

# Business & Economics in the ILC



resources guide

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This guide is intended to provide a basic introduction to **the key resources and services** available for BAED students and information on how to research and obtain material on their subject related areas of interest within the Library.

## Research Tools: finding Information

### Library Website

The Library website (<http://www.citycollege.sheffield.edu/>) includes detailed information about library collections and resources, services and facilities. It is the main **GATEWAY to all library information**.

## Finding BOOKS

### Online Library Catalogue: OpenABEKT

Always use **OpenABEKT Library Catalogue** (<https://citylib.openabekt.gr/en>) to find if a specific book is part of the print collections and where it is shelved Use the **“Simple Search”** option to type a keyword, title, author, etc or use the **“Advanced Search”** option to **combine** search terms (ex. title and author). Type your search term(s) in the appropriate box(s). Books on a similar topic are shelved at one place. The following classification numbers are of particular interest to the BAED students:

Classification Codes	Subject Areas
330	Economics
332	Banking & Finance
338.479 1	Tourism
650	Business
657	Accounting
658	Management
658.8	Marketing
659	Advertising & Public Relations

The **New Arrivals** shelves at the entrance of the library, host for a short period of time new library acquisitions before being placed in the Main Collection for loan.

You need your **StudentID card** to borrow items.

## Types of Collections

**Main Collection:** contains all books available for loan. Material included in this collection may be borrowed, reserved, renewed or recalled if on loan.

**Reserve Collection:** includes current editions of items such as Textbooks and Recommended Readings found in the Reference/Recommended List of Unit Syllabi. These items are intended for use only within the ILC premises. In some cases previous editions of textbooks and references are available for loan at the Main Collection. Advise the library catalogue by typing the book title.

**Short Loan Collection:** includes items, which for a certain period of time are in-demand for class or group assignments and material that support tutorials. These items are held at the Library Information Services and can be used either for photocopying or for reading within the premises of the Library. Students must leave their ILCard to take the items.

## Finding DISSERTATIONS

Select the “**Advanced Search**” option – click on the “**Subject**” field and type “dissertations” in the *search term* box and a keyword in the “**Title**” field to retrieve a list of available dissertations under a specific title.

Use the “**Simple Search**” option to search for dissertations on a specific **Course** (ex. Marketing, Advertising & PR). Type one of the following classification codes in the *search term* box “**Classification**” and all related dissertations will be retrieved on the screen.

To search dissertations on a specific Course, type one of the following classification codes.

Classification Codes	Courses
MBF	Banking & Finance
MMKT	Marketing, Advertising & PR
MMNG	Management
MHRM	Human Resource Management
MLM	Logistics & Supply Chain Management
MLTM	Leisure & Tourism Management
MDM	Digital Marketing & Social Media
EMBA	Executive MBA

## Finding JOURNAL ARTICLES

For an effective research on a specific topic you need to use electronic resources. E-resources include an extensive collection of full text and bibliographic databases, e-journals, e-books and digital libraries and ensure desktop delivery of items retrieved from a search.

The e-resources available for BAED students are:

### EBSCO Databases

**Business Source Complete:** the world's definitive scholarly business database, providing the ultimate collection of bibliographic and full text content.

**Regional Business News™:** a supplemental database of Business Source Complete. With daily updates, RBN provides comprehensive full text for regional business publications.

**Computer Source™:** features over 450 full text periodicals covering valuable market information in computers, telecommunications, electronics, programming, artificial intelligence, information systems, and the Internet.

**EconLit with Fulltext:** contains all of the indexing available in *EconLit*, plus full text for more than 480 journals, including the American Economic Association journals with no embargo. This database also contains many non-English full-text journals in economics & finance. (

**Psychology & Behavioral Sciences Collection:** a comprehensive database covering topics in psychiatry & psychology. The database also includes many leading journals in the areas of management and marketing, such as, *Advances in Consumer Research*, *Journal of Advertising*, *Journal of Leisure Research*, *Journal of Management Development*, *Journal of Marketing Research*, etc.

**GreenFILE:** offers well-researched information covering all aspects of human impact to the environment. Topics covered include global climate change, green building, pollution, sustainable agriculture, renewable energy, recycling, and more.

### Ebooks

Comprehensive collections of electronic books containing high-quality titles from leading publishers that cover a broad range of disciplines, such as, social sciences, computer science, mathematics, psychology, business & economics, engineering & technology, law, politics, skills, study aids & language learning, health & medicine, etc. Features: search, view and download e-books (pc, laptop, mobile devices access). (EBSCOhost)

### Google Books

Searches across the full-text content of a huge range of books.  
(<https://books.google.com>)

### Research Publications (IF institutional repository)

View and download the publications (articles, conference papers, book chapters, etc) written by members of the IF academic staff. Print copies are held at the Reference and Key Publications collections.  
(<http://www.seerc.org>)

**\* When an item is not available in full text – use the Interlibrary Request Service.**

### How to access e-resources

Upon registration you will be given a username and password. You need your personal details to login to PCs, access your email, access MOLE and e-resources. All e-resources are available to students whether on-campus or not.

### Internet sites

The gateways and subject guides included in ILC's webpages provide access to focused, and quality assured information for queries relating to the business and economics areas.

A good place to start would be:

**Google Scholar:** the ultimate web search engine that indexes the full text of scholarly literature across an array of publishing formats and disciplines. From one place, you can search: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites.

([scholar.google.com/](http://scholar.google.com/))

#### Other Internet Resources

<u>Business Information on the Internet</u> <a href="http://www.rba.co.uk/sources/index.htm">http://www.rba.co.uk/sources/index.htm</a>	A selection of key business information sites on the Internet.
<u>Business Researcher's Interests</u> <a href="http://www.brint.com/">http://www.brint.com/</a>	The largest, deepest, and most reputed resource on leading-edge knowledge in these practice areas.
<u>EconStats</u> <a href="http://www.econstats.com/">http://www.econstats.com/</a>	The world's most trusted source for economic data.
OFFSTATS <a href="http://www.offstats.auckland.ac.nz/">http://www.offstats.auckland.ac.nz/</a>	Free statistics from official sources arranged by country, region, or topic .

### MUSE (My University of Sheffield Environment)

MUSE, is the University of Sheffield (TUOS) portal, designed to give students and staff personalized access to digital resources. MUSE allows you to:

- Use **STARPlus**, the Sheffield Library catalogue to access digital collections, including e-journals and databases.
- Use "**Articles and More**" to do literature searches of multiple databases.
- Search Google Scholar and **find links** to Sheffield's Library full text context.
- Send and receive emails and create a personal address book.

**\* If you do not have fulltext access to an item – use the Interlibrary Request Service.**

## Academic Skills & Support Tools

### Skills

**MOLE (My On-line Learning Environment):** his service allows students to have access to Unit details, (syllabi & lecture notes), exercises & coursework, forums & on-line chat (with instructors & students), and other collaborative tools etc. This service is accessible at <http://mole.if.sheffield.eu>

**Student Skills & Personal Development Resources:** this section of MOLE includes "**IF301 – "On-line Tutorials: Skills and How To"** – a series of documents and online instructional videos that will help students develop their learning, writing, research and communication skills. The resources are accessible at <http://mole.if.sheffield.eu/index.php?categoryId=39#categoryContent>

**301: Academic Skills Centre** - 301 Student Skills and Development Centre creates and signposts to resources to help students develop their academic and study skills. In these pages you will find links to skill development opportunities open to students from the International Faculty including research experiences, study skills support and maths and statistics help

<https://www.sheffield.ac.uk/ssid/301/international>)

[TASH](#) offers a wealth of information on the issues you're likely to encounter throughout your studies. It includes advice on structure, grammar & different types of academic writing. (<https://www.shef.ac.uk/ssid/301/tash>)

[ORION \(ΟΡΙΩΝ\)](#) - Online Digital Literacy Tutorial with guidelines on how to research and find material for assignments and dissertations (Designed for Greek students) - <http://orion.lib.teithe.gr/>

[Information and Digital Literacy Tutorials](#) – these webpages include a list of online tutorials, videos and guides that help students successfully research, find and evaluate information. The specific resources have been designed to support students during their whole studies.

<https://www.sheffield.ac.uk/library/idlt/index>

## Support Services

### Reference & Research Assistance

Students may contact (email, phone, in person) the Library staff for general information and advice. For assistance with subject requests, it is important to supply as much information as possible about the assignment/project topic.

### Interlibrary Request Service (IRS)

The IRS offers the option to obtain material such as articles, book chapters, conference proceedings and reports that is not part of the library collection.

Requests & queries should be sent to [anagnostopoulou@citycollege.sheffield.eu](mailto:anagnostopoulou@citycollege.sheffield.eu)

### ILC Working Hours

**Monday to Friday: 08:30 – 21:30**

**Saturday (October-May): 11:00 – 19:00**

**Sunday (October-May): 11:00 – 18:00**

### Contact details:

Information & Learning Commons (ILC)

The University of Sheffield International Faculty, CITY College

3, Leontos Sofou Str., 546 22, Thessaloniki, Greece

Tel.: (+30) 2310 538 961 - Fax: (+30) 2310 282 374

Email: [library@citycollege.sheffield.eu](mailto:library@citycollege.sheffield.eu) , [anagnostopoulou@citycollege.sheffield.eu](mailto:anagnostopoulou@citycollege.sheffield.eu)

Website: <http://www.citycollege.sheffield.eu/>