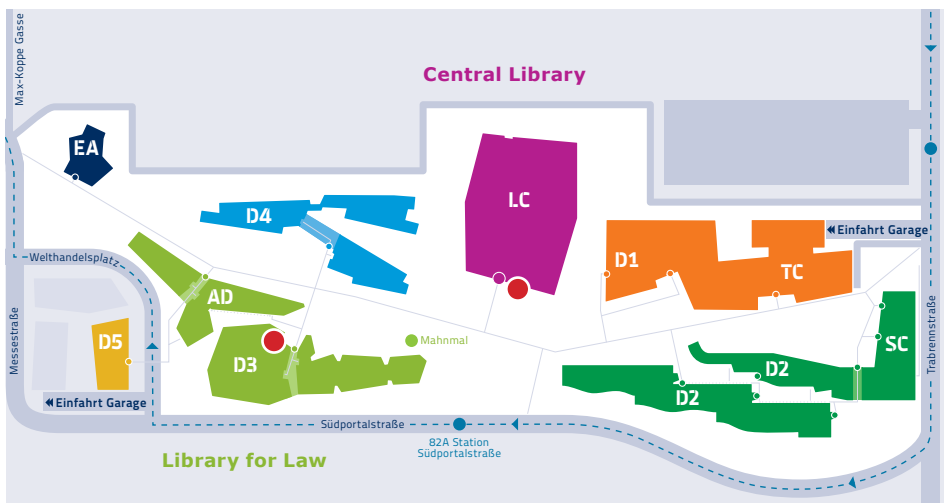
## BORROWING & RETURNING

If you want to borrow a book, you can usually take it from the shelf and conveniently borrow it using the self-checkout machines. However, please be aware that magazines and newspapers are only to be used on site.

For returning books, you can use the book return machine located to the right of the library entrance at the Central Library. It allows you to return books even outside the library's opening hours, as long as the building is accessible.

## RESERVE & PICK UP

If a book is checked out by another person, you can place a hold on it via the WU catalog. You will receive an email as soon as it is back with us. You can pick it up from the holding shelves behind the front desk in the Central Library within the next three opening days.





# Academic Writing

---

**Don't worry if the idea of writing an academic paper feels a bit overwhelming. You're not alone, and the university is here to support you every step of the way. We offer plenty of resources and assistance to help you navigate successfully through the process of academic writing.**

**Writer's block, stress, lack of focus or motivation** - these symptoms can occur when writing seminar papers or bachelor's or master's theses. When it comes to your personal approach or dealing with procrastination and other emotional avoidance strategies, **Student Counselling** offers support.

In **group activities** - workshops, peer groups, trainings and talks - you can learn study & life skills that help you deal constructively with stress, clear your head for concentrated reading and writing, or use your emotional compass for the next practical step. Also You can also take advantage of **individual coaching sessions** if needed.

Details on the current calendar of activities and services offered by the Student Counselling Team can be found here: [short.wu.ac.at/counselling-wu](https://short.wu.ac.at/counselling-wu)

In addition to the Student Counselling, the library will happily support you when it comes to **finding literature and data**. Here, you can get help for all questions related to **citing**, organizing, and managing your sources. Whether you want to discover how to find relevant literature for your work or how to cite your sources properly - the library has the answers.

In short: You are not alone with your questions and challenges related to academic writing. Embrace the resources and support the university has to offer, and you will see: It is not as complicated as it may seem at first glance.

## WU THESES



All theses, except for bachelor theses, are accessible in the WU Library and can be found in the open access area on level -2. If you're looking for a particular thesis or seeking inspiration for your own work, you can search the WU catalog.



# Reference Management

## Cite & Sort the Easy Way

---



- › **Do you want to keep track of your collected literature and not have to type every quote yourself? No problem, the library will show you what literature management programs can do!**
- › **These software programs help you organize your sources, structure your work, and manage citations efficiently.**
- › **Simply create bibliographies in your preferred citation style, perfect for submitting well-crafted bibliographies.**
- › **Collaborate and share with ease: Work together in groups on projects and share relevant articles and information seamlessly.**
- › **Conduct systematic literature reviews effortlessly. Gather results from multiple databases and remove duplicates.**

At WU, we offer licenses for **Citavi** and **EndNote**, and the experts in the library are happy to assist you with any questions you might have. If you prefer open-source software like **Zotero** and **Juris-M**, this is also the right place for you!

And here is the best part: Our library's course program regularly offers workshops on these reference management programs. Just take a look at [wu.ac.at/en/library](http://wu.ac.at/en/library) > Consultation > Library workshops.

### Fit4Research - How to research

Additionally, you can explore Fit4Research, the WU Library's online materials: Here, you will discover valuable information about licensing, software installation, reference management, knowledge organization, and citation styles. Go to [short.wu.ac.at/cite](http://short.wu.ac.at/cite) to get started. This will get you up to speed on reference management in no time.

PROGRAM	CITATION STYLES (SELECTION)	CITATION STYLES WU (SELECTION)
Citavi	AAA	Finance Bachelor
EndNote	APA	Trade & Marketing
Juris-M	Chicago	leg cit / AZR
Zotero	Harvard	Master Management



# Consultation Service

## We Are Here for You

---



**Our library team is dedicated to guiding you through the wide range of services we offer. Feel free to reach out to us via email at [library@wu.ac.at](mailto:library@wu.ac.at) or visit us in person at the Central Library on level 2. You can also contact us by phone at +43 1 31336 4990.**

### eLearning

Not sure where to begin? No worries! Explore our eLearning platform, Fit4Research for comprehensive information and helpful tutorials on various topics related to literature research, reference management, databases, and legal citation.

### Courses

Moreover, we offer courses to help you efficiently use the library's information resources and services. These courses cover essential topics such as research strategy, quality assessment of sources, and reference management.

### search\_bar

Twice a week we host the search\_bar, where you are welcome to join us and ask any questions related to reference management and literature research. Visit our search\_bar for on-the-spot support, just drop in!

### Borrowing and library cards

If you need assistance with borrowing, have questions about extensions or fees, please visit the front desk at the Central Library. You can also reach us by phone at +43 1 31336 4929 or via email at [library@wu.ac.at](mailto:library@wu.ac.at)

#### ON DEMAND CONSULTING



Is your schedule too packed? Are you not in Vienna? Do you need specific information? We are always available for a consultation, either on site or through a video call. Contact us at [library@wu.ac.at](mailto:library@wu.ac.at)



# Books, Articles, Scripts for your Courses

---



- › In the textbook collection, you will find the books for STEOP & CBK.
- › What should I read, watch or listen to for my course?

## TEXTBOOK COLLECTION

The textbook collection is located on level 3 in the Central Library. Books from this section may only be borrowed by WU students - they are essential for your exams. You can search for the books in the WU catalog or, of course, directly on the shelves.

## READ!T READING LISTS

In the syllabus of a course, you will often find read!t reading lists. They include books, articles, lecture notes, eBooks, websites, and more. For books, you can immediately see their location in the library. For articles and eBooks, there are links provided, enabling you to access the resources online.

### BORROWING TEXTBOOKS



- 5 books at a time
- 6 weeks loan period
- Renewable for additional 6 weeks (up to a maximum of 24 weeks)
- If all copies are borrowed, place a hold on the book





# Good to Know

---

## THE LIBRARY AS A LEARNING & CHILL-OUT AREA

Our libraries provide around 1,800 study and workspaces. Whether you are looking for a quiet place to study on your own or want to create a dedicated group workspace with mobile tables on level 4 in the Central Library, you will find the right space here. Additionally, there is a communicative zone with coffee and snack vending machines, as well as an area with sofas and beanbags, perfect for study and work breaks. Customize your learning environment according to your needs and find the ideal spot for you.

## PC STUDY AREAS

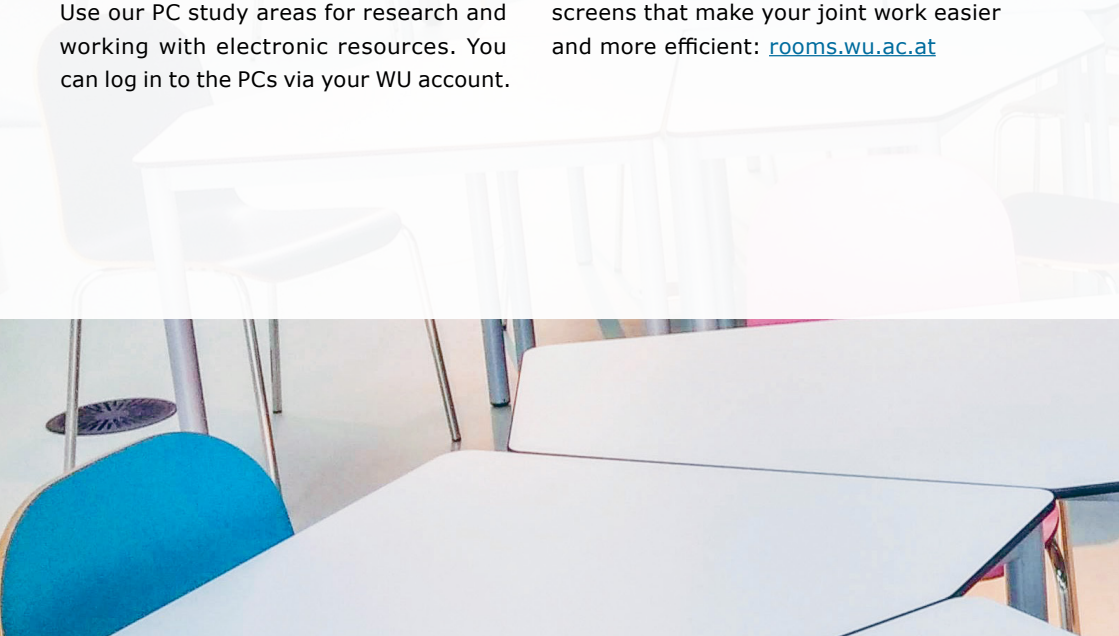
Use our PC study areas for research and working with electronic resources. You can log in to the PCs via your WU account.

## TECHNICAL EQUIPMENT

In the WU Library, almost all workspaces have power outlets, allowing you to use your own devices. Additionally, on level 4 of the Central Library, there is a charging station for cell phones and tablets. As a Green Library, we do not use copiers or printers. Instead, we provide free color scanners that you can use to create scans and save them to USB sticks or send them via email.

## COLLABORATIVE PROJECT ROOMS

Are you working on a team project and need a place to exchange ideas and cooperate? Book a collaborative project room! They are equipped with interactive screens that make your joint work easier and more efficient: [rooms.wu.ac.at](https://rooms.wu.ac.at)



# Good to Use

---

## ASSISTIVE TECHNOLOGY ROOM

At our library, we prioritize accessibility and strive to provide a welcoming environment for all our users. To ensure a barrier-free experience, we offer a range of facilities and technical tools. These include a PC equipped with a Braille display, a large-print keyboard, height-adjustable desks, a screen reader with speech output, and an OCR program for scanning and reading text templates, among other resources.

Our goal is to ensure that you have all the necessary technical equipment to work effectively and comfortably.

Contact us at [library@wu.ac.at](mailto:library@wu.ac.at).

## CARRELS

Are you working on your Master's or PhD thesis? Book these special rooms for a month to work undisturbed and free of distractions on your assignments at [rooms.wu.ac.at](https://rooms.wu.ac.at).

## RESERVING SEATS

When you need a break, take a break timer and set the time you leave your desk. Place the break timer in a visible spot on your workspace. This way, the seat will be reserved for 60 minutes. You can find break timers in the library.

## TELEPHONE ROOMS

You will find telephone rooms in the library so you do not have to leave the building to make a call and still do not disturb anyone.

## DRINKING FOUNTAIN & BOTTLE FILLING STATION

Stay hydrated while you study: You will find drinking fountains on levels 3, 4, and 5 in the LC and in the Library for Law. There is also a bottle filling station on level 4 in the Central Library.

# Contact

## **Library Information** (questions about research)

Phone: +43 31336 4990

Email: [library@wu.ac.at](mailto:library@wu.ac.at)

## **Library front desk** (questions about borrowing, library cards)

Phone: +43 31336 4929

Email: [library@wu.ac.at](mailto:library@wu.ac.at)

## **Security Center**

Phone: +43 31336 4000

## **Imprint**

WU University Library

Building LC

Welthandelsplatz 1, 1020 Vienna

Email: [library@wu.ac.at](mailto:library@wu.ac.at)

Website: [wu.ac.at/en/library](http://wu.ac.at/en/library)

Images: BOAnet, Raimo Rudi Rumpler, WU University Library

As of: February 2023

