



**Institute for the
Public Services**

Guide to Using the IPS Library Database

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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**).

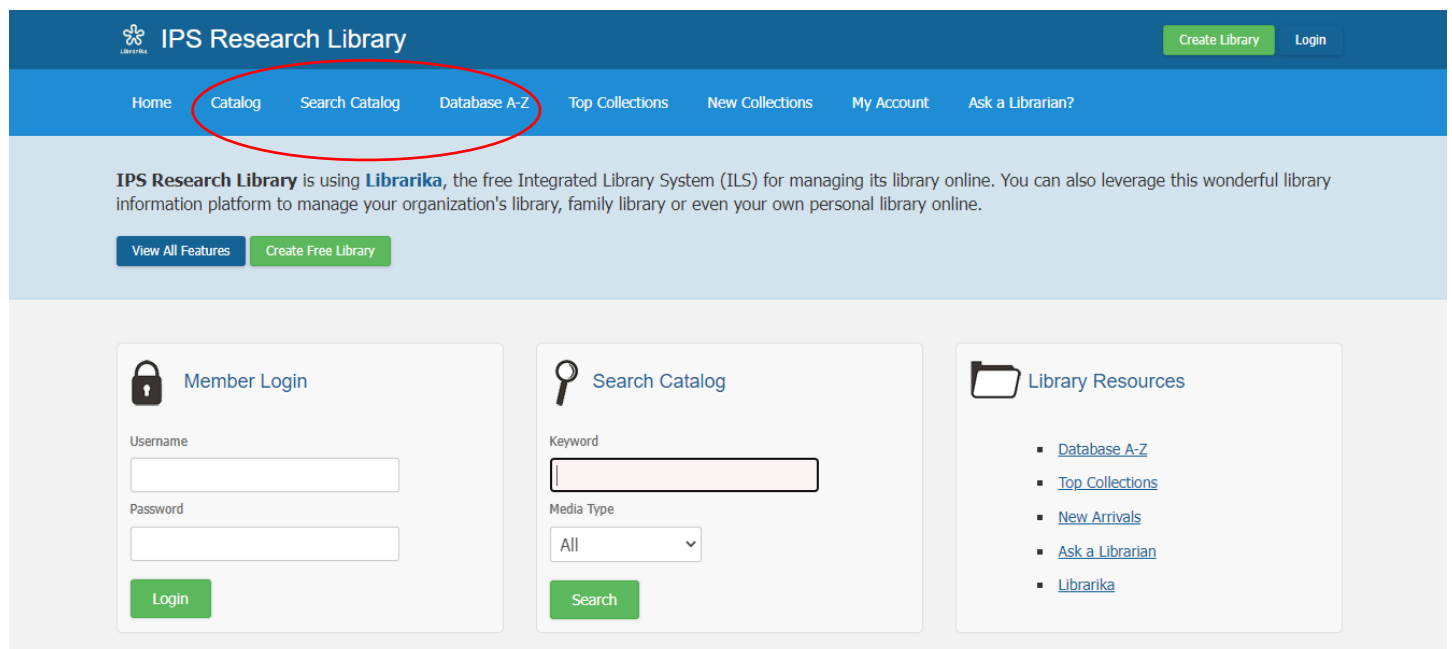


Figure 1 IPS Research Library - Exploring the Features

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**).

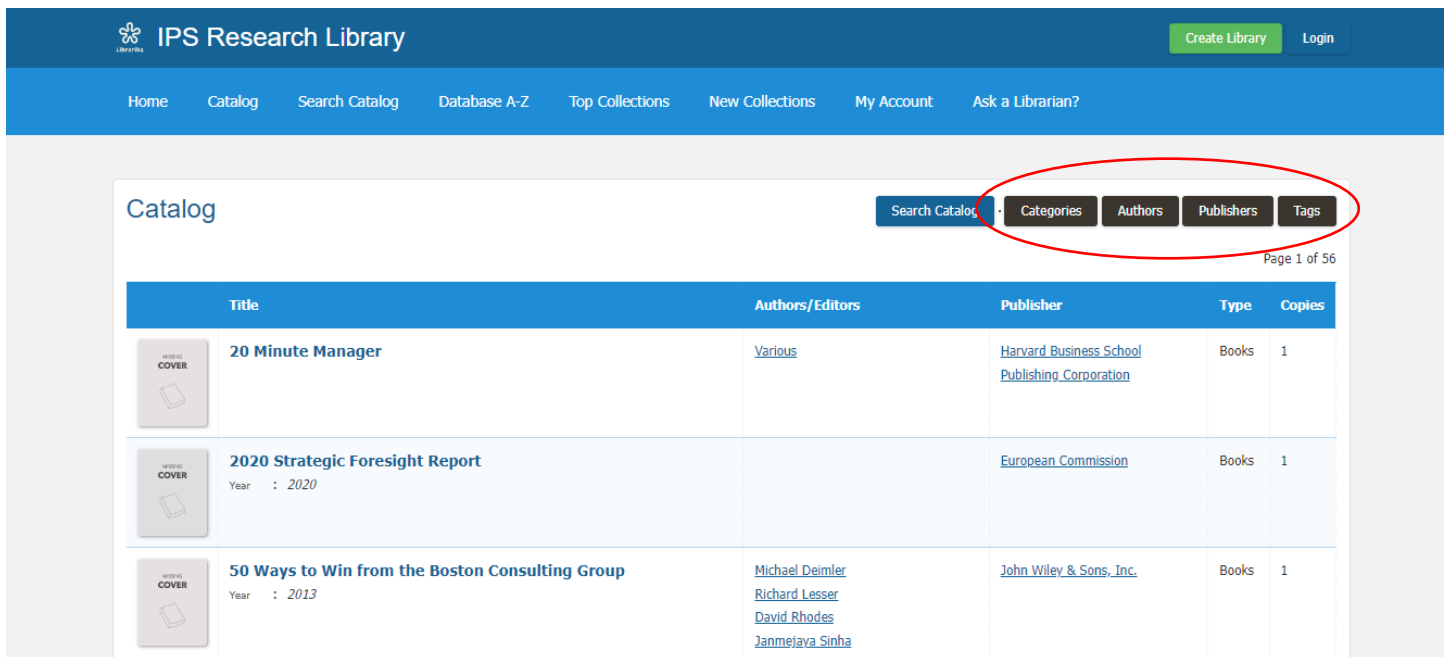


Figure 2 Catalog - Choosing the right button in Catalog Feature

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**).

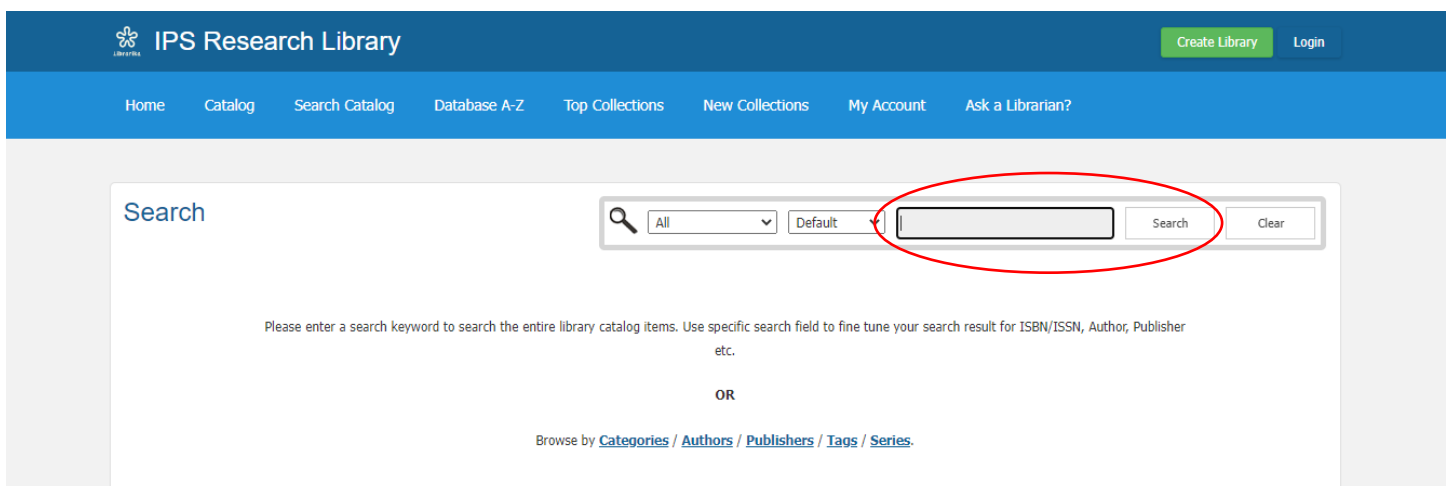


Figure 3 Search Catalog - Typing for a particular book

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).

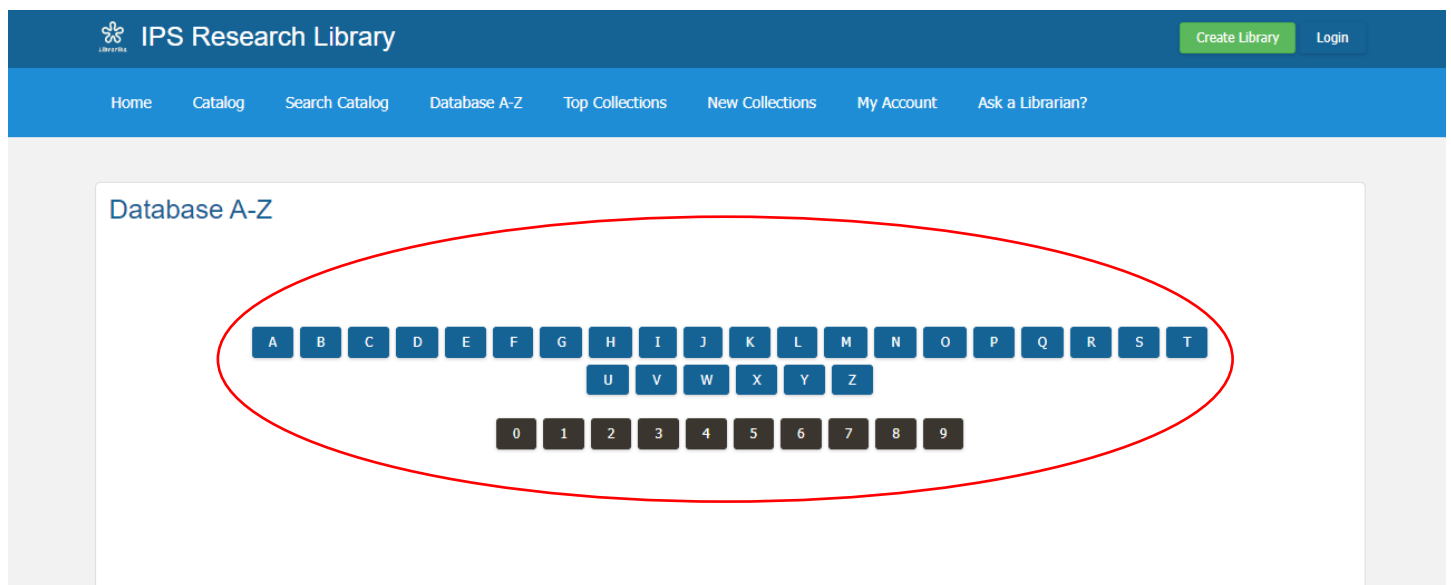


Figure 4 Database A-Z - Browsing on Alphabetical Order

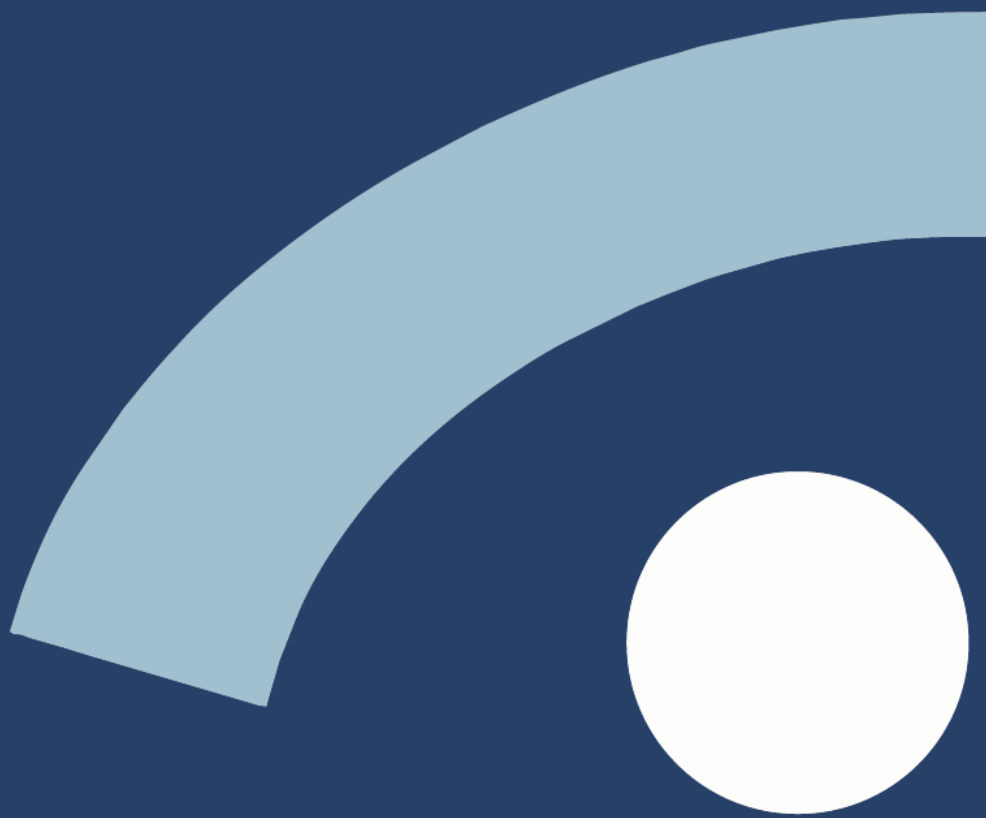
Additional Information

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



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