Library
(248) 823-1228

Library Hours
Summer Term

Troy Library Hours
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 Closed

Novi Library Hours
Mon. – Thurs. 3:30 p.m. – 10:30 p.m.
Fr., Sat., Sun. CLOSED

Circulation Periods
Renewable by Phone
Books – 4 weeks

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

Instructor
Gyongyi Konyu-Fogel

Global Human Resource Management

2013
MGT 555
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.

DALNET Reciprocal Borrowing
Patrons can now request items from other local area academic libraries, through their Walsh online catalog and have them delivered to their library by using the DALNET Get It Local feature of the online catalog. When you have done a search on the shared catalog system and don’t see an item you want, you can click the DALNET Get It Local button which takes you to the shared catalog. Select the item you want, and click the Request a copy link. Enter your library card number to complete the transaction. Books will be delivered to Walsh.

Borrowing from Other Academic Libraries Using Michicard
Students can request a Michicard sticker to be placed on their Walsh library card; see http://michigan.gov/michicard for a list of participating public and academic libraries. Students may also go directly to one of the participating DALNET libraries with which Walsh College Library has worked out reciprocal borrowing privileges. Students must return borrowed materials at a time set by the lending library. You will be asked to present a drivers license and a Walsh class registration receipt as proof that you are a currently enrolled student. Check with a librarian for more information.

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 two black and white copy machines which work only with copy cards which can be purchased and reused by adding additional money to them using the card dispenser machine.

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.
**Library Links:**

<table>
<thead>
<tr>
<th><strong>Find Articles</strong></th>
<th><strong>Find Books</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-Campus Databases:</strong> Search the library's databases from on campus</td>
<td><strong>Library Catalog:</strong> Find books in the library catalog</td>
</tr>
<tr>
<td><strong>Off-Campus Databases:</strong> Search the library's databases from off campus</td>
<td><strong>E-books:</strong> Electronic books accessible from any computer</td>
</tr>
<tr>
<td><strong>Find electronic journals:</strong> Find a journal in the library's databases</td>
<td><strong>MeLCat:</strong> Find and request books in Michigan academic and public libraries</td>
</tr>
<tr>
<td><strong>Find print journals:</strong> Find a print magazine or journal in the library collection</td>
<td><strong>Other Library Catalogs:</strong> Find books in Metro Detroit area libraries</td>
</tr>
<tr>
<td><strong>Inter-library loan:</strong> Request an article from another library</td>
<td><strong>WorldCat:</strong> Search a catalog of libraries worldwide</td>
</tr>
<tr>
<td><strong>Research Guides</strong> – Access tailored web pages arranged by topic to help you make the best use of library resources.</td>
<td><strong>Inter-library loan:</strong> Request a book from another library</td>
</tr>
</tbody>
</table>

**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.
Walsh College Library Portal

To access the library portal, go to the college home page at [http://www.walshcollege.edu](http://www.walshcollege.edu); then select the Login link at the top and then the Active Campus Portal link, enter your email name and password, select the Library link at the top of the screen. You can also go directly to the portal at [https://myportal.walshcollege.edu](https://myportal.walshcollege.edu).

The Library Portal Page currently consists of these links:

**Main Page** – 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

**Research Guides** – Use these subject specific guides to help find appropriate resources in Accounting, APA Documentation, Communication, Doctoral Information, Entrepreneurship, Finance, Global Business Information, Health Care Reform, Human Resources, Information Assurance, Labor Relations, Legal Resources, Management, Marketing, Project Management, Reading Lists, and Tax.

**Interlibrary Loan** – Go to a page where you can request books from other libraries

**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.

**New Books** – Access a list of books recently added to the collection.

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

**Walsh Virtual Librarian** – Ask a librarian a question via email.
Human Resource Management Research Guide

http://researchguides.walshcollege.edu/hrm

Check out the Human Resource Guide to find databases (for articles), books, e-books, suggested keywords to search, web sites, associations, and more to help you with your MGT 555 project.

You can enter the url above, or you can access the site from the portal. Click on databases under the Library tab in the portal and select the Research Guides link in the left navigation area.

- Magazines and Journals
- Legal
- Global HR Web Sites
- Compensation & Benefits
- Training & Development
- Recruiting and Hiring
- Professional/Research Associations
- Human Resources Suggested Keywords
Global Business Information Research Guide

http://researchguides.walshcollege.edu/globalbiz

Use this guide to obtain country information. Pages include the following:

- **Library databases** to find articles and country reports
- **Internet Sites on Country Information:**
  - Governments and National Parliaments
  - International trade and Marketing
  - International Economics
  - North America
  - South America
  - Asia
  - Africa
  - Europe
- **Books to Read:**
  - Intercultural Communication
  - International Business Enterprises
The following online databases are available for research 24/7:

**ABI/Inform Complete: ProQuest** Full text articles on global business and management topics.

**Accounting & Tax**
As part of the ProQuest ABI/Inform Complete database, it includes full text articles on current accounting and tax topics.

**ArchiveGrid**
Includes historical documents, personal papers, and family histories held in museums, libraries, and archives around the world.

**ArticleFirst**
Index of articles from the table of contents of magazines and journals.

**LexisNexis Academic**
Full text articles including transcripts and congressional hearings, as well as company reports.

**Academic OneFile: Gale**
Full text academic journals covering the social sciences, education, humanities, psychology, medicine, science, and criminal justice.

**Business Economics & Theory**
Full text articles in magazines and academic journals focusing on topics in economics.

**Business Insights: Essentials**
Full text articles from 1980 to the present with information on companies, markets and industries, market trends, mergers and acquisitions, management theory.

**Business Insights: Global**
Retrieve case studies and research companies, industries, and economies around the world.

**BNA Accounting Portfolios**
Full text explanation and analysis of accounting topics.

**BNA Tax Management Portfolios**
Topic-driven analysis for researching and analyzing state and federal tax topics.

**CCH IntellisConnect**
Full text federal and state tax literature.

**Checkpoint: RIA**

**Checkpoint Accounting, Audit & Corp Finance: RIA**
Professional Standards, Audit & Accounting Guides, AICPA Other Alerts, Technical Practice Aids.

**Communications & Mass Media Collection**
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.

**Computer Database**
Computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

**CountryWatch**
Detailed country reports with political, economic, investment, social, and environmental overviews.

**Credo Reference**
Online access to business dictionaries and encyclopedias.

**D&B Million Dollar Database**
Information on over 1,300,000 U.S. leading public and private businesses.
<table>
<thead>
<tr>
<th><strong>Demographics Now</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dissertations and Theses</strong></td>
<td>Database of all dissertations and theses available in WorldCat, an online library of books and other materials in libraries worldwide.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EBSCO Business Source Elite</strong></td>
<td>Full text from top management, marketing, economic magazines and journals</td>
</tr>
<tr>
<td><strong>EBSCO Regional Business News</strong></td>
<td>Incorporates 75 business journals, newspapers and newswires covering all metropolitan and rural areas within the United States.</td>
</tr>
<tr>
<td><strong>Environmental Studies &amp; Policy</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>E-Journals</strong></td>
<td>The database locates full-text articles published in the library databases.</td>
</tr>
<tr>
<td><strong>ERIC</strong></td>
<td>Journal articles and reports in education (mostly full text)</td>
</tr>
<tr>
<td><strong>Expanded Academic ASAP: Gale</strong></td>
<td>Full text of journals, magazines, and newspapers covering the arts and humanities, social sciences, science and technology</td>
</tr>
<tr>
<td><strong>FACTIVA</strong></td>
<td>Business news, company financial statements, industry ratios, business web links</td>
</tr>
<tr>
<td><strong>First Research</strong></td>
<td>Industry information on small businesses</td>
</tr>
<tr>
<td><strong>FirstSearch/WorldCat</strong></td>
<td>The OCLC online catalog contains 40 million records describing books and materials owned by libraries around the world.</td>
</tr>
<tr>
<td><strong>Faulkner Advisory for IT Studies (FAITS)</strong></td>
<td>Technology reports, tutorials, marketplace overviews product guides, company profiles, and directories</td>
</tr>
<tr>
<td><strong>Faulkner's Security Management Practices</strong></td>
<td>Provides reports on critical management issues for those charged with providing enterprise-wide security</td>
</tr>
<tr>
<td><strong>FIS Mergent Online: Company Data</strong></td>
<td>Financial information on US and International companies including annual reports</td>
</tr>
<tr>
<td><strong>Gale Directory Library</strong></td>
<td>Search <em>Ward's Business Directory of Private and Public Companies</em> in Mexico and Canada, as well as access the current publication of <em>Business Rankings Annual</em></td>
</tr>
<tr>
<td><strong>Gale Virtual Reference</strong></td>
<td>Access to <em>Business Plans Handbook</em>, vol. 11, and the <em>Encyclopedia of American Industries</em></td>
</tr>
<tr>
<td><strong>General Business File ASAP: Gale</strong></td>
<td>Full text investment reports; news and articles on companies, industries, and products</td>
</tr>
<tr>
<td><strong>General OneFile: Gale</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>General Reference Center Gold: Gale</strong></td>
<td>Full text articles on general business topics</td>
</tr>
<tr>
<td><strong>GPO Monthly Catalog</strong></td>
<td>Index only (no full text) for U.S. government documents (Congressional reports, hearings, debates, judiciary materials.</td>
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<tr>
<td><strong>Health Ref Center Academic: Gale</strong></td>
<td>Full text articles on fitness, medicine, and health designed for academic libraries.</td>
</tr>
<tr>
<td><strong>Health and Wellness Resource Center</strong></td>
<td>Includes health/medical journals, reference books, &amp; over 700 health-related videos; it is designed for students, patients, health professionals</td>
</tr>
<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 LegalForms 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>Online catalog of books held by Walsh and other college libraries in the area.</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>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>
<tr>
<td><strong>Social Sciences Abstracts</strong></td>
<td>Abstracts with some full text of articles on the social sciences; available in the FirstSearch database.</td>
</tr>
<tr>
<td><strong>S &amp; P Net Advantage</strong></td>
<td>U.S. Industry profiles, trends, ratios, and statistics, stock reports, mutual fund information, as well as <em>Industry Global Supplements</em> for Europe, Asia, Latin America.</td>
</tr>
<tr>
<td><strong>U.S. History Collection</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>ValueLine Investment Online</strong></td>
<td>Company financial information on approximately 7500 companies as well as short summaries of over 100 industries.</td>
</tr>
<tr>
<td><strong>Wall Street Journal</strong></td>
<td>Search the current issue or back issues using the Factiva database.</td>
</tr>
<tr>
<td><strong>World History Collection</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>

**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/](https://myportal.walshcollege.edu/).

*To check on your user name and password students can go to [https://webadvisor.walshcollege.edu/](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/](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, doctoral student guide, 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/](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.
Serial Solutions
Finding Full Text Electronic Journals

An Easy Way to Search for Full Text Articles in Specific Magazines, Journals, or Newspapers:

The Serial Solutions database allows users to locate which online database indexes the full text of specific magazines, journals, or newspapers. The database can be extremely useful. For example, let’s say you find only the abstract of an article in one database, and it is exactly what you need. You will want to find the full text in another database, but where would you look? Searching every library database would be time-consuming. Serial Solutions solves this problem by providing a database listing magazines, journals, and newspapers, along with the online databases where they can be found.

Go to the portal page at https://myportal.walshcollege.edu, select Databases from under the Library tab. Scroll down and select the E-Journals Available on the Library’s Online Databases link from the list. On-Campus users can access the database by going to http://www.walshcollege.edu/oncampusdatabases and then selecting the same E-Journals link. A screen with alphabetical letters will be displayed. Simply click on the appropriate letter for the magazine, journal, or newspaper you are looking for. The next screen displays all the periodicals alphabetized under that letter. Scroll down and find the publication you are looking for. After each journal title is a list of databases that index that particular magazine, journal, or newspaper. Clicking on one of the links takes you to the search screen of the database indexing the publication you want or to a screen that allows you to search your magazine or journal by title.

Full-text journals, magazines, and newspapers are available in the following databases licensed to Walsh College Library:

- ABI/Inform Complete: ProQuest
- Academic: LexisNexis
- Business Insights: Essentials
- Business Insights: Global
- Computer Database
- EBSCO Business Source Elite
- EBSCO Regional Business News
- Expanded Academic ASAP
- FACTIVA
- DemographicsNow (Gale) Opposing Viewpoints in Context
- General OneFile
- General Business File ASAP
- General Reference Center Gold
- Health and Wellness Resource Center
- Health Reference Center Gold
- JSTOR
- LegalTrac

To find titles of magazines, journals, and newspapers available in the library in print format, you will need to search the Library's Online Catalog. If the title you want is not available online or at the library, you may use the Library's Interlibrary Loan Services available on the library web page at http://www.walshcollege.edu/interlibraryloan.
How can I get the full text of an article? I only found the abstract.

Log into the portal. From the Library tab, select Databases. Scroll down to the E-Journals Available on the Library’s Databases link.

A list of databases that index that magazine in full text will be displayed. Check the dates covered to make sure the date you need is included.

ABI/INFORM Complete and EBSCO Business Source Elite are the easiest to use.

Note: Business Week became Bloomberg Business Week, but if you search on Bloomberg Business Week, you will not get earlier editions of Business Week.

If you select ProQuest, your next screen would look like this:

Choose a date range
+2010-2011
+2000-2009
+1990-1999
+1980-1989
+1972-1979
Keep clicking on the + signs until you reach the date desired.

EBSCO Business Source Elite
We searched for the magazine, Supervision:

The screen for EBSCO Business Source Elite would display a list of years on the right. When you click the + sign in front of the date, the issues for that year come up. Choose the issue that you need from that year to get a list of full text articles in that issue.

Clicking on the first link, May 2, 2011 displays the following screen of 34 documents:

Results will be in alphabetical order
You can sort by page order or reverse page order

Clicking on the + sign expands the contents under the year
Volume 72 Issue 5 of the May 2011 in EBSCO brings up 7 documents arranged by page number:

1. **addressing employees’ feelings of inequity: capitalizing on equity theory in modern management**
   - By: Bell, Reinald L., Supervision, May 2011, Vol. 72 Issue 5, p.3-6, 4p
   - Subjects: COMMUNICATION; MANAGEMENT; EXECUTIVES; EMPLOYEES; DISCRIMINATION; DISCRIMINATION in employment; ACTIONS & defenses

2. **use your “dream team” to advance your career**
   - By: Jay, Joelle K., Supervision, May 2011, Vol. 72 Issue 5, p.7-9, 2p
   - Subjects: CAREER; development; VOCATIONAL guidance; Vocational Rehabilitation Services; Professional and Management Development Training; GOAL (Psychology); MENTORING; MENTORS

NB11
How do I find scholarly or peer-reviewed articles?

Some faculty may request that you use articles from peer-reviewed journals in doing your research. These articles can be called peer-reviewed, refereed, or scholarly articles. Articles in peer-reviewed and refereed journals are critically reviewed and evaluated by experts and scholars in that field prior to publication; these reviewers evaluate the quality of the methodology, data, analysis, and findings that are presented by the author of the articles. The review process insures that the article contains quality scholarship before it gets published. Journals labeled as scholarly are also written by experts in a discipline for an academic audience. Like peer-reviewed journals, they contain articles on original research and are well documented with in-text references and references to other scholarly research articles. Not all scholarly journals go through the peer-review process, but articles in peer-reviewed or refereed journals are all considered scholarly.

You can limit your search in many of the databases to peer-reviewed articles by checking a box on the search page:

- **ProQuest ABI/Inform Complete database:**
  - Peer reviewed; the scholarly journals option is under Source type on the advanced search screen.

- **EBSCO Business Source Elite**
  - Check the box Scholarly (Peer Reviewed) journals

- **Gale Databases:**
  - Check the box to peer-reviewed publications; most Gale databases have this option; exceptions are noted next to the database.

Gale databases include the following:
- Academic OneFile
- Business Insights: Essentials (From the search results screen, click on the Journals link on the left; magazines will also be listed, however.)
- Computer Database
- Expanded Academic ASAP
- General One File
- General Business File ASAP (Check the box to refereed publications)
- General OneFile
- General Reference Center Gold
- Health Reference Center Academic
- Health and Wellness Resource Center (check the box: Refereed publications)
- LegalTrac
- Opposing Viewpoints in Context (You will pull up academic journals, but most are not scholarly or peer-reviewed)

- **JSTOR** – all articles are scholarly

NB http://www.walshcollege.edu/upload/docs/Library/libhowpeerarticles.pdf
Online Library Catalog
http://www.dalnet.lib.mi.us/walsh/

On-campus and remote access to the web-based catalogs of Walsh College Library and other DALNET (Detroit Area Library Network) Libraries.

From the college home page select the Library link. To do a general keyword search you can use the Search the Library Catalog box. For more specific searches, select Find Books from the Library link on the left and then select Library Catalog.

NAVIGATION TABS/LINKS

Search – Do the easiest search – the basic search
Start Over - return to the basic search screen

Course Reserves – Check items placed on reserve by course name or instructor
Research Databases – Go to the list of databases available off-site from your home or office

Search Other Libraries – Go to links for the libraries in the Detroit Area Library Network

E-books - Get a list of over 2000 e-books

Search Print Journal Titles - search the list of journals owned by the library in hard copy

E-Journals - Search for online magazines, journals, newspapers

Power – Using this advanced search, select from multiple search fields, add limiters, narrow by document type, and sort using many options

Ask a librarian – Email a question to a reference librarian

History – View previous searches

SEARCH FIELDS

• Keyword Search
Use keyword searching when you are uncertain about the exact title or the official subject heading, or if you want to enter several search terms.

Examples: leadership strategic management

Combining Terms in Basic Keyword Searches
Combine keywords using the Boolean operators: and, or, and not

and managers and forecasting
or wages or salaries
not stocks not bonds

Truncation in Keyword Searching
Use the * symbol to retrieve records with plurals, and various forms or spellings of a word

Examples: market* retrieves records with market, markets, marketing, etc.
tax* retrieves records with tax, taxes, taxation

Punctuation
Omit apostrophes, hyphens, commas, capitalization

Examples: accountants handbook
Displays accountant’s handbook or accountants’ handbook
Title Keyword Search

Finds titles of books and journals owned by Walsh College Library. Type as much of the title as you know. You do not need to type the entire title. Omit initial articles like a, an, and the. A list of all titles in the catalog will display in chronological order beginning with the most recent title.

Example: bankruptcy bomb
Pulls up Seven Steps to a Successful Business Plan.

Author Keyword Search

Searches for all authors with the name you enter; results will be in chronological order unless you select another option from the sort by box.

Example: covey or covey, stephen

Subject Keyword Search

Finds records with the terms you entered in the search field

Examples: employee training employees—recruiting

Journal/Magazine Keyword Search

Limit your search to magazines, and journals owned by the library

ISBN Search


Example: 9780814415115

Publisher Keyword Search

Example: ppc
or practitioners publishing company

MeLCat Michigan Electronic Library Catalog

http://elibrary.mel.org/search

MeLCat is a resource-sharing service that lets library patrons search for, locate, and request books from a single, comprehensive online catalog that includes the holdings of other Michigan libraries around the state. Students can go to the web site and request a book; it will usually arrive within a week.

File (Library Catalog 2012)

DALNET Reciprocal Borrowing

Patrons can now request items from other local area academic libraries, through their Walsh online catalog and have them delivered to their library by using the DALNET Get It Local feature of the online catalog. When you have done a search on the shared catalog system and don’t see an item you want, you can click the DALNET Get It Local button which takes you to the shared catalog. Select the item you want, and click the Request a copy link. Enter your library card number to complete the transaction. Books will be delivered to Walsh.

MICHCARD

Walsh College participates in a statewide library card program, Michicard. Over 300 public and academic libraries in Michigan participate in Michicard. For more information, go to http://michigan.gov/michicard. Patrons obtain a Michicard sticker to be attached to their local library card from their home library. The patron, not the home library, is responsible for returning borrowed items. A directory of participating libraries can be found at the Michicard web site at https://mdoe.state.mi.us/isapi/4disapi.dll/directory/search.html.

RECIPROCAL BORROWING

Walsh College has arranged reciprocal borrowing privileges for students at the following academic libraries through the Detroit Area Library Network and beyond:

College for Creative Studies
Detroit Public Library (M)
Eastern Michigan University (M)
Lawrence Tech University
Macomb Community College
Madonna University
Marygrove College (M)
Michigan State University (M)
Oakland Community College
Oakland University
Rochester College
Schoolcraft College (M)
Troy Public Library
University of Detroit Mercy
University of Michigan-Dearborn
University of Windsor
Wayne County Community College
Wayne State University. (M)

*Colleges with an (M) require Michicard.

If you plan to go directly to another academic library, you should always call ahead to double-check on their borrowing requirements, as these may change. The Walsh Library can also get books for you through interlibrary loan, but you need to allow 10 days or even two weeks for items borrowed from outside the state. See the Interlibrary page at http://www.walshcollege.edu/interlibraryloan
ProQuest ABI/Inform Complete
Search worldwide business periodicals for information on advertising, marketing, economics, human resources, finance, taxation, computers and information on over 60,000 companies.

Basic Search Screen

Retrieve only articles with the full text
Enter keywords
Click to activate the search
Access search tips
Go to the Advanced Search Screen
Search for scholarly articles

Operators
and - Finds articles with both terms
or – Finds articles with one or both terms
not – finds the first term and excludes the second
Quotation marks - Searches for the exact phrase

Results Screen

ProQuest suggests other subjects to search
View APA citation
Preview abstract or summary of the article
Refine the search to a source type.

Narrow Results by Source Types:
- Scholarly Journals
- Reports
- Magazines
- Dissertations & Theses
- Newspapers
- Conferences & Proceedings
- Trade Journals
- Other Sources

Additional Ways to Narrow Results
- Publication Title
- Document Type (article, news, feature, general information, report, industry report, commentary)
- Keyword
- Subject
- Classification
- Co/org
- Location
- Person
- Language
- Date
**Fields from the drop-down menu**

**Keyfields + text** – Search in the text of the article and in the abstract, author, document text, document title, subject fields.

**Citation/abstract** – CABS Search for keywords in the citation and abstract.

**Abstract AB** – Search for keywords in the abstract of articles

**Author AU** – Search for a specific author

**Document Text FT** Search for keywords in the body of the article

**Document Title TI** – Search for keywords in the title of the article.

**Publication Title PUB** – Search for keywords in the titles of periodicals

**Subject heading (all)** – Search for subject keywords from a controlled list

**Tags – TAG** – Label documents with keywords to share or use for later searching.

**Classification** – CC 4 digit numbers that let you target search by topic, industry or market, geographical area, or article type

**Co/Org ORG** - Search for a company or organization

**Location – LOC** – Search for a specific geographic area or location

**NAICS- NAICS** - Search for articles on a specific industry

**Person PER** – Search for articles about a specific person

**Product Name NP** – Find articles about a specific product

**Viewing Formats:**

- **Full Text** gives you the citation, abstract, and full text only of the article with no graphics
- **Citation/Abstract** – view the summary and citation for the article
- **Full Text PDF** gives you the pdf file for the article as originally published.
Additional Actions:

Save- save articles and documents

Email – email articles to yourself or group member

Tags - access tags that have been assigned a document. Tags are relevant words or phrases given to items in ProQuest to help you organize your research and classify items. You can share your tags with other users or keep them private using My Research, and follow existing tags to find related material. You can add as many tags to a document as you want.

Other Types of Advanced Search

Command Line- This feature is best for expert searchers who want to use command line syntax like ti(social entrepreneurship ) or au(spear, roger).

Find Similar – Enter or paste text from a document to find similar items. Limit search to full text or scholarly journals. Display options by Relevance, Date (oldest first), or Date (most recent first)

Look Up Citation -Use when you want to find document and have incomplete information such as only the title or only the auth (or ISSN, ISBN, date, date range, document ID). You can also use this feature to make sure you have an entry in your bibliography correct.

Obituaries – Search obituaries, death notices in newspapers. Look up a deceased person and also search for names of relatives, occupations, hobbies, location of death, or other personal information
ProQuest ABI/Inform Complete  Publication Search

1. Click the **Publications** link at the top of the screen.

2. Enter the publication title in the search box

3. Select from the menu:
   - In title (default)
   - Title begins with
   - In publication summary
   - In subject

You can also choose from an alphabetical list

Next Screen

1. Click the + sign to display the issues under those years

2. For example, click on the + in front of 2010-2011 and again on the + in front of 2010 to display the contents under 2010; then select the month and issue of your choice.
Create new content alerts to be sent to you by email. If you are researching a topic for an extended period of time, you might want to set up an email alert or an RSS feed so that you will automatically be notified of new articles on your subject of research.

**Setting up an Email Alert:**

After you retrieve your search results, select the Set up alert link at the top of the screen.

Not shown: Select HTML or text-only format to receive your email.

You will get a message that your alert has been created.
Setting up an RSS Feed

An RSS feed for your current search, or for a publication title, serves the same purpose as an alert. Your RSS feed lets you know when new documents (or issues) are available in ProQuest. However, an RSS feed gives you more flexibility of access. Instead of only being delivered by email, you can integrate your RSS feed into an RSS reader or into a Web page. When you create an RSS feed, ProQuest provides you with a link that you can add to an RSS reader—such as the one built into Microsoft Outlook—or integrate into your own Web page or a Web page at your institution. Clicking the link at any time will display the most current matching search results, or the most current issue’s contents.

Click on the Create RSS feed link at the top of the search results screen.

The next screen tells you that your feed has been created. It will expire in 3 months if it is not accessed. You can also delete the feed at this screen if you change your mind.

You can view and manage all of your RSS Feeds when you are signed into your My Research account. First you need to create an account by selecting the My Research account button.
Full text coverage for more than 1,100 scholarly business, management and economics journals, including nearly 500 peer-reviewed publications.

Offers indexing and abstracts for nearly 1,800 journals.


Includes full text (PDF) coverage dating back as far as 1985, and detailed company profiles for 10,000 companies.

GET A LIST OF SEARCHABLE FIELDS

SEARCHABLE FIELDS
Click on Field Codes to get a list of available codes to help you narrow your search.

AU Keyword search for author: Ex: AU Manry, David
CO Company keyword search Ex: CO Microsoft
TI Title keyword search: Ex: TI sexual harassment
SU keyword search of thesaurus, subject headings, companies, products, people, and author-supplied keywords: Ex: SU wall street

AB Abstract: keyword search
Ex: AB tax reform

People: Keyword search of people’s names: Ex: PE buffett, warren

PS Reviews & Products: Ex: PS dell dimension 8200

SO Publication Name Ex: SO time

TK Ticker Symbol: Ex: TK AMZN

TX keyword search of all searchable fields
Ex: TX data warehousing

Boolean Operators

AND retention and turnover
Finds articles that contain both terms

OR retention or turnover
Finds articles that contain either term

NOT retention not turnover
Finds articles with the term retention, but not the term turnover

Combine Terms Using Parentheses:
(motivation or job satisfaction) and turnover
Finds articles with turnover and either motivation or job satisfaction

LIMIT SEARCH BY DOCUMENT TYPE:
abstract, article, bibliography, book review, case study, directory, editorial, entertainment review, erratum, interview, letter, literature review, obituary, poem, poetry review, proceeding, product review, recipe, short story, speech
Proximity Searches
N near operator
Tax N5 reform
Find tax within 5 words of reform in any order
W within operator
Tax w8 reform
Tax is within 8 words of the term reform in that order

Truncation
* finds root words
comput* finds computer(s), computing
? replace an unknown character
ne?t find results containing neat, nest, next

Search Results can be limited to the following:
All Results
Academic Journals
Trade Publications
Magazines

Viewing Formats
HTML Full Text
PDF Full Text

Delivery Options
Print
Click the print icon; click OK.
Save
Click the save icon, save in 3 ½ Floppy (A:), name the file; click Save.
Email
Enter email address and subject

USEFUL TABS/LINKS
Basic Search - Simplest search option available
Advanced Search – More complex search option
Visual Search – use interactive graphics (block or column style) to conduct a search
Keyword- Start an interactive search
Choose Database Go to the menu of EBSCO databases
Publications Go to an alphabetical list of magazines and journal titles indexed in the database
Thesaurus – Browse a list of available subject headings
Indexes (under More) – Narrow results to fields such as author, company entity, journal name, NAICS Code, ticker symbol, year of publication, etc.
Company Profiles -view Datamonitor company reports
Images – Access over 180,000 images relating to people, natural science, places, history and flags
Refine Search –Choose search criteria to narrow your search
Search History/Alerts – Save, retrieve, and reuse your advanced searches
Result List – View or return to search results
Find similar results- find articles on the same topic.
Sort by- sort search results by date, source, author, relevance
Cite: View the APA citation for the article
FACTIVA Easy Search for Articles by Headline (Title)
Use this database to access the latest business news, both national and international.

1. Click on Search in the top bar.
2. In the free text search box enter hd= and your search terms; for example: hd=facebook passwords; hd stands for headline
3. Select a date range.

4. A list of search results displays. Notice some articles are preceded by a box with a </> .
   This indicates an outside web page. Articles with a blue corner are articles chosen by the Factiva staff.

5. Number 5 is preceded by a blue corner and does not have a box with a </> inside. This indicates an article in the database.
6. The left navigation area presents an analysis of what you have pulled up in your total search results: Companies, Executives, Industries, Keywords, Regions, Subjects, Sources, Dates. Shown below is article number 11 from the list:

An analysis of your search results

Notice there is the option to listen to the article. You may also have the option to translate the article into other languages.

Viewing, Printing, and Saving Options:

View the articles you selected

Download in PDF format

Download in RTF format

Save Article

Print format: choose Article Format for the complete article or headline format for only the headline

Read posted FAQs

Don’t Ask Employees for Facebook Passwords in Calif., Illinois. While asking your employees for their Facebook passwords might seem like an obvious faux pas, some companies apparently did not get the message, prompting a spate of laws at the state level that banned the practice.

While asking your employees for their Facebook passwords might seem like an obvious faux pas, some companies apparently did not get the message, prompting a spate of laws at the state level that banned the practice. Several of those laws went into effect in recent days, including those in California, Illinois, and Michigan. But lawmakers in Delaware and Maryland also tackled the issue.

The topic made headlines last year when it was reported that some employers were asking workers or applicants to hand over their Facebook passwords or allow employees to look over their shoulders as they clicked through their accounts. The publicity over the issue prompted Facebook to step up and say the practice was against its terms of service.

In September, California Gov. Jerry Brown signed a bill that made it illegal for employers to ask for workers’ email or social media passwords. It took effect on Jan. 1.

The Illinois bill also took effect yesterday, it amends the Right to Privacy in the Workplace Act, and makes it unlawful for any employer to ask any prospective employee to provide any usernames, passwords, or other related account information in order to gain access to a social networking website where that prospective employee maintains an account or profile. Michigan Gov. Rick Snyder, meanwhile, signed a similar bill--HB 5629--on Friday. It bars employers and educational institutions from asking applicants, employees, and students for passwords and other account information used to access private Internet and email accounts, including social networks.
Lexis Nexis Academic News Easy Search

Enter your keywords in the Search for box. Note: Academic searches as though the and operator was between words.

Select a Source Type:
Click on the blue i icon to get more information about the contents of each type
- Major World Publications
- Newspapers
- Magazines
- Wire Services
- Broadcast Transcripts
- Blogs
- All News

Search by publication title if desired

You can add another search term and redo the search within your list of results.

You may want to sort by date instead of relevance

Available Retrieval Options
- Print document
- Save document
- Email document

Navigation Options:
- Results List – Go back to your list of search results
- Edit Search – Return to the original search screen and make changes to your search
- New Search – Return to search screen to do a new search
LexisNexis Academic News Tab

Click on the blue News tab on the left side of the screen.

Select a category under News: All News, TV & Radio Transcripts, Foreign Language, College & University, or Business and Industry. In the example, All News has been selected.

Fields:
- Everywhere – search the full text (keyword search)
- Author – search by author
- Headline & Lead – Search headline and 1st paragraph
- Subject Terms – search for key concepts
  At least 5 occurrences: search words must occur 5 times or more in the article

Limit by Type:
- Major World Publications
- Newspapers
- Magazines
- Newswires
- Broadcast Transcripts
- Blog and Web Publications
- All News
- U.S. Newspapers & Wires

Narrow your results by category. Click on the + sign to drill down to the desired choice.

Number of hits

Narrow the current results by adding keyword(s) to a new search

Retrieval Options
- Print
- Mail
- Save

View Options
- List – a numbered list of documents
- Expanded List – a list plus 4 words on either side of your search words
- Full Document - full text of the document is available
- Full with indexing – full document with search terms highlighted

Click on the blue icon symbol for more information.
**Global HR Subject Keywords**

- business ethics
- challenges/opportunities
- communication in organizations
- comparative management
- comparative studies
- compensation
- competitive advantage
- competition
- corporate culture
- corporate social responsibility
- cross cultural differences
- cross-cultural studies
- cultural pluralism/cultural awareness
- decision making
- diversification
- diversity management/training
- electronic commerce
- expatriate employees
- financial performance
- globalization
- guidelines
- health care
- human resource management
- Intercultural communication
- international business enterprises
- international taxation
- knowledge management
- labor market
- labor relations
- labor standards
- labor supply
- labor unions
- licensed products
- leadership
- management development
- marketing
- multinational corporations
- negotiation in business
- occupational mobility
- offshoring
- outsourcing
- performance appraisal
- performance evaluation
- personnel management
- polls & surveys
- recruitment
- retention
- risk management
- small & medium sized enterprises – SME
- sweatshop
- studies
- talent
- talent management
- teamwork/teams
- training
- trends
- wages
- workforce
- working conditions
- workplace diversity

You can combine search terms to help narrow your results:

For example, in **ProQuest ABI/Inform Complete Database** these are some possible searches:

- `su(globalization) and su(human resource management) and su(studies)`
  
  *Su stands for subject. You are searching for the search terms in the subject field.*

- `ti(borderless world)`
  
  *Ti stands for title. You are searching for the keywords borderless world in the title field*

- `org(apple) and su(labor standards) and china`

*org stands for a company or organization.*

*You are searching for Apple in the company/org field and labor standards in the subject field and china anywhere in the document.*