

Library Resources for USF Graduate and Undergraduate Business Alumni

Congratulations! Now that you have graduated, or are contemplating graduation, you may be wondering how USF's Gleeson Library/Geschke Center can serve you once you become an alumnus. This guide will give you the basics on your library privileges once you graduate, as well as other places where you can obtain business information.

Gaining Access to Gleeson Library and its Resources After Graduation:

Library Cards, Library Access and Borrowing Privileges:

- USF Alumni may purchase a Special Access Only card for \$20. This card is good for one year and allows access to the library, but does not allow borrowing privileges.
- USF Alumni may purchase a Special Access / Borrowing card for \$50.
- **More information on alumni library access can be found here:**
<http://www.usfca.edu/library/alumni.html>

Printing/Photocopying in the Library:

- **Printing:** There is a charge for printing from public computers that is deducted from one's Special Access Card once you've added money to it (see below). The fee is \$ 0.03 per page.
- You can also choose to email items to yourself to be printed elsewhere.
- **Photocopying:** The library has eight photocopiers for public use. They accept coins, dollar bills and Special Access Cards.
- **Fees for Photocopying:**
Special Access Card = \$ 0.06 per copy
Cash / Coin Box = \$ 0.15 per copy
- **Note:** The library has a Dons Dollars machine at the main entrance for adding value to your Special Access Card account.
- **Change:** A change machine is available in the first floor copy room adjacent to the Thacher Gallery. The change machine gives coins for \$1 and \$5 bills. Except for this machine, the library does not provide change.

Using the Library's Online Databases:

When you are coming to the library in person, you can use any of the library's databases at the Reference computers.

Unfortunately, however, **alumni access to the library does not include remote access to our databases. The companies that we lease these databases from have**

very strict contracts that limit remote access to only current faculty, staff and students.

*****But you can still gain access to databases elsewhere! *****

Here are some ideas:

- San Francisco Public Library (SFPL): <http://www.sfpl.org/sfplonline/dbcategories.htm> subscribes to a number of business and general interest databases. Visit a branch of SFPL to access the databases or apply for a library card to access databases remotely. Note: You must be a California resident to apply for a library card. For more information about obtaining an SFPL library card: <http://sfpl.org/services/librarycard.htm>
- If you don't live in San Francisco or California, your local public library <http://nces.ed.gov/surveys/libraries/librarysearch/> may provide access to databases.
- If you live near a public university or college, you may be able to access their databases on campus. Check with that institution for their access policies.
- Or, if you are working for a company, see if it has an information center or library, either where you work or at a central location, or better yet, a staff librarian! Get to know the staff and the services that they offer.
- Contact the database vendor of the database you're interested in to see if you can purchase an individual subscription.

Other Sources of Freely Available Online Business Information:

Free online business web sites/databases by topic:

There are a number of excellent web sites with extensive business information. Listed below is a sampling of them.

The first one you should know about is our own Career Services Center on the University of San Francisco campus! The Center has many resources on companies and industries, both print and online, and you can use all of them as alumni. Visit the CSC online at: <http://www.usfca.edu/career/> or call: 415-422-6216, or visit UC 429.

General Business Topics and Indexes to Business Subtopics:

- American Library Association's Best of the Best Business Web Sites: <http://www.ala.org/ala/rusa/rusaourassoc/rusasections/brass/brassprotools/bestofthebestbus/bestbestbusiness.htm>
- Business Reference on the 'Net: <http://marylaine.com/busref.html>
- Business.gov: <http://www.business.gov> Portal to U.S. business resources
- Emory University's Goizueta Business Library's Recommended Business Links: <http://business.library.emory.edu/services/public>
- INFOMINE: <http://infomine.ucr.edu/sitemap/> From the Infomine web site: "INFOMINE is a virtual library of Internet resources relevant to faculty, students, and research staff at the university level. It contains useful Internet resources such as databases, electronic journals, electronic books, bulletin boards, mailing

lists, online library card catalogs, articles, directories of researchers, and many other types of information.” Compiled by librarians. Click on the “Business and Economics” link to search.

- Internet Public Library: Business and Economics: <http://www.ipl.org/div/subject/browse/bus00.00.00/>
- Librarians’ Index to the Internet: Business: <http://lii.org/search/file/busfinjobs>
- Library of Congress Business Reference Services: <http://www.loc.gov/rr/business/>
- Rutgers Alumni Library: Alumni Databases: <http://www.libraries.rutgers.edu/rul/alumni/databases.shtml#bus>
- UC Berkeley’s Internet Resources in Business and Economics: <http://www.lib.berkeley.edu/BUSI/bbg18.html>
- Useful Business Sites, Dayle Smith, USF Professor: <http://www.usfca.edu/fac-staff/smithdm/mfe/links.html>

Company Information:

- Business.com (business Internet search engine): <http://www.business.com>
- Business Wire (news): <http://www.businesswire.com>
- Corporate Information (requires free registration): <http://www.corporateinformation.com>
- EDGAR (public company filings with the U.S. government): <http://www.sec.gov>
- Forbes magazine’s company lists: <http://www.forbes.com/lists/>
- Thomas Register (directory of companies): <http://thomasregister.com>
- Web100 (largest American and international companies on the Web by revenue, includes Fortune 500 and Global 500 rankings): <http://www.metamoney.com/w100/>
- Yahoo! Finance: <http://finance.yahoo.com>

Company Annual Reports:

- United States Securities and Exchange Commission (SEC): <http://www.sec.gov/edgar.shtml> and click on “Search for Company Filings.”
- Annual Report Gallery: <http://www.reportgallery.com>
- Annual Reports Library: <http://www.zpub.com/sf/ar/>
- Annual Reports.com: <http://www.annualreports.com/>
- CAROL: Company Annual Reports Online: <http://www.carol.co.uk/>
- The Public Register’s Annual Reports Service: <http://www.prars.com>
- Investor Relations Information Network: <http://www.irin.com/cgi-bin/main.cgi>
- State Business Filings: Law Library Resource Xchange (LLRX): <http://www.llrx.com/columns/roundup29.htm>

