

# *Welcome to the* **Long Business & Economics Library** University of California, Berkeley

This handout will provide you with basic guidance on how to locate information in the print and electronic resources available in the Long Business & Economics Library.

## **The Library Workstations**

Twenty-two UCB library workstations are located in Long Library. These pcs provide you with access to a wide-variety of information resources residing on the WWW, networked cd-roms, or at the California Digital Library. Resources are accessed by clicking on the appropriate icon on the computer screen.

The most important icons to know about include:

Pathfinder – this is the web version of the University Library's catalog of books, journals, and other resources. Help in using *Pathfinder* is located at URL

(<http://www.lib.berkeley.edu/TeachingLib/Guides/Pathfinder.html>)

Library Web Site – this icon will connect you to the homepage of the Long Business & Economics Library. Under "Electronic Databases," you will find links to our web-based business information services.

Networked CD-ROM Databases – connects you to numerous cd-rom databases running on the Library network. No remote access.

**All computers require a CalNet logon for use of non-library resources.**

## **The Print Collection**

If you used *Pathfinder* to locate books in the Long Library, they will most likely be found in the book stacks on the lower floor. Books with "reference" after the call number are located in the Reference Collection on the entry level. All bound journals are located in the book stacks. Many journals are now only available in electronic format and are not displayed in print on the CURRENT PERIODICAL SHELVES. Please use the link on the Long Library's homepage for a list of available e-journals (<http://www.lib.berkeley.edu/BUSI/ejournals.html>).

Books not in the Reference Collection, or otherwise marked library use, may be borrowed by presenting your student ID/library card at the Circulation Desk. Books circulate for one semester, journals for one day. All items are subject to recall if needed by another person.

## **Photocopying/Printing**

Photocopiers are located in rooms on both levels of the library. The copiers operate on coins or plastic copy cards. A copy card dispenser is located in the copy room on the entry level.

All library workstations are connected to copiers located in the copy rooms. Prints may be sent to the copiers by following the instructions provided on each table. A copy card is required to operate the "pay for print" station.

## Selected Electronic Resources

The Long Library & the UCB University Library subscribe to many electronic information products accessible via cd-roms or the WWW. The "networked cd-rom icon" on the library workstations lists the cd-roms available. A complete list of available electronic resources is located on our homepage, along with links to all web-accessible resources (<http://www.lib.berkeley.edu/BUSI/electres.html>).

### **License agreements restrict use of databases for educational purposes only.**

**ABI/Inform Global (WWW)** Indexes and abstracts over 1,000 business journals and magazines since 1971. Provides fulltext for over one-half of the titles since 1992. Useful for locating articles on business topics and companies.

**American Business Disk (cd-rom net)** A database of over 11,000,000 U.S. companies.

**America's Newspapers (WWW)** -Fulltext newspapers from many U.S. cities.

**Business & Industry (WWW)** Business & Industry is a broad-based business information database that focuses on facts, figures, events and market information about companies, industries, products and markets.

**Business Source Premier (WWW)** - text and abstracts from over 7400 sources. An important source for academic articles and subject indexing

**CorpTech (WWW and cd-rom net)** Profiles for over 45,000 U.S. high technology companies.

**Datamonitor's Business Information Center (WWW)** - industry, company, & country profiles.

**Disclosure SEC/Compact Disclosure (cd-rom net)** A database of U.S. public companies with financial details for the most current ten years.

**Expanded Academic ASAP** General interest and scholarly journal articles, especially in the humanities and social sciences, since 1980. Many articles fulltext. Useful for exploring topics outside the business field.

**Factiva (WWW)** Requires using Internet Explorer.

Includes the fulltext of over 6,000 business magazines, newspapers, and newsletters.

**Faulkner's Advisory on Information Technology (WWW)** - infotech market studies

**Global Market Information Database (WWW)** - product sales data by country.

**Hoover's Online (WWW)** Profiles and financials for thousands of U.S. companies.

**ISI Emerging Markets (WWW)** Includes a variety of business and economic information, data, and news for 24 of the world's emerging economies in Africa, Asia, Europe, and Latin America. All information is fulltext.

**InfoTech Trends (WWW)** An excellent source for market data/statistics on the information technology industry. Tables may be downloaded in Excel format.

**International Financial Statistics (WWW)**. Country statistical data from the International Monetary Fund.

**Lexis-Nexis Academic (WWW)** A fulltext information service covering business, law, and general topics. A good source for newspaper articles.

**Lexis-Nexis Statistical (WWW)** Indexes and abstracts the statistical output of U.S. federal government agencies, state governments, and private research organizations and trade associations. In some cases, direct links are provided to websites with data. Most of the sources included are available fulltext on microfiche.

**MarketResearch Academic (WWW)** Market research reports on various products and industries.

**MergentOnline (WWW)** Company profiles, annual reports for U.S. and foreign companies, industry overviews.

**Multex (WWW)** Investment bank analyst reports on companies and industries.

**Rand California (WWW)** - statistics on California.

**Reuters Business Insight (WWW)** Market research reports for the energy, consumer goods, finance, healthcare, & technology industries.

**Wall Street Journal (WWW)** Fulltext of historical and current *WSJ*, 1889-present.

**World Development Indicators (WWW)** Country statistics from the World Bank.