



Library **BUSINESS** Resources

<http://www.library.astate.edu>

Many types of resources are available to you through the Dean B. Ellis Library. This guide is intended to help you find both print and online Business resources. Please note: this guide is only a starting point for your research, it is not meant to be a comprehensive list of resources. If you need further assistance, please visit the Information Desk in the library.

Finding Books In The Dean B. Ellis Library

All books in the library are arranged by subject using the Library of Congress classification system for call numbers and subject headings. The call number for business begins with “**HB**”. The basic breakdown follows and includes additional call numbers that relate to the study of business.

HB1 – HB3840	-	Economic Theory, Demography
HC10 – HC1085	-	Economic History and Conditions
HD28 – HD9999	-	Industries; Land Use, Labor
HE1 – HE9990	-	Transportation and Communications
HF1 – HF6182	-	Commerce
HG1 – HG9999	-	Finance
HJ9 – HJ9940	-	Public Finance

The numbers that follow these beginning letters relate to the narrower scope of the item. For example: Business (HD31 .S6965 1994) vs. Agricultural--Economic Aspects—Study and Teaching (S494.5 .A4 W4 1966). Occasionally a totally different call number will appear. For the latter call number, the item is more about agriculture and higher importance was given to this subject when the call number was assigned.

Selected Reference Books

The Reference collection is located on the second floor of the library.

Business Rankings Annual. New York: Gale, 2007. **Ref. HG4050 .B88 2007**

Cooper, Cary L. Blackwell Encyclopedia of Management. 2nd ed. Malden, MA: Blackwell, 2005.
REF HD30.15 .B455 2005

CRB Commodity Yearbook. New York: Wiley, 1994. **REF HC14 .C6 2007**

Heath, Robert L., ed. Encyclopedia of Public Relations. Thousand Oaks, CA: Sage, 2005.
REF HD59 .E48 2005

Industry Norms & Key Business Ratios. New York: Dun & Bradstreet, current.
REF HF5681 .R25 I525

International Directory of Company Histories. Chicago: St. James, 1988 – current. **REF HD2721 .I63**

Kaliski, Burton S., ed. Encyclopedia of Business. Detroit: Gale, 2007. **REF HF1001 .E466 2007**

Lazich, Robert S., ed. Market Share Reporter. Detroit: Gale, 2007. **REF HF5410 .M35 2007**

LexisNexis Corporate Affiliations, Master Index: U.S. Public, U.S. Private, International. New Providence, NJ: LexisNexis, 2006. **REF HG4057 .A217 2006**

Mokyr,Joel, ed. Oxford Encyclopedia of Economic History. New York: Oxford UP, 2003. **REF HC15 O94 2003**

Standard and Poor's Industry Surveys. New York: Standard and Poor's, current. **REF HC106.6 .S74**

Standard and Poor's Register. Charlottesville, VA.: McGraw-Hill, (annual). **Index table #2**

Value Line Investment Survey. New York: Value Line, current. **REF HG4501 .V26**

Current Books That Can Be Checked Out

***You can use the call number to browse the shelf for similar materials** These books are labeled "General Collection" in the online catalog and are located on the third, fourth, and fifth floors of the library. If the books are checked out you may place a recall or hold at the Circulation Desk.*

Calhoun, Jim and Richard Ernsberger, Jr. Passion to Lead: Seven Leadership Secrets for Success in Business, Sports, and Life. New York: St. Martin's, 2007. **BF637 .L4 C28 2007**

Reich, Robert B. Supercapitalism: The Transformation of Business, Democracy and Everyday Life. New York: Alfred A. Knopf, 2007. **JK275 .R45 2007**

Reuvid, Jonathan, ed. Managing Business Risk: A Practical Guide to Protecting Your Business. Philadelphia: Kogan Page, 2007. **HD61 .M26 2007**

Schwetje, Gerald and Sam Vaseghi. Business Plan: How to Win Your Investor's Confidence. New York: Springer, 2007. **HD30.28 .S149 2007**

Online Databases, Indexes & Abstracts

Some of these databases provide the full text of the articles, while others provide only citations and/or abstracts. All are accessed by clicking on the "Article Databases" link from the library homepage.

Database	Full Text	Other Information
ABI-Inform	Some	A comprehensive business database: scholarly, popular
Academic Search Complete	Some	A comprehensive general database with business focus
Business Source Complete	Some	Competing database with ABI-Inform-broad coverage
EDGAR	All	Corporate filings-public companies
Hoover's Databases	All	Company data with text
JSTOR	All	Scholarly journals with full text from the beginning-excepting the most recent years
LexisNexis (business links)	All	Focus on individual companies and industries
Mergent Online	All	Business data and annual reports
Regional Business News	Some	Comprehensive coverage for regional business publications

Print Indexes & Abstracts

Indexes and abstracts will also lead you to journal and magazine articles on your topic. The printed indexes and abstracts are located in the Reference area of the library.

F & S Index of Corporations and Industries, 1969- (Abstract shelves) –currently received
Journal of Economic Literature, 1963- (Abstract shelves)
Topicator, 1965- (Abstract shelves)

Available Print Journals In The Dean B. Ellis Library

Print journals from 1980 to present are located on the second floor in the tower and are shelved alphabetically by the title of the journal.

Accountancy	Harvard Business Review
American Economic Review	Human Resource Management
Arkansas Business	Journal of Accountancy
Business Economics	Journal of Business
Business Week	Journal of Management
Economic History Review	Journal of Small Business Management
Economic Journal	Management Today
Forbes	Sales & Marketing Management

Currently Available Online Journals

Online journals are accessed via the library's web page by clicking on "Electronic and Print Journals Catalog".

Online Journal Title	Available Through
American Business Law Journal	Blackwell-Synergy
Business and Society Review	EBSCOhost EJS Enhanced
Business Communication Quarterly	EBSCOhost EJS Enhanced
Journal of Business Strategy	Emerald Journals
Journal of Education for Business	Heldref Publications

Government Information Resources

Government Information Resources are located on the 3rd floor in the Government Documents Department.

Census of Retail Trade. See Government Documents – various formats (3rd floor)

County and City Data Book. U.S. Dept. of Commerce, Bureau of the Census. Washington: GPO, 2000. **GOV. DOC. REF. C 3.134/2: C 83/2**

County Business Patterns. See Government Documents – various formats (3rd floor)
<http://purl.access.gpo.gov/GPO/LPS547>

Statistical Abstract of the United States. U.S. Dept. of Commerce, Bureau of the Census. Washington: GPO, 2007. **GOV. DOC. REF. C 3.134:**

Web Sites - Government

<http://www.state.gov/e/eeb/> Bureau of Economic and Business Affairs
<http://www.business.gov/> Business Gateway to Federal Resources
<http://www.commerce.gov/> Department of Commerce
<http://www.gpoaccess.gov/eop/> Economic Report of the President
<http://export.gov> Market Research
<http://www.stats.bls.gov/> U.S. Department of Labor: Bureau of Labor Statistics
<http://www.bls.gov/eag/> U.S. Economy at a Glance
<http://www.sec.gov/> U.S. Securities and Exchange Commission (Includes EDGAR Database)
<http://www.whitehouse.gov/> White House

Web Sites - Other Business Related

<http://www.bbb.org/> Better Business Bureau
<http://www.cfwbr.org/> Center for Women's Business Research
<http://dmoz.org/Business/> DMOZ Open Directory Project
<http://www.businessplans.org/> ICC Center for Business Planning
<http://www.iccwbo.org/> ICC International Chamber of Commerce
<http://www.nightlybusiness.org/> Nightly Business Report
<http://www.score.org/> SCORE Counselors to America's Small Business

Microforms

Microforms are located on the second floor of the library. You may make prints from the microfiche and microfilm for 10 cents per page.

United States. Congress. House. Committee on Government Reform. Subcommittee on Government Management, Finance, and Accountability. OMB's Financial Management Line of Business Initiative, Do Recent Changes to the Implementation Guidance Clarify the Rules? Hearing Before the Subcommittee on the Committee on Government Reform, House of Representatives, One Hundred Ninth Congress, second session, June 28, 2006. Washington: G.P.O., 2007.

Y4.G 74/7:OM 1 / 2

United States. Congress. House. Committee on Small Business. Full Committee Hearing on the New Hidden Tax on Small Business. Washington: G.P.O., 2007. **Y4 .SM 1:110-10**

Media

All media items are located in the Media Services department on the first floor of the library.

A Virtual Small Business Tax Workshop. DVD. Washington: IRS, 2006. **T22.69:V 81/2006**

Bodek, Norman. Lean Accounting: Aligning Accounting with Lean Business Practices. DVD. Grand Island, NY: Enna Inc., 2006. **HF5636 .B63 2006**

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