



Elliott White Springs Business Library General Information

The Moore School of Business
Second Floor - Francis M. Hipp Building
Telephone: 777-6032
FAX: 777-6876
Library Homepage:
<http://www.sc.edu/library/pubserv/business.html>

Hours of Operation
Monday - Thursday 8 am - 10 pm
Friday 8 am - 5 pm
Saturday 12 pm - 5 pm
Sunday 2 pm - 10 pm
(Holiday and intersession hours will vary)

The Elliott White Springs Business Library is a branch of the Thomas Cooper Library containing specialized holdings in the fields of business and economics. These holdings include: reference materials, periodicals, books, annual reports, stock/bond guides, loose-leaf financial publications, and the reserve materials for all business and economic courses. The periodical collection includes approximately 300 business and economic publications. The library holds the bound backfiles for the most recent 25 years for over 100 core titles. The backfiles for the most recent ten years are held for the remaining 200 periodical titles. Older backfiles are located at Thomas Cooper Library and the Annex. In addition to these print sources the Business Library provides access to numerous Electronic databases and the Internet.

Three copiers that accept Carolina Cash cards are located adjacent to the reserve/circulation desk. The library also has a Carolina Cash card machine which can be used to add money to your Carolina student ID or to purchase cards for non-students.

It is important to keep in mind the Business Library's holdings represent only a portion of the University Library system's total business and economics collection. The Business Library should be used in conjunction with the Thomas Cooper Library, which contains substantial holdings of materials in these fields.

Policy

Anyone may use the resources of the Business Library; however, materials may be checked out with a valid USC ID, Thomas Cooper Society card, or valid alumni identification card. Remote access to library databases is restricted to current students, faculty and staff of the Columbia campus.

Reserves

All collateral reading materials assigned by instructors for business and economics courses are available in the Business Library. The reserve materials are listed in notebooks under the instructor's name and are located behind the reserve/circulation desk. A reserve item should be requested by its call number from the desk attendant. A current USC identification card is required to check out reserve material, which circulate for library use only for a two-hour period.

USC Libraries Online Catalog

Books and periodicals in the Business Library's collection are listed in the USC Systems Libraries' online catalog. You can search the online library catalog by author, title, keyword, subject and call number. All workstations in the Business Library access the card catalog. Materials in the Business Library collection are identified with a "Columbia Business" location in the card catalog. Web address for the online catalog is <http://www.sc.edu/library/catalog/>

Reference

The business and economic reference collection includes: specialized dictionaries, almanacs, encyclopedias, directories, handbooks, and statistical sources. In addition there are periodical indexes, corporate annual reports, and various accounting, tax, finance and international business services are available. Handouts are available which list key reference sources for company, industry, country, small business and marketing research.

Circulating Collection

The circulating collection contains the most recent monographs in selected call number ranges in the HB-HJ Library of Congress classification system. These materials are listed in the online library catalog. The Business Library also has a supplementary, uncataloged textbook collection where books are shelved within broad subject categories by author's name. All books circulate for a four-week period.

Periodicals

A core collection of approximately 300 business and economic periodicals is available in the Business Library. Current issues are displayed alphabetically by title. The library holds the bound backfiles for the most recent twenty-five years for over 100 core titles. The backfiles for the most recent ten years are held for the remaining 200 titles. Older backfiles are located in the Thomas Cooper Library and the Annex. Electronic journals are listed and accessible through the TDNet database at <http://www11.tdnet.com/frames.asp>. Full text journals are also available electronically in such databases as Business Source Premier, Lexis-Nexis and General Business File. The Business Library also maintains a microfilm collection of over 500 periodical titles consisting primarily of trade journals and regional business journals for the period 1982 to 1998. These titles are accessible through the "Business Collection Issue Guide," and the "General Business File ASAP database" Reader/printer is available to view and make paper copies from the microfilm. Periodicals available in the CD-ROM format are accessed through the BUSINESS PERIODICALS ONDISC (BPO) workstations #1. All periodicals housed in the Business Library are listed in the online library catalog.

Electronic Resources

The Business Library offers computerized resources through networked PCs, which access a wide range of databases and also through stand-alone CD-ROM workstations. To see a master list of all the databases which are available through the library go to (<http://www.sc.edu/library/er/>) at this web address are detailed instructions for REMOTE ACCESS for current registered students, faculty and staff on the Columbia campus. Some of the multi-disciplinary resources accessible include DISSERTATIONS AND THESES, WEB OF SCIENCE, BRITANNICA ONLINE and PsycArticles. Business databases include BUSINESS SOURCE PREMIER, a database of journal articles, MEGENT, a database of detailed company data, IBISWorld a database of industry reports, ECONOMIST INTELLIGENCE UNIT, a database of country reports and articles, and KOMPASS, a database providing directory information for about 1.5 million companies worldwide;

Inter-Library Loan and the online card catalog are also accessed from these networked PCs.

See our LibGuides for detailed advice on doing business research on a variety of topics including: companies, industries, countries, marketing. Access to LibGuides is available at <http://guides.library.sc.edu/index.php>

See the handout "USC Libraries Electronic Resources for Business and Economics" for additional information on the databases accessible through the library.

All printing from networked PCs is routed to our two Uniprint printer stations and costs ten cents per page, payable with Carolina Cash card.

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