

**Schenectady County Community College
Begley Library & Instructional Technology Center**

How to Find Information on Business

I. Searching the Online Catalog

To find information in books on topics related to business, search our **online catalog, BLISS**, under subject headings such as:

accounting	investments
advertising	management
business consultants	management information
business cycles	systems
business enterprises	marketing
business ethics	organizational change
business forecasting	personnel management
businesspeople	small business
communication in organizations	social responsibility of business
corporate culture	stock exchanges
economics	strategic planning
entrepreneurship	success in business
finance	total quality management

From the library home page, select **Find Books**. Select **Find Books in This Library**. Select **Basic Keyword Search** and then **subject** as the field to search and enter your text. A list of records will display. A **Basic Browse Search** brings you to an alphabetical list of information depending on the index that you have selected. Advanced searching is available.

II. Circulating Books

Books that may be checked out with the call numbers PS-Z are on the first floor behind the Reference Collection. Books with the call numbers A-PR are on the second floor. Circulating books can be found in the **online catalog** using the search words listed above.

III. EBooks

The online catalog contains links to full-text electronic books which may be “checked out” for 24 hours. A **netLibrary** account needs to be created to check out eBooks. Ask a librarian if you need assistance!

Some titles include:

Cultural Intelligence: A Guide to Working with People from Other Cultures (2004)
Fair, Square & Legal Safe Hiring, Managing & Firing Practices to Keep You and Your Company Out of Court (2004)
Getting Started in Consulting (2004)
Harvard Business Review on Managing Diversity (2001)
Legal Forms for Starting and Running a Small Business (2004)
Public Relations Worktext: A Writing and Planning Resource (2004)
The Manager's Desk Reference (1996)

IV. Reference Books

The Reference Collection of the library is located on the first floor beyond the Reference Desk. "HB" through "HG" sections of Reference contain books related to business. Some titles include:

<i>REF HD30.15.B535 1997</i>	<i>The Blackwell Encyclopedia of Management</i>
<i>REF HD2721.I63 1988</i>	<i>International Directory of Company Histories</i>
<i>REF HD8051.A63 2006</i>	<i>Handbook of U.S. Labor Statistics</i>
<i>REF HD8051.E47 2005</i>	<i>Employment, Hours and Earnings</i>
<i>REF HF1001.C68 1995</i>	<i>Encyclopedic Dictionary of Business Terms</i>
<i>REF HF1001.E467 2001</i>	<i>Encyclopedia of Business and Finance</i>
<i>REF HF1001.F65 1997</i>	<i>Understanding American Business Jargon</i>
<i>REF HF1010.N37 2002</i>	<i>Nation's of the World 2002</i>
<i>REF HF5065.N7.H37 2000</i>	<i>Harris New York Manufacturers Directory</i>
<i>REF HF5635.E54 1994</i>	<i>Encyclopedia for Accounting Systems</i>
<i>REF HF5681.R25.T684 1995</i>	<i>Almanac of Business & Industrial Financial Ratios</i>
<i>REF HF5721.B59 1999</i>	<i>Encyclopedia of Business Letters, Fax Memos, and Email</i>
<i>REF HG151.F58 1994</i>	<i>The Fitzroy Dearborn Encyclopedia of Banking & Finance</i>
<i>REF HG151.R66 1993</i>	<i>Dictionary of Banking</i>
<i>REF HG4513.R67 1993</i>	<i>Dictionary of Investing</i>
<i>REF HG4661.D68 1994</i>	<i>The Dow Jones Guide to the World Stock Market</i>
<i>REF HG4907.D86 1998</i>	<i>D&B Gale Industry Reference Handbooks</i>

V. Electronic Databases for Periodicals, Newspapers

The library subscribes to multiple databases which provide resources for business information. From the library home page, select **Find Articles** which brings you to a list of databases to be accessed. Full text articles or citations may be retrieved from the following sources of online journals and periodicals:

- a. **Business & Co. Resource Center (Gale)**
Provides business and industry content for domestic and international companies
- b. **Business Source Premier (EBSCO)**
Provides full text articles for business publications. Keyword search.
- c. **Custom Newspapers**
Allows a relevance or keyword search through a variety of newspapers. Check the box called Business News for articles specific to business.
- d. **Investment Plus (Gale)**
Company and industry searching
- e. **Lexis-Nexis Academic Universe**
Detailed financial data about companies, including Edgar filings, annual and quarterly reports and proxy statements.

Some print magazines and journals are available to the left of the Reference Desk.

VI. Internet

Some helpful business internet 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

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

www.state.ny.us or www.ny.gov

The I Love NY Campaign

www.lovesmallbiz.com – information about small businesses

NYS Small Business Development Center

www.nyssbdc.org

United States Federal Government Official Tax Site

www.irs.gov

VII. 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**.