

HR Management 3734

Library Instruction

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

Class Pages/Subject Guides

- ❑ Human Resource Management 3734 Class Page:
Maag Home Page (<http://www.maag.ysu.edu/>) →
Class Pages → Human Resource Management 3734
- ❑ Subject guides for various areas of business:
Maag Home Page (<http://www.maag.ysu.edu/>) →
Subject Guide → Business Guides are listed under
“Business”
- ❑ Business Guides: Accounting & Taxation; Local
Business Information; Company Research; Industry
Research; Management; Economics...

MJF: Maag Journal Finder

- ❑ Find & search specific journals by title or browse journals by title or subject
- ❑ At Maag home page, under **Quick Links**, click on MJF: Maag Journal Finder
- ❑ View print and/or electronic holdings for numerous business & economics journals
- ❑ Select **Business & Economics** from subject dropdown menu
- ❑ 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 the article
- ❑ 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 electronically through your YSU email or in print through the mail

Off Campus Access

- ❑ Off campus (remote) access is available for most of the databases
- ❑ At Maag home page, under **Quick Links**, click on Off Campus Access
- ❑ Authenticate to use OhioLINK databases using your name and library barcode
- ❑ Authenticate to the direct link databases (YSU proxy) using your YSU username & password (same as YSU email): EconLit & JSTOR

Scholarly/Academic Journals

- ❑ Articles written by experts in a given field, usually scholars with credentials
- ❑ Expect readers to have a good understanding of the field (terminology, current concerns)
- ❑ Include extensive documentation
- ❑ Do not contain advertisements
- ❑ Published by professional organizations
- ❑ Examples: *Journal of Economic & Social Research*,
Journal of Economic History, *Journal of Economic Issues*

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 specific industry:
Advertising Age, Banker, Psychology Today
- ❑ Popular magazines are geared to a general audience:
Business Week, Forbes, Fortune, Time, Newsweek

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 (remote) access available for many databases
- ❑ You will need your library barcode OR YSU username & password (same as YSU email) to authenticate

Business Research Databases

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

- Business Source Complete (business articles)
- Academic Search Complete (multidiscipline)
- Electronic Journal Center (multidiscipline)
- JSTOR (multidiscipline)
- EconLit (economics articles)
- Regional Business News (30 days of newswires)
- MasterFILE Premier (popular magazines)
- TOPICsearch (current issues)
- Newspaper Source (newspaper articles)

Business Source Complete

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

Academic Search Complete

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

Electronic Journal Center

- Full text of more than 7000 online research journals covering many subject areas
- Search for:** Your topic & Sort By: Date or Relevance
- Click on article title for abstract
- Click on PDF Full Text link to access PDF of article
- Click on printer icon to print an article
- Browse for specific journals by Title, Subject, or by Publisher
- Use grey box on right side of screen to help with citation of the article

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 article, click on PDF
- ❑ Click on printer icon to print article
- ❑ Use the Browse tab on toolbar to browse journal titles by Discipline, Title or Publisher

MasterFILE Premier

(Popular Magazines)

- Full text for over 1750 periodicals in many subject areas
- Search for your topic & Sort by: Date or Relevance
- Narrow results by Source Type or Subject
- Click on article title for citation & abstract
- Click PDF Full Text or HTML Full Text to access article
- Click on Find It! if not available full text
- May lead to full text elsewhere and will indicate if library has the physical journal
- Use FindIt! (Olinks) to help with citation of the article
- Click on Publications tab on blue toolbar to view indexed publications

Newspaper Source

- ❑ Selected full text for regional U.S. newspapers, international newspapers, newswires, etc/
- ❑ **Search for:** Your topic & Sort by: Date or Relevance
- ❑ Click on article title for citation & abstract
- ❑ Click PDF Full Text or HTML Full Text to access article
- ❑ Click on Find It! if not available full text
- ❑ May lead to full text elsewhere and will indicate if library has the physical journal
- ❑ Use FindIt! (Olinks) to help with citation of the article
- ❑ Click on Publications tab on blue toolbar to view indexed publications

LexisNexis Academic

- ❑ News, business, legal, medical & reference information from nearly 7000 sources (most full text)
- ❑ News information is updated daily and wire services several times daily
- ❑ Service covers newspapers, magazines, wire services, federal & state court opinions, federal & state statutes, federal regulations, company profiles & SEC filings
- ❑ Use General tab to search Major U.S. and World Publications, News Wire Services, TV & Radio Broadcast Transcripts, Blogs, etc.

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LexisNexis Academic (cont.)

- Use News tab to search various news, newspaper & wire services
- Enter your search terms in search box
- Select source type & source from the “Sources” dropdown menu
- 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, & many more*

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LexisNexis Academic (cont.)

- Use Sources tab to locate specific sources to search
- To locate sources for human resources articles, click on Sources tab
- Select News & Business Topics (#1)
- Click on Employment & Human Resources file (#3)
- Select source(s) to search
- Click OK-Continue
- Enter search terms in box and click OK-Continue
- Sources include: *HR Reporter, HR Focus, Human Resources, Human Resources Newsletters, etc.*