Information Searching

All of the Library's resources can be accessed via Locate on Moodle, the Student Portal or at http://locate.coventry.ac.uk/coventry
For databases, click on the 'Subject Resources' link and select Business, Management and Economics, then the Subject Resources tab.

How do I find books on my reading list?

To find which books are on your reading list, go to Resource List/Reading List on Moodle, (Scroll down and it can be found on the right hand side).

From here you can link directly to the book record in Locate.

From Locate you will be able to check if the book is available, find out the location and read ebooks online.
### Quick guide to finding resources and information

**Books**
- Use the Books, Journals and Media tab on Locate (the Library Online Catalogue)
- E-books: Books available electronically on Locate will have a link, ‘Online access’
- Refine your search results to Books, then full-text online

**Journal articles**
- Use Article Search on Locate for a basic search
- For detailed search (recommended) use subject databases such as Business Source Complete, ABI/INFORM Complete, Sage, Emerald, Science Direct, CIAO

**Journal titles**
- Search in the Books, Journals and Media tab on Locate

**Financial information**
- Financial database such as FAME,
- Company’s annual report
- FT.com (individual registration required)
- Statista
- Bloomberg and Datastream for advanced information, available in the Trading Floor in the William Morris Building

**Market research reports**
- Databases such as Euromonitor Passport, IBISWorld and Mintel. There are also reports on Business Source Complete and ABI/INFORM and Business Market Research Collection
  - Euromonitor Passport covers global marketing information
  - Mintel and IBISWorld cover the UK and China

**Newspaper articles**
- LexisLibrary for all UK and Irish newspapers
- Financial Times and FT.com are available on Locate
- ProQuest Newsstand for UK and global news
- International Newsstream

**Statistics and economic indicators**
- Various websites, e.g. National Statistics, UK Data Service, Eurostat, World Bank etc
- Mintel and Euromonitor Passport also have statistics and economic indicators
- FT.com
- Statista
- Bloomberg and Datastream

**Company information**
- Databases such as Business Source Complete (Company information tab, or company profiles under ‘more’ tab),
- Mintel and Euromonitor Passport,
- LexisLibrary
- FAME
- Company’s website in the ‘about us’, ‘investor relations’ or ‘corporate’ section
- ProQuest Business Market Research Collection

**Case Studies**
- Case Studies tab in Emerald Management
- Henry Stewart Talks
- Include the words ‘case study’ in your search
Searching for books

Tips

- The quickest way to search for a book on Locate is to put in the family name of the first author, followed by one or two keywords from the title. There is no need to put in the whole title.
- You don’t need to use capital letters or other punctuation.
- Click on ‘Available at’ to find the location of the book. This will tell you which floor the book is on and the shelf number.
- ‘Folio’ simply means the book is larger than A4. These books are shelved separately and can be borrowed in the same way as any other book.
- To renew books online, click on ‘guest’, login and choose ‘my account’. Login using your Coventry University email address and password in the following format, username@coventry.ac.uk. Do not include “uni”.
- You don’t need a user name and password for Locate except to request or renew books and to see details of the loan type.
- You can only request a book if all the copies, (with the exception of any one-day loan copies), are on loan.
- If you have a problem with requesting you can use a white manual request card and post it into the box on the reception desk.
- You can only search for a journal title on the Books, Journals and Media tab, not for articles within a journal.

Searching for journal articles

For a quick search for journal articles, use the ‘Article Search’ tab

- Type your keywords into the search box
- Use the categories on the left hand side to narrow or refine your search, e.g. by subject or date
- To check for availability, click ‘full text available’.

Use Subject Resources for a detailed search

Search for books and journal titles

Login here to renew and request

Use Article search for a quick journal article search
For a more **detailed search (recommended)** use an individual database such as Business Source Complete, ABI Inform or Emerald.

- To find the business databases, click on the ‘**Subject Resources**’ link

- This will take you to LibGuides. Select **Business, Management & Economics**.

- Click on the database title link
- If prompted, login using your **Coventry University email address** (without uni) and **password** at this point
- Click on the tab to find databases relating to specific material, e.g. Market Research
Alternatively if you know the name of the database you are looking for, type the title into the searchbox on Locate and click ‘Online access’.
Electronic Databases – Which one Should I Search?

Ask yourself the following questions when choosing a resource to search:

<table>
<thead>
<tr>
<th>Is my topic just business, or does it include other areas such as psychology, sociology, politics etc?</th>
<th>If it is only business, use a business-specific database such as Business Source Complete, ABI/INFORM or Emerald. If it includes other subjects use a general database such as Academic Search Complete or Science Direct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does it cover the years I need to search?</td>
<td>If you need old articles or other materials for historical purposes, check how far back the databases goes.</td>
</tr>
<tr>
<td>Do I need information relating to UK or other countries?</td>
<td>Some databases such as FAME or LexisLibrary only cover the UK.</td>
</tr>
<tr>
<td>What kind of material do I need?</td>
<td>Most databases cover specific types of material, e.g. Some cover journal articles, such as Business Source Complete, some cover market research, such as Mintel, IBISWorld and Euromonitor Passport and others cover financial information such as FAME</td>
</tr>
</tbody>
</table>

Planning a Search

Follow these steps to plan your search.

<table>
<thead>
<tr>
<th>Identify Keywords</th>
<th>What are the key elements of the topic?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synonyms</td>
<td>Are there other words that mean the same as your keywords? Include these in your search.</td>
</tr>
</tbody>
</table>

Make use of search techniques

- Are there alternative spellings? use ? to find all versions e.g. behavio?r will find behaviour, behavior
- Do you need to search for a phrase? Enclose in “” e.g. “corporate social responsibility”
- Do you need to use the root of the word and a truncation symbol (* or ?) to capture all endings? e.g. account? Will find account, accounts, accounting, accountant

Combining keywords using Boolean operators

| AND | Will find articles containing both words. |
| OR | Will find articles where one or both words are present. |
| NOT | Will exclude a search term. |

Place limits

The most common limits are:
- Date
- Publication Type
- Language
When searching the databases please be aware that the full text of the article may not be available on that database. Many databases contain only the abstracts. There are a number of ways in which you can check for full text availability:

- On databases where full text is available, e.g. Business Source Complete you will see either a pdf or html full text link. Click on the link to access the full text.

- If the article you want is not available in full text on the database, use the link, 'Locate it'.

What is 'Locate it'?

'Locate it' is used on some databases where full text is not available. It will link you to the full text which may be on another database. It will also tell you if it is not available.

If 'no full text available', check whether the journal title is available on Locate and check whether the article is available in print.

- If the database does not have 'Locate it', 'linking you will need to search for the journal title on Locate.

- If it is not held in the library you can request the article using the Document Supply Service. Complete the online form available on Locate. Click on the more symbol (three dots) on Locate, then the Document Supply link. There is no charge for this service.

Using Internet Sources

There may be times when you can't find what you are looking for using the databases on Locate and you need to use other internet sources. The information that you find here will not have been subjected to the same levels of quality control and peer review as the information found in the databases. You will therefore need to evaluate it yourself.

If you are looking for academic material, use Google Scholar. Set your preferences to Coventry University and you will have the Locateit link.

When evaluating material, ask yourself the following questions;
Who published it? Check the author’s credentials, job title, who do they work for, what else have they published?

Why was it published? What is the purpose of the information; is it to inform, educate, sell a product or influence thinking.

Who is it aimed at, e.g. general public, school or college or academics. Check the home page and the url.

When was it published? Is the information up to date? Is the web-page still maintained – check when it was last updated and whether links still work.

For further tutorials about evaluation and information searching go to; Virtual Training Suite http://www.vtstutorials.co.uk/

Further help
- Contact the business subject librarians;

Sue Marshall
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s.marshall@coventry.ac.uk
07557 425631

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Subject Librarian, Business, Sport, Leisure & Tourism Management, HRM, Strategy & Leadership
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Your subject librarians can help you search for information for your coursework and dissertations. They will show you the best sources to use and how to use the databases and help with referencing and Refworks. You can book an individual appointment by contacting them directly.