

# Goizueta Business Library

*Creating Bridges to Knowledge*

## Goizueta Business School Faculty Library Toolkit

### **Proper Use of GBL and Emory Libraries' Databases**

Emory database licensing agreements allow faculty usage for research, teaching and publishing.

#### ***Complying with Emory's Honor Code & Code of Conduct***

According to [Emory's Honor Code](#) you must always attribute accurately and completely all data and excerpts or direct references you include in course research, articles, etc.

According to [Emory's Code of Conduct](#), you can never share your Emory username/id and password with anyone attending Emory or outside of Emory or log anyone into any Emory electronic resources.

According to Emory's [Copyright Infringement Policy](#), students, faculty and employees are required and expected to adhere to US copyright law, which restricts reproduction, distribution, and other uses of copyrighted materials.

### **Use of Scripts is Strictly Forbidden**

Current Emory Libraries' database licensing agreements strictly forbid using any type of scripts to generate searches and mine content; examples of these databases would be Nexis (LexisNexis) and Factiva. Vendors are very diligent about watching for activity which indicates scripts are being used and they will not hesitate to turn off all access to their database without prior notification.

This is **not** a question of the intent or purpose for the research; running searches for academic research is not the issue. The noncompliance issue is the method by which you are searching the database's content, e.g. using a script.

#### ***Harvesting Data Legally***

If you need to harvest data for your research, contact [Ron Harris](#) in order to explore alternative options.

While Emory licenses do allow for manual searches, most have a record limit, and if you exceed it, the vendor will also turn off access. If your need is a large amount of data, speak with [Susan Kloppe](#), Director of the Goizueta Business Library, in advance of running your searches so she can let the vendor know.

### **Course Reserves**

The business library works with you to set up online access to your required course readings through the Emory Libraries' Course Reserves system. Organized in syllabus order, these readings can be linked to your Blackboard or Canvas course for efficient student access. The OPUS system automatically enrolls instructors and students into their respective courses. [Learn more](#) about who to contact to get started, what information is needed to set up your readings, the turnaround time, and [compliance with copyright](#).

#### ***Harvard materials***

All Harvard materials (e.g. case studies, HBR articles, chapters from Harvard published books, etc.) must be set up for student purchase and access via Study.net. [This Study.net "how to" step-by-step guide](#) will walk you through how to create your account and readings.

Email your reserves requests to [gbsreserves@emory.edu](mailto:gbsreserves@emory.edu) or contact Monique Martinez, GBL Library Specialist, [Monique.martinez@emory.edu](mailto:Monique.martinez@emory.edu)

### **Document Delivery**

Request articles, books, working papers, etc. from [gbsdocdel@emory.edu](mailto:gbsdocdel@emory.edu). If Emory does not own the title, an Interlibrary Loan will be processed on your behalf. Complete citations expedite the delivery process. Materials are delivered to your GBS mailbox.

Questions? Email Monique Martinez, GBL Library Specialist, [Monique.martinez@emory.edu](mailto:Monique.martinez@emory.edu).

## **Accessing Academic Journals@Emory**

Locate an article for which you have a citation or confirm full-text electronic access. Use [ejournals@emory](#) with [these tips for searching](#).

## **Setting up eJournal Alerts**

Register for academic journal databases to set up ejournal and saved search alerts. [Tips on setting up your alerts](#).

## **Conducting Research at Emory**

### ***Subscription Research Databases***

[Science Direct](#) | [JSTOR](#) | [ISI Web of Science](#) | [Wiley](#) | [Journals@Ovid](#) | [EconLit](#) | [Business Source Complete](#) | [ABI/INFORM](#) | [Dissertations and Theses Full-Text](#) | [Databases@Emory](#) (additional Emory Libraries' databases, e.g. PsychARTICLES, etc.)

### ***Free Web Resources***

SSRN: Social Science Research Network is a resource for the dissemination of social science research, such as working papers, forthcoming papers, and abstracts, in each of the social science areas (e.g. finance, accounting). Learn about [Goizueta's subscriptions for your personal access](#).

OpenEmory: An open access repository of scholarly articles by members of the Emory faculty.

### ***Curated Statistical Datasets***

[Data Freeway Resources](#): ECDS statistical data sources.

[Locating Psychological and Educational Measurement Instruments](#)

### ***Catalogs***

[DiscoverE](#): Emory Libraries' catalog; login using Emory NetID and Password to save your searches and take advantage of other advanced functionality.

[WorldCat](#): Access to collections in other local, regional national and international libraries.

### ***InterLibrary Loan***

Use [ILL](#) to request articles, books, book chapters, and dissertations that are not available as part of Emory's collections.

## **Emory Research Centers**

### ***Center for Faculty Development & Research (CFDE)***

[CFDE](#) supports faculty in the areas of teaching, research, and professional development, including writing groups, teaching consultations, and more. Sign up for the [listserv](#) to learn about forthcoming programs and events. Located in the Woodruff Library, Suite 216.

### ***Emory Center for Digital Scholarship (ECDS)***

[ECDS](#) works with Emory faculty and students to provide expertise, consultation, and technical assistance in the creation of digital projects; expertise includes statistical analysis, GIS and mapping, data visualization, text analysis and electronic text encoding, digital publishing, and hybrid and online pedagogy. Its statistical Data Services supports the use of quantitative data for research and teaching; data sources reflect the non-disciplinary nature of data, assisting departments and schools across Emory. Contact: [Rob O'Reilly](#). Located on the 3rd floor of the Woodruff Library.

## **Managing Bibliographic Citations**

Use Endnote and Zotero, database programs for managing bibliographic citations and bibliographies for your research and writing, including digitally connecting to academic journal databases and library catalogs. [Endnote Detailed Guide](#) and [Cheat Sheet](#); [Zotero Detailed Guide](#) and [Cheat Sheet](#).

Upcoming Endnote and Zotero classes are listed [here](#).

### ***APA Citation Style Guides***

[APA Style](#) (American Psychological Association) | [APA Exposed](#) (Harvard) | [APA Guidelines](#) (Purdue).  
Use [Lynda.com](#) for tips using Word for your research, including citation placement.

### **Working with Your Business Librarian**

Your [5 Business Librarians](#) are invested in helping you with your studies and dissertation research. Reach out to your area liaison or send an email to [gbsaskalibrarian@emory.edu](mailto:gbsaskalibrarian@emory.edu) to schedule a one-on-one consultation or email support.

Accounting [Susan Klopper](#)

Finance [Susan Klopper](#)

ISOM [Lee Pasackow](#)

Marketing [Ann Cullen](#)

O&M [Saira Raza](#)

### **Library Hours**

Check out the [regularly updated schedule](#) of the Woodruff Library Building and the Goizueta Business Library hours.

You will need your EmoryCard to pass through the Woodruff Library Building's turnstyles; download this [EmoryCard app](#) as back up in case you don't have your EmoryCard with you.