Business Resources

Library Books

The best place to begin your research is usually in the library’s online catalog. The catalog indexes the books on the library’s shelves as well as books that are available to you online. From the library home page http://academics.tctc.edu/lynx, look for the “Find Books” area near the top of the page, and click the link that says “online catalog”.

Initially, search for the topic as part of a title of a book. Our catalog will find your search terms if they are located anywhere in the title, so a search for business etiquette will find books like “Business Etiquette: 101 ways to conduct business” as well as “Doing business internationally: the resource for business and social etiquette”.

For more information about finding books in the library catalog, please see the handout titled “Library Books—Print and Online” at http://academics.tctc.edu/lynx/documents/Librarybooksprintonline.pdf. It is also available in the library, on the handout rack by the Information Desk.

Reference Books—Print and Online

There are also many books in our Reference section that are full of useful information. Here are some titles:

REF HC 15 .O94  Oxford Encyclopedia of Economic History
REF HC 59.15 .W674  World Economic Factbook
REF HC 101 .A13122  Business Statistics of the United States
REF HC 102 .G35  Gale Encyclopedia of United States Economic History
REF HD 62.7 .H553  Encyclopedia of Small Business

You can also search for your topic using the online reference books. From our home page, scroll down until you see this icon:

Click the icon and enter your terms in the search engine.
We have a web page just for business databases located at http://academics.tctc.edu/lynx/Database/business.html.

The content of each database is described in the box to the right of the database name.

You can also search for business related topics in the larger, general databases listed just below the business databases.

Regardless of which database you choose, try your search terms as a **subject** search first, then as a **keyword**. If those attempts yield unsatisfactory results, the final option would be a **full text** search, which looks at every word in the body of the articles.

For more detailed information about searching databases, please see the handout titled “Database Searching” on the library’s “Handouts” webpage: http://academics.tctc.edu/lynx/handouts.htm. It is also available in the library, in the handout rack by the Information Desk.

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### Library Access Information

**Contact Information**

Library Circulation Desk: 646-1750  
Instruction Librarian: Sue Andrus, sandrus@tctc.edu, 646-1761  
Reference Librarian: Norman Hoyle, nhoyle@tctc.edu, 646-1758  
Circulation Manager: Claudia Poore, cpoore1@tctc.edu, 646-1756  
Library Director: Marla Roberson, mrobers1@tctc.edu, 646-1753

**Hours**

Monday through Thursday: 7:45am to 10pm; Friday 7:45am to 2pm

**Off Campus Access**

You can access these resources from off campus. After clicking on the name of the online source, you will be asked to enter your “T” number. Please remember that you must type the “T” and all of the zeros in your T number.

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### Additional Help

If you would like to learn more about how to use the library’s resources, there are short videos available at \academics.tctc.edu\lynx\instruction\onlineEnglish.html that cover every aspect of the research process.