

# Guide to Library Resources For Doctoral Students in Business

## University of California, Berkeley

Welcome to the University of California, Berkeley, and to the University Libraries. This guide is intended to give you a quick overview of resources and services of interest to graduate students in business and economics.

### 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**

- collections in english-language economic theory and business administration
- contact librarians: Milt Ternberg (email: [ternberg@haas](mailto:ternberg@haas)), Hilary Schiraldi (email: [schiraldi@haas](mailto:schiraldi@haas))
- semester hours - M-TH (7:45 a.m. - 10 p.m.), F (7:45 a.m. - 5 p.m.),  
Sat (12-5:00 p.m.), Sun (12 - 8:00 p.m.)
- homepage (<http://lib.berkeley.edu/BUSI/>)
- loan periods - books - 1 semester  
journals - 1 day

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

- collections in economic history, development economics, foreign language economics, and government publications
- contact librarian: Jim Church (email: [jchurch@library](mailto:jchurch@library))
- homepage (<http://www.lib.berkeley.edu/RefCenter/>)
- Books and journals located in the Gardner Stacks (underground)
- current, unbound journals located in the East Reading Room on floor two

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

- collections in agricultural and natural resource economics
- contact librarian: Norma Kobzina (email: [nkobzina@library](mailto: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 to use the catalogs, databases, and to help you find resources for your research.

#### *Reference Desk phone numbers:*

Long Business & Economics Library - 642-0400  
Reference Center, 2nd floor, Doe Library - 642-6657  
Bioscience and Natural Resources Library - 642-2531

A monthly list of new books in business and economics acquired by the Long Business & Economics Library is located at (<http://www.lib.berkeley.edu/BUSI/newacq.html>)

A map of the UCB libraries is available at (<http://www.lib.berkeley.edu/LibraryMap/>).

## II. COURSE RESERVES

Reserve materials for graduate courses in business are housed in the Long Business Library. Use the *OskiCat* online catalog to determine what is on reserve by course number. Request materials at the Circulation Desk, just inside the front door.

## III. RESOURCE SHARING IN CALIFORNIA

Resource sharing is a common practice among libraries in California and through programs with Stanford University and the other eight University of California campuses, we are able to obtain much of what might not be available at Berkeley.

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

Interlibrary Loan - 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, or use the self-service request form (<http://www.lib.berkeley.edu/ILS/ibs.html#submit>). This service takes time and requires advance planning on your part as delivery takes at least 2-4 weeks. 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>).

## IV. PHOTOCOPYING/PRINTING

Photocopy machines are available in all campus libraries. They operate on coins or copycards. Student discount copycards may be purchased in room 145 Doe Library. Further information about library photocopying may be found at (<http://www.lib.berkeley.edu/COPY/>).

Printing is available from library workstations. The copycards purchased for photocopying may also be used for printing.

## V. 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 (print and electronic), and subject headings on the Berkeley campus. If a book or journal volume is checked-out, this may be determined by clicking on the availability button. Recalls and holds may be placed through *Oskicat*.

The URL for *Oskicat* is (<http://oskicat.berkeley.edu>).

## VI. BORROWING MATERIALS FROM CAMPUS LIBRARIES

Your student ID card 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 the *OskiCat* online catalog. You may also search for an inventory of the materials you have borrowed.

Direct access to materials stored in the Northern Regional Library facility is available through **OskiCat**. Simply click on the NRLF button next to the title in storage and you may request to have the item returned to the campus in 24-48 hours.

## VII. ELECTRONIC JOURNALS

License agreements have been signed with a number of journal publishers for electronic access to their journals. Links to the journal titles have been placed in *OskiCat* and *MELVYL*. A partial list of business and economics journals available in digital image format (pdf) is available on the Long Library's homepage (<http://www.lib.berkeley.edu/BUSI/ejournals.html>). The e-journals may be used from any computer on campus, or remotely through the library proxy server (<http://proxy.lib.berkeley.edu/>). JSTOR is the major digital repository for back runs of business and economics journals (<http://jstor.org>).

## VIII. U.C. eScholarship REPOSITORY

Located at (<http://escholarship.cdlib.org/>), the eScholarship Repository provides the fulltext of a large number of University of California faculty working papers, books, journals, and data sets. Other useful working paper archives include:

- [DSPACE@MIT](http://dspace.mit.edu/) - Sloan School of Management working papers (<http://dspace.mit.edu/>)
- EBSLG Working Papers (<http://ebslgwp.hhs.se/>) - from European business schools
- IDEAS (<http://ideas.repec.org/>) - working papers in economics
- NBER (<http://nber.org>) - National Bureau of Economic Research working papers

## IX. ELECTRONIC BOOKS

Thousands of electronic books in business and economics are available for remote use through various vendors, including Ebrary, NetLibrary, Safari, CRC Press, World Bank, etc. You may use the books from any computer connected to the UCB network. Links are located in *OskiCat* and via the Long Library's e-books web page ([http://www.lib.berkeley.edu/BUSI/electronic\\_books.html](http://www.lib.berkeley.edu/BUSI/electronic_books.html)).

**Elsevier's *Handbooks in Economics* may be accessed electronically by using the links at ([http://www.lib.berkeley.edu/BUSI/ebooks\\_economics\\_handbooks.html](http://www.lib.berkeley.edu/BUSI/ebooks_economics_handbooks.html)).**

## X. DATABASES

The University Library subscribes to hundreds of databases available via the WWW, or the campus cd-rom network. 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/electres.html>).

For a broader inventory 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)). This list will connect you with electronic resources in fields such as engineering, political science, psychology, public policy, sociology, etc.

Databases may be used from any computer on campus, or remotely via the library proxy server (<http://proxy.lib.berkeley.edu/>). 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.

### Data Librarians in the University Library

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

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

Harrison Dekker ([hdekker@library](mailto:hdekker@library)) - U.S. government data

Hilary Schiraldi ([hschiral@library](mailto:hschiral@library)) - business and financial data

### Selected Web-Based Databases

Links are located at (<http://www.lib.berkeley.edu/BUSI/electres.html>).

#### 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 5,300 of the publications.

*Business Source Complete* - text and abstracts from over 7,400 sources. An important source for academic articles and subject indexing.

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

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

*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* - articles on social science topics

*NBER* - since 1994 provides the fulltext 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* - use to determine who is citing the work of scholars in the social sciences, 1956-present. Part of the *Web of Knowledge*.

## **Economic Data and Statistics**

*Datastream* and *SDC Platinum* - provides thousands of data sets (available only at a dedicated pc in Long Library)

*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 United States* - data on economic and social topics from 1776-2000.

*International Financial Statistics* - International Monetary Fund country data.

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

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

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

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

## **News and Popular Literature**

*Access World News* – full text of local, regional, and national newspapers.

*Factiva* - from thousands of magazines, newspapers, and wire services.

*Global Newsbank* - English-language articles from over 1000 translated broadcasts, news agency transmissions, wire services, newspapers, magazines and government documents.

*Lexis/Nexis Universe* - fulltext of thousands of newspapers, magazines, journals, reports, directories, etc.

*Los Angeles Times* (Proquest) - fulltext coverage since 1999.

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

*Wall Street Journal* (Proquest) - current and historical fulltext 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.

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

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

## **Company Information and Industry Information**

*CorpTech Web Directory* - profiles for over 50,000 high tech companies

*Hoover's Profiles* - company profiles and financials

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

*MergentOnline* - provides the fulltext of annual reports and forms 10-K. Covers U.S. and international companies.

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

## **XI. SPECIAL COLLECTIONS IN ECONOMICS ON THE UCB CAMPUS**

Davis Transportation Library (<http://www.lib.berkeley.edu/ITSL/>) - transport economics  
East Asian Library (<http://www.lib.berkeley.edu/EAL/>) - economies of China, Japan, and Korea  
Econometrics Laboratory (<http://emlab.Berkeley.EDU/eml/index.html>) - econometric data and statistics  
Environmental Design Library (<http://www.lib.berkeley.edu/ENVI/>) - urban and regional economics  
Gianinni Foundation Library (<http://are.berkeley.edu/library/>) - agricultural economics  
Institute of Governmental Studies Library (<http://www.igs.berkeley.edu:8880/library/>) - U.S. city, state  
and regional economies  
Public Health Library (<http://www.lib.berkeley.edu/PUBL/>) - health economics  
South/Southeast Asia Library (<http://www.lib.berkeley.edu/SSEAL/>) - economies of South/Southeast Asia  
UC DATA (<http://ucdata.berkeley.edu/>) - social science data archive

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**Long Business Library**