



# Begley Library and Instructional Technology Center

## Business

### Books/Media

To locate books and multi-media on different topics in Theater and Drama, search the online catalog from our webpage, <http://www.sunysccc.edu/library> under subject headings such as:

- |  |  |   |
|--|--|---|
| <a href="#">accounting</a>             | <a href="#">corporate culture</a>              | <a href="#">personnel management</a>              |
| <a href="#">advertising</a>            | <a href="#">economics</a>                      | <a href="#">small business</a>                    |
| <a href="#">business</a>               | <a href="#">entrepreneurship</a>               | <a href="#">social responsibility of business</a> |
| <a href="#">business communication</a> | <a href="#">finance</a>                        | <a href="#">stock exchanges</a>                   |
| <a href="#">business consultants</a>   | <a href="#">investments</a>                    | <a href="#">strategic planning</a>                |
| <a href="#">business cycles</a>        | <a href="#">management</a>                     | <a href="#">success in business</a>               |
| <a href="#">business enterprises</a>   | <a href="#">management information systems</a> | <a href="#">total quality management</a>          |
| <a href="#">business ethics</a>        | <a href="#">marketing</a>                      |   |
| <a href="#">business forecasting</a>   | <a href="#">organizational change</a>          |   |
| <a href="#">businesspeople</a>         |  |   |

Select **Find Books/Media in This Library** —> **Basic Keyword Search** —> **Subject** —> search terms. A list of records will be returned.

**Advanced search** can be used to locate multi-media items (CDs, tapes, DVDs, etc.) or items in specific collections.

A **Basic Browse Search** brings you to an alphabetical list of information, depending on the index selected.

### Ebooks

**NetLibrary** offers a collection of e-books in business. They can be accessed through our online catalog.

Select **Find Books/Media** —> **Find E-Books with NetLibrary** —> **NetLibrary** —> **LogIn** (upper right corner if you have a logon) —> enter search terms. Ask a librarian if you need assistance creating an account.

### Reference

The Reference Collection of the library is located on the first floor, just beyond the Reference Desk. "HB" through "HG" sections of Reference contain books related to business. Listed below are a sampling of titles.

<a href="#">REF HD30.15.B535 1997</a>	<a href="#">12v.</a>	<i>The Blackwell Encyclopedia of Management</i>
<a href="#">REF HD2721.I63 1988</a>	<a href="#">79v.</a>	<i>International Directory of Company Histories</i>
<a href="#">REF HD8051.A63 2006</a>		<i>Handbook of U.S. Labor Statistics</i>
<a href="#">REF HD8051.E47 2005</a>		<i>Employment, Hours and Earnings</i>
<a href="#">REF HF1001.C68 1995</a>		<i>Encyclopedic Dictionary of Business Terms</i>
<a href="#">REF HF1001.E467 2001</a>		<i>Encyclopedia of Business and Finance</i>
<a href="#">REF HF1001.F65 1997</a>		<i>Understanding American Business Jargon</i>
<a href="#">REF HF1010.N37 2002</a>		<i>Nation's of the World 2002</i>
<a href="#">REF HF5635.E54 1994</a>		<b><i>Encyclopedia for Accounting Systems</i></b>

## Reference sources, cont.

REF HF5721.B59 1999  
REF HG151.F58 1994  
REF HG151.R66 1993  
REF HG4501.M47

*Encyclopedia of Business Letters, Fax Memos, and Email*  
*The Fitzroy Dearborn Encyclopedia of Banking & Finance*  
*Dictionary of Banking*  
*Mergents Handbook of Common Stocks*

## Electronic Databases and Print Resources for Periodicals, Newspapers, and Journals

The library subscribes to multiple databases which provide full text articles and/ or citations on the business industry. From our website, select **Find Articles** —> **Databases by Subject or List of All Databases A—Z** —> **select database** —> **enter search terms**. Some newspapers and magazines are also kept on microfilm.

[Business & Co. Resource Center \(Gale\)](#)  
[Business & Company A S A P \(Gale\)](#)  
[Business Source Premier](#)  
[Career & Vocational Database](#)  
[Lexis-Nexis Academic Universe](#)  
[Regional Business News](#)  
[Science Direct](#)  
[Virtual Reference Library](#)  
[Xrefer plus](#)



## Print Resources

Journals and magazines in print are located to the left of the Reference Desk:

[Black Enterprise](#)  
[Business & Professional Ethics Journal](#)  
[Business Week](#)  
[CPA Journal](#)  
[Empire State Report](#)  
[Employment in New York State](#)  
[Forbes](#)  
[Fortune](#)

[Harvard Business Review](#)  
[Inc.](#)  
[Journal of Accountancy](#)  
[Kiplinger's Personal Finance](#)  
[Money](#)  
[Saudi ARAMCO World](#)  
[The Business Review](#)  
[Working Mother](#)

## Internet

Some helpful business websites are:

### **New York Stock Exchange**

<http://www.nyse.com>

History of the exchange, listed companies and its rules and regulations. Current stock quotes.

### **Thomas Register and Thomas Regional**

<http://www.thomasnet.com>

Free online version of the Thomas Register, a directory of companies. Registration required. ThomasNet helps industrial sellers target their marketing investment to reach the most qualified industrial buyers online and convert them to customers

## Internet, Cont.

### Census Bureau Economic Programs

<http://www.census.gov/econ/www/index.html>

Economic data including County Business Patterns

### Annual Report Gallery and Investor Fact Sheets

<http://www.reportgallery.com> and <http://www.investorfactsheets.com>

Allows free instant online access to over 3000 annual reports. Searches may be done by company name, ticker symbol, exchange, industry and sector.

### Standard Industrial Classification Code (SIC)

<http://www.osha.gov/oshstats/sicser.html>

Allows users to search the 1987 version of the SIC manual by keyword, to access descriptive information for a specified 4 digit code and to examine the manual structure.

### New York Times Business Section

<http://www.nytimes.com/pages/business/index.html>

Current business news including market data

### North American Industry Classification System (NAICS)

<http://www.census.gov/epcd/www/naics.html>

Convert NAICS to SIC and vice versa or do a NAICS search.

For small business development and tax information, try the following sites:

### State of New York Government Pages

<http://www.state.ny.us> or [www.ny.gov](http://www.ny.gov)

### The I Love NY Campaign

<http://www.lovesmallbiz.com> – information about small businesses

### NYS Small Business Development Center

<http://www.nyssbdc.org>

### United States Federal Government Official Tax Site

<http://www.irs.gov>

## Librarians

**Reference Librarians** are glad to assist you in locating materials or in the use of the catalog, indexes or internet. Please feel free to ask for help at the Reference Desk!

You may also email or chat live with a librarian via the Begley Library website at <http://www.sunysccc.edu/library>. Select the link labeled **Ask a Librarian**.

