

BUSINESS

WHERE IN THE WORLD DO I START LOOKING??

This is an introductory guide to reference information in Business. **These materials are housed in the Main Library.** More sources of information can be found on Murrell Library's Web page at <http://www.moval.edu/library1> including our Online Resources and MVC's online catalog Quest. You can search for eBooks and books at MVC using Quest, or search for books at other Missouri academic libraries. Quest can be accessed via any computer that has Internet access.

For those who wish to pursue an MBA degree, the last page of this guide is devoted to career information.

COMPANY INFORMATION

In searching for information about a company it is important to know if the company is **public** (traded on one of the stock exchanges) or **private** (not traded on a stock exchange and more difficult to find information about).

Looking up companies: Is the company a **parent** company or an **affiliate** or **subsidiary** of another company? Often information is listed only under the parent company. Does the company do business **internationally**?

REF HG 4050 .B88	Business Rankings Annual
REF HG 4057 .A28617	Hoover's Handbook of American Business
REF HG 4009 .H66	Hoover's Handbook of World Business
REF HD 9721 .M364	Manufacturing USA <i>(main listing is by SIC code)</i>
REF HF 5065 .M8 .M57	Missouri Business Directory
REF HG 4057 .A28616	Hoover's Guide to Private Companies:
REF HG 4501 .W26	Walker's Manual of Unlisted Stocks

STOCKS, BONDS & MUTUAL FUNDS

REF HG 4921 .S84	S & P 500 Directory
Electronic Book	Invest in Bonds: a primer to help you meet your goals
REF HG 6041 .W34	Walker's Manual of Penny Stocks
Electronic Book	Invest in Mutual Funds: Five Keys
Electronic Book	Morningstar Guide to Mutual Funds
Electronic Book	How to Invest the Smart Way in Stocks, Bonds, & Mutual Funds

BIOGRAPHICAL INFORMATION

REF HC 102.5 .A2 I534	Contemporary American Business Leaders
REF CT 100 .C8	Current Biography
REF E 663 .W56	Who's Who in America
REF HB 76 .W47	Who's Who in Economics
REF HF 3023 .A2 W5	Who's Who in Finance and Industry

OTHER USEFUL SOURCES

REF HC 101 .A131	Business Statistics of the U.S.
REF HF 5726 .B874	Business Writer's Handbook
REF HG 151 .M8	Encyclopedia of Banking and Finance
REF HF 5353 .E52	Encyclopedia of Business Information Sources
REF HC 103 .R64	Handbook of Key Economic Indicators
REF HD 8064 .H38	Handbook of U.S. Labor Statistics
REF HG 4057 .A28616	Private Companies: Profiles of 500 U.S. Private Enterprises
REF HA 471 .S8	Statistical Abstract for Missouri <i>(useful for census information)</i>
REF HA 202 .A 385	Statistical Abstract of the United States <i>(useful for census information)</i>
REF HF 54.56 .W37	World Business Resources.Com

VERTICAL/PAMPHLET FILE

Selected annual reports in print form are located in last drawers of the vertical file. For other vertical file information search under headings such as: Banking and Finance, Business and Commerce, Economics, Labor, Sales, and Corporate Annual Reports.

PERIODICAL GUIDES & ONLINE RESOURCES (electronic databases)**Periodical Indexes:**

REF Z 7164. C8	Business Periodicals Index, 1969-
REF AI 21 .N45	New York Times Index, 1946-
REF AI 3 .R4	Readers' Guide to Periodical Literature, 1890-

Online Resources: *AgBioForum, Britannica Online, Business Source Premier, EBSCO, NewsBank, Plunkett Research Online, Regional Business News, Morningstar Investment Research Center.*

PERIODICAL SUGGESTIONS

Reading Room	Barron's <i>(current issue & 6 months of back issues)</i>
EBSCOhost	Business America
HD 60.5 .U5 B855, microfiche	Business and Society Review
HC 101 .B88, EBSCOhost	Business Economics
microfiche	
HF 5387 .B87	Business Ethics <i>(current issue in Reading Room)</i>
EBSCOhost, microfiche	Business Month
HF 5001 .B89, EBSCOhost,	
microfiche	Business Week <i>(current issue in Reading Room)</i>
EBSCOhost	Economic Indicators
HF 5001 .I 6744	Entrepreneur <i>(current issue in Reading Room)</i>
HF 5001 .F6, EBSCOhost,	
microfiche	Forbes <i>(current issue in Reading Room)</i>
HF 5001 .F7, EBSCOhost,	
microfiche	Fortune <i>(current issue in Reading Room)</i>

HF 5001 .H3 & microfiche	Harvard Business Review (<i>current issue in Reading Room</i>)
HD 28 .J593, microfiche	Journal of Business Strategy (<i>current issue Reading Room</i>)
HG 201 .J6, & microfiche	Journal of Money, Credit, and Banking
microfiche, Ebscohost	Journal of International Business Studies
NewsBank	New York Times (<i>gives currency exchange rates</i>)
HD 62.5 .S9	Success
HG 1 .W44	Wall Street Journal (<i>gives currency exchange rates</i>)
	<i>(current issues in Reading Room and abstracts of back issues can be found in Ebsco under MasterFile Premier)</i>

CAREER INFORMATION

The Murrell Library owns several books in the Career Center, in Reference and in the general collection which will help in writing resumes and cover letters, searching career information and discovering schools with graduate programs in business. Below is a small sampling.

REF HD 30.413 .B63 (<i>in Career Center</i>)	Cliff's GMAT Preparation
HF 5383 .P35 (<i>in Career Center</i>)	Damn Good Resume Guide
REF HF 5383 .A836	From College to Career: Entry-Level
REF 5382.7 .R557 (<i>in Career Center</i>)	Guide to Internet Job Searching
REF 5382.75 .U6 J63 (<i>in Career Center</i>)	Job Hunter's Sourcebook
REF HF 5382.7 .J62 (<i>in Career Center</i>)	Job Seekers Guide to Private & Public Companies
REF HF 5382.7 .N37 (<i>in Career Center</i>)	National Job Bank (<i>lists names of contact persons at each company</i>)
REF HF 1131 .O359	Official Guide to MBA Programs
REF L 901 .P442 (<i>in Career Center</i>)	Peterson's Graduate Programs Resumes for any Major
REF HF 5382.5 U5 P76	Professional Careers Sourcebook
REF HF 5382.7 .F72 (<i>in Career Center</i>)	200 Letters for Job Hunters