



Guide and Tutorial to Curriculum links and the Online Library for Business

- Log on the college **Intranet home page**
- Click on **Library and Online resources**
- Select **Business and Management**.
<http://library.west-cheshire.ac.uk/business/>

Here you will find quality controlled and relevant websites and gateways to resources for Business and Management.

SOSIG – *Business* - <http://www.sosig.ac.uk/business/>

Biz/ed - <http://bized.ac.uk/>

See also ***the links recommended for your course by West Cheshire College*** for many more links useful for you course. Particularly useful are:

Europa - <http://www.europa.eu.int/>

and as an example of a company site: Kelly search - <http://www.kellysearch.com/>

An example of a journal available online is the online magazine of the *Chartered Institute of Personnel and Development*: <http://www.peoplemanagement.co.uk/pm>

Electronic Resources and Web Links are also available from the library home page or direct from the **Intranet home page**

The **West Cheshire College Online Library** provides access to thousands of full text journals and newspaper articles, business information, European information, census materials, many reference works, a copyright free (for education) digital image library containing over a million items and listings and archives of broadcast programme information. NB this service is only available to the students and staff of West Cheshire College.

Most of the resources can be accessed from home using [MyAthens](#) which also provides a gateway to some additional material such as census data and Ingenta the most comprehensive collection of academic and professional publications available online. To access MyAthens from home go to **Connecting from Home** or:
<http://library.west-cheshire.ac.uk/connectingtolibary/>

You will need a personal MyAthens account for home access. Please email the library to request this library@west-cheshire.ac.uk or ask at a training session.

[A] InfoTrac OneFile

InfoTrac OneFile describes itself as: *a one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics.* It contains millions of full-text articles, many with images.

NB in MyAthens InfoTrac is listed under *Thomson Gale Databases*.

Here are some exercises to help with searching InfoTrac:

1. Enter *communication* in the search box (count how many results you get)
2. Now try restricting this search to about *communication* that appear in the journal: *Communication World*.
3. Go to **Advanced search** put *communication* in the search box and *Communication World* in the box *publication by title*
4. Find the article: *Put productive meetings on your agenda in Communication World*,
5. View this article as a PDF to see it in its original layout.

Now try a subject search

The *subject search* can help to break searches down into manageable chunks.

1. From the top menu select *Subject guide*
2. Check the box **Limit the results to documents with full text**
3. In the entry box type *communications*
4. Click on *Search*
5. Click on **Subdivisions** for *Communications*
6. Now find Management in the list: this should give you articles on management communications.
7. Click on the **News** tab and the same search will be run for newspapers.

You can also use **InfoTrac to access many newspapers in full text**.

Unfortunately these papers do not include the *Guardian* and the *Observer* for which you will have to use *Newsbank*.

[B] Newsbank Newspapers (includes the Guardian – not in InfoTrac)

Phrases can be searched for by putting the phrase in quotation marks, e.g., "Manchester Airport."

Two words or phrases can be searched for together, e.g. “Manchester Airport” AND “future growth”

Use tick boxes to select the newspaper or newspapers you wish to search. You can select as many as you wish for each search.

[D] KnowUK

What is KnowUK? KnowUK provides information for living and learning in the UK on politics, health, people, places, events, organisations, general knowledge etc.

Why not just use Google or another search engine? KnowUK gives you information taken from well-known and up-to-date books used by librarians, not just a link to another web site, which anybody could have put onto the Internet.

Search all of KnowUK - search every book in KnowUK e.g;

- Type **longest bridge** in the box on the home page and click on the blue **search** button.

Advanced Search – enables you to search in just one book and/or to control how KnowUK searches for information e.g;

- Type the quote **the remedy is worse than the disease** in the box
- Click on the **exact phrase** option underneath

Scroll down the list of books underneath and check the box next to **Hutchinson’s Encyclopedia** and then click on the blue **search** button.

✓ *For a contents list and further guidance please ask for a separate leaflet.*

[C] SCRAN

SCRAN is...an enormous online interactive library with an extensive and diverse collection of over a million still images, video clips and audio clips relating to culture, history and science. Everything on SCRAN has been copyright-cleared for educational use. Login to SCRAN: Username wecresources Password @college. If you are at home use MyAthens to access SCRAN.

Click on *Search* then *Full* on the top left of the screen

Type *Elvis Presley* into the *records containing* search box

From the results select *Young Elvis Presley*. This will display details about the photograph. To see a full sized image click on *click for resource*. The resulting image can be edited in any way you wish, including removal of the copyright and file information.