

Business Administration and Economics

Resources in the Library

This guide gives a basic introduction to Business Administration & Economic resources available at City Library.

The Library Staff is available, from 9:00 to 21:00 daily, and 10:00 – 14:00 on Saturdays, to assist you in using the library site, the catalogues, the electronic information resources and to help you find useful resources, for your research.

BOOKS

Book Collection

The Business Administration & Economics collection is stored on the second floor. You may find books shelved in one of the below collections:

The Main Collection: contains all books available for loan. Material included in the Main Collection may be borrowed, reserved, renewed or recalled if on loan.

The Reserve Collection: includes items (such as textbooks, books, personal copies of items, journal articles and/or photocopies, disks, audiovisual materials, past exams, links to URL's for electronic resources, etc) selected by the Academic staff with the purpose to further support academic learning and improve quality of education. The Library holds both a "traditional" Reserve Collection, and an Electronic Reserve System that provides online access to material uploaded to Claroline, the CITY's E-Learning Management System. The items of the "traditional" Reserve Collection are maintained in a separate location within the Library, and access to them is more limited than is the access to items in general circulation.

The Short Loan Collection: includes items, such as recommended readings from syllabi of units, items which for a certain period of time are in-demand for class or group assignments and material to support tutorials. The Library adds items to this collection on the basis of tutorial lists received from academic staff and additionally, transfers books that are in high demand by students for assignments and projects. Access to Short Loan material is far more restricted than is the access to items in general circulation.

Finding Books

1. Visit CITY's web site at: www.city.academic.gr
2. Click on the **Library** link, and
3. Finally, use the **Library Catalogue** to search

The Online **Library Catalogue** contains information about material held by the library, such as books, periodicals, theses and audio-visual material. You can use it to search for specific titles or authors, or you may perform a specific subject search.

Book Location

Always use the Library Catalogue to find out whether a certain book you are looking for is part of the book collection and if so, where it is shelved.

The Library uses the Dewey Decimal Classification scheme to sort the book collection. The 'classification' or 'call number' of each book is very important in helping you locate the material you are looking for on the shelves.

The following classification numbers are of particular interest to students of the Business Administration & Economics Department:

Classification Codes	Subject Areas
330	Economics
332	Banking & Finance
338.479 1	Tourism
657	Accounting
658	Management
658.7	Business logistics
658.8	Marketing
659	Advertising

Detailed classification guides of Business Administration & Economic subject areas may be found if you visit the Library's web pages and choose **Library & Information Services**, then **Locating material in the Library**, and finally **Classification guides**. Alternatively, printed subject guides, may be requested from the Information Services Desk.

A monthly list of **New Books** in Business Administration & Economics acquired by the Library, is located at "Library News" Web pages.

Browsing the shelves

Books on a similar topic are shelved at a similar place. Therefore, if you know the classification number of one relevant book, you will find on those shelves other relevant books, as well. Remember that certain subjects can be viewed from a variety of aspects, so you will not find all the relevant books in a single place in the Library.

e.g. "organizational psychology" may be found both under the classification numbers 658.3 and 158.7.

Additional material

Study Packs: The Study Packs include material selected by the Academic staff that further support class instruction and are expected to be read by all students that attend a particular unit.

Claroline: is CITY's new e-learning management system that gradually replaced Intranet facility. The system facilitates students to have access on unit details, coursework, class notes, on-line chat, discussion boards, collaborative tools etc.

Reference Material

The Reference collection consisting of dictionaries, bank reports, company annual reports and other key general reference resources, are kept in front of the Library Issue Desk, on the second floor.

Useful dictionaries are:

- The Oxford Dictionary for the Business World
- Dictionary of Economics and Business
- Dictionary of Accounting
- Dictionary of Advertising

Finding Journal Articles

Using Printed Periodicals to find articles

There are two ways to find journal articles relevant to the subject you are searching for. The first way is to browse through the full list of printed periodicals held by the library. To find out whether the library subscribes to a particular periodical, go to the Library website, click on **Library Catalogue**, enter the title, and then choose the category "Serial (Periodical, Newspaper, etc)". The full entry for the title will tell you what the periodical's holdings are (i.e. volumes, years), and its precise location. Once you have located the periodical on the shelves, search through the Table of Contents of each issue, to find articles relevant to the subject of your interest.

Alternatively, a full list of the printed Business Administration & Economics periodicals, that the Library subscribes to, may be found at: Library & Information Services>Library Collections>Periodical Collection>Business Administration & Economics Journals, web pages.

Printed Periodicals Location

Current issues of Business Administration & Economics periodicals are shelved alphabetically by title on the second floor, next to the Library Issue Desk. If you cannot find a particular volume ask for assistance at the Library Issue Desk. Previous

years issues and bound periodicals are kept in a special reserved area located on the third floor.

Some periodicals related to your studies are:

- Harvard Business Review
- Journal of Advertising
- Journal of Business Strategy
- Journal of Cost Management
- Strategic Management Journal

Using Electronic Information Resources to find articles

The second way to locate journal articles is to search the library's Electronic Information Resources (EIR). EIR house an extensive collection of fulltext and bibliographic databases, electronic journals, digital libraries and stand-alone CD-Roms. These contain the full journal articles, many of which you can view on the web, print or download.

The Library Website, includes pages which list, electronic resources for all subject areas. For viewing these lists, go the Library homepage, choose **Library & Information Services**, and then **Electronic Information Resources**. At the **Support & Skills** library web pages, you may find relevant user guides for all electronic information resources.

The Electronic Information Resources available for Business Administration & Economics students are:

Online Services

Business Source Complete: Business Source Complete, is the world's definitive scholarly business database, providing the ultimate collection of bibliographic and full text content. *BSC* contains far more active, peer-reviewed, business related journals than any other database currently available. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals are included. Journal ranking studies reveal that *Business Source Complete* is the overwhelmingly **superior database for full text journals** in all **disciplines of business**, including marketing, management, MIS, POM, accounting, finance and economics.

Regional Business News™: a supplemental database of Business Source Premier. With daily updates, Regional Business News provides comprehensive full text for regional business publications. Regional Business News has full text for more than 50 sources.

EconLit: the world's foremost source of references to economic literature. Provides comprehensive information on accounting, capital markets, econometrics, economic forecasting, government regulations, labour economics, monetary theory, urban economics and much more. EconLit records include abstracts of books, journal articles, and working papers published by the Cambridge University Press.

Psychology & Behavioural Sciences Collection: a comprehensive database covering information concerning topics in emotional and behavioural characteristics, psychiatry & psychology, mental processes, anthropology, and observational and experimental methods. The database also includes many leading journals in the areas of management and marketing, such as, Advances in Consumer Research, Journal of Advertising, Journal of Leisure Research, Journal of Management Development, Journal of Marketing Research, etc.

FirstSearch Databases: an online reference search tool, that gives access to a rich collection of more than 10 million fulltext and full-image articles. FirstSearch offers access to a variety of databases, including:

ArticleFirst	OCLC index of articles from the contents pages of journals
ClasePeriodica	Index of Latin American journals in sciences & humanities
ECO	An OCLC collection of scholarly journals
ERIC	Journal articles and reports in education
GPO	U.S. government publications
MEDLINE	All areas of medicine, including dentistry and nursing
PapersFirst	OCLC index of papers presented at conferences worldwide
Proceedings	An OCLC index of worldwide conference proceedings
WolrdAlmanac	Funk & Wagnalls New Encyclopedia and four almanacs OCLC catalog of books and other materials in libraries worldwide

Wilson Select Plus: a database of OCLC (Online Computer Library Center) that includes fulltext articles in science, humanities, education and business. Students, researchers, and academic staff, may use this database to obtain information on the following subjects: accounting, advertising, arts, auditing, banking, broadcasting, computers, economics, education, engineering, environment, finance, general interest, general science, health care, human resources, insurance, international trade, international trends, investment analysis, management, marketing, planning and strategy, public administration, real estate, taxation, telecommunications, transportation.

ICAP Greek Financial Directory: inside the directory you will find financial and commercial information on more than 20,000 enterprises, which constitute the Greek financial reality, including A.S.E. Companies, Mass Media, Hotels and Tourist Enterprises. As a user, you can access a detailed profile of each company ranging

from the official identity to summaries of financial data from the last two balance sheets.

PsychInfo: produced by the American Psychological Association (APA), PsyInfo, covers literature that is relevant to psychology. In addition to "core" psychology, PsycINFO contains abstracts on behavioral topics from related disciplines. You can find references about, business, organizational behavior, consumer behavior, human behavior, and many more. PsycINFO is updated monthly.

Library Electronic Journals Collection (LEJC): a collection of Full Image articles, with coverage from 1994 to the most recent issues. The database includes articles from Business, Economic and Computer Science Journals.

Sample titles:

- European Business Review
- European Journal of Marketing
- Business Process Management Journal
- Human Resource Management International Digest
- International Journal of Bank Marketing
- International Journal of Physical Distribution and Logistics Management

How to access Online Services

To access the above databases do the following:

1. Visit CITY's web site at: <http://www.city.academic.gr>
2. Click on the "Library" icon to access the Library's Webpages
3. Click on "Online Services" to link to the databases of your interest

Note: Ebscohost and FirstSearch databases may be accessed outside the college network. Access is password protected and is allowed only to staff and students of the college.

Networked Databases (CD-Rom Collection)

ABI/INFORM: provides access to a vast collection of abstracts and full text articles from more than 500 Business Journals, including trade, general business, management, economics and marketing publications, from all over the world.

BUSINESS PERIODICALS: the database contains citations and full-image articles from the most important and popular sources in the ABI/INFORM® database. Thousands of complete page images are available as they appeared in their original publications. Overall, ProQuest Business Periodicals contains information on tens of thousands of companies as well as executive profiles and in-depth reports on business trends and events around the world.

PERIODICAL ABSTRACTS Ondisc: provides access mainly to abstracts from over 510 Scientific Journals, Periodicals and Newspapers , covering many subject areas, including Science & Technology, Art, Business, Law, Health, Religion, Social Sciences, Humanities, Education and General Science.

How to access Networked Databases

Network databases are available from both the Library Computers Workstation and from the Computer Labs at Tsimiski Building. You must first approach the Library Issue Desk to book the time and day you wish to use these services.

Stand-alone CD-Roms

The **CD-ROM on EU Industry:** extremely useful for comparative analysis, monitoring industrial evolution and identifying trends in the economic landscape of Europe. Provides detailed reports on more than 25 different industrial sectors supported by extensive tables of data from EU countries, an overview of the 500 largest private companies in Europe, and coverage of special issues.

The **FINANCIAL DIRECTORY OF GREEK COMPANIES:** comprised of six volumes (*Manufacturing, Commerce, Financial Services, Miscellaneous Services, Indexes, Greece in Figures*) and includes the 20,000 most important Greek enterprises.

The **CD-ROM of BALANCE SHEETS:** provides direct access to 29,000 published balance sheets and profit and lost accounts of companies, in the form that they appear in the basic financial newspapers.

The **Logistics Software** CD-Rom: provides detailed information compiled on over 1,500 software packages of interest to logistics personnel.

Your **Business** and the **EURO:** published by the European Commission, comprises: *The results of the EMU impact assessments of 35 SMEs -- An "interactive questionnaire" designed to help you to draw conclusions on the impact of EMU on your business -- Functional checklists supplementing the Impact Assessment Guide -- The National Transition Plans of the eleven Member States participating in EMU*

Business File: Greek special survey series, including:

- The Greek Enterprises abroad
- The Greek Stock market
- The Greek Shipping Industry
- **Real Convergence:** a survey of the Greek economy on the eve of EMU entry

Exporters Directory of **Northern Greece:** the best way to locate your partners in Greece

Best of **AdBook:** annual directory of communication & marketing

Business Plan

How to access standalone CD-ROMs:

The CD-ROM discs are available from the Library Issue Desk. You will need to ask staff for the discs and leave your Library card. Results from a standalone CD-ROM search can be printed out onto the attached printer or at sometimes saved to a disc.

Interlibrary Loan Services (National / International)

What is Inter-Library Loan

This service offers the possibility to students, researchers and academics, to obtain material, including: articles, extracts of books, reports, and conference proceedings, that are not available at the college library. Inter-Library Loan is available through :

- a. The National Documentation Center (NDC)
- b. The British Library

Procedure

To proceed with the request, the user must first fill in an Order Form, including all bibliographic details of the material (author, title, etc.), as well as personal details (name, address, etc.). Material requested will be received by mail within 2-15 days. For further details, you may contact the Information Services Desk.

Online Conference Proceedings

- **PapersFirst** the OCLC index of papers presented at conferences worldwide, available online from FirstSearch databases.
- **Proceedings**, an OCLC index of worldwide conference proceedings, available online from FirstSearch databases.
- Some conferences publish their proceedings free on the Internet. Try searching a good search engine like Google (<http://www.google.com>)

Internet Sites

Below is a brief selection of Internet resources. You may use the Library's Webpages to visit a catalogue of useful Internet Resources, for a variety of subject areas.

Business Sources on the Net

- www.bl.uk/services/information/bislinks.html
Produced by the British Library, this is a listing, split into subsection, of sites of value to business researchers.

- **Carol** – www.carol.co.uk/
"A free corporate on-line service offering one point access to Company Annual Reports on-line [from the UK, Europe and Asia] and a range of other investor information.

Management Resource Center - www.managementfirst.com/

The Management Resource Center contains everything one needs to develop management skills with training and development-related case studies, articles and book and web reviews. Also available are lively discussion forums, a monthly newsletter to download, and Article and Guru Interview indexes.

Management link - www.inst-mgt.org.uk/

Developed by the Management Information Centre at the Institute of Management, brings together management sites available on the Internet. There are two main sections to this resource. "The Management Skills Directory" and "The Management Sources Directory", which focuses on resources of management information such as professional and government bodies and research resources.

Resource Discovery Network – <http://www.rdn.ac.uk>

The RDN is a collaboration of over seventy educational and research organizations that gathers subject resources which are carefully selected and indexed.

Please note that for general queries you can approach the Library Support Desks during library working hours or send an e-mail (library@city.academic.gr). For support or queries regarding Electronic Information Services or Interlibrary Loan Services you may contact the Information Services Desk (anagnostopoulou@city.academic.gr).

