

BUSINESS PATHFINDER

Selected Resources and Services

- I. **ASK US at refdesk@rio.edu** for help with resources and services in Davis Library by emailing both Reference Librarians simultaneously: [Tim Snow](mailto:tsnow@rio.edu), Reference Librarian, Phone: 740-245-7344, [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.
- II. **[Davis Library - Find \[http://library.rio.edu/reference.html\]](http://library.rio.edu/reference.html)** – See and use this guide online with [hot] links in the “Find – Guides & Pathfinders” part of Davis Library’s Homepage.
- III. **[RioLINK \[http://library.rio.edu\]](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 Student ID Number (Example: S123456). Your PIN is the last four digits of your Social Security Number (Example: 6789).
- IV. **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] – From 1965 to 1999 Davis Library received this weekly news service on federal actions and developments.
- W. Government Documents in Paper - As a partial US Depository, Davis Library receives many documents produced by the Federal Government. Find this collection on the Main Floor.

Government Resources Online:

To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "Library Databases – By Name or Title".

- X. LexisNexis Congressional [<http://web.lexis-nexis.com/congcomp>] - Full text materials produced by the US Government.

- Y. [Gongwer News Service](http://www.gongwer-oh.com/ohiolink.html) [http://www.gongwer-oh.com/ohiolink.html] – Full text information on Ohio legislature and state government.
- Z. [Government Printing Office](http://www.gpoaccess.gov/index.html) [http://www.gpoaccess.gov/index.html] - To access full text government documents online. *To access from Davis Library's Homepage: Click on "Research Databases".*

Country Information:

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

Statistics in Books:

- JJ. [State of the World](#) [R 330.9005 S797].
- KK. [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.
- LL. [Social Indicators of Development](#) [R 306.09172 S678].
- MM. [World Economic and Social Survey](#) [R 330.9005 W927].
- NN. [World Development Indicators](#) [R 330.9005 W9272].
- OO. [Demographic Yearbook](#) [R 304.6021 D383] - This and the three above offer international demographic statistics.
- PP. [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.

- QQ. 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.
- RR. State Profile: Ohio [R 338.9771 S797] - published by Woods & Poole Economics.
- SS. World Factbook [R 910.5 W927] (Also available online through RioCat:
<http://alpha.rio.edu/search?tworld+factbook/tworld+factbook/1,2,2,E/856-b1063693&FF=tworld+factbook&1,1.,1.0>)

Statistics Online To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on Library Databases – By Name or Title”.

- TT. STAT-USA <http://www.stat-usa.gov/> - This database from the Department of Commerce offers many kinds of statistics.
- UU. LexisNexis Statistical <http://web.lexis-nexis.com/statuniv> – Full text statistics from government agencies.
- VV. World Data Analyst Online <http://www.world.eb.com> - Analyze countries and regions at a glance.
- WW. US Bureau of the Census <http://www.census.gov/main/www/access.html> *To access from Davis Library's Homepage: Click on “Research Databases”.*
- XX. Historical Statistics of the U.S. <http://hsus.cambridge.org> - Quantitative facts of American history.

Products and Businesses in Books:

- YY. Value Line Investment Survey [R 332.6305 V215] - This condensed advisory service contains reports on the largest stocks.
- ZZ. Irwin Investor's Handbook [R 332.678 I72] - Lists Dow Jones Averages.
- AAA. 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.
- BBB. US Industry & Trade Outlook [R 338.0973 U58] - This annual published by the Department of Commerce offers international forecasting for hundreds of industries.
- CCC. 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.
- DDD. 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:

To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on “Library Databases – By Name or Title”.

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

Online Full Text Reference Books - To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "Library Databases – By Name or Title".

- HHH. [Oxford Reference Online](http://www.ohiolink.edu/resources/show_details.php?db=x_oxford_ref) [http://www.ohiolink.edu/resources/show_details.php?db=x_oxford_ref].

V. ACCESS TO BOOKS AND OTHER MATERIALS

- A. [RioCat](http://alpha.rio.edu/screens/opacmenu.html) [http://alpha.rio.edu/screens/opacmenu.html] - An automated database that lists the books and other materials owned by Davis Library including the Library's circulating collection on the Second Floor.
- [My Record](http://alpha.rio.edu/patroninfo) [http://alpha.rio.edu/patroninfo] – This feature 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) [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". Follow the prompts. Your "Barcode" 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 for you to pick-up at Davis Library's Circulation Desk. No notice of availability will be sent. Students may have books for three weeks and possibly renew the book four times. Charges will be levied for overdue or lost books.

- D. [Interlibrary Loan Service for Books](http://www2.rio.edu/Library/ILL_BOOK.html) [http://www2.rio.edu/Library/ILL_BOOK.html] - Books not owned by Davis Library or available through OhioLINK's [Library Catalog](#) may be obtained through traditional interlibrary loan services. It takes one to two weeks to receive books through interlibrary loan and there may be a charge.
- E. [ebrary – Business, Marketing & Economics e-Book Collection](#) – Full text books, reports, and other authoritative documents from the world's leading publishers. *To access from Davis Library's Homepage: Click on "Research Databases".*
- F. [E-Book Center](http://ebooks.ohiolink.edu) [http://ebooks.ohiolink.edu] - Full texts of thousands of scholarly and reference e-books. *To access from Davis Library's Homepage: Click on the OhioLINK icon; Click on "[E-Book Center](#)".*

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

- G. [WorldCat](http://newfirstsearch.oclc.org/dbname=WorldCat;done=referer:FSIP1) [http://newfirstsearch.oclc.org/dbname=WorldCat;done=referer:FSIP1] - This lists millions of records describing the materials in libraries around the world that may be ordered through traditional Interlibrary Loan.
- H. [NetLibrary](http://www.netlibrary.com/) [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.
- I. [Safari Tech Books Online](http://proquest.safaribooksonline.com/?uicode=ohlink) [http://proquest.safaribooksonline.com/?uicode=ohlink] - Electronic books in computer science, information technology, and related fields.

VI. 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 "[Library Databases – By Name or Title](#)".

- 1. Search Options and Features.
 - a. "Full Text" – Not everything is full text. Check this box to limit to full text.
 - b. "Sort By" – Citations can be listed by relevance or date.
 - c. "Cite" – Citation will be displayed in several approved bibliographic methods.

2. Articles Not available In Full Text – If “Full Text” does not appear in the full citation:
 - a. Click “Find It” to determine if Davis Library subscribes to the periodical that contains the article. If Rio Grande is listed at the top of the screen see what the library has and how it is stored. Davis Library does not own the periodical if Rio is not listed or the phrase “No print holdings found” appears.
 - b. 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 paper copies may be made.
 - 3) Periodicals bound in “Paper” are located on the Ground Floor.
3. [Interlibrary Loan Service for Articles](http://www2.rio.edu/Library/ILL_ARTICLE.html) [http://www2.rio.edu/Library/ILL_ARTICLE.html] - 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.

B. Other Select OhioLINK Business Related Databases (**Bold Title** = Much Full Text):

To access from Davis Library’s Homepage: Click on the OhioLINK icon; Click on “Library Databases – By Name or Title”.

1. **[Electronic Journal Center \(OhioLINK\)](http://journals.ohiolink.edu/cgi-bin/sciserv.pl?collection=journals)** [http://journals.ohiolink.edu/cgi-bin/sciserv.pl?collection=journals] - Full text of more than 7000 online research journals covering many subject areas.
2. **[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.
3. **[Vocational and Career Collection](http://search.ebscohost.com/login.asp?profile=web&defaultdb=voh)** [http://search.ebscohost.com/login.asp?profile=web&defaultdb=voh] - Provides full text for trade and industry related periodicals.
4. **[Insurance Periodicals Index](http://search.ebscohost.com/login.asp?profile=web&defaultdb=iph)** [http://search.ebscohost.com/login.asp?profile=web&defaultdb=iph].
5. **[Social Sciences Citation Index](http://rave.ohiolink.edu/databases/wok)** [http://rave.ohiolink.edu/databases/wok] – From 1980 to the present, this indexes 1,700 scholarly periodicals in the social sciences.
6. **[Communication & Mass Media Complete](http://search.ebscohost.com/login.asp?profile=web&defaultdb=ufh)** [http://search.ebscohost.com/login.asp?profile=web&defaultdb=ufh].
7. **[Psychology and Behavioral Sciences Collection](http://search.ebscohost.com/login.asp?profile=web&defaultdb=pbh)** [http://search.ebscohost.com/login.asp?profile=web&defaultdb=pbh].
8. **[PsycINFO](http://rave.ohiolink.edu/databases/login/psyc)** [http://rave.ohiolink.edu/databases/login/psyc] – 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, advertising, and marketing.

9. **SocINDEX** [<http://search.ebscohost.com/login.asp?profile=web&defaultdb=sih>] - Covers all subdisciplines of sociology, including demography, ethnic & racial studies, gender studies, marriage & family, political sociology, religion, rural & urban sociology, social development, social psychology, social structure, socio-cultural anthropology, sociological history, etc.
10. **Computers & Applied Sciences Complete** [<http://search.ebscohost.com/login.asp?profile=web&defaultdb=iuh>] – Includes material for research concerning the business and social implications of new technology.
11. **Gender Studies Database** [<http://search.ebscohost.com/login.asp?profile=web&defaultdb=fmh>].
12. **Women's Studies International** [<http://search.ebscohost.com/login.asp?profile=web&defaultdb=fyh>].
13. **Academic Search Complete** [<http://search.ebscohost.com/login.aspx?profile=ehost&defaultdb=a9h>] – A very general and comprehensive scholarly full text database, this indexes more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals.

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://www.lib.duke.edu/libguide/cite/works_cited.htm] – Duke University.
- E. **Sources** [<http://www.dartmouth.edu/~sources/contents.html>] – Dartmouth College.