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)
How to find out

BUSINESS ADMINISTRATION

AND

ECONOMICS

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Clara K. Flower

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM"
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
HB 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

7164 Selected annotated list of business books and reference sources.
C81
D16

Z
7164
E2
A63


Deals with information available in government documents, professional books, journals, and periodicals. Deals primarily with information on the United States.

H
40
A215


Biographies, cross-references, bibliographies. Takes a theoretical approach.

HF
5353
ES2


An exhaustive sourcebook for all fields of business research. Particularly useful for the scholar who needs extensive bibliographies.

HG
151
M8


One-volume. Excellent coverage. Bibliographies 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.
M16 1973

Ref  U.S. Social and Economic Statistics Administration. Dictionary of economic and
C56.2 Ec7/972

Ref  Kendall, Maurice. Dictionary of statistical
17 K4

Ref  Freud, John E. Dictionary/Outline of basic
17 F7

Ref  Kohler, Eric L. A dictionary for accountants.
5621 K6

On  French, Derek and H. Seward. Dictionary of
order  management. International Pub. Service,
1975.

Ref  Heyel, Graham. The encyclopedia of manage-
19 H4
DIRECTORIES

Corporations:

Ref Dun and Bradstreet. Million dollar directory. Annual.
HC 102
D8

Ref Dun and Bradstreet. Middle market directory. Annual.
HF 5035
D8

HD 9723
D45

HG 4057
A219

HG 5151
F53

Ref Jane's major companies of Europe. Low, Marston and Co., 1974.
HG 5421
J352

Ref Europe's 5000 largest companies. Bowker, 1975.
HD 2356
E9E93

HG 70
E9
DIRECTORIES  (Cont'd.)

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

Ref  Canadian Trade Index.  Canadian Manufacturers Association.
 HF 3223
 C25

 HF 54
 G7
 K7

Biographical:

 Z 5305
 U5
 B56

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

 HB 119
 A3
 A43

 HG 71
 W44
Handbooks are usually one volume works that contain practical information for the user. They contain tables, charts, graphs, and short descriptions or definitions.

Ref HF A55

Ref HF S681 R25 T68

Ref HG F46 1970

Ref HG C56

Ref HF S686 C8D5 1960

Ref HG F5345
HANDBOOKS (Cont'd.)

HF  5415.2
F419

STATISTICS SOURCES

HA  48
09

HA  202
A3  Single volume work that summarizes political, social, and economic organization of the United States. Gives references to more detailed works.

Doc.  Gives detailed statistics on the number of inhabitants and their characteristics in the United States. The four broad categories of information available are 1) number of inhabitants, 2) general population characteristics, 3) general social and economic characteristics, 4) detailed characteristics.
Dept.  Item 154
Dept.  Economic statistics are given by industry, geographical area, and product.
Item 134-A
C3.24:


Me.St. Maine Dept. of Labor and Industry, Division of Research and Statistics. Census of Maine manufacturers. (Maine Documents Depository) A comprehensive statistical sourcebook on Maine manufacturers covering all firms, from single proprietorships to the largest corporations in the state.
Doc. Biennial supplement to the periodical Survey of Current Business.
109: HG 229 S2 Yearly updates of census figures are made 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 Business Administration. Baker Library.
#27

Ref: Harvard University. Graduate School of Business Administration. Baker Library.
Z 7164 C81 H273 Business literature: An annotated list for students and businessmen. 1968. A highly selective list of books and magazines with emphasis on those used at Harvard. Bibliographies, annotations, and recommended readings are given for each subject covered.
#25

Ref: Harvard University Library. Widener Library

An extensive subject oriented bibliography of bibliographies available in the library. This list covers many business topics as well as economics.

Fogler Library. UMO. Journals in business administration held at Fogler Library.

List of periodicals received by the Library.

Fogler Library. UMO. Journals in economics held at Fogler Library.

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.

Business Periodicals Index

F&S Index of Corporations and Industries

Economic Abstracts

Index of Economic Journals

Journal of Economic Literature, formerly Journal of Economic Abstracts

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