

## Quick Guide for ECON 205 Spring 2009

Prof. Beth Kinne – Business Law

Joseph Chmura, Librarian

### Background

[BUSINESS: The Ultimate Resource - Dictionary of Business and Management](#)

(CredoRef online)

[Dictionary of Human Resources and Personnel Management](#) (CredoRef online)

[Merriam-Webster's Dictionary of Law](#) (CredoRef online)

[West's encyclopedia of American law](#). REF KF154 .W47 1998

**WorldCat** – catalog of library materials (books significant) across the US.

Use *limits*: English language, books, not juvenile, non-fiction, rank (sort) by date

Expect to use **InterLibrary Loan** with these databases: sources can be outside the HWS Library. Library web page: "Library Services" – "Interlibrary Loan" – "First time users click here" to set up.

### Featured Databases

[Lexis/Nexis Academic](#) – broad news, business, legal coverage

Use area breakout at side to narrow areas: Subject, etc. Use "Power" search for more options (than "Easy").

- Operators: basic are AND, OR, **AND NOT**. There are many special operators, see [Tips for using search connectors](#) link center page, "Power Search."
- Wildcard: basic wildcard is "!" (exclamation) multiple letters end of root word, system will automatically do plurals, "\*" (asterisk) stands in for one letter.
- Grouping: use parentheses to group terms:
  - (small business *or* small company) AND New York State...
- Narrow:
  - by adding more specific search terms
  - limiting terms to a section of document.
    - See ["Show options to search specific document sections"](#) link

- Using words NEAR each other with **w/n**: "ERISA w/2 authorizes"
- Search words in same paragraph – **w/p** ; or words in same sentence **w/s**
- See "Tips for using search connectors" link again
- Date limit on screen

**ProQuest Direct** - newspapers, magazines and journals cover business with good full text.

- Operators: basic are AND, OR, **AND NOT**.
- Wildcard to use with word root is "\*" (asterisk)
- Use "double quotes" to search a phrase
- Limit to journals is possible with check-off box
- Select *business databases only* to narrow down results

**Survey** business literature with:

Ebsco Masterfile (may go away in March)

Lexis/Nexis Academic, *General* or *News* tab.

**ProQuest Direct**

Wilson Business Index Full Text – 900+ publications, Many trade publications, some business journals

Look for economic journal literature:

EconLit

Look for policy or legal background:

Social Sciences Index with full text

P.A.I.S.

Lexis/Nexis Academic, *Legal* tab

**Consult** with the reference librarians

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Ext. 3552, the Reference Desk

Michael Hunter

Jennifer Nace