UNIVERSITY OF BOLOGNA LIBRARIES: SERVICES AND COLLECTIONS

Library services and resources for business, management and finance: presentation for students of CLAMDA - International Management Degree Programme

Christian Giardini

04.03.2015
“Walter Bigiavi” Library
http://biblioteche.unibo.it/bigiavi

Via Belle Arti, 33 – Bologna
tel: +39.051.2098281

Temporarily at:
Statistics Library “Paolo Fortunati”
Via Belle Arti, 41, first floor

Monday – Friday: 8.15 a.m. – 6.15 p.m.
UNIBO Libraries Portal

http://www.biblioteche.unibo.it

From here we can easily go to:

• **OPACS** (OPAC SOL for books & ACNP for journals)
• **ELECTRONIC RESOURCES** (ejournals, ebooks, databases, teaching materials...)
• On line services (**Proxy** service, Ask a librarian...)
University of Bologna libraries offer advanced REFERENCE services, including searching assistance, to help students in retrieving informations:

**Biblioteca del Dip. di Scienze Aziendali:**
- carlo.podaliri@unibo.it
- christian.giardini@unibo.it

**Biblioteca Walter Bigiavi:**
- pietro.alessandrini@unibo.it
- enrico.bongiovanni@unibo.it

You can contact an expert librarian to book a personal assistance session.
«Chiedi al Bibliotecario» is the digital reference service of the libraries of the University of Bologna.

Do you need help? Are you looking for some information?
You can fill the on line form and send your questions about:

- libraries services
- availability and location of books
- checking on bibliographic references, dates, facts, events...
- biographic informations
- law references
- basic bibliographic researches about authors, topic and subjects.
C.I.L. Information Literacy Course

It is a self-learning course useful to acquire skills in retrieving, and evaluating informations. There is a version in english for foreign students.

Libraries Portal – Tutorial Online - Go to: CIL accessible for foreign students
Proxy service

Proxy service allows to connect to the University network from outside to access the reserved resources. Only institutional users can use this service (professors, students, researchers, Ph. D ...) Go to the libraries portal and follow the instructions:

AMS Campus is the institutional repository of teaching materials of University of Bologna. It allows students to access the materials prepared by teachers. Documents can be published with different levels of accessibility:

- open access
- they can be reserved for students or University of Bologna users
- they can be read only by course students (a password protects the materials).

AMS Campus
http://campus.unibo.it
Searching in AMS Campus

AMS Campus
Materiali didattici dell'Alma Mater Studiorum - Università di Bologna
| Home | Cerca |

Accedi ai materiali didattici

Naviga per insegnamento

Ricerca per docente
Ricerca libera
Ricerca nei cataloghi
Ricerca web

Anno accademico
2014/2015

Scuola
-- seleziona la scuola --

Search with TEACHER's name

Cerca

Select SCHOOL/ COURSE and DISCIPLINE
Information needs

Information needs are different and they often require different sources and search tools. You may need...

- **BOOKS** (text books, handbooks, dictionaries, encyclopaedias, ebooks..)
- **JOURNALS** (academic journals, daily newspapers, magazines...)
- **DATA** (company reports, financial & statistical data)
Electronic resources

From the Libraries portal menu:

- **Ejournals** (Franco Angeli, Il Mulino, Proquest Central, Springer & exKluwer, Wiley & Blackwell...)
- **Ebooks** (CRCnetbase, OECDLibrary, Oxford Scholarship, Darwin...)
- **Databases** (BVD, Datastream, Lexis Nexis, econlit, ABI/Inform...)
- **Dictionaries & encyclopaedia** (Dizionari Zanichelli, Oxford Language Dictionaries...)
- **Teaching materials** (AMS Campus)
Databases

Click on «Banchedati» in «Risorse elettroniche» menu. Then, you can browse databases by discipline (e.g. Scienze economiche e aziendali).

- **Bibliographic databases** featuring journal articles in full text or abstract & reference only (EconLit, Proquest’s ABI/Inform, SSRN, Sole 24 ore, LexisNexis Academic)
- **Company information** (BVD’s databases: AIDA, Amadeus, Bankscope, Zephyr, Osiris, Lexis Nexis Company section, Datastream...)
- **Law databases** (in Scienze giuridiche)
- **Statistic sources** (in Scienze statistiche)

Access is **campus**: outside the University you can connect by **Proxy**.
Looking for books & journals

• How can I find this book?
• How can I find books on this subject?
• Are there ebooks available on line?
• How can I find a journal?
• Is this journal available on line?
• How can I find articles on my topic?
OPACs: on line catalogs

• What is OPAC? Online Public Access Catalog. It is the digital catalogue of one or more libraries. It is available freely (public access).

• What is a catalogue?: Catalogue is the main tool to find books and other documents in a library collection.
Libraries Portal: links to OPACs
Are you looking for a book?


It’s the catalogue of the University of Bologna libraries and all the libraries in Bologna.

If you’re looking for a journal you have to search in ACNP instead. An English version is available for both.
Where can I find this book?

Held in...

Availability:

You can place a borrowing request on line (if you are enrolled in the library).
Library full file

Click on the library’s name to view the library info file with timetable, address, links, staff, services...

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<thead>
<tr>
<th>Biblioteca. Dipartimento di Scienze Aziendali dell'Università di Bologna</th>
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Do you have books about this topic?

If I’m looking for books about a specific topic I can start a **subject query** using the boxes «title» or «word search». The second one performs a broader research because it includes also results from “index and summary” (when the index is available you can click Digital file to view it).
Subject query

Inside the record of a book you can find the “subject headings” links (Florence Subjects, *in italian*). You can click on them to perform a subject query:

- **Florence Subject Headings**: AZIENDE - Analisi finanziaria
- **Florence Subject Headings**: AZIENDE - Pianificazione - Controllo
- **Florence Subject Headings**: COSTI AZIENDALI - Controllo
- **Florence Subject Headings**: COSTI AZIENDALI - Gestione - Controllo
- Dewey: 658.1552 GESTIONE FINANZIARIA, ANALISI E CONTROLLO DEI COSTI
Refining your searches

You can **refine your search** setting search limits: selecting a library or specifying the year of publication (or a **range of years**).
Ebooks

A large number of ebooks are available through OPAC SOL. They are held in «Alma-Re Risorse Elettroniche» (UNIBO Electronic resources staff). You can access the full-text if you are connected to the University network (remotely by proxy).

Click on DIGITAL FILE to read the book.
Libraries Portal’s E-books page

For a complete picture see the ebook page of the Portal: http://www.biblioteche.unibo.it/portale/home/portale/risorse-elettroniche/libri

• CRCNet (BusinessNetbase, EconomicsNetbase)
• OECDLibrary.
• Oxford Handbooks & Oxford Scholarship Online
• DarwinBooks Il Mulino, EditorialItalianaOnline (italian publishers).
• Reference books (Oxford Reference and on line dictionaries, for ex. Zanichelli).
My personal space

If you log in with your UNIBO credentials you can access your personal space. Here you can

• save and export your searches and bibliographies.
• send purchase suggestions.
• check your loans (“La mia situazione lettore”).
• be informed of the latest arrivals (News Bulletin).
http://sol.unibo.it/SebinaOpac/SebinaYOU.do

It’s the new version of Bologna Library System catalogue (featuring the same records of OPAC SOL but with a different interface). It is very friendly and it adds new features to the traditional OPAC: for example, you can find book covers and abstracts.
Homepage: new features

- **Simple search** (the “word search” in the classic OPAC)
- **covers of new books** (click on the cover and you will go to the book record).
- “**Dove siamo**” offers an interactive map of the libraries. For each library you get a link to detailed informations about opening hours, services and contacts.
- **Links to other catalogs**, including the traditional OPAC, can be found in the boxes on the left.
- By clicking “accedi” on the upper right corner, you can go to your personal space.
Searching in Sebina

On the upper area there is a **basic search** box (it searches in every field: authors, titles, indexes and summaries…). A **specific library** can also be selected.

For more focused results you can click on "**ricerca avanzata**" (advanced search). Thanks to "**cronologia ricerche**" (search history) you can always go back to the results of a recent query.
Browsing the Virtual shelves

You can see which books are located near the one that you have found through a sort of “virtual shelf”. This is very useful for the libraries where the books are in deposits not directly accessible to library users: in this way it’s easy to find documents that have similar topics, just as if you were between the shelves of a real library.
Sebina YOU: a record

Services marketing: integrating customer focus across the firm
Wilson, Alan
2012

Documento per sola consultazione interna

Inventario DSA 297
Collocazione TESTO 658.8 WILSA

Documento disponibile

Richiesta di prestito
Inventario DSA 298
Collocazione TESTO 658.8 WILSA
Note 1 v. (2. copia)
How can I find this journal?


I have a correct citation but I don’t know how to find the journal. I have to search this journal in [ACNP](#) (the national catalogue for serials).
Article citations

A citation is a reference to a document (book, journal article, website, etc.) which identifies this document in order to locate it and to cite it in our work. The order of elements in a citation changes according to the different disciplinary styles but every citation includes:

books: author/s, title, year and place of publishing

journal articles: author/s & title of the article, name of the journal with volume/year-issue/number-pages.

Websites include also the U.R.L. of the resource and the date of access.
ACNP National Catalogue of Serials*

We use ACNP to search journals (also e-journals) owned by academic and research libraries in all the country.

*Serials*: all the publications that appear at fixed intervals in different issues (newspapers, magazines, journals...
Where can I find this journal?

**BO129** is the ACNP code of our library. **HOLDING**: The years of the journal that we have. **PLACING**: where the journal is in the library. **LAST ISSUES**: you can browse the last issues that we have received.

The printed version of this journal has been discontinued in 2009 in favour of the **on line**.
Is this journal available online?

These symbols, usually coming with the word “online”, are used to differentiate the online version of a journal from the traditional printed edition. Check Full text or A-link to see if UNIBO has the access to this resource.
Looking for FULL TEXT: two ways

1) The **FULLTEXT** link leads to the full text when available for **UNIBO** users. Read the access info.

2) **Alink** is the University of Bologna link resolver that helps you to find the full text of a document starting from a bibliographic source. **Alink is usually more UPDATED.**
From ACNP to Full Text
Document Delivery

• If a journal is not available online for UNIBO users,
• if it is not owned by any of the University of Bologna libraries
we can ask it to another library. This service (called document delivery) is very fast and usually without any charge.
How can I find articles about a topic?

I have a topic but I don’t know what has been written about it. I can
• search in a bibliographic database (such as EconLit)
• browse a collection of ejournals (Proquest Central)
• use a scholarly search engine (Google Scholar).
• I can ask a librarian for help.
Bibliographic databases

What has been written about this subject? There are bibliographic databases that answer this question. A bibliographic source doesn’t give you the full text but it provides you with a list of bibliographic references.

In Econlit (and also in Proquest when full-text is not available) you can use ALINK to go to the full text of the article when available.
How to access databases

From the Libraries Portal:
www.biblioteche.unibo.it

In «Risorse elettroniche» (electronic resources)
- Banchedati (databases)
  - Scienze economiche e aziendali (Economic & management sciences):

  Econlit, ABI/Inform Global, LexisNexis Academic, Bureau van Dijk’s Aida, Amadeus, Zephyr, Bankscope and Osiris, Datastream, Sole 24 ore
Econlit

It’s a bibliographic database of the American Economic Association. It covers every aspect of economics. EconLit uses the J.E.L. (Journal of economic literature) classification system and a controlled vocabulary of keywords to index different types of documents: journal articles, books, collective volume articles and dissertations. It is available from the databases page of the Libraries portal.
Keywords search

Usually databases can be successfully researched using keywords or subject-terms. So it’s important to give yourself a clear definition of the subject you’re looking for and express it in a set of related concepts and keywords. In order to do this you can:

• reformulate your subject, highlighting the key elements and their relations (for ex. in time and in space: where? when?)
• Rephrase general concepts into more specific statements to have relevant results in your queries.
• Rephrase specific concepts into more general statements to help get a better overall picture of the subject matter.

(From Information Literacy Course: Unit 1 “Defining and formulating your research project”)

Econlit’s contents

In this table you can see the types of documents that you can find in Econlit: http://www.aeaweb.org/econlit/doctypes.php

Journals: 1.509
(Journal articles*: 643.226)
Collective volume articles 233.746
Working papers: 140.565
Books: 38.396
Phd Dissertations: 22.366
Book reviews: 2.289

*with abstracts: 413.287
Refining your search

A basic search could produce too many results (this can happen when the subject is wide or generic). It is possible to use more specific keywords, link different words with boolean operators or you can narrow your results selecting:

• **Source types** (you can include or exclude *for ex.* Book reviews)
• **Publication date** (filter your results by year of publication)
• **Subjects**: you can select or exclude topics editing the list of subjects.
A-Link

Econlit is a bibliographic tool. Only in few cases you can find the full text inside Econlit ("Linked full text"). But every time you can use Alink (SFX), the University of Bologna link resolver. It creates links for UNIBO users from a bibliographic source (Google Scholar, EconLit, ACNP, etc.) to a full text target resource.
Precise queries

How to start a precise search:

• **Boolean operators** (Systemic risk AND banks NOT insurances)
• Searching only in a particular part of the record (**TX, AB, TI**)
• Advanced search options
• Subjects and keywords (**CC, SU**). You can browse them in **Indexes**
Select a field

From the narrower to the wider:

“STRATEGIC MANAGEMENT”

**TI TITLE** 685

**AB ABSTRACT** 1.372

**TX ALL TEXT** 3,569
ABI/Inform Global

Available from the databases page of the Libraries portal. It is a huge collection of publications, most of which are available in full text. It’s a part of Proquest Central that includes all Proquest’s databases (ABI/INFORM Trade & Industry, Accounting & Tax, Banking Information Source, Hoover's Company Profiles...)

It covers more than 3000 journals. Full text is available for most of them.
Contents in details

- **Articles** from academic journals (2814 journals)
- Business and trade journals (1105)
- Newspapers & magazines (*Wall street journal, Financial times, Economist, Bloomberg’s Business Week*)
- Working papers (from **SSRN**).
  …and other sources.
Proquest Central: Full text

When full text is available we can download the article in pdf or in html directly from Proquest:
Proquest Central: Alink

When you don’t have the full text in Proquest, click on Alink to see if the document is available somewhere else in the University of Bologna digital collection.
Proquest Advanced search

Save time searching through the Subjects heading in Advanced Search. You can browse the list of subjects with: Look up Subjects.
Newspapers and magazines

In Proquest Central there are more than 20,000 publications (1642 newspapers). In the main page select Publications and enter the name of the journal in Publication search:
You can browse publications by subject. Selecting “Business and economics” you can access to more than 2000 magazines. Use the alphabetic bar to browse the results.
The Economist is available online full text.
The Financial Times is available from 1996 but LAST MONTH is not included.
Refine your searches

- Full text included / Citations... only
- Peer-reviewed only / Others
- **Source type** (Trade Journals, Scholarly Journals, Newspapers, Magazines, Working Papers)
- **Subjects / Classification**
- Publication title (Financial times, SSRN, Wall Street Journal)
- Document type (article, WP, news)
- **Publication date**
- **Language**
- Location (US, UK)
- Company (Microsoft) Person (Bill Gates)
<table>
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<th>ECONLIT</th>
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<tr>
<td>Contents</td>
<td>+ economic theory</td>
<td>+ business, management &amp; finance</td>
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<tr>
<td>Sources</td>
<td>+ academic</td>
<td>academic &amp; business</td>
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<tr>
<td>FT</td>
<td>90% bibliographic</td>
<td>90% Full Text</td>
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LEXIS NEXIS ACADEMIC

It features a huge collection of news, legal sources (such as cases, laws and regulations) and company information. In Lexis Nexis **News section** you can find more than 13,000 titles: Daily newspapers, News Agencies and Countries reports. You can find Lexis amongst the databases in the Libraries portal.
Some daily publications you can find in LexisNexis

Le Monde, since 2007
The Times & Sunday Times, since 1985
The New York Times, since 1980
Financial Times, since 1982
(older than 30 days)
The Guardian, since 1984
Los Angeles Times, since 1985
Der Spiegel, since 1999
Italian:
Corriere della Sera, since 2009
La Stampa, since 1992
Finding a source in Lexis

Due to the enormous amount of publications, finding a particular journal in Lexis is not an easy task. To find a specific source we have to use **Find sources** in **Sources**. We can type the name of the journal in **Keyword** or browse the sources alphabetically.

Select the right source and then click **OK-Continue**.
LEXISNEXIS company reports

In the company in section you can find information for about 80 million companies (at least as a snapshot). The overview features a short business description, executives, income but you can browse the reports in the column to find: news related to the company, M&As, financial analysts’ reports, SEC filings for American companies (U.S. Securities and Exchange Commission), Legal information (US & UK cases), patents and trademarks.
Google Scholar

Google Scholar is a search engine for scholarly literature: articles, theses, books... from academic publishers, universities and other research institutes. You can click on "References", "Related articles" or "Cited by" to find similar articles.
Scholar advanced search

Click on the arrow to the right of the search box to open the advanced search window. You can search with author, title, as well as limit your search results by date, limit to the title or search by exact phrase.
Scholar’s Partnership with UNIBO

Thanks to the collaboration between Google Scholar and our university you can find in an article citation:

- **ACNP link** to find out if a library of University of Bologna has the journal,
- **ALink** to see if an article is available in full text online for UNIBO users.

*Quality signals in wine marketing: the role of exhibition awards*

UR Orth, P Krška - The International Food and Agribusiness Management ..., 2001 - Elsevier

Wine producers have their products evaluated at various wine exhibitions for the purpose of receiving awards that can be displayed on the bottles. This contribution introduces an approach to estimate optimal prices for wine exhibition awards. A case study has been ...
What is ESSPER?

http://www.biblio.liuc.it/scripts/essper/default.asp

ESSPER is a bibliographic database. It covers more than 900 Italian journals and you can use it to find articles in Italian social sciences journals. It doesn’t give you the full text of articles but you can find bibliographic references. The project is managed by an association of academic libraries (Associazione periodici italiani di economia, scienze sociali e storia) and the access is free.
Searching in ESSPER

You can search articles by title or author.
Refine your search

If you have too many results, you should refine your search:

- Select "Si" for "Parola / frase esatta".
- Choose "Economia" from the Discipline dropdown.
- Set the range of years from 2010 to 2013.
- Choose "anno" for the ordering.

Cerca articoli per parole del titolo: RISK MANAGEMENT

Discipline: Economia

Anni: Da 2010 a 2013

Ordinamento per: anno

Cerca
Organizational impacts of social network analysis for an Italian multinational enterprise

Autore: Baggio, Rodolfo
Autore: Tonti, Susanna
Periodico: Turistica
Posseduto Biblioteche ESSPER
From ESSPER to ACNP

From an ESSPER record you can start a query in ACNP, the national catalogue of journals:

*Es. Il comparto del gaming e gli intermediari finanziari : rischi e scenari di azione = Gaming industry and financial intermediaries : risks and possible corrective measures in Bancaria – 2012.*

![Image of ACNP entry for Bancaria]
Browse journals

You can browse journals by years and issues to view their indexes.
Go to the list of indexed journals – select a title – you can go to the the index of a single issue.
Alert service

You can receive an alert with the new indexes in your email as soon as they are uploaded. You can select up to 10 journals.

Per ricevere direttamente gli indici dei nuovi fascicoli quando vengono inseriti nella banca dati compilare questo modulo

<table>
<thead>
<tr>
<th>Cognome*:</th>
<th>JOHN</th>
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<tbody>
<tr>
<td>Nome*:</td>
<td>SMITH</td>
</tr>
<tr>
<td>E-mail*:</td>
<td><a href="mailto:JOHN.SMITH@UNIBO.IT">JOHN.SMITH@UNIBO.IT</a></td>
</tr>
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<td>Ente:</td>
<td>UNIVERSITY OF BOLOGNA</td>
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* = Dati obbligatori

Invia  Cancella
Working Papers are pre-publication versions of academic articles (pre-print) that are usually hosted in open access archives. They are an important source for updated information.

Some important O.A. collections in Economics are:

- Repec/Econpapers (http://econpapers.repec.org)
- SSRN (http://www.ssrn.com)
- NBER (http://www.nber.org)

These projects’ aim is to promote the access and the dissemination of academic research. Papers are, for the most part, freely available online.
In conclusion

- **LIBRARY SERVICES** (Ask a librarian, Proxy, Research assistance)
- **HOW TO FIND BOOKS & EBOOKS** using **OPAC SOL** and **SEBINA YOU**.
- **HOW TO FIND A JOURNAL** or a newspaper in **ACNP** and how to access the full text using **Alink**.
- **HOW TO FIND ARTICLES** on my topic using bibliographic databases (**EconLit**, **Proquest’s ABI/Inform** and **ESSPER**) or using a search engine (**Google Scholar**).
ThanX!

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