

# Guide to Library Resources & Services For Faculty in the Haas School of Business University of California, Berkeley

**This guide is intended as an overview of library resources and services of interest to faculty in the Haas School of Business.**

## **I. UCB'S COLLECTIONS IN BUSINESS & ECONOMICS**

Materials in business & economics are scattered in several campus libraries, with the major concentrations in the:

### **Long Business Library, Haas School of Business**

- print and digital collections in business administration and related subjects.
- contact librarian: Hilary Schiraldi (schiraldi@haas)
- homepage: <http://www.lib.berkeley.edu/BUSI/>
- loan periods - books - 1 year for faculty

### **Doe (Main) Library**

- collections in demography, economics, and government publications
- contact librarian for Economics: Jim Church (email: jchurch@library)
- homepage: <http://www.lib.berkeley.edu/doemoff/reference.html>
- books and bound journals are located in the Gardner Stacks (underground)
- current, unbound journals are located in the Periodicals Room on the 2nd floor

### **Bioscience & Natural Resources Library, Valley Life Sciences Building**

- collections in agricultural and natural resource economics
- contact librarian: Norma Kobzina (email: nkobzina@library)
- homepage: <http://www.lib.berkeley.edu/BIOS/>

Reference desks are maintained in all three of the major resource centers. Librarians are available to assist you in using the catalogs, databases, and to help you find resources for your research.

#### *Reference Desk contacts:*

- Long Business & Economics Library - 642-0400 or [haasref@library.berkeley.edu](mailto:haasref@library.berkeley.edu)
- Reference Center, 2nd floor, Doe Library - 642-6657
- Bioscience and Natural Resources Library - 642-0546

A map of the UCB libraries is available at [http://www.lib.berkeley.edu/TeachingLib/Guides/lib\\_map.pdf](http://www.lib.berkeley.edu/TeachingLib/Guides/lib_map.pdf).

## II. COURSE RESERVES

Reserve materials for undergraduate and graduate courses in business are housed in the Long Business Library. If you need to place materials on reserve, please contact Lillian Lee (email:llee@library.berkeley.edu) or telephone 643-0530) at least one week before the materials are needed by your students. If special books need to be ordered, at least two months advance notification is required.

Faculty are encouraged to use the university's bspace (<https://bpace.berkeley.edu/portal>) to mount materials for courses.

## III. COURSE SUPPORT

The Long Business Library offers several types of support for your courses in business.

Research Guides that lead students to appropriate information sources for class assignments are located at: <http://lib.berkeley.edu/BUSI/bbg.html>

Course guides for specific Haas courses are available at: [http://www.lib.berkeley.edu/BUSI/course\\_guides.html](http://www.lib.berkeley.edu/BUSI/course_guides.html)

If you would like to have a guide prepared for your Haas course, please contact Hilary Schiraldi (schiraldi@haas).

Librarians are available to give resource overviews in the classroom, conduct library tours, or prepare special handouts for classes. Please contact Hilary Schiraldi (schiraldi@haas) or Monica Singh (msingh@library).

## IV. RESOURCE SHARING IN CALIFORNIA

Resource sharing is a common practice among libraries in California and through programs with Stanford University and the other nine campuses of the University of California, we are able to obtain many of the print materials not be available at Berkeley. Sharing of digital resources is usually not possible due to vendor license agreements.

Stanford/Berkeley program - Berkeley faculty may use their UCB ID for access to the Stanford University Libraries (<http://www-sul.stanford.edu/>).

Interlibrary Borrowing - This service is available for retrieving books and journal articles from libraries worldwide. Inquire at any reference desk or at the Interlibrary Borrowing Department, 133 Doe Library. This service takes time and requires advance planning on your part. Further details are available at <http://www.lib.berkeley.edu/ILS/ibs.html>

The holdings of other University of California libraries may be determined by using the Melvyl Catalog <http://melvyl.cdlib.org/>

## **V. PHOTOCOPYING/PRINTING**

Scanners are available in all campus libraries. You can pay for scans using funds deposited in your Cal1Card account [<http://services.housing.berkeley.edu/c1c/static/index.htm>]. Bring a USB flash drive with you in order to save the scans in electronic format; otherwise, for an extra fee, they can be printed.

## **VI. *OskiCat*: BERKELEY'S ONLINE LIBRARY CATALOG**

OskiCat is a web-based gateway to the UC Berkeley Library's holdings and other resources. It's quick and easy to use, with flexible, powerful keyword and Boolean search features, and clickable links to authors and subjects. OskiCat also lets you save and mail bibliographic citations to your email account.

Use OskiCat to search for book titles, book authors, journal titles, and subject headings on the Berkeley campus. Inventories, self-renewals and recalls may be initiated by catalog users.

The URL for OskiCat is <http://oskicat.berkeley.edu/>

## **VII. BORROWING MATERIALS FROM CAMPUS LIBRARIES/DOCUMENT DELIVERY/RESEARCH ASSISTANTS**

Your faculty ID serves as your library card for borrowing materials. Please present it at the circulation desk of the library you are using on campus to borrow books and journals.

You may renew materials yourself without going into a library by using OskiCat.

Direct access to materials stored in the Northern Regional Library facility is available through OskiCat.

If you are interested in having books and journal articles delivered to your campus office, you may establish an account with the Library's BAKER Document Delivery Service. Further details are located at <http://www.lib.berkeley.edu/ILS/baker.html>

Your research assistant may obtain library materials for you by obtaining a PROXY BORROWERS card. Instructions are located <http://www.lib.berkeley.edu/AboutLibrary/Staff/PSM/prxyplcy.html>

## VIII. ELECTRONIC JOURNALS

License agreements have been signed with a number of journal publishers for electronic access to their journals. To check whether Berkeley has access to a particular journal, use either the UC E-Journal Finder [http://ucelinks.cdlib.org:8888/sfx\\_ucb/a-z/default](http://ucelinks.cdlib.org:8888/sfx_ucb/a-z/default) or OskiCat <http://oskicat.berkeley.edu/>.

Business Source Complete (<http://search.epnet.com/login.aspx?authtype=ip.uid&profile=bsi>) is the major index of business & economics journals, and JSTOR is the major digital repository for back runs (<http://www.jstor.org/>). If you don't find the journal you are seeking, please contact a librarian by phone (510-642-0400) or email ([haasref@library.berkeley.edu](mailto:haasref@library.berkeley.edu)).

The e-journals may be used from any computer on campus, or remotely through the library proxy server <http://www.lib.berkeley.edu/Help/proxy.html>

## IX. U.C. eScholarship REPOSITORY

Located at <http://www.cdlib.org/programs/escholarship.html>, the eScholarship Repository provides the full text of U.C. faculty working papers, books, journals, and data sets. Other useful working paper archives include:

- EBSLG Working Papers (<http://ebslgwp.hhs.se/>) - from European business scholars
- Economists Online Showcase (<http://nereus.uvt.nl/eo>).
- EconPapers (<http://econpapers.repec.org/>) - working papers in economics
- International Monetary Fund Working Papers (<http://www.imf.org/external/pubind.htm>)
- Kiel Institute's German Working Papers Server (<http://opus.zbw-kiel.de/opus/>)
- NBER (<http://nber.org/>) - National Bureau of Economic Research working papers
- Selected Economics Working Papers Sites (<http://www.econ.ucsd.edu/publications/wpsites.shtml>)

## X. DATABASES

The University Library subscribes to hundreds of databases available via the WWW. The best place to start for links to the available business and economics databases is the Long Library's list and descriptions located at [http://www.lib.berkeley.edu/BUSI/databases\\_by\\_subject.html](http://www.lib.berkeley.edu/BUSI/databases_by_subject.html).

For a broader list of available databases in other subject areas, use the Electronic Resources menu at [http://www.lib.berkeley.edu/find/types/electronic\\_resources.html](http://www.lib.berkeley.edu/find/types/electronic_resources.html). A list of engineering and technical databases is available at <http://www.lib.berkeley.edu/ENGI/listdbs.html>.

Remote access to databases is provided by the library proxy server (<http://www.lib.berkeley.edu/Help/proxy.html>). You must access all databases through the UCB network to be recognized as a participant in the university's subscription. Many of the databases require clicking on the link located on the Long Library's database list [http://www.lib.berkeley.edu/BUSI/databases\\_by\\_subject.html](http://www.lib.berkeley.edu/BUSI/databases_by_subject.html).

There is a Data Lab in room 189 of Doe Library, which has two workstations for statistical work with programs such as SAS and SPSS. They are meant for use in social science data projects, using data from such online sources as the Inter-University Consortium for Political and Social Research and a local collection of data sets. Contact Data Services Librarian Harrison Dekker, listed directly below, for an introduction and assistance. He will consider proposals for acquiring new data sets.

## **Data Librarians in the University Library**

Specialized assistance with data resources at UCB is provided by the following three librarians:

Jim Church (jchurch@library) - specializes in data resources from international government agencies

Harrison Dekker (hdekker@library) - U.S. government and social science data

Hilary Schiraldi (schiraldi@haas) – business and financial data

## **Selected Web-Based Databases in Business & Economics**

### **Academic Articles, Working Papers, Dissertations**

*Academic Search Complete* - indexes over 10,900 periodicals and journals in the humanities, sciences, and social sciences. Full text is available for most of the publications.

*Business Source Complete* - provides full text for more than 7,400 scholarly business journals and other sources, including full text for nearly 1,100 peer-reviewed business publications.

*Digital Dissertations* - indexes and abstracts dissertations from universities worldwide.

*EconLit* - the major index of journals in economics, covers over 400 journals since 1969.

*Elsevier Handbooks in Economics* (<http://www.sciencedirect.com/science/handbooks>). Only the handbooks in economics are available online.

*International Bibliography of the Social Sciences* - indexes books and journals in the social sciences, including economics since 1981.

*International Encyclopedia of the Social and Behavioral Sciences*.

*NBER* - since 1994 provides the full text of NBER working papers in economics, indexes all papers.

*Public Affairs Information Service* - latest 10 years of indexing of public affairs and social science journals and books.

*Social Science Citation Index* (Web of Knowledge) use to determine who is citing the work of scholars in the social sciences, 1956-present.

### **Economic Data and Statistics**

*Datastream* - provides thousands of data sets (available only at a dedicated pcs in Long Library and Doe Library's Data Center)

*Global Development Finance* - World Bank finance data for 107 countries since 1970.

*Global Financial Database* - excellent for long series of country economic data.

*Historical Statistics of the U.S., millennium ed.* – covers the period 1776-2000.

*International Financial Statistics (IMF)* - financial, trade, and national accounts statistics by country.

*Lexis-Nexis Statistical* – indexes the statistical output of the U.S. federal and state governments, international government organizations, and private research organizations.

*SDC Platinum* - provides merger & acquisition transactions, global new issues (IPOs & private placements), syndicated loans, corporate restructurings (bankruptcies), public finance (municipals), private equity (venture capital), corporate governance (poison pills, proxy fights) and more. (available only at a dedicated pc in Long Library.

*SourceOECD* - data and reports from the Organization for Economic Cooperation and Development.

*STAT-USA* - current and historical U.S. economic and financial data.

*World Bank E-Library* - fulltext of World Bank books and reports

*World Development Indicators* - World Bank data on 207 countries since 1960.

## **News and Popular Literature**

*Access World News* – Full text content of local and regional newspapers (global coverage).

*Lexis/Nexis Academic* – full text of thousands of newspapers, magazines, journals, reports, etc.

*Los Angeles Times* (Proquest) – full text coverage since 1999.

*New York Times* (Proquest) - current and historical full text coverage of the NYT (1857-present).

*Wall Street Journal* (Proquest) - current and historical full text coverage of the WSJ (1889-present).

## **Country Information**

*Economist Intelligence Unit (EIU)* - annual and quarterly reports for over 120 countries. Includes current economic and political analysis.

*Europa World Online* - country political and economic overviews, some statistics

*ISI Emerging Markets* - textual information and statistics from 33 emerging market economies.

## **Company and Industry Information**

*Business Monitor Online* - market forecast reports on 14 industry sectors in 55 countries

*Hoover's Profiles* - company profiles and financials

*IBIS World Market Research Reports* - profiles and statistics for 702 U.S. industries

*Mergent Online* - provides the fulltext of annual reports and forms 10-K, also the SEC and  
Worldscope databases for U.S. and international companies

*WRDS* - provides access to the S&P Compustat, IBES, and other numeric databases. Register for a  
password at (<http://www.wrds.upenn.edu>).

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Long Business Library