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*A STEP BY STEP GUIDE ON  
HOW TO USE THE INSTITUTE  
FOR THE PUBLIC SERVICES  
RESEARCH LIBRARY  
DATABASE*

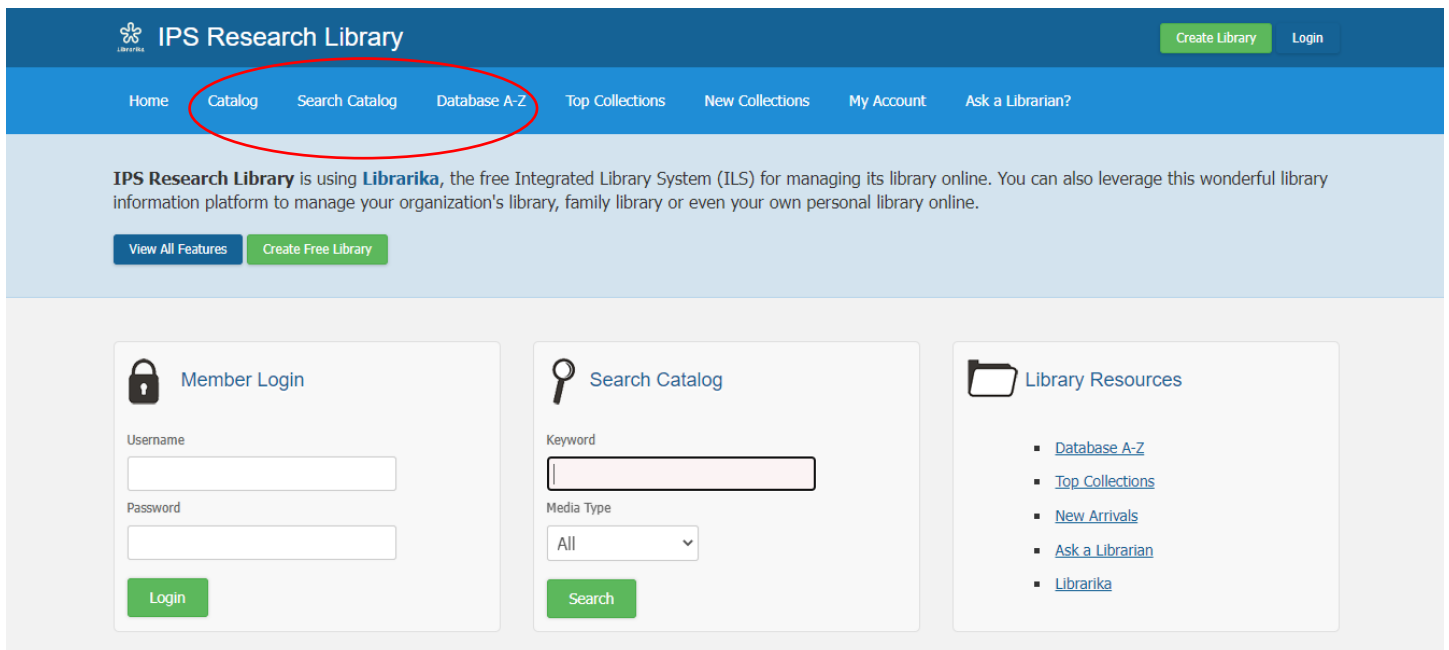
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*Version* | 1.2  
*Date* | Feb 15, 2023

***These instructions are meant to complement the Binding Standards governing the IPS Research Library, which are mainly targeted towards the library users. The Binding Standards can be accessed from [here](#).***

### **IPS Research Library Database (Librarika) User Instructions**

1. The first step is to open your internet browser such as Google Chrome and go to <https://ipsresearchlibrary.librarika.com> to access the **Database/Catalog** of the IPS Research Library books.
2. There is **NO** need to register/sign up for a new account to browse the database of books.
3. You have three main options at the top side of the website for browsing purposes: **Catalog, Search Catalog** and **Database A-Z**, as shown in 'Figure 1' below (**circled in red**).



*Figure 1 IPS Research Library - Exploring the Features*

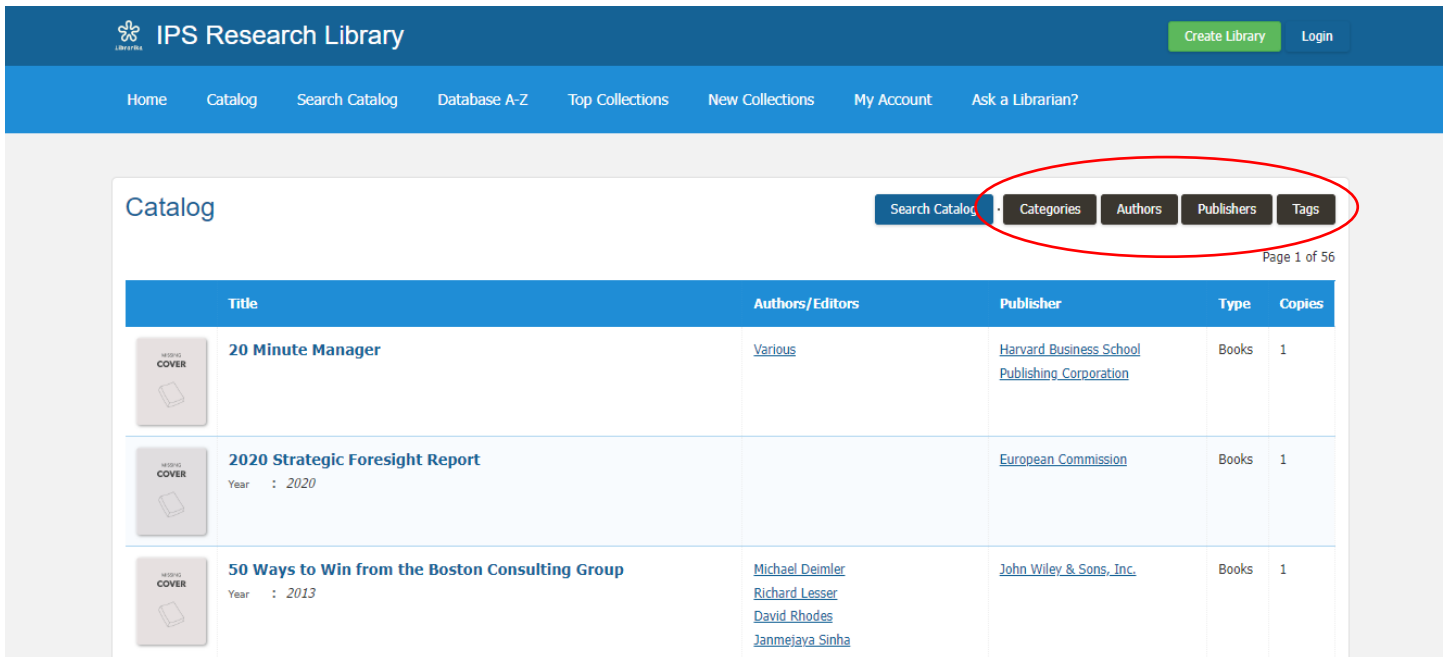
Each of the options are explained hereunder.

### **Catalog**

The “**Catalog**” is a useful feature if you wish to explore which books are available in the library sorted by genre such as Leadership, Author or Publisher.

1. Click on the “**Catalog**” feature at the top side bar of the website. Once you click, the whole list of books available at the IPS Research Library is displayed for your perusal.

- To filter the books, click on any of the black buttons found at the top: **Categories**, **Authors**, **Publishers**, and **Tags**, as shown in 'Figure 2' below (**circled in red**).



**IPS Research Library** Create Library Login

Home Catalog Search Catalog Database A-Z Top Collections New Collections My Account Ask a Librarian?

Catalog Search Catalog Categories Authors Publishers Tags Page 1 of 56




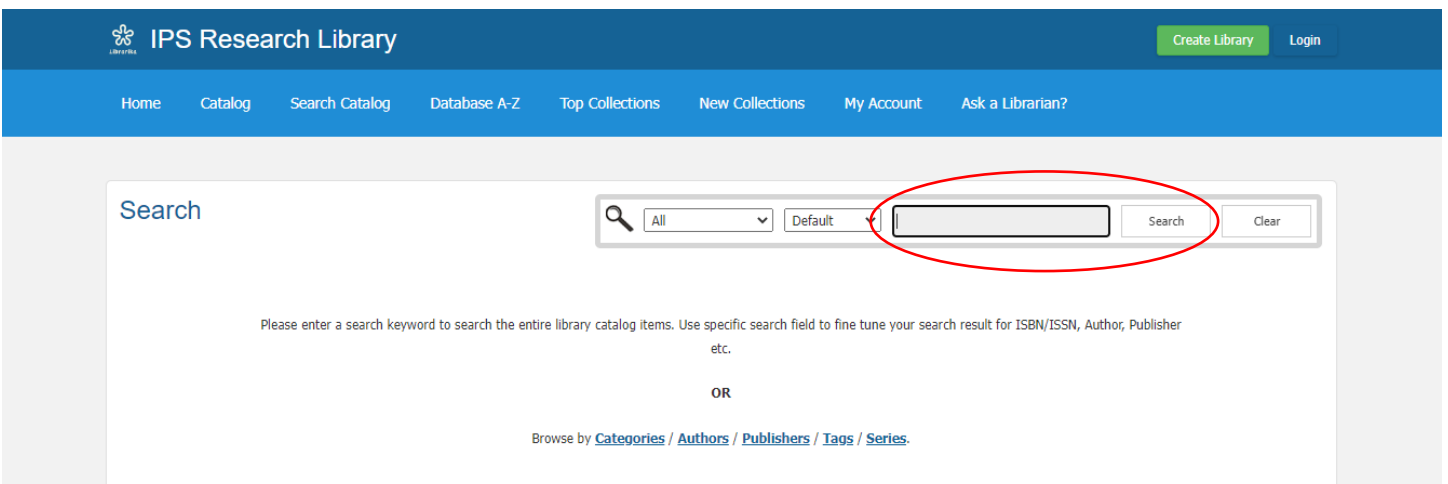
Title	Authors/Editors	Publisher	Type	Copies
 <b>20 Minute Manager</b>	<a href="#">Various</a>	<a href="#">Harvard Business School Publishing Corporation</a>	Books	1
 <b>2020 Strategic Foresight Report</b> Year : 2020		<a href="#">European Commission</a>	Books	1
 <b>50 Ways to Win from the Boston Consulting Group</b> Year : 2013	<a href="#">Michael Deimler</a> <a href="#">Richard Lesser</a> <a href="#">David Rhodes</a> <a href="#">Janmejaya Sinha</a>	<a href="#">John Wiley &amp; Sons, Inc.</a>	Books	1

Figure 2 Catalog - Choosing the right button in Catalog Feature

## Search Catalog

The “**Search Catalog**” is used to search for a specific book by typing its title. This feature is particularly useful if you already know the title of the book that you are looking for.

- Click on “**Search Catalog**” feature at the top side bar of the website.
- Type the name of the book and then click on the “**Search**” Button, as shown in 'Figure 3' below (**circled in red**).



**IPS Research Library** Create Library Login

Home Catalog Search Catalog Database A-Z Top Collections New Collections My Account Ask a Librarian?

Search  Search Clear

Please enter a search keyword to search the entire library catalog items. Use specific search field to fine tune your search result for ISBN/ISSN, Author, Publisher etc.

OR

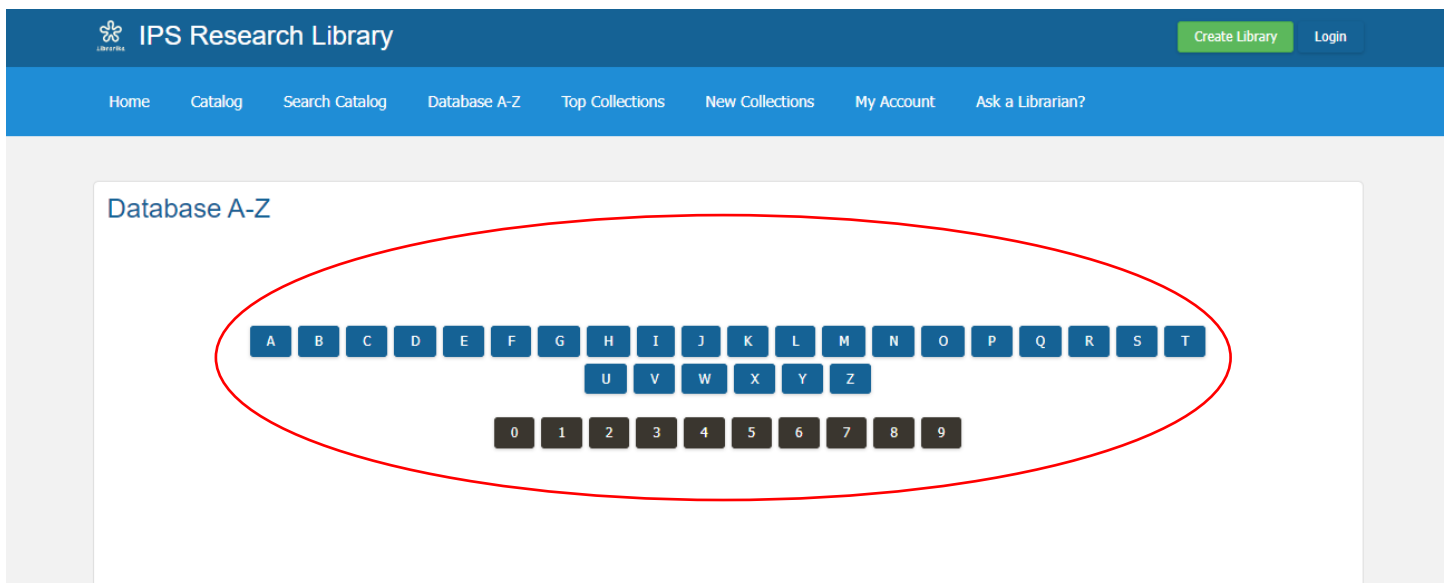
Browse by [Categories](#) / [Authors](#) / [Publishers](#) / [Tags](#) / [Series](#).

Figure 3 Search Catalog - Typing for a particular book

## **Database A-Z**

The “**Database A-Z**” is used to search for books in ascending/descending order based on their title.

1. Click on the “**Database A-Z**” button on the top side of the website.
2. Click on the corresponding letter of the title of the book, as shown in ‘**Figure 4**’ below (circled in red).



*Figure 4 Database A-Z - Browsing on Alphabetical Order*

## **Additional Information**

When choosing a book from the database, users can click on the title of the book and find where the book is located in the IPS library by checking the code in the books tag row.

Please note that the IPS Library is a reference library and thus no books can be taken out of the premises. Users may find more information on the policy of the library by accessing this [link](#).

Users may reserve one of the desk stations by accessing this [link](#).

Should you need any further assistance, you may contact the librarian via [ips@gov.mt](mailto:ips@gov.mt)