

Finance 4836

Library Instruction

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Facebook: Become a fan of **Maag Business Research**

Maag Library <http://www.maag.ysu.edu>

Always Ask For Help!

- Visit the Reference Desk
- Call the Reference Desk (330) 941-3686
- Email a Librarian
- Contact Christine at (330) 941-3680 or
cmadams02@ysu.edu
- Get your library barcode at the Circulation
Desk on the main floor of the library

Maag Library home page, under Quick Links,
click on Librarian Assistance

Class Pages/ Subject Guides

- ❑ At Maag home page, under **Quick Links**, click on Class Pages
- ❑ Click on Finance 4836
<http://maagblog.ysu.edu/finance4836>
- ❑ Useful information specific to this class

- ❑ At Maag home page, under **Quick Links**, click on Subject Guide
- ❑ Useful information relevant to specific areas of business:
Accounting & Taxation, Career & Job Resources, Economics,
Finance: Investing, Finance: Money & Banking, Financial Ratios, Financial Literacy, Industry Information, Local Business Information, Marketing & Advertising, etc.

MaagNet (Library Catalog)

- ❑ Maag Library's online catalog
- ❑ Contains all materials owned by Maag
- ❑ Books, Journals, Audio/Video, Ebooks, Microforms, Govt Documents, Dissertations, etc.
- ❑ At Maag home page, under **Quick Links**, click on MaagNet (Library Catalog)
- ❑ Search by Author, Title, Keyword, or Subject Heading

Subject Headings

- ❑ Library of Congress controlled vocabulary
- ❑ All materials are classified by subject according to standardized terms
- ❑ One term has been selected so that all related items are categorized together
- ❑ Click on individual Subject Headings in item records to find other materials on the same or similar topics
- ❑ Capital formation = Saving and investment

Searching for Books in MaagNet

- In MaagNet, enter a **Subject Heading** search for your topic
- Choose appropriate Subject Heading
- Choose a title from the results list
- Record displays **Sublocation, Call Number, & Status** (Note other Subject Headings)
- Use Subject Heading links in record to locate materials cataloged under the same heading

Finding Books in Maag Library

- ❑ Location: Maag Stacks, Oversize, Reference Room, Reserves, MMC, Govt Docs, Serials, Microform, CRC...
- ❑ Call Number : Library of Congress Classification, materials arranged alphabetically on shelves by call number
- ❑ Status: Available, Due (date), Library Use Only, On Search, Billed to Bursar, etc.
- ❑ Use Building Guide to locate materials
- ❑ **Use 3rd elevator for “A” floors**

OhioLINK Library Catalog

- ❑ 90 Ohio libraries share circulating resources
- ❑ Borrow from other OhioLINK institutions
- ❑ Delivery within 3 to 5 days
- ❑ Access to millions of items
- ❑ At Maag home page, under **Quick Links**, click on OhioLINK Library Catalog
- ❑ Search by Keyword, Author, Title, or Subject Heading

Search for a Book in OhioLINK

- In OhioLINK, enter a **Subject Heading** search for your topic
- Choose appropriate Subject Heading
- Choose a title from the list of results
- Click on a book thumbnail image if available to view information about the book: Cover Image, Table of Contents, Summaries, Reviews, Excerpt...
- Click ? OhioLINK libraries have this item
- If one is **Available**, you can order it and have it sent to YSU at no charge

Ordering OhioLINK Items

- ❑ If a copy is Available, click on Request this Item
- ❑ Choose Youngstown State from list of institutions
- ❑ Enter name and library barcode number
- ❑ If transaction is successful, the item will be sent to Maag for pickup at the Circulation Desk (3-5 days)
- ❑ To check the status of a request, view Your Library Record from Maag home page under Quick Links
- ❑ Enter name and library barcode number
- ❑ “OhioLINK Received” means the item has arrived

Research Databases

- ❑ Maag Library subscribes to over 100 databases
- ❑ This is NOT information available on the Internet
- ❑ At Maag home page, under **Quick Links**, click on Research Databases
- ❑ Organized by Subject, Type, or Name
- ❑ Off campus access available for many databases
- ❑ Use your name & library barcode to authenticate to OhioLINK databases
- ❑ Use YSU username & password (same as YSU email) to authenticate to YSU proxy databases

Business Research Databases

Use these databases to find business ARTICLES from journals, magazines, newspapers & newswires:

- Business Source Complete (business articles)
- Academic Search Complete (multidiscipline)
- EconLit (economics articles)
- Electronic Journal Center (multidiscipline)
- JSTOR (multidiscipline)
- LexisNexis Academic (multidiscipline)
- MasterFILE Premier (popular magazines)
- NBER Working Papers
- Newspaper Source (newspaper articles)
- PAIS International (political, economic, social issues)
- Regional Business News (30 days of newswires)
- TOPICsearch (current issues)

Scholarly / Academic Journals

- ❑ Articles written by experts in a given field and based on research
- ❑ Expect readers to have a good understanding of the field (terminology, current concerns, etc.)
- ❑ Include extensive documentation
- ❑ Do not contain advertisements
- ❑ Published by professional organizations
- ❑ Examples: *Journal of Accounting Research, Journal of Advertising Research, Business Communication Quarterly, Business Case Journal, Journal of Financial Research*

Trade & Popular Magazines

- ❑ Articles written by staff members or freelance writers
- ❑ Aimed at a general, not an expert audience
- ❑ Include little or no documentation
- ❑ Contain photographs as well as extensive ads
- ❑ Published for commercial reasons or to advocate a point of view
- ❑ Trade publications are geared to a particular industry:
Advertising Age, U.S. Banker, Economist, Management Quarterly, Accountancy Age
- ❑ Popular magazine examples: *Business Week, Forbes, Fortune, Time, Newsweek, U.S. News & World Report*

Business Source Complete

- ❑ Scholarly business database: business articles
- ❑ Search for your topic & Sort by: Date or Relevance
- ❑ Narrow results by Source Type or Subject
- ❑ Click on article title for citation & abstract
- ❑ Click on PDF Full Text or HTML Full Text to print
- ❑ Click on Find It! if not available full text
- ❑ May lead to full text elsewhere and will indicate if library has the physical journal in print
- ❑ Use FindIt! (Olinks) to help with article citation
- ❑ Click on Publications tab on blue toolbar to view indexed publications

Other EBSCO Databases

The following databases use the same search interface as Business Source Complete BUT search different sources:

- Academic Search Complete
- Communication & Mass Media Complete
- EconLit
- MasterFILE Premier
- Newspaper Source
- Regional Business News
- TOPICsearch

Electronic Journal Center

- ❑ Full text of more than 7000 online research journals covering many subject areas, including business
- ❑ **Search for:** Your topic & Sort By: Date or Relevance
- ❑ Open More Search Boxes & Show Limit Options for advanced searching
- ❑ Click on article title for abstract
- ❑ Click on PDF Full Text for full text of an article
- ❑ Browse for specific journals by Title, Subject, or by Publisher
- ❑ Use grey box on right side of screen to help with citation

JSTOR

- ❑ NOT a current issues database; generally a one to five year gap due to archival nature
- ❑ **Search the Collection** for your topic & sort by Date or Relevance
- ❑ Click on article title
- ❑ Click on Item Information for citation & abstract
- ❑ Use References tab to access cited articles
- ❑ To access full text of an article, click on PDF
- ❑ Use the Browse tab on toolbar to browse journal titles by Discipline, Title or Publisher

PAIS International

- ❑ Covers important political, economic, and social issues
- ❑ **Search for:** Your topic
- ❑ Click on article title for citation & abstract
- ❑ Click on Find It! tab to locate article
- ❑ **OLinks** will provide a link if article is available full text and will indicate if we have the physical journal on the sixth floor

National Bureau of Economic Research: NBER Working Papers

- Full subscription to all NBER working papers
- Access through Research Databases list or go to <http://www.nber.org/papers> (on campus)
- Off campus access available
- Enter your topic in search box
- Sort by Date or Relevance
- Select the title of a working paper to view abstract
- Click on PDF (icon or link) to access full text

LexisNexis Academic

- ❑ News, business, legal, medical & reference info
- ❑ Use General tab to search Major U.S. & World Publications, News Wire Services, TV & Radio Broadcast Transcripts, Blogs, etc.
- ❑ Use News tab to search various journals, news, newspaper & wire services
- ❑ Enter search terms in search box & click on Search
- ❑ Sort by Publication Date or Relevance
- ❑ Click on article title to view full text
- ❑ Publications include: *The Associated Press, The New York Times, The Washington Post, Financial Times...*

Electronic Book Center

- ❑ Thousands of scholarly & reference e-books
- ❑ Click on All EBC Collections to search Electronic Book Center, NetLibrary and Safari Books
- ❑ Enter your topic in search box and Go
- ❑ Click on title to access electronic book record
- ❑ Link to Resource in record
- ❑ Use table of contents or arrows to navigate
- ❑ Searching capabilities inside each book
- ❑ Each chapter or section is printable

MJF: Maag Journal Finder

- ❑ At Maag home page, under **Quick Links**, click on MJF: Maag Journal Finder
- ❑ Find & search specific journals by title or browse journals by title or subject
- ❑ Select **Business & Economics** from subject dropdown menu
- ❑ View print and/or electronic holdings for numerous business journals
- ❑ Best way to find an article if you already have the citation!

Online Request Forms

- ❑ If you cannot find the full text of an article AND you have checked Maag Journal Finder and the publication is not available, use an online Article Request Form to order it
- ❑ At Maag home page, under **Quick Links**, click on Online Request Forms, then Article Request Form
- ❑ Fill out form completely and Submit electronically
- ❑ You will receive the article as an email attachment through your YSU email in about a week