

Jeanette Albiez Davis Library

BUSINESS PATHFINDER *Selected Resources and Services*

- I. **ASK US** at refdesk@rio.edu for help with resources and services in Davis Library by emailing all Rio librarians simultaneously including: [Tim Snow](mailto:tsnow@rio.edu), Reference Librarian, Phone: 740-245-7344, tsnow@rio.edu; and [Amy Wilson](mailto:awilson@rio.edu), Reference Outreach Specialist, Phone: 740-245-7382, awilson@rio.edu. Call Toll Free in OH, WV, KY, PA: 800-282-7201.

KnowItNow 24X7 <http://academic.knowitnow.org/> – Look for the “Help” links where you can talk live with a professional librarian in the state of Ohio. Use this service as an alternative to the above refdesk@rio.edu email help option.

- II. **RIOLINK** <http://library.rio.edu> - Davis Library's Homepage and library network is a collection of different databases and services including [RioCat](#), the online listing of materials owned by Davis Library. RioLINK also serves as the gateway to OhioLINK, a network of Ohio university libraries and information resources. Most OhioLINK databases are available on your home computer via the Internet. To access these databases off campus: Your Barcode or Username is simply an “S” followed by your six-digit Student ID Number (Example: S123456). Your PIN is the last four digits of your Social Security Number (Example: 6789).

- III. **REFERENCE COLLECTION** – Reference Books [With Call Numbers] on the Main Floor:

General Works:

- A. [Biographical Dictionary of American Business Leaders](#) [R 658.4092 I48] - Use the Index in Volume 4 and look for the appendixes on business leaders according to industry, company, activity, religion, ethnicity, gender, etc.
- B. [Encyclopedia of American Business History and Biography](#) [R 658.4003 E562] - This 9 volume set chronicles America's material civilization through its business figures and businesses. Use the index in each volume.
- C. [Harvard Business Review Library](#) [650 H339] - Although this is in the regular circulating collection on the Second Floor, it is still an outstanding reference resource. Look for and use the index at the end of this 130 volume set.

Dictionaries and Encyclopedias:

- D. [Encyclopedia of Psychology](#) [R 150.03 E56] - Use the index in Volume 4.

- E. Encyclopedia of Sociology [R 301.03 E56] - Use the index in Volume 4.
- F. Encyclopedia of American Social History [R 301.0973 E56] - Use the index in Volume 3.
- G. New Palgrave Dictionary of Economics [R 330.03 N532].
- H. Concise Encyclopedia of Industrial Relations [R 331.094 M365].
- I. Encyclopedia of Banking and Finance [R 332.82 E56].
- J. Thorndike Encyclopedia of Banking and Financial Tables [R 332.82 T499].
- K. Dictionary of Real Estate Appraisal [R 333.332 D554].
- L. Value of a Dollar [R 338.520973 V215] - What things have cost from 1860 to the present.
- M. Guide to American Law [R 348.736 G946] - Use the indexes in Volume 12 and look for and use the annual supplements published after the main 1986 set.
- N. MBA's Dictionary [R 650.0321 O63].
- O. Dictionary of Accounting [R 657.03 E79].
- P. Dictionary of Personnel Management and Labor Relations [R 658.3003 S525].
- Q. Encyclopedia of Advertising [R 659.103 G741].
- R. Slogans [R 659.1322 S634].

Government Resources in Books:

- S. Washington Information Directory [R 350 W318] - This supplies information on Congress, the federal government, and Washington-area nonprofit organizations.
- T. Federal Regulatory Directory [R 353 F293] - This profiles regulatory agencies, both independent and within executive departments.
- U. The US Government Manual [R 353 U58] - This provides information on the branches, agencies, boards, commissions, and committees of the Federal Government.
- V. Congressional Quarterly (CQ) [Index Area] - Since 1965 Davis Library has received this weekly news service on federal actions and developments.

Government Resources Online:

Generally, to access the following databases from Davis Library's Homepage: Click on the OhioLINK icon; Click on "Listed By Name"; Click the letter corresponding to the database of choice.

- W. LexisNexis Congressional <http://web.lexis-nexis.com/congcomp> - Full text materials produced by the US Government.
- X. Ohio Capitol Connection <http://www.hannah.com/> - Full text information on Ohio legislature and state government.
- Y. GPO Access (Government Printing Office Homepage) http://www.access.gpo.gov/su_docs/index.html - This provides access to a wide range of federal government publications over the web, many in full text. The databases online via *GPO Access* include: The Federal Register, Budget of the United States Government, Congressional Bills, Congressional Record, Economic Indicators, current Public Laws, Supreme Court Decisions, and the United States Code.

Country Information:

- Z. Countries of the World [R 909.82 C855].
- AA. Statesman's Year-Book [R903 S797].
- BB. Annual Register [R 900.58 A615].
- CC. South American Handbook [R 918 S726].
- DD. World Today Series [R900 W927].
- EE. World Factbook [R 910.5 W927] (Also available online through RioCat.).
- FF. Area Handbook Series [Gov. Doc. D 101.22].
- GG. Encyclopedia of Human Rights [R 323.40321 E56].
- HH. Dictionary of Politics [R 320.03 L317].

Statistics in Books:

- II. State of the World [R 330.9005 S797].
- JJ. Vital Signs [R 303.4905 V836] - This and the above are annual works published by worldwide watch groups that track the trends that may shape financial organizations.
- KK. Social Indicators of Development [R 306.09172 S678].
- LL. World Economic and Social Survey [R 330.9005 W927].
- MM. World Development Indicators [R 330.9005 W9272].
- NN. Demographic Yearbook [R 304.6021 D383] - This and the three above offer international demographic statistics.
- OO. Statistical Abstracts of the US [R 317.3 S797] - This is published every year by the Bureau of the Census and includes sections on just about any type of national business and financial activity. The index in the back refers to table numbers.
- PP. County and City Data Book [R 317.3 C855] - This is published every five years and is intended as a supplement for the above that emphasizes data for counties, metropolitan areas, and states.
- QQ. State Profile: Ohio [R 338.9771 S797] - published by Woods & Poole Economics.

Statistics Online:

Generally, to access the following databases from Davis Library's Homepage: Click on the OhioLINK icon; Click on "Listed By Name"; Click the letter corresponding to the database of choice.

- RR. STAT-USA <http://www.stat-usa.gov/> - This database from the Department of Commerce offers many kinds of statistics.
- SS. LexisNexis Statistical http://www.ohiolink.edu/resources/show_details.php?db=x_statuniv - Full text Statistics from government.
- TT. US Bureau of the Census <http://www.census.gov/main/www/access.html> - *To access from Davis Library's Homepage: Click on the "Reference" part of the Navigational Cube in the left corner: Scroll down and click on the "Census Bureau" link.*

Products and Businesses in Books:

- UU. Value Line Investment Survey [R 332.6305 V215] - This condensed advisory service contains reports

on the largest stocks.

- VV. Irwin Investor's Handbook [R 332.678 I72] - Lists Dow Jones Averages.
- WW. Almanac of Business and Industrial Financial Ratios [R 338.740973 A445] - This gives performance data for operating and financial factors in many fields of business.
- XX. US Industry & Trade Outlook [R 338.0973 U58] - This annual published by the Department of Commerce offers international forecasting for hundreds of industries.
- YY. CRB Commodity Yearbook [R 332.6328 C734] - This gives international information on raw commodities as well as data on price trends, futures, trading activity, interest rates, etc.
- ZZZ. Standard & Poor's Register [R 658 S785] - This annual three volume set gives brief data on the world's major corporations. Companies are indexed in several ways including corporate name and family, executive's name, SIC code, location, etc.

Products and Businesses Online:

Generally, to access the following databases from Davis Library's Homepage: Click on the OhioLINK icon; Click on "Listed By Name"; Click the letter corresponding to the database of choice.

- AAA. LexisNexis Academic <http://www.lexisnexis.com/us/lnacademic> – This is a potpourri of full text information on business, industry and markets, SEC reports and directories.
- BBB. Mergent Online <http://www.mergentonline.com/compsearch.asp> - Business information, including financial reports, company news and securities data.
- CCC. Thomson Research <http://research.thomsonib.com/gaportal/?ExpressCode=ohiobasic> - Critical company information and analyst research reports.

Online Full Text Reference Books:

Generally, to access the following databases from Davis Library's Homepage: Click on the OhioLINK icon; Click on "Listed By Name"; Click the letter corresponding to the database of choice.

- DDD. Electronic Reference Books <http://ebooks.ohiolink.edu/ebc-home> - Encyclopedias, dictionaries, and other quick-answer resources including hundreds full text reference books.
- EEE. Oxford Reference Online <http://www.oxfordreference.com/> –Dictionaries, language reference, and subject reference works.

IV. ACCESS TO BOOKS AND OTHER MATERIALS

- A. RioCat <http://alpha.rio.edu/> - An automated database that lists the books and other materials owned by Davis Library including the Library's circulating collection on the Second Floor. *To access RioCat from Davis Library's Homepage: Click on the "RioCat" side of the Navigational Cube found in*

the upper left hand corner; Click on [Go to Library Catalog](#).

[VIEW YOUR OWN LIBRARY RECORD](#) <https://alpha.rio.edu/patroninfo~S0> – This feature in the RioCat Database allows you to renew and keep track of your library materials from anywhere. When ordering books from OhioLINK's [Library Catalog](#), "OhioLINK Rec'd" indicates that your books are ready for you to pick up from Davis Library's Circulation Desk.

- B. Call Number Areas - Generally, books on business in Davis Library may be found in the following call number areas that may be useful for browsing:
1. 174's - Business Ethics
 2. 332's - Financial Economics
 3. 338's - Industrial Economics
 4. 339's - International Economics
 5. 347's - Business Law
 6. 651's - Secretarial Science
 7. 657's - Accounting
 8. 658's - Business & Industrial Management
 9. 659's - Advertising, Marketing & Public Relations

- C. [OhioLINK Library Catalog](#) <http://olc1.ohiolink.edu/search> - This lists the books and other materials owned by over 80 OhioLINK Member Libraries and may be ordered online by Rio students, faculty, and staff. *To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "[OhioLINK Library Catalog](#)".*

To access the delivery service click on "Request Item" in a full citation. Follow the prompts carefully. Your "University ID Number", is simply an "S" followed by your Student ID Number (Example: S123456). Generally it takes two to three working days for books to be ready at Davis Library's Circulation Desk. No notice of availability will be sent. Students may have books for three weeks and renew the book once for an additional three weeks. Charges will be levied for overdue or lost books.

- D. [WorldCat](#) <http://newfirstsearch.oclc.org/WebZ/FSPrefs?entityjsdetect=javascript=true:screenize=large:sessionid=fsapp6-49153-g2evlhos-5hjvc1:entitypagenum=1:0> - This OhioLINK database lists millions of records describing the materials in libraries around the world that may be ordered through traditional Interlibrary Loan. *To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "[Listed By Name](#)".*
- E. Interlibrary Loan Service for Books http://library.rio.edu/ILL_BOOK.php - Books not owned by Davis Library or available through OhioLINK's [Library Catalog](#) may be obtained through the traditional interlibrary loan services. It takes one to two weeks to receive books through interlibrary loan and there may be a charge.
- F. [NetLibrary](#) <http://www.netlibrary.com/> – A library of electronic books (e-books) that includes thousands of titles purchased by OhioLINK, plus thousands of public-domain e-books. *To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "[Listed By Name](#)".*
- G. [Safari Tech Books Online](#) <http://proquest.safaribooksonline.com/> - Electronic books in computer science, information technology, and related fields. *To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "[Listed By Name](#)".*

V. ACCESS TO ARTICLES IN BUSINESS PERIODICALS AND JOURNALS

- A. [Business Source Complete \(BSC\)](http://search.ebscohost.com/login.asp?profile=web&defaultdb=bth) <http://search.ebscohost.com/login.asp?profile=web&defaultdb=bth> - Provides full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.

To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "[Listed By Name](#)".

1. Basic vs. Advanced Searches - [BSC](#) defaults into the "Basic Search" Mode for simple searching but users may want to chose "Advanced Search" for more search options and to fully manipulate and control search terms in the "Search History" feature.
2. Full Text Articles – Many of the citations on [BSC](#) are available full text. Brief information about the article is listed in the "Result List". "PDF Full Text" will retrieve the article and any illustrations or pictures and requires the Adobe Acrobat Reader. The "HTML Full Text" option will only give the text itself but is very quick and easy to use.
3. Articles Not Available In Full Text – If "Full Text" does not appear in the full citation:
 - a. Click "[Find a copy](#)" to determine if Davis Library subscribes to the periodical that contains the article.
 - b. [POP](#) - The [Print-Out of Periodicals \(POP\)](#) may also be used to determine whether Davis Library has a periodical and how older issues are stored. This is an alternative to the built-in "[Find a copy](#)" feature.
 - c. How periodicals are stored in Davis Library – Generally:
 - 1) Current periodicals (within a year) are available at the Circulation Desk.
 - 2) Microfilm and Microfiche are on the Main Floor and copies may be made.
 - 3) Periodicals bound in "Paper" are located on the Ground Floor.
4. Interlibrary Loan Service for Articles http://library.rio.edu/ILL_ARTICLE.php - Articles from periodicals not owned by Davis Library or available full-text online may be ordered through traditional Interlibrary Loan. It takes one to two weeks to receive articles and there may be a charge.
5. Suitability of Articles - Some instructors will not accept articles from "magazines" such as [Business Week](#), [Forbes](#), etc. because they are not from "professional journals". [BSP](#) allows the user to limit searches to "Scholarly (Peer Reviewed) Journals" by clicking that box under "Refine Search".

B Other Select OhioLINK Business Related Databases:

To access the following databases from Davis Library's Homepage: Click on the OhioLINK icon on the left side of the computer screen; Point to the phrase "By Name"; Click the letter corresponding to the database of choice.

1. [Regional Business News](http://search.ebscohost.com/login.asp?profile=web&defaultdb=bwh) <http://search.ebscohost.com/login.asp?profile=web&defaultdb=bwh> - Full text newswires that incorporates business news information from all over the world.
2. [Vocational and Career Collection](http://search.ebscohost.com/login.asp?profile=web&defaultdb=voh) <http://search.ebscohost.com/login.asp?profile=web&defaultdb=voh> - Full text for 350 trade and industry related periodicals.
3. [Insurance Periodicals Index](http://search.ebscohost.com/login.asp?profile=web&defaultdb=iph) <http://search.ebscohost.com/login.asp?profile=web&defaultdb=iph>
4. [Social Sciences Citation Index](http://rave.ohiolink.edu/databases/wok) <http://rave.ohiolink.edu/databases/wok> – From 1990, this indexes 1,700 scholarly periodicals in the social sciences including much on economics. Some of these are available full text through OhioLINK's Electronic Journal Center.
5. [Psychology and Behavioral Sciences Collection](http://www.ohiolink.edu/resources/show_details.php?db=x_ebscopbh) http://www.ohiolink.edu/resources/show_details.php?db=x_ebscopbh - Covers emotional and behavioral characteristics, psychiatry and psychology, mental processes, and observational and experimental methods. This database includes nearly 515 full text titles and over 490 peer-reviewed journals.
6. [PsycINFO](http://www.ohiolink.edu/resources/show_details.php?db=x_ebscopbh) http://www.ohiolink.edu/resources/show_details.php?db=x_ebscopbh – This covers the worlds psychological literature from 1967 to the present and may be a good source for literature on industrial and organizational psychology, the psychology of work, and the psychological aspects of the consumer, adverting, and marketing. A separate database lists historical materials published between 1887 to 1966.
7. [Social Sciences Index](#) - This paper periodical index (located in the Reference Collection) goes from 1974 to the present, and indexes many professional periodicals and journals in economics, political science, and social sciences.
8. [SocINDEX](http://search.ebscohost.com/login.asp?profile=web&defaultdb=sih) <http://search.ebscohost.com/login.asp?profile=web&defaultdb=sih> - Covers all subdisciplines of sociology, including criminology & criminal justice, demography, ethnic & racial studies, gender studies, marriage & family, political sociology, religion, rural & urban sociology, social development, etc.
9. [Computers & Applied Sciences Complete](http://search.ebscohost.com/login.asp?profile=web&defaultdb=iih) <http://search.ebscohost.com/login.asp?profile=web&defaultdb=iih> – Includes material for research concerning the business and social implications of new technology.
10. [Electronic Journal Center \(OhioLINK\)](http://journals.ohiolink.edu/eic) <http://journals.ohiolink.edu/eic> - Includes the full text of more than 6000 online research journals covering many subject areas.
11. [Women's Studies International](http://search.ebscohost.com/login.asp?profile=web&defaultdb=fyh) <http://search.ebscohost.com/login.asp?profile=web&defaultdb=fyh>

VI. GOVERNMENT DOCUMENTS - As a partial US Depository, Davis Library receives many documents produced by the Federal Government. Much of this material may be found throughout the Library such as the above mentioned Statistical Abstracts of the US in Reference. To access government documents online point your browser at <http://www.access.gpo.gov/> . Or to access from Davis Library's Homepage: Click on the "Reference" part of the Navigational Cube in the left corner: Scroll down and click on the "GPO Access" icon. There are many other resources that may be found in the Government Documents Collection on the Main Floor [with SUDOCs Numbers] such as:

- A. Monthly Catalog of US Government Publications - [GP3.8] This is on microfiche on the Main Floor and lists all materials published by the Government Printing Office.
- B. Survey of Current Business [C59.11:75/10] (Current issues kept at the Circ. Desk).
- C. Business America [C61.18] (At Circulation Desk).
- D. Local Area Personal Income [C59.18].
- E. Geographical Mobility [C3.186/18].
- F. Business Statistics [C59.11/3].
- G. Census of Manufactures [C3.24/4].
- H. Foreign Direct Investment in the US [C61.25/2].

VII. CITING SOURCES IN APPROVED BIBLIOGRAPHIC FORMAT

- A. Citing Net Sources – net.TUTOR Quick Guide <http://liblearn.osu.edu/tutor/les7/pg3.html> – Ohio State University.
- B. APA Citation Guide <http://library.osu.edu/sites/guides/apagd.php> – Ohio State University.
- C. MLA Citation Guide <http://library.osu.edu/sites/guides/mlagd.php> - Ohio State University.
- D. Assembling a List of Works Cited in Your Paper <http://library.duke.edu/research/citing/workscited> – Duke University.
- E. Sources <http://www.dartmouth.edu/~writing/sources> – Dartmouth College.