

THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES LIBRARY

# ONLINE BIBLIOGRAPHIC REFERENCES SERVICE



ACCESS GUIDE

# Online Bibliographic References Service

<http://opac.biblioteca.ase.ro/opac/>

My account/Messages/Online forms/  
*Request bibliographical assistance*



## The Online Bibliographic References

**Service** provides assistance and bibliographic research as support activities for the educational process and the scientific research activity.



## Types of references:

- ✓ online / email references;
- ✓ bibliographies on request;
- ✓ thematic bibliographies;
- ✓ bibliographic information;
- ✓ bibliographic research.



1

Access the library online catalogue  
<http://opac.biblioteca.ase.ro/opac/>  
and choose English language

2

Click on the  
section **LOGIN**

The screenshot shows the homepage of the library's online catalogue. A red arrow points to the URL `opac.biblioteca.ase.ro/opac?lang=eng` in the browser's address bar. A red circle with the number '1' highlights the 'Language: English' dropdown menu. Another red circle with the number '2' highlights the 'Login' button in the top right corner. The page features logos for the European Union, the Romanian Government, the European Social Fund, and the Ministry of Education and Research. Below the logos, there is a navigation menu with 'Search', 'External Databases', 'Recommendations', and 'My Account'. A search bar is visible with a 'SEARCH' button.

3

Login with your IDM account username and password. *Teachers will activate their account on the platform [opac.biblioteca.ase.ro/opac](http://opac.biblioteca.ase.ro/opac) with institutional email address as username.*

The screenshot shows the login form on the library website. A red circle with the number '3' highlights the 'Login' form. The form has a title 'Login' and a warning icon with the text 'Please sign in'. It contains fields for 'User name' and 'Confirm Password', a checkbox for 'Remember me on this computer', and buttons for 'Continue', 'Cancel', and 'Forgot your password?'. The background shows the same website interface as the previous screenshot, with the search bar and navigation menu visible.

4

Click on your **account name**:

The screenshot shows the website interface for opac.biblioteca.ase.ro. At the top, there are logos for the European Union, the Romanian Government, the European Social Fund, and the Ministry of Education. Below these is a navigation bar with 'Language: English' and 'Help'. The main header features the 'Tinrad' logo and 'Biblioteca ASE'. A user profile section on the right shows 'Welcome Nicoleta' circled in red, with a red arrow pointing to it. Below the header is a search bar with a 'SEARCH' button and a 'My Account' dropdown menu. The main content area displays 'Top10 Borrowed Subjects' and 'Top10 Borrowed Authors'.

opac.biblioteca.ase.ro/opac/search?lang=eng

UNIUNEA EUROPEANĂ

GUVERNUL ROMÂNIEI  
MINISTERUL MUNCII, FAMILIEI ȘI  
PROTECȚIEI SOCIALE  
AMPOSDRU

Fondul Social European  
POS DRU 2007-2013

Instrumente Structurale  
2007-2013

MINISTERUL  
EDUCAȚIEI  
CERCETĂRII  
TINERETULUI  
ȘI SPORTULUI  
OIPOSDRU

ACADEMIA DE  
STUDII ECONOMICE  
DIN BUCUREȘTI

Sistem integrat de bibliotecă achiziționat prin proiectul *Parteneriat pentru modernizarea și reorganizarea serviciilor bibliotecilor universitare*  
cofinanțat din Fondul Social European prin Programul Operațional Sectorial Dezvoltarea Resurselor Umane 2007-2013

Language: English | Help | Logout

Tinrad

Biblioteca ASE

Welcome Nicoleta  
Last login: 18/09/2020 11:33:32  
0 new messages

Search External Databases Recommendations My Account

Go To Advanced Search

SEARCH

Options

Top10 Borrowed Subjects

[cursuri universitare](#)  
[cursuri multigrafiate](#)  
[marketing](#)  
[management](#)  
[contabilitate](#)  
[piata](#)  
[studii de caz](#)  
[comportamentul consumatorului](#)  
[concurenta](#)  
[intreprinderi](#)

Top10 Borrowed Authors

[Balan, Carmen](#)  
[Balaure, Virgil, coord.](#)  
[Adascalitei, Virgil](#)  
[Angelescu, Coralia, coord.](#)  
[Bran, Florina](#)  
[Dinu, Marin, coord.](#)  
[Voineagu, Vergil](#)  
[Dragota, Victor \(1972-\)](#)  
[Feleaga, Nicolae](#)  
[Boboc, Stefan](#)

Top 12 Borrowed Titles

MARKETING

Marketing / coord. Virgil  
Balaure ; Virgil  
Adascalitei, Carmen

Management financiar :  
vol. 1 : Analiza  
financiera si gestiune

Marketing  
Teste-grila

Marketing : teste grila /  
coord. Virgil Balaure

4

5

From the main page of your reader account click on the **MY ACCOUNT** section and choose the **Messages** button:

The screenshot shows the user account page for the ASE library. At the top, there are logos for the European Union, the Romanian Government, the European Social Fund, and the ASE Academy. Below these is a navigation bar with 'Language: English', 'Help', and 'Logout'. The main header features the 'Tinrad' logo and 'Biblioteca ASE'. A welcome message for 'Nicoleta' is displayed, along with the last login time and the number of new messages. The 'My Account' dropdown menu is open, showing options like 'Personal Details', 'Saved Searches', 'Recommendations', 'Messages', 'Reviews', 'Personal Lists', and 'Transactions'. The 'Messages' option is highlighted with a red box and a red arrow. The main content area shows 'Messages [ 1 ]', 'Inbox [ 1 ]', and 'Sent [ 0 ]'. A sidebar on the right contains 'Edit Profile' and 'Change password' options, along with account details like 'Available card', 'User class', and 'Department'. A bottom navigation bar includes 'Reviews [ 0 ]' and 'Saved Searches [ 0 ]'.

6 From the **Messages - Online forms** section, choose the **Request bibliographical assistance** form:

7 Write your request for online bibliographic references;

8 Click the **Send** button

9 The answer to your request for bibliographic references will be sent in a few working days and will be available in the **Inbox** section of your **reader account**.



## Completing the Request for the bibliographical assistance form:

**The form** must contain:

- **Your full name and surname;**
- **Subject / Theme** of interest;
- **The object of the research:** bachelor's thesis, master dissertation, doctoral thesis, academic paper, scientific project, scientific research, information, etc .;
- **Name of the Scientific Coordinator** - for the bachelor's thesis, master dissertations and doctoral thesis.

To find the most relevant information you **can include** in your request for bibliographical assistance:

- **Contents** of the paper;
- **Keywords** related to your topic;
- **Sources consulted previously;**
- **The language/(s)** of the bibliographic references;
- **Other information** to help in the information retrieval and documentary research processes.

# ONLINE BIBLIOGRAPHIC REFERENCES SERVICE



<http://opac.biblioteca.ase.ro/opac/>

For more information, please access the BUES Library website:

<http://www.biblioteca.ase.ro>