THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES LIBRARY

ONLINE BIBLIOGRAPHIC REFERENCES SERVICE VICE

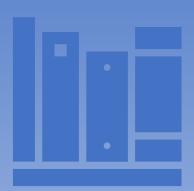








ACCESS GUIDE





Online Bibliographic References Servicevice

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.



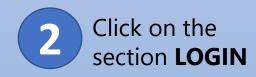
Types of references:

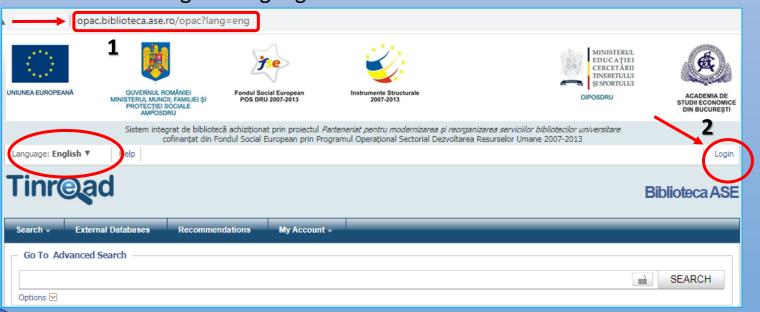
- ✓ online / email references;
- ✓ bibliographies on request;
- ✓ thematic bibliographies;
- ✓ bibliographic information;
- ✓ bibliographic research.



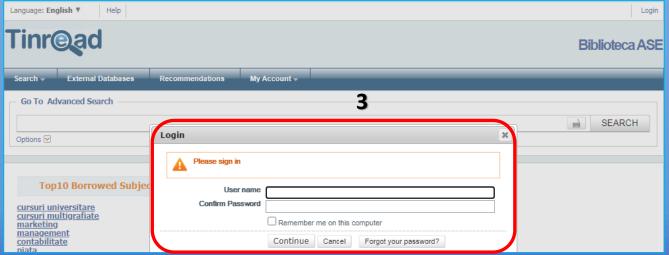


Access the library online catalogue http://opac.biblioteca.ase.ro/opac/ and choose English language



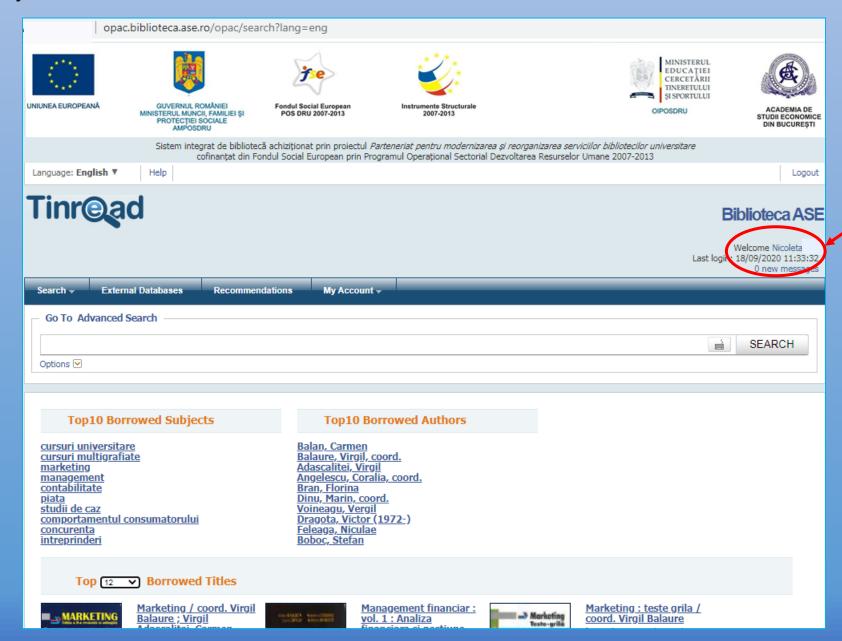


Login with your IDM account username and password. Teachers will activate their account on the platform <u>opac.biblioteca.ase.ro/opac</u> with institutional email address as username.



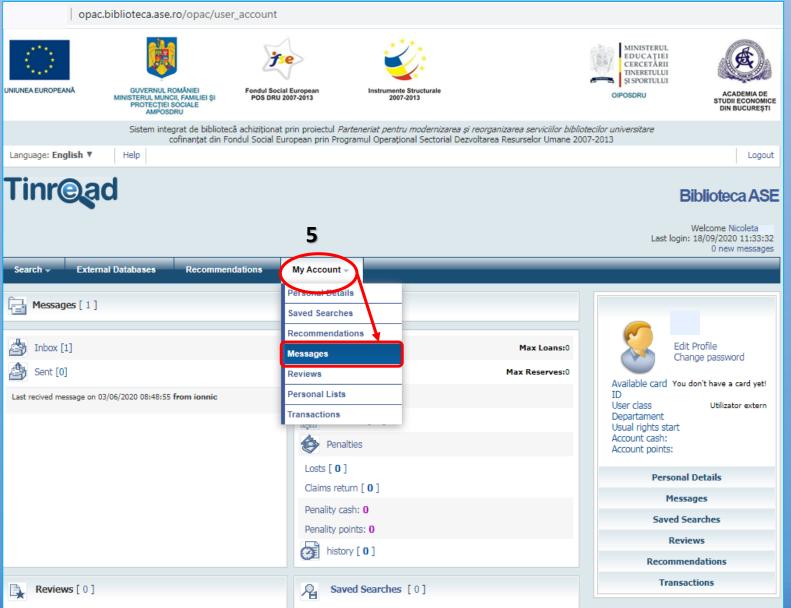


Click on your **account name**:

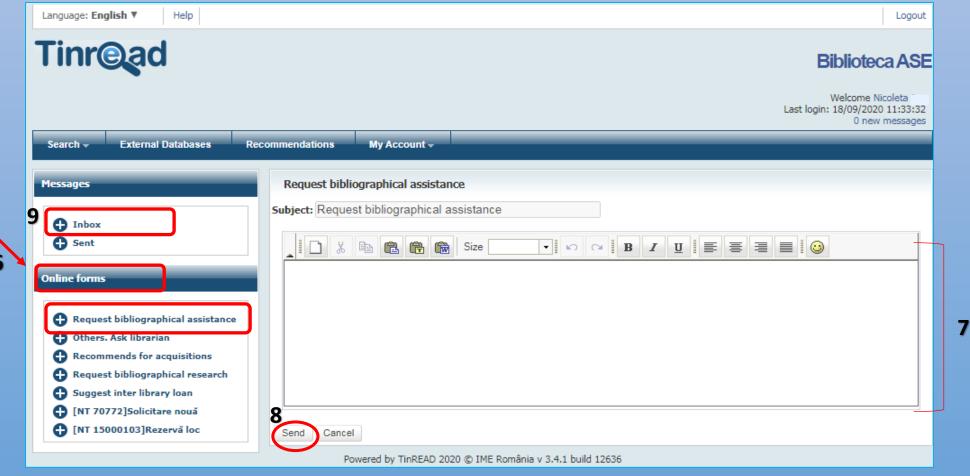


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From the main page of your reader account click on the **MY ACCOUNT** section and choose the **Messages** button:



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



- Write your request for online bibliographic references;
- Click the **Send** button
- 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.



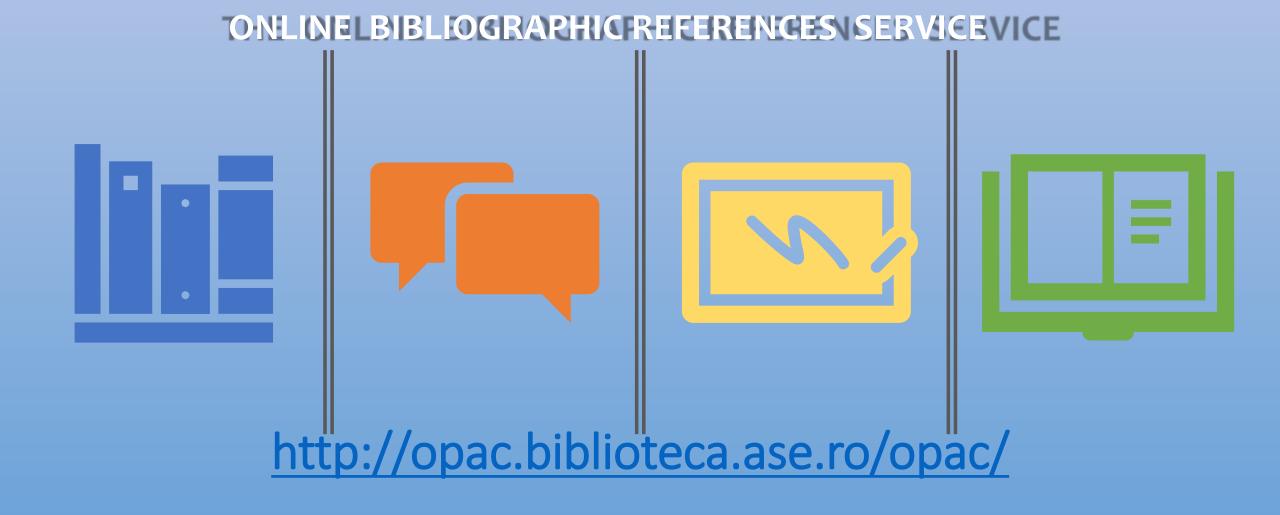
Completing the Request for the bibliographical assistance form:

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.



For more information, please access the BUES Library website: http://www.biblioteca.ase.ro