Library
(248) 823-1228

Library Hours
Fall/Winter/Spring Term
Mon - Thurs 8:30 a.m. - 10:30 p.m.
Friday 8:30 a.m. - 5:00 p.m.
Saturday 8:30 a.m. - 5:00 p.m.
Sunday NOON - 5:00 p.m.

Circulation Periods
Renewable by Phone
Books - 4 weeks
Annual Reports - 1 week

For Use in Library Only:
Journals
Reference Books
Tax Materials
Class Reserves

Overdue Fines:
Four day grace period
First day thereafter, $1.25
Books $.25 / day
Annual reports $.25 / day

Reserve Items:
Four minute grace period
First minute thereafter, $1.25
$.25 per minute

COM 210

Principles of Business Communications
Library Services

Reference Service
Reference librarians are available to help students formulate research strategies using both print and electronic resources. Students may call (248) 823-1228, visit the library for reference help, or email questions to librarian@walshcollege.edu.

Library Orientations
Every semester the librarians offer tailored classroom presentations demonstrating the online databases. Instructors initiate the arrangements for these orientations.

MeLCat  Michigan Electronic Library
Students and faculty can use MeLCat to borrow books from other libraries. MeLCat is a resource-sharing service that lets library patrons search for, locate, and request materials from a single, comprehensive online catalog that includes the holdings of other libraries around the state. MeLCat provides access to millions of items, including books, audio books, music, movies, and other library materials. The Walsh College Library, however, does not borrow or lend DVDs, CDs, or audio visual materials through MeLCat. To order a book through MeLCat go to http://elibrary.mel.org/search. Most books arrive within a week or less.

Interlibrary Loan – Using the Web/Portal Pages—Books Outside Michigan
Books and articles not owned by Walsh College Library can be borrowed through Interlibrary Loan. Before requesting a loan, a student should seek the assistance of a reference librarian to make sure all Walsh Library resources have been checked for the needed item. Faculty and currently enrolled students may request ILL via the library web page. For more information on ILL, visit the library, call (248) 823-1337, or check the Interlibrary Loan web page at http://www.walshcollege.edu/interlibraryloan or select the Interlibrary Loan link under the Library tab in the college portal.

Reserve Materials
Reserve materials that instructors place on reserve for students are stored at the circulation desk and may be checked out for two hours.

Copy Machines at Troy
The library has a black and white copy machine which work with your PaperCut account.

Study Area
Study tables are located by the windows on the north and south sections of the library, as well as at back of the library behind the reference collection.
The Collection

Books
The library collection consists of over 31,000 volumes, totally focused to support the business programs offered at Walsh. The collection covers the areas of accounting, business communications, business law, computer information systems, economics, finance, management, marketing, quantitative methods, information assurance, and taxation. The tax collection is one of the most extensive among public and private libraries in Michigan. In addition, there are over 2,000 electronic business books that can be browsed in the online catalog, as well as over 25,000 e-books through the EBSCO eBook Collection database. Circulating books are located in the black mobile shelving units.

Periodicals
The collection also includes a wide variety of business journals, newsletters, and newspapers which provide current information so important to business research. Current issues are displayed on the magazine shelving unit near the south wall. All periodicals must be used in the library. To obtain back issues, check with a librarian.

To access a list of over 19,000 magazines, journals, and newspapers available on the library’s online databases, go to the library portal page and select the E-Journals link from list under Library Databases.

New Books
New book arrivals are kept on the mobile bookshelves located to the left of the circulation desk. Students are encouraged to browse these books and check them out. Students can also access a list of new books by following the New Books link on the library research guide page at http://researchguides.walshcollege.edu.
Circulation

Library Cards
Walsh students may obtain a library card at the circulation desk at either campus by presenting a registration receipt along with a picture ID (license). This card is automatically updated every semester upon registration. You will need a current library card to check out books and reserve materials, renew books, or, utilize the reciprocal borrowing privileges at other libraries. There is a $5.00 replacement fee for a lost card.

Loan Periods
Students may check books out for four weeks. Reserve materials usually check out for two hours. There is a limit of six books per call number. Reference books and periodicals may not be removed from the library. Most items may be renewed over the phone by calling (248) 823-1228.

Searching Other DALNET Libraries
Click on the Search Other Libraries tab to search the holdings of twenty DALNET libraries by author, title, subject, or general keyword.

Fines for Overdue Materials
Overdue materials are given a four-day grace period. After that (on the 5th day) there is a minimum charge of $1.00 per item and $.25 per day, per book or annual report.

Viewing A List of Reserve Materials
To view materials placed on reserve by either the name of the instructor or the name of the course, go to the library home page at http://www.walshcollege.edu/library, click on the Find Books link under Library on the left side of the screen, enter a search, and then click on the Course Reserves tab.
Walsh College Library Web Page
http://www.walshcollege.edu/library

Library Links:

Find Articles
On-Campus Databases: Search the library's databases from on campus
Off-Campus Databases: Search the library's databases from off campus
Find electronic journals: Find a journal in the library's databases
Find print journals: Find a print magazine or journal in the library collection
Inter-library loan: Request an article from another library

Research Guides – Access tailored web pages arranged by topic to help you make the best use of library resources.

Find Books
Library Catalog: Find books in the library catalog
E-books: Electronic books accessible from any computer
MeLCat: Find and request books in Michigan academic and public libraries
Other Library Catalogs: Find books in Metro Detroit area libraries
WorldCat: Search a catalog of libraries worldwide
Inter-library loan: Request a book from another library

About the Library – Learn about library collection and services and access contact information.

Ask a Librarian – Email your question to a reference librarian for help
Library Portal

To access the library portal, click on the Login link located at the upper right of the home page at http://www.walshcollege.edu; on the next screen enter your user name and password. Click on the menu icon in the upper left corner of the portal screen. Select Library, then one of the items from the drop-down options; for example, Databases.

The Library Portal Page currently consists of these links:

Library Home – Access directory information and library hours for both campuses.

Library Staff – get a list of library staff members with telephone and e-mail information

Databases – click on this tab to access the library’s online databases

Find Books – Access the online catalog.

Research Guides – use these subject specific guides to help find appropriate resources in Accounting, Finance, Communications, Legal Resources, Management, Marketing, and many other topics.

Interlibrary Loan – Get information on how to borrow books from other libraries.

New Books – Get a list of new books recently added to the library collection.

Research Help – Read about the proper ways to document your sources of information, avoid plagiarism. Go to links to improve oral and written communication skills. Download one copy for personal use of the APA Style Guide to Electronic Resource and access the Library’s guide to APA documentation.

Solutions Manuals – Find available solutions manuals for a number of classes.

Library Blog – Read news about the Walsh College Library.
The Communication Research Guide at [http://researchguides.walshcollege.edu/communicationguide](http://researchguides.walshcollege.edu/communicationguide) is a collection of library print and electronic resources important to COM students. The guide includes tutorials and a list of databases to meet your research needs. You can also access the guides by going to the portal page; under the Library tab select Databases; and then click on the Research Guides link from the navigation menu on the left. Select the Communications link and then choose any of the tabs for more information listed under that tab:

- Citing in APA Style
- Evaluating Information
- Doing Presentations
- Class Handouts
- Database Tutorials
- Books to Read
- Research Papers
- New Books
### Electronic Resources

The following online databases are available for research 24/7:

<table>
<thead>
<tr>
<th>Database</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ABI/Inform Complete: ProQuest</strong></td>
<td>Full text articles on global business and management topics.</td>
</tr>
<tr>
<td><strong>Accounting &amp; Tax</strong></td>
<td>As part of the ProQuest ABI/Inform Complete database, it includes full text articles on current accounting and tax topics</td>
</tr>
<tr>
<td><strong>ArchiveGrid</strong></td>
<td>Includes historical documents, personal papers, and family histories held in museums, libraries, and archives around the world</td>
</tr>
<tr>
<td><strong>ArticleFirst</strong></td>
<td>Index of articles from the table of contents of magazines and journals</td>
</tr>
<tr>
<td><strong>LexisNexis Academic</strong></td>
<td>Full text articles including transcripts and congressional hearings, as well as company reports.</td>
</tr>
<tr>
<td><strong>Academic OneFile: Gale</strong></td>
<td>Full text academic journals covering the social sciences, education, humanities, psychology, medicine, science, and criminal justice</td>
</tr>
<tr>
<td><strong>Business Decision</strong></td>
<td>Detailed company profiles, product and brand information combined with investment reports, rankings and market share data allow users to better penetrate the consumer marketplace.</td>
</tr>
<tr>
<td><strong>Business Economics &amp; Theory</strong></td>
<td>Full text articles in magazines and academic journals focusing on topics in economics</td>
</tr>
<tr>
<td><strong>Business Insights: Global</strong></td>
<td>Retrieve case studies and research companies, industries, and economies around the world.</td>
</tr>
<tr>
<td><strong>BNA Accounting Portfolios</strong></td>
<td>Full text explanation and analysis of accounting topics</td>
</tr>
<tr>
<td><strong>BNA Tax Management Portfolios</strong></td>
<td>Topic-driven analysis for researching and analyzing state and federal tax topics</td>
</tr>
<tr>
<td><strong>CCH IntelliConnect</strong></td>
<td>Full text federal and state tax literature</td>
</tr>
<tr>
<td><strong>Checkpoint Accounting, Audit &amp; Corp Finance: RIA</strong></td>
<td>Professional Standards, Audit &amp; Accounting Guides, AICPA Other Alerts, Technical Practice Aids</td>
</tr>
<tr>
<td><strong>Communications &amp; Mass Media Collection</strong></td>
<td>This collection provides current information from more than 100 journals focused on all aspects of the communications field. Key subjects covered include: advertising and public relations, literature and writing, linguistics, and many more.</td>
</tr>
<tr>
<td><strong>Computer Database</strong></td>
<td>Computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology</td>
</tr>
<tr>
<td><strong>CountryWatch</strong></td>
<td>Detailed country reports with political, economic, investment, social, and environmental overviews</td>
</tr>
<tr>
<td><strong>Credo Reference</strong></td>
<td>Online access to business dictionaries and encyclopedias</td>
</tr>
<tr>
<td><strong>D&amp;B Million Dollar Database</strong></td>
<td>Information on over 1,300,000 U.S. leading public and private businesses</td>
</tr>
</tbody>
</table>
Demographics Now

The database provides business and residential information to assess business viability, create sales leads and/or marketing mailing lists, analyze population trends, find potential sponsors and donors, and more.

Dissertations and Theses

Database of all dissertations and theses available in WorldCat, an online library of books and other materials in libraries worldwide.

EBSCO Business Source Elite

Full text from top management, marketing, economic magazines and journals.

EBSCO E-Book Collection

Full text of over 25,000 books in electronic format.

EBSCO Regional Business News

Incorporates 75 business journals, newspapers and newswires covering all metropolitan and rural areas within the United States.

Environmental Studies & Policy

Covering the field of environmental issues and policy, this collection, which includes nearly 200 journals, provides instant access to the multiple viewpoints of this volatile field of study, including perspectives from the scientific community, governmental policy makers, as well as corporate interests.

ERIC

Journal articles and reports in education (mostly full text).

Expanded Academic ASAP: Gale

Full text of journals, magazines, and newspapers covering the arts and humanities, social sciences, science and technology.

FACTIVA

Business news, company financial statements, industry ratios, business web links.

First Research

Industry information on small businesses.

FirstSearch/WorldCat

The OCLC online catalog contains 40 million records describing books and materials owned by libraries around the world.

Faulkner Advisory for IT Studies (FAITS)

Technology reports, tutorials, marketplace overviews product guides, company profiles, and directories.

Faulkner’s Security Management Practices

Provides reports on critical management issues for those charged with providing enterprise-wide security.

FIS Mergent Online: Company Data

Financial information on US and International companies including annual reports.

Gale Directory Library

Search Ward’s Business Directory of Private and Public Companies in Mexico and Canada, as well as access the current publication of Business Rankings Annual Industries.

Gale Virtual Reference


General OneFile: Gale

News and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, etc.

General Reference Center Gold: Gale

Full text articles on general business topics.

GPO Monthly Catalog

Index only (no full text) for U.S. government documents (Congressional reports, hearings, debates, judiciary materials).

Health Ref Center Academic: Gale

Full text articles on fitness, medicine, and health designed for academic libraries.

Health and Wellness Resource Center

Includes health/medical journals, reference books, & over 700 health-related videos; it is designed for students, patients, health professionals.

InfoTrac Business Collection

Business Collection provides coverage of all business disciplines, including accounting, economics, finance, marketing, management and strategy, as well as business theory and practice.
<table>
<thead>
<tr>
<th>Service/Collection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>InfoTrac Newsstand</strong></td>
<td>A collection of thousands of full text international, national, state, and local newspapers</td>
</tr>
<tr>
<td><strong>Gale Professional Collection</strong></td>
<td>Full text journals covering educational topics</td>
</tr>
<tr>
<td><strong>Insurance &amp; Liability Collection</strong></td>
<td>This collection covering environmental issues and policy includes nearly 200 journals which provide multiple viewpoints, including perspectives from the scientific community, governmental policy makers, as well as corporate interests</td>
</tr>
<tr>
<td><strong>JSTOR</strong></td>
<td>Full text articles covering business, economics, finance, management, and statistics.</td>
</tr>
<tr>
<td><strong>LearningExpress Library</strong></td>
<td>Interactive online learning platform of academic and licensing/certification practice tests, elementary level testing for math and reading. Includes a section that takes users from job assessment to success on the job.</td>
</tr>
<tr>
<td><strong>LegalForms</strong></td>
<td>Gale Legal Forms provides actual forms and documents in Word format helping users to deal with their legal needs – whether for business, personal, or litigation purposes. In addition, this resource also includes a law digest, legal Q and As and an attorney directory</td>
</tr>
<tr>
<td><strong>LegalTrac (Gale)</strong></td>
<td>Articles in all major law reviews, law journals, specialty law and bar association journals, and legal newspapers</td>
</tr>
<tr>
<td><strong>Library Catalog</strong></td>
<td>Search simultaneously for books and articles held by the Walsh College Library.</td>
</tr>
<tr>
<td><strong>Military &amp; Intelligence</strong></td>
<td>A custom collection of over 400 journals, covering all aspects of the past and current state of military affairs. Key subjects include socioeconomic effects of war, governmental policies, the structure of armed forces, etc.</td>
</tr>
<tr>
<td><strong>Morningstar Investment Research Center</strong></td>
<td>Access financial information on thousands of mutual funds.</td>
</tr>
<tr>
<td><strong>National Bureau of Economic Research (NBER)</strong></td>
<td>Working papers and economic research by 500 university professors, 2001-2009</td>
</tr>
<tr>
<td><strong>New York Times</strong></td>
<td>Full text of the <em>New York Times</em> from 1995 to the present.</td>
</tr>
<tr>
<td><strong>OAlster</strong></td>
<td>Catalog of digital resources including books, articles, and multimedia.</td>
</tr>
<tr>
<td><strong>OECD</strong></td>
<td>Access to the OECD Economic Outlook and OECD Economic Surveys</td>
</tr>
<tr>
<td><strong>Opposing Viewpoints in Context</strong></td>
<td>Full text viewpoint articles, topic overviews, full-text magazines, academic journals, news articles, primary source documents, statistics, images, videos, audio files and links to websites on today’s hottest social issues.</td>
</tr>
<tr>
<td><strong>Psychology Collection</strong></td>
<td>This collection gives individuals a basic understanding of the study of the mind, emotions and how the human mind develops and diminishes over time.</td>
</tr>
<tr>
<td><strong>Research Companion</strong></td>
<td>Nine research modules in this online database help you evaluate information, select a topic, learn how to find information, revise and organize your research, avoid plagiarism, etc.</td>
</tr>
<tr>
<td><strong>Small Business Collection</strong></td>
<td>This database provides insights, tips, strategies and success stories about entrepreneurship. Users will find 250 subject-appropriate full-text periodicals.</td>
</tr>
<tr>
<td><strong>Small Business Resource Center</strong></td>
<td>Learn how to start, finance or manage your small business. Resources include sample business plans, how to guides, articles and websites.</td>
</tr>
<tr>
<td><strong>Social Science Research Network</strong></td>
<td>SSRN offers advanced research with full text in the social sciences in the areas of accounting, economics, entrepreneurship, finance, health, management, marketing, negotiations, etc.</td>
</tr>
</tbody>
</table>
Social Sciences Abstracts
Abstracts with some full text of articles on the social sciences; available in the FirstSearch database.

Statistical Abstract of the U.S.
Summary of statistics on the social, political, and economic organization of the United States.

Statistical Abstract of the World
Collection of the statistical abstracts of approximately 40 countries.

S & P Net Advantage
U.S. Industry profiles, trends, ratios, and statistics, stock reports, mutual fund information, as well as Industry Global Supplements for Europe, Asia, Latin America.

U.S. History Collection
This collection of over 40 journals provides balanced coverage of both the current thought and events in US History, as well as scholarly work being established in the field; useful both to the novice historian and to the advanced academic researcher.

ValueLine Investment Online
Company financial information on approximately 7500 companies as well as short summaries of over 100 industries.

Wall Street Journal
Search the current issue or back issues using the Factiva database.

World Almanacs

World History Collection
This collection of over 40 journals provides coverage of both the current thought and events in World History, as well as scholarly work being established in the field; useful both to the novice historian and to the advanced academic researcher.

INTERNET
Internet for educational research via Microsoft Explorer is available at all computer terminals.

For remote access to the library database, go to the portal page at (https://myportal.walshcollege.edu/).
To check on your user name and password students can go to https://webadvisor.walshcollege.edu/. Students can also contact the Office of Information Technology Help Desk at (248) 823-1350 for any technical problems with their ID and password.

Printing from Library Computers
Each term students are given a printing allowance of $24.50. Once that allotment is used up, students will (1) need to add money to their account through the business office or (2) pay for copies with their charge card; click on the PaperCut icon located at the bottom of your screen and fill out the required information. Any money not used during a term will be carried over to the next term. No refunds will be made.

Research Guides
http://researchguides.walshcollege.edu/
The library has prepared subject-specific research guides to help you with research. Currently, the guides cover these subject areas: accounting, APA documentation, communication, entrepreneurship, finance, global business information, health care reform, human resources, human resource management, information assurance, legal resources, labor relations, management, marketing, project management, MBA 670, MGT 461, MGT 501 organizational change & learning, operations management, organizational design, QM 515, reading lists, and tax.

Instructional Handouts
Since each database is searched differently, the library provides instructional guide sheets for each database. Students may also obtain instructional handouts for online databases from the library web page at http://researchguides.walshcollege.edu. For finance-oriented tutorials also select the Finance link and then the Tutorials tab.

The librarians also encourage students to ask for assistance in learning how to search the electronic databases.