Business Library Orientation Worksheet

Instructions: Use the libraries website, what you learned from the presentation, and the indicated handouts in each of the 3 sections to answer the questions to the best of your ability.

Basic Library Info (Rochester Campus Handout)

1. What is the web address for the Medaille Libraries website? How do you get to the libraries website from the Medaille home page (www.medaille.edu)?

2. Who should you contact if you have trouble logging in? What is their email address?

3. Where should you go if you need extra help with your writing? How do you make an appointment?

4. Name something that a librarian can help you with.

5. On the libraries website, where can you go to chat with a Medaille librarian? Where can you go to chat with a librarian anywhere in the country?

6. Go to the Business & Finance LibGuide online. Name two Business News Sources. [Hint: Look under “Research Help” on the libraries website to find the LibGuides. Look under “Subject Guides.”]

The Catalog (Guide to Searching the Catalog Handout)

7. What can you use the catalog for?

8. How do you get to the catalog?

Use the catalog to find the answers to the following questions:

9. Find the one item in the libraries’ collection that discusses Chinese herbology. Is it a book or an ebook?

9a. What is the title of the book in the libraries’ collection by Oystein Noreng? [Hint: Use the author search and search last name first.]

9b. What is the call number for the book in question 9a? Is it available at the Rochester campus library?
9c. Find the book from question 9a in the library. [Check the shelf labels. Call numbers go in Alpha-numeric order.] What is the title of the book directly after it on the shelf?

9d. How many books (or “entries”) does Medaille have under the Subject Heading titled, “Petroleum industry and trade.”? [Hint: The book from question 9a has this subject heading. It is clickable. You can also do a Subject Search.]

10. Use the Advanced Search (on the right side of the page) to find a book by Kevin Cashman that is located at the Rochester Campus Library. What is its title?

**Databases & Finding Articles (Finding Articles & Databases Handouts)**

11. Name two different databases you can use to find information relating to Business & Finance. [Hint: You can find the answer in the subject dropdown under the Databases Tab or you may use the Business & Finance LibGuide.]

12. According to the light-pink handout, what would be a good database to use to find articles from newspapers?

**Go to the Databases tab and connect to Business Source Elite to answer the following questions:**

13. Click the checkboxes to limit results to full-text and peer-reviewed articles. Search for Customer Retention. How many results do you get?

14. Sort the results by newest date. [Hint: Click the word “relevance” towards the top-right of the page to change the sort.] What is the title of the newest article that comes up (the first result)?

15. Click on the title of the first article in the results from question 14. What is the name of the Journal (Source) that the article is from?

16. Click the journal title to find more information about that journal. What is the year that the first issue was published?

**Go back to the Medaille Libraries Website. Go to the Journals tab to answer the following question:**

Click “Full Text Finder.” Click on “Publications” at the top. Search for the journal called “Entrepreneur.” (Make sure you spell it correctly.) Wait for the page to fully load. It will list the databases we have that carry this journal. As you can see, Medaille has 5 different databases that carry this journal.

17. Which database carries the issues from 2003 to the present?