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# ACCESS TO BUSINESS & ADMINISTRATION SUBJECT GUIDE

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## Library Services

[library@glasgowkelvin.ac.uk](mailto:library@glasgowkelvin.ac.uk)



## E-Resources

Below is a list of the library's electronic resources which are most useful for Access to Business & Administration. You can view a full list of electronic resources by visiting this page:

<https://intranet.glasgowkelvin.ac.uk/sites/GKC/Pages/EResources.aspx>

Your student network ID and password will log you on to most of these resources. Some resources will prompt you to select either Athens and/or Shibboleth login options, and then simply select the institution of Glasgow Kelvin College. See the accompanying guides in the above link for more information (click on the blue squares to the right of the resource description).

<a href="#">Complete Issues Online</a>	This is a place where you can easily find articles, statistics, personal accounts and websites to help you quickly understand current issues.
<a href="#">Gale Cengage Learning</a>	This is a collection of databases giving access to a wide range of resources:
- <a href="#">Gale Virtual Reference Library (GVRL)</a>	Collection of specialised reference sources for multidisciplinary research.
- <a href="#">General OneFile</a>	Database of 13, 000 journals and 120 million full-text articles dating from 1980 to present.
- <a href="#">JISC FE Custom News</a>	Database which contains over 25 million full text articles from over 200 worldwide newspapers
<a href="#">JISC Media Plus</a>	Provides online delivery of audio clips, images, and films for all curriculum areas
<a href="#">NewsBank</a>	Providing easy access to the world's largest repository of reliable information
<b>Archive Collections</b>	
<a href="#">Brill Online Books and Journals</a>	Provides free online access to over 50, 000 articles.
<a href="#">British Periodicals (1681-1937)</a>	Provides access to searchable full text periodical articles.
<a href="#">Cambridge Core</a>	Limited access to Cambridge University Press publications.
<a href="#">Historical Texts</a>	Access to full text Historical British books from 1475 to 1900.
<a href="#">Periodicals Archive Online</a>	Access to back files of scholarly periodicals in the arts, humanities and social sciences.
<b>Other Collections</b>	
<a href="#">BlendEd Business</a>	Online Learning Packs developed by Colleges Open Learning Exchange Group (COLEG) for Business.
NLN- <a href="#">Administration</a> <a href="#">Business</a>	Funded by the UK Government to support learners in the post-16 sector, the NLN Materials are one of the most substantial and wide-ranging collections of e-learning materials in the UK - hundreds of small, free, flexible 'bite-sized' episodes of learning.

Ushare – <a href="#">Administration</a>  <a href="#">Business</a>	Provides links to open learning resources that have been recommended by lecturers, teachers, training providers and learners that support SQA qualifications. New resources and reviews can be submitted.
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## Useful websites

[ACAS \(Advisory Conciliation and Arbitration Service\)](#) - Information on the role of the organisation.

[IAM](#) - Institute of Administrative Management (IAM) is the oldest management Institute in the UK having inspired professional business managers and administrators since 1915.

[BBC Business News](#) - Up to date news from the business world.

[Business Case Studies](#) - An excellent resource for business students.

[Campaign](#) - The latest news on brands, advertising, marketing and media. News can also be viewed by business category, such as public relations, marketing or direct marketing.

The [Department for Business, Energy and Industrial Strategy](#) has responsibility for business, industrial strategy, science, innovation, energy, and climate change.

[Federation of Small Businesses](#) - Website features news and information about the Federation.

[Financial Times](#) - Website of the news organisation providing news, comment, data and analysis for the global business community.

## E-books

You can access a number of e-books relevant to Access to Business & Administration. You can read and download e-books through the [Dawson](#) and [ebrary](#) ebook services, and through the library catalogue at <https://kelvin-glasgow.koha-ptfs.co.uk/>

You should choose the Shibboleth login option and confirm Glasgow Kelvin College as the institution.

## Books

You can find books relevant to Access to Business & Administration at the numbers listed below in the campus libraries. These numbers represent the location of the books on the shelves.

- Computing 001-006
- Economics 330 – 332
- Law 340
- Study Skills 371
- Business 650 – 658
- Accounting 657 – 658
- Business Management 658
- Management 658.4 – 658.8
- Marketing 658.8
- Writing Skills 808

You can see which books we have available by searching the catalogue:

<https://kelvin-glasgow.koha-ptfs.co.uk/>

## Journals

Journals feature the most up to date information on subject areas (often more up to date than websites). If you want to find information about what is happening in your subject area at the moment, then journals are a great source.

The following journals are of particular interest and some may be available online:

- Business Communication Quarterly
- Business Horizons
- The Economist
- Entrepreneurship: Theory and Practice
- European Business Forum
- Journal of Business Strategy
- Public Administration Review
- Survey of Current Business

## Glasgow Life Resources

By joining Glasgow Libraries (Glasgow Life) you can also access all of their electronic resource collections, either in your local library or from home. This collection includes eBooks, Audiobooks, eMagazines and Databases for your research. You can join your local library, the branches at Easterhouse and East End campuses or at the learning centres in Springburn and West End campuses. You can also [join online](#) to begin using some of the resources immediately.

The full list of databases can be found [here](#), but here are some resources which may be particularly useful:

<a href="#">ABI/Inform (ProQuest)</a>	ABI/Inform is the original aggregated business journals database with online access to over 4,975 business and management journals from around the world.
<a href="#">COBRA (Complete Business Reference Advisor)</a>	Factsheets and reports on all aspects of running a business.
<a href="#">Oxford Reference Online</a>	Search language and subject reference works from one of the world's most trusted resources.
<a href="#">ProQuest Central</a>	A database combining subject areas including business, science and technology, medicine and health, literature and language, society, culture, the arts, history, and more.

## Glasgow Life eBooks, Audiobooks and eMagazines

To access these resources you can join Glasgow Life Library Service. You can do this at your local Glasgow Library or at one of the College Campuses. For more information on how to use the eBooks, Audiobooks and eMagazines visit the [Glasgow Libraries site](#).

Should you have any additional support needs and require assistance in accessing library resources, please do not hesitate to get in touch with us by telephone or email. Our contact details are:

Telephone:

Springburn Campus: 0141 630 7018

East End Campus: 0141 630 3365

Easterhouse Campus: 0141 630 3330

West End Campus: 0141 630 7337

Email: [library@glasgowkelvin.ac.uk](mailto:library@glasgowkelvin.ac.uk)