

## **LIBRARY RESOURCES**

A major resource center in the metropolitan Portland Area, the Portland State University Library contains more than 1,000,000 volumes, including about, 9,600 serial subscriptions. The Library also provides access to 35 databases and a variety of resource guides through its web site. Remote access is available to members of the PSU community, including distance education students, via the University's Proxy Server. (Descriptions of the Library's data bases may be found at: <http://www.lib.pdx.edu/netwk/databases.html>).

The Public Services Department is composed of four divisional libraries, one of which is the Business/Economics/Documents Library, Basement. In addition, the Library houses the Music Library, formerly a unit of Audio/Visual Services, the Information Center for the Disabled, and an Information Technologies Computer Laboratory with 40 workstations.

### **Business/Economics Collection**

The Business and Economics book collection consists of over 100,000 volumes in the library of Congress classifications of HA through HF, over 15,000 volumes in K (law), and 800 volumes in TX. In addition, some 25,000 volumes housed on the Science and Social Sciences floor are related to business, technology, management and public administration. Approximately 850 journals are currently received in the department and 475 journals on other floors are supportive of business. Major periodical indexes are available in the department. In addition, electronic resources for business include *ABI/Inform Global* (full text), *Infotrac SearchBank ASAP* (full text), *Global Access* (Disclosure), *EconLit*, *F&S Index Plus Text International* (CD-ROM), *PAIS International*, *Stat-USA*, *University Analyst Watch* (Zack's Company Research), *CCH Tax Research Network*, *RIA Checkpoint Service*, *Tax Management Portfolios Plus*, *FASB CD-ROM* (FARS), and *BNA Human Resources CD-ROM*. In addition to electronic resources in the field of business, the Library provides general databases (e.g., *ArticleFirst*, *ProceedingsFirst*, *Dissertation Abstracts*, *Uncover*, *Worldcat*, etc.) and data bases in the sciences and social sciences which also complement the business resources.

The Business/Economics Library supports access to its electronic resources with 6 Internet terminals and 8 CD-ROM workstations. Internet terminals are available on other floors of the Library as well. All 40 computer workstations in the Computer Lab are connected to the Internet. Recently the Library was rewired for a greater number of ports and faster access to the Internet. Additional Internet terminals are being installed in the Library as funds allow. Catalog terminals will be installed in stack areas for greater patron convenience. Our web catalog, ViKat, became available to the public in January 1999. In addition to providing access to monographs, serials and government documents in one database, ViKat provides the ability to access resources on the Internet via hyperlinks which appear in the catalog records.

## **Business Librarians**

The Business/Economics/Documents Library is staffed with two business librarians, a documents librarian who heads the Federal Depository Program, three library technicians, and a number of students in support positions. The two full-time Business Librarians are responsible for collections and services within the Business/Economics Library. Duties include selecting materials for the collection in coordination with faculty from the School of Business Administration and Departments of Economics and Public Administration, teaching in a reference and classroom environment, creation of teaching guides (see: <http://www.lib.pdx.edu/resources/bus/guides.htm>), representing the needs of the Business/Economics Library on the Collection Development Committee, and participating in Public Service meetings.

The role of the Business Librarians is to serve as an advocate for the Business Library—within the PSU Library, with the School of Business Administration, and within the University and the community. In this role the librarians must educate their various constituents in matters of collection, services, resources, and long range plans, and serve as an advocate for support and development of the Business/Economics Library.

## **Other**

- ***Library Data Bases***

Of the data bases enumerated in the section on Business/Economics Collection, ***ABI/Inform Global*** and ***InfoTrac SearchBank*** are of the greatest importance to the journals collection, providing a virtual library of periodical literature. ***ABI/Inform Global*** provides coverage of 1,300 journals, including 350 international business sources. Approximately 50% of this database is full text. ***Infotrac SearchBank*** supports the business students with the ***Expanded Academic Index ASAP***, the ***Business Index***, the ***General Reference Center*** and ***Investext***. The ***Business Index*** provides coverage of 900 journals, 60% of which are full text. ***Investext*** provides full-text investment reports and forecasts prepared by Wall Street and international brokerage firms for more than 11,000 U.S. and international companies and 53 industries. Corporate information is provided also by ***Global Access*** (Disclosure), which contains financial and management data for U.S. and international companies including 10-year financial histories, company profiles and stock market performance. A description of business and economics databases can be found at: <http://www.lib.pdx.edu/resources/bus/databases.html>.

- ***Government Documents***

Portland State University Library is a full Federal Depository Library, receiving all publications distributed by the Superintendent of Documents. The Depository Library is integrated with the Business/Economics Library for reference services. Access to documents collections is supported by 5 documents workstations and 6

Internet terminals in the Business/Economics Library. Web access to documents is available via the Library's Government Documents web site:

<http://www.lib.pdx.edu/resources/govdocs/index.html>. Important licensed databases acquired through consortia arrangements with ORBIS and PORTALS include *Access UN, Congressional Universe, Impact/ACCESS GDCS, Statistical Universe and Stat-USA*.

The PSU Library received a \$350,000 Federal grant which has enabled the Documents Library in the past two years to add entries for most of the documents collection to the Library's catalog. A rich variety of government publications now can be found in the Library's web catalog, with hyperlinks to government web sites containing publications and data. Government publications may now be checked out at the circulation desk along with items from the regular monograph collection.

- ***Interlibrary Loan***

Interlibrary Loan Services are available to students and faculty on campus. The Extended Services staff coordinates resource requests for distance education students, which include those in the Statewide MBA program. ILL plans to make available in March 1999 a web form for submitting interlibrary loan requests. For the future, ILL is investigating the possibility of direct request by students and faculty via OCLC (Ohio College Library Center). Periodical articles which can not be supplied within the OUS system most often are obtained via the Uncover document delivery system.

- ***Other Libraries and Consortia***

The PSU Library is vigilant in maintaining its strategic alliances and identifying new opportunities and partnerships by which it can enhance its mission to serve PSU and the metropolitan community. Foremost among these partnerships are ORBIS (Oregon Library Consortium: <http://libweb.uoreong.edu/orbis/> ) and PORTALS (Portland Area Libraries: <http://www.portals.org> ), two state/regional consortia through which the Library has obtained access to licensed databases, and OUS (Oregon University System), through which the Library has cooperative agreements for interlibrary loan services. The Library maintains its relationships with ORBIS, PORTALS and OUS through committee representation.

- ***Student Usage***

Coincidental with the advent of full-text journal data bases in the Library as well as remote access to these data bases, circulation and building use by students suffered a slight decline. Nevertheless, use statistics show that next to languages and literature, business and the social sciences showed the highest circulation of the library's disciplines. Of 94,493 circulating items in business disciplines, 13,919 (~15%) were checked out in 1998. The direct borrowing population includes students in OUS and PORTALS institutions. The Business/Economics Library is also a popular destination for community professionals, individual investors and job seekers.

- ***Resource Purchasing Decisions***

Faculty input is paramount in determining resource needs. Faculty members in the School of Business Administration channel their requests through one of the Business Librarians who serves as Library Liaison. Likewise, the Departments of Economics and Public Administration work through the Business/Economics Librarian who serves as their Library Liaison. Routine resource decisions, such as updating reference sources, are made by the Librarians. The Business Librarian routinely makes selections from *Baker Books* (<http://www.library.hbs.edu/bakerbooks/>). In addition, items are selected to augment faculty requests, using review articles, publishers' catalogs and such sources as *Choice*, *Library Journal*, Midwest Library Service, and current bibliographies of business sources such as Lorna Daniel's *Business Information Sources* and Michael Lavin's *Business Information*.

Purchasing decisions are made by the faculty and by the business librarians. The Library's annual budget includes allocations for purchases from fund lines for business, international business, international management, public administration and economics. Faculty orders are applied to these funds. In addition, the Business Librarians each have a small fund for maintaining the reference collection. When fund lines have been expended and a need exists, or an exceptional purchasing decision arises (such as the purchase of a data base through consortia arrangements), the Business Librarian works with the Collection Development Committee for a solution. The Collection Development Officer develops the budget and exercises discretion in all decisions of budget allocation. Often the Library cannot support the acquisition of a resource needed for the Business/Economics Library. In this case, the Business Librarian presents the need and the opportunity to the School of Business Administration for consideration of funding. In the past few years the School of Business Administration has assisted the Library with approximately \$16,000 in support in order to acquire **CCH** and **RIA** tax services, *Tax Management Portfolios Plus* and *ABI/Inform Global*. The purchase of *ABI/Inform Global*, made in January 1999, is an example of synergy found in coordinating an ORBIS purchase opportunity with funding sources from the School of Business Administration. For this resource, the School of Business Administration funded slightly more than half the cost for the data base with contributions of \$8,000 from the School and \$2,000 from the Statewide MBA Program.

- ***Annual Expenditures for the School of Business Administration***

Of a total materials budget of \$3,092,248 for the Library, the Business/Economics Library was allocated \$326,603, or 10.6% of the materials budget, for books and serials for fiscal year 1999. Of the \$326,603 allocation, \$277,258 was allocated to serials. The budget allocation for Business/Economics has increased 17.5% over the past five years, but this increase represents chiefly an increase in the cost of serials.