

Management:	650
techniques	302.35
theory	658
Marketing	658.8
Organisational:	
behaviour	658
development	658.406
Power management	302.35
Research - Business	658.072
Staff development	371.9
Strategic management	658
Team management	658.4022

LIS

Books
Journals
Computers
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eResources
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Help and Advice
Skills Development



Learning and Information Services



Resources for Business and Management Studies

This leaflet outlines the materials and services available to you at St Martin's College and points you in the direction of how to access both print resources and those available on the intranet. You will find more information about library services on the LIS website at <http://www.ucsm.ac.uk/lis> and from the print LIS guide.

Books

You will find an outline of the main classmarks used for Business and Management related subjects at the end of this leaflet.

You will need to check your reading list against the library catalogue (you can access this on the LIS web site) using an author or title search to see where we hold the books you need.

Check that there are copies available in the library and check that these are at the right site (location) for you. Make a note of the collection and shelfmark details as these will tell you exactly where to find the items you want.

If you are looking for books on your subject but do not know exactly what items you need you can carry out a keyword search on the catalogue to see what else the library has on that topic.

The shelfmarks in the library organise the resources by subject area, this means that once you have found the shelfmark for a useful book you will be able to find other books on the same subject nearby on the shelves.

If the item you want is on loan, you can reserve it online by using the *request* buttons on the library catalogue. If you find the item you need is at a different site you can also use a reservation to have it sent to your site of choice. See the separate *Self Reservation* leaflet for more information.



Here is a list of shelfmarks below to get you started when looking for books in the library:

Main collection	
Subject	Shelfmark
Accounting	657
Advertising	658.8
Business:	650
economics	338.7
ethics	174.4
Communication	338.7
Economics	330
Financial management	657
Human resources	658
Information technology	658.4
International business	382
Leadership	302.35
Management of:	
change	658.4062
education	371.2
health	362.1068
hospitals	362.110683
leisure and recreation	790.1
local government	352.14
nursing	610.730683
NHS	362.1068
public sector	352.2
schools	371.207

The e-resources you will find most useful for Business and Management are listed below:

- **ASSIA**- Applied Social Sciences Index and Abstracts (1987 onwards)
- **Blackwell Synergy**
Multidisciplinary database of full-text articles from over 600 journals from Blackwell Publishing
- **EJS (Electronic Journals Service)** - multidisciplinary database, providing access to the full-text of a range of journals
- **InfoTrac** - database providing access to the full text of journals covering many disciplines.
- **NewsBank** - main UK newspapers online from 1998 onwards.
- **Science Direct** - Access to over 1,800 full text journals
- **ZETOC** - the British Library's Electronic Table of Contents service for approximately 20,000 current journals. Email alerts available.

eBooks

You can access almost 7,000 electronic book titles on a range of different subjects. These books can be viewed from any PC with internet access and will allow you to search the online content, save and print small sections of the text.

Please see the separate leaflet called *Guide to the St Martin's Electronic Book Collection* for more information about accessing and using this information.

Newspapers

Current newspapers are available for you to read in the library each day. You can also access full-text articles from many UK daily and Sunday newspapers by searching the online *Newsbank* database (available from the e-resources section of the LIS web site).

Journals

The library stocks a wide range of Business and Management journals in print and electronic format.

You can use the Journals list on the LIS home page to find out whether you have access to a specific title or search for journals on your subject area.

Many of the journals we hold are also listed on the library catalogue but you will not be able to find information about specific articles; to do this you will need to use an e-resource

E-Resources

There are many different e-resources available from LIS including audiovisual materials, teaching resources and online databases.

Online databases allow you to search for relevant journal articles and other published materials in your subject area. Some of these databases will provide details about useful articles that you can then look for in the library (called indexing databases) while others will give you access to the full article online (full-text databases).

The databases for Business and Management are accessible from the LIS web site by selecting *Resources for your Subject* from the central menu. Choose *Business* from the list of subjects and then click on one of the e-resource links that looks most useful to you.



Most databases are searchable by keyword, author and title. You will find that the search screens vary and that different databases hold different amounts of information. It is important to remember that the library does not stock all the journals you might retrieve in your searches so you may need to visit other libraries to obtain the articles, or apply for them via an inter-library loan (£2.00 per article or book). You will need an ATHENS username and password to access many of the e-resources, this is particularly important if you want to access them from off-campus.

Your ATHENS username and password is generated automatically and will be sent to your *college* email account. Please ask at the library if you are unsure how to find this information.

Audio-visual material

The Library stocks a number of videos to support Business and Management.

If you want to find these on the library catalogue you will need to use the *advanced search* screen. Enter a title, author or keyword into the search boxes at the top of this screen and then select the *Format* of the resource you need from the section called *Limit search by*. You can then check the location and shelfmarks of the items you find.

Web Resources

There are lists of useful web sites available from the Web Links section of the LIS web site. These resources are grouped into subject areas and can also be accessed from the web site by selecting *Resources for your Subject* from the central menu, choosing *Business* from the list of subjects, and then clicking on one of the Web Links links that seems most relevant to you.

You can search for quality web pages by using a subject information gateway and you will find a link to the gateway for your subject in this Web Links section.

If you are new to searching the Internet you might want to try the Virtual Training Suite tutorials from Intute -designed for students in Higher Education (<http://www.vts.intute.ac.uk/>). These are also accessible via the *Resources for your subject* link from the web-site.