Library Services:
Business Undergraduate Students

Library Liaison
As your Library Liaison for the College of Business, my goal is to provide you with personal contact to help convey information about library resources and services. I am available to answer any library related issues and questions.

Contact Information:
Ms. Payne, Library Liaison for the College of Business
Telephone Number: (225)771-2604
Email: maletta_payne@subr.edu

Library Information
John B Cade Library Website: http://www.lib.subr.edu

Library Hours:
Monday-Thursday 7:30 am-12 Midnight
Friday 7:30 am-5:00 pm
Saturday 1:00 pm-5:00 pm
Sunday 2:00 pm-12 Midnight
*Holiday and special events will be posted at the appropriate time.*

LibGuide Access Instructions
Go to the LibGuide Webpage: subr.libguides.com
Locate and Select
Select MANAGEMENT, CLICK on MANAGEMENT 400

Off Campus Login
Accessing databases off-campus will require you to identify yourself as a Southern University Student. You will be prompted to enter a USER NAME & PIN.

USER NAME=YOUR BANNER ID NUMBER (Example: S012345)
PIN= CHANGEME
CLICK ON AUTHENTICATE
Access Problems
If you have any problems accessing databases off-campus, please feel free to contact me at (225)771-2604, or by email: maletta_payne@subr.edu

Business Databases

<table>
<thead>
<tr>
<th>Academic Search Complete</th>
<th>Lexis Nexis Academic</th>
<th>PsycInfo</th>
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</thead>
<tbody>
<tr>
<td>*Business Source Complete</td>
<td>Legal Collection</td>
<td>Psychology &amp; Behavioral Science</td>
</tr>
<tr>
<td>e-Book Collection</td>
<td>Hospitality &amp; Tourism</td>
<td>Regional Business News</td>
</tr>
<tr>
<td>Ebsco Discovery Service</td>
<td>Newspaper Source</td>
<td>Science Direct: Business, Management and Accounting</td>
</tr>
<tr>
<td>JSTOR</td>
<td>Mental Measurement Year Book</td>
<td>WorldCat</td>
</tr>
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For resources not found in the library’s collection try Ingenta and Interlibrary Loan

**Ingenta** is a pay-per-use service for you to obtain articles not in the library’s collection free of charge. Submit a request via your Management LibGuide under the Request Articles tab. **Ingenta is used for article request only. Please allow 24-48 hours for your request to be processed.**

**Interlibrary Loan** allows students to request materials not available in the library’s collection through the ILL Program. You can submit a request via your Nursing LibGuide under the Request Article tab. Interlibrary Loan is used to request books, journal articles, and much more. Please allow 2-4 week for delivery of items.

**Southern University Identification Card**
You will need a valid Southern University Identification Card to: Check-out Print Books, Check-out Study Carrels and Group Study Rooms, Check-out Electronic Devices, also to print and make copies.

**Library Services**
- **1st Floor**  Java City Coffee Shop, 2 Group Study Rooms, Copy Center (3 copier machines, printing retrieval station, and fax machine
- **2nd Floor**  2 Computer Labs (Microsoft software, scanners, printing, copier machine) 12 Individual Study Carrels, Classrooms 1-3, Training Center
- **3rd Floor**  Group Study Room

Created by: M. Payne, Emerging Technologies Librarian 1/2017
Library Departments

- **1st Floor**
  a. Ask Here Desk (Consult with a librarian)
  b. Circulation (Check-out & return books, interlibrary loan, course reserves)
  c. Technical Services (Process books)

- **2nd Floor**
  Office of the Dean of Libraries
  Systems & Technology (Library technical assistance)

- **3rd Floor**
  a. Archives (SU yearbooks, SU History, Official SU Records, SU Photos, etc.)
  b. Camille Shade/African American Collection (African American Authors)
  c. Music Listening (R & B, Classical, Blues, Rap, Gospel, Pop, etc.)
The Research Process

We will be following the steps to complete your research assignment.

- Step 1: Identify your topic
- Step 2: Find Context: Use Reference Sources for understanding your topic
- Step 3: Find Books
- Step 4: Find Articles
- Step 5: Evaluate your sources
- Step 6: Cite your sources

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