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ABSTRACT

This library handbook was designed to aid the student of business administration and economics. It lists reference materials basic to general research and gives their location in the Fogler Library at the University of Maine. Materials are listed in seven categories: (1) literature guides, (2) encyclopedias and dictionaries, (3) corporation and biographical directories, (4) statistical sources, (5) bibliographies, (6) abstracts and indexes, and (7) business services. Some entries are annotated.
(Author/AWP)

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How to find out

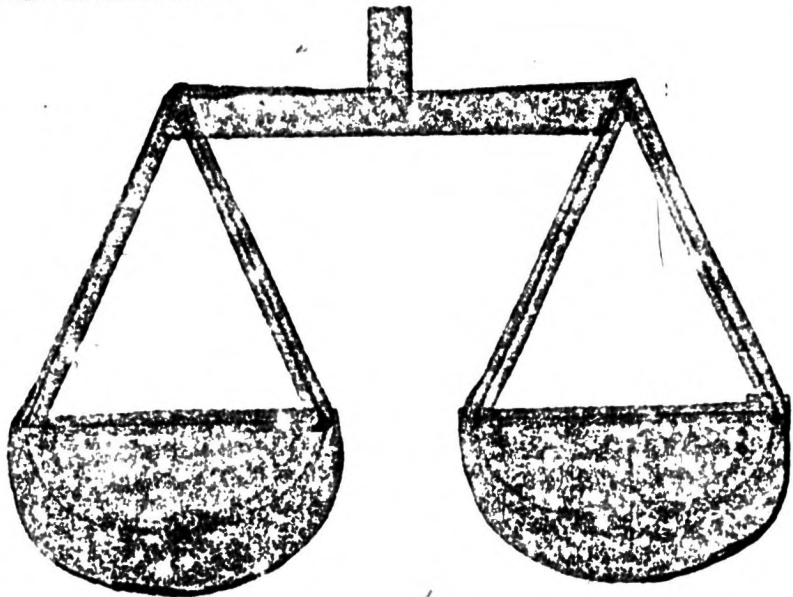
BUSINESS ADMINISTRATION

AND

ECONOMICS

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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EDUCATION

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BUSINESS ADMINISTRATION AND ECONOMICS

COVER: The symbol on the cover is an international symbol for commerce or trade.

Compiled by the Reference Department:

Clara K. Flower
Revised 1977

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THE CARD CATALOG

A note on using the card catalog:

To simplify use of the card catalog when looking for a particular subject use:

Library of Congress. Subject Headings.

Lists correct subject headings and gives alternatives or related headings. Extremely valuable tool. Eliminates searching in too broad or dead-end areas. (Located at the Card Catalog or the Reference Desk.)

DEWEY CLASSIFICATION

300	Social Sciences
310	Statistical Method and Statistics
330	Economics
331	Labor
332	Capital
333	Natural Resources
336	Public Finance
338	Production
339	Distribution and Consumption
650	Business
657	Accounting
658	Management

LIBRARY OF CONGRESS CLASSIFICATION

H	Social Sciences (general)
HA	Statistics
HIB	Economic Theory
HC	Economic History, National Production by country
HE	Transportation and Communication
HF	Accounting, Marketing
HG	Finance, Private; Money, Banking
HJ	Public Finance

This library guide is an informal handbook for the student of Business Administration and Economics. It lists some of the more useful materials and reference works basic to general research and gives their location in the Fogler Library.

LITERATURE GUIDES, ENCYCLOPEDIAS, DICTIONARIES

- Ref Daniells, Lorna M. Business Information
Z Sources. Univ. of Calif. Press, 1976.
7164 Selected annotated list of business books
C81 and reference sources.
D16
- Z Andreano, Ralph. The student economists'
7164 handbook: A guide to sources. Schenkman
E2 Pub. Co., 1967.
A63 Deals with information available in govern-
ment documents, professional books, journals,
and periodicals. Deals primarily with infor-
mation on the United States.
- Ref International encyclopedia of the social
H sciences. 17 vols. Macmillan, 1968.
40 Biographies, cross-references, biblio-
A215 graphies. Takes a theoretical approach.
- Ref Wasserman, Paul. Encyclopedia of business
HF information sources. Gale, 1970.
5353 An exhaustive sourcebook for all fields of
E52 business research. Particularly useful for
the scholar who needs extensive bibliographies.
- Ref Garcia, F.L. Glenn G. Munn's Encyclopedia
HG of Banking and Finance. Bankers Pub. Co.,
151 1973.
M8 One-volume. Excellent coverage. Biblio-
ographies often included.

LITERATURE GUIDES, ENCYCLOPEDIAS, DICTIONARIES (Cont'd.)

- Ref Alexander Hamilton Institute. 2001
HF business terms and what they mean. 1962.
1002
A39
- Ref McGraw-Hill dictionary of modern economics;
HB A handbook of terms and organization.
61 McGraw-Hill, 1973.
M16
1973
- Ref U.S. Social and Economic Statistics Admini-
Doc stration. Dictionary of economic and
C56.2 statistical terms. 1972.
Ec7/972
- Ref Kendall, Maurice. Dictionary of statistical
HA terms. Hafner, 1972.
17
K4
- Ref Freud, John E. Dictionary/Outline of basic
HA statistics. McGraw-Hill, 1966.
17
F7
- Ref Kohler, Eric L. A dictionary for accountants.
HF Prentice-Hall, 1975.
5621
K6
- On French, Derek and H. Saward. Dictionary of
order management. International Pub. Service,
1975.
- Ref Heyel, Graham. The encyclopedia of manage-
HD ment. Van Nostrand Reinhold, 1973.
19
H4

DIRECTORIES

Corporations:

- Ref Dun and Bradstreet. Million dollar
HC directory. Annual.
102
D8
- Ref Dun and Bradstreet. Middle market
HF directory. Annual.
5035
D8
- Ref Directory of New England manufacturers.
HD Hall, Annual.
9723
D45
- Ref Directory of corporate affiliations.
HG National Register Pub. Co., annual.
4057
A219
- Ref Financial post survey of industrials.
HG Maclean-Hunter Pub. Co., annual.
5151
F53
- Ref Jane's major companies of Europe. Low,
HG Marston and Co., 1974.
5421
J352
- Ref Europe's 5000 largest companies. Bowker,
HD 1975.
2356
E9E93
- Ref European financial almanac 1974-75.
HG Bowker, 1975.
70
E9

DIRECTORIES (Cont'd.)

Ref Thomas register of American manufacturer's.
T Annual.
12
T6

Ref Canadian Trade Index. Canadian Manufac-
HF turers Association.
3223
C25

Ref Kelly's Manufacturer's and Merchants
HF Directory. 2 vols: Vol I, United Kingdom.
54 Vol. 2, International.
G7
K7

Biographical:

Ref Biographical dictionaries master index.
Z Gale, 1976.
5305
U5
B56

Ref Who's who in finance and industry. Marquis.
HF
3023
A2
W5

Ref American Men and Women of Science.
HB Economics. Bowker, 1974.
119
A3
A43

Ref Who's who in British finance. Bowker, 1974.
HG
71
W44

HANDBOOKS

Handbooks are usually one volume works that contain practical information for the user. They contain tables, charts, graphs, and short descriptions or definitions.

- Ref U.S. Bureau of the Budget. Office of
HF Statistical Standards. Standard indu-
1042 ustrial classification manual. GPO.
A55
- Ref Troy, Leo. Almanac of business and indu-
HF strial financial ratios. Prentice-Hall,
5681 annual.
R25
T68
- Ref Financial compound interest and annuity
HG tables. 5th ed. Financial Pub. Co.,
1634
F46
1970
- Ref Commodity Research Bureau, Inc.
HG Commodity yearbook. Annual.
1041
C56
- Ref Dickey, Robert I. Accountant's cost
HF handbook. Ronald Pr., 1960.
5686
C8D5
1960
- Ref Expanded bond value tables; Coupons 1% to
HG 12%. Financial Pub. Co., 1970.
4537
F5345

HANDBOOKS (Cont'd.)

Ref Ferber, Robert. Handbook of marketing
HF research. McGraw-Hill, 1974.
5415.2
F419

STATISTICS SOURCES

Ref Owen, D.B. Handbook of statistical tables.
HA Addison-Wesley, 1962.
48
09

Ref U.S. Bureau of the Census. Statistical
HA abstract of the United States.
202 Single volume work that summarizes political,
A3 social, and economic organization of the
United States. Gives references to more
detailed works.

U.S. U.S. Bureau of the Census. Census of
Doc. population.
Dept. Gives detailed statistics on the number of
Item inhabitants and their characteristics in the
154 United States. The four broad categories of
C3.223: information available are 1) number of in-
habitants, 2) general population character-
istics, 3) general social and economic
characteristics, 4) detailed characteristics.

U.S. U.S. Bureau of the Census. Census of
Doc. manufacturers. (U.S. Doc. Depository)
Dept. Economic statistics are given by industry,
Item geographical area, and product.
134-A
C3.24:

STATISTICS SOURCES (Cont'd.)

- Ref United Nations. Statistics Office.
HA United Nations statistical yearbook.
12.5. A summary of international statistics on
U63 population, agriculture, mining, manufacturing,
finance, trade, etc. References to sources
are given. Annual.
- Ref United Nations. Statistical Office. Year-
HF book of international trade statistics.
91 Statistics on trade and commodities. Annual.
U473
- Ref United Nations. Statistical Office.
HC Yearbook of national accounts statistics.
79 Statistics from about 140 countries.
I5
U53
- Ref International Labour Office. Yearbook
HD of labour statistics. 1972.
4826 Summarizes labor statistics for over
I63 100 countries.
- Me.St. Maine Dept. of Commerce and Industry.
Doc. Maine economic data book.
E17.
27:
- Me.St. Maine Dept. of Labor and Industry, Division
Doc. of Research and Statistics. Census of
L12/ Maine manufacturers. (Maine Documents
6.13: Depository)
A comprehensive statistical sourcebook on
Maine manufacturers covering all firms, from
single proprietorships to the largest corpor-
ations in the state.

STATISTICS SOURCES (Cont'd.)

- Ref U.S. Dept. of Commerce. Bureau of Economic
Doc. Analysis. Business statistics.
C56. Biennial supplement to the periodical Survey
109: of Current Business.
- Ref Sales Management, The Marketing Magazine.
HG Survey of buying power. Annual.
229 Yearly updates of census figures are made
S2 by Sales Management to give up-to-date
business facts and figures for the U.S. and
Canada.

BIBLIOGRAPHY

- Ref Harvard University. Graduate School of
Z Business Administration. Baker Library.
7164 Business reference sources. 1971.
C81 A selective annotated guide prepared for
H273 Harvard Business School students.
#27
- Ref Harvard University. Graduate School of
Z Business Administration. Baker Library.
7164 Business literature: An annotated list
C81 for students and businessmen. 1968.
H273 A highly selective list of books and magazines
#25 with emphasis on those used at Harvard.
Bibliographies, annotations, and recommended
readings are given for each subject covered.
- Ref Harvard University Library. Widener library
Z shelflist, 23, economics. 1970.
7164 A book catalog of the books and periodicals
E2H37 in the field of economics held at the
Widener Library.

BIBLIOGRAPHY (Cont.'d)

- Ref Flower, Eric S. Bibliography of bibliographies in the subject area of economics held in the Raymond H. Fogler Library as of January, 1971. 1971.
Z
7164
E2F56
- An extensive subject oriented bibliography of bibliographies available in the library. This list covers many business topics as well as economics.
- Periodical Fogler Library. UMO. Journals in business administration held at Fogler Library.
Desk List of periodicals received by the Library.
- Periodical Fogler Library. UMO. Journals in economics held at Fogler Library.
Desk List of journals received by the Library.

ABSTRACTS AND INDEXES

An index supplies bibliographic citations to articles, books, papers, etc.

An abstract supplies all the information above plus summaries.

- Per-R Business Periodicals Index
- Per-R F&S Index of Corporations and Industries
- Per-R Economic Abstracts
- Per-R Index of Economic Journals
- Per-R Journal of Economic Literature, formerly
Journal of Economic Abstracts
- Doc. Monthly Catalog of U.S. Government Publi-
Dep. cations.

ABSTRACTS AND INDEXES (Cont.'d)

- Per-R New York Times Index
- Per-R Public Affairs Information Service
- Per-R Social Sciences Index, formerly Social
Sciences and Humanities Index
- Per-R Wall Street Journal Index

BUSINESS SERVICES

These services are shelved in the Reference Room. They are updated daily, weekly, or monthly. See a Reference Librarian for their location and use.

- Analysts Handbook
- Collective Bargaining Negotiations and Contracts
- Conference Board Publications
- Federal Tax Reporter
- Labor Relations Reporter
- Maine Tax Reporter (in Special Collections)
- Moody's Banks and Finances
- " Bond Record
- " Bond Survey
- " Dividend Record
- " Industrials
- " Municipals and Government
- " OTC Industrial
- " Public Utilities
- " Transportation
- Standard & Poor's Analysts Handbook
- " Bond Guide
- " Called Bond Guide
- " Called Bond Record
- " Earning Forecaster,
- " Industry Surveys
- " Investment Advisory Survey

BUSINESS SERVICES (Cont.'d)

Standard & Poor's Listed Daily Stocks, ASE, NTSE, OTC
" Statistical Service
" Stock Guide
State Tax Guide - All States
State Tax Review
Trade Regulations Report
Value Line Investment Survey