



**CITY** OF GLASGOW  
COLLEGE

# Administration Subject Guide

**LIBRARY SERVICES**

CHARITY NUMBER: SC036198

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## E-resources

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

<http://library.cityofglasgowcollege.ac.uk/finding-resources/e-resources>

Your student network ID and password will log you on to most of these resources. Some resources will prompt you to select either UK Federation and/or Shibboleth login options, and then simply select the institution of the City of Glasgow College.



### Marketline

Portfolio of research information including market reports, profiles, news and briefs.

### Credo Reference

Reference database gives access to several encyclopaedias & dictionaries of business and ICT.

### General OneFile Infotrac

Marketing reports on the demand for brands.

### Keynote Reports

Viewer-friendly market information on shopping habits, product and market trends and company activities.



### Oxford University Press

Oxford University Press database from the University of Oxford.



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## Useful websites

### [ACAS \(Advisory Conciliation and Arbitration Service\)](#)

Information on the role of the organisation

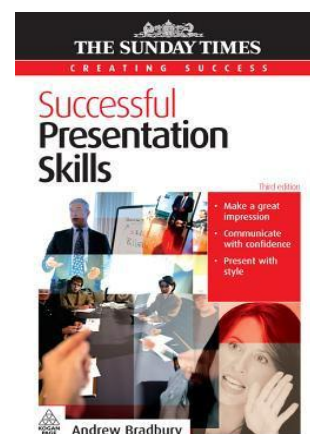
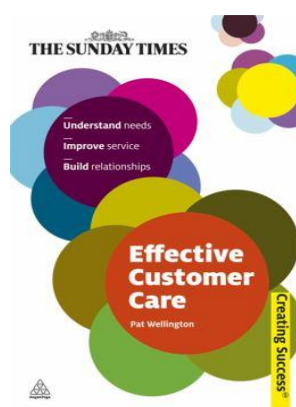
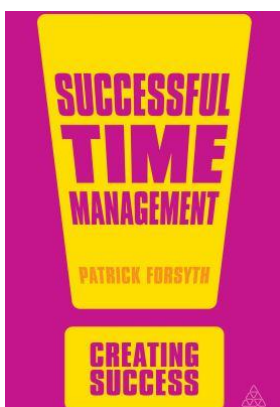
### [IAM - Institute of Administrative Management](#)

(IAM) is the oldest management Institute in the UK having inspired professional business managers and administrators since 1915.

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## E-books

You can access a number of e-books on **Administration**. You can read and download e-books through the Dawson e-book service at [www.dawsonera.com](http://www.dawsonera.com), and through the library catalogue at <http://library.cityofglasgowcollege.ac.uk>. You should choose the Shibboleth login option and confirm City of Glasgow College as the institution.



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## Books

You can find books relevant to **Administration** at the numbers listed below in the **City Campus Library**.

These numbers below represent the location of the books on the shelves.



- |                       |               |
|-----------------------|---------------|
| • Computing           | 001-006       |
| • Economics           | 330 - 332     |
| • Law                 | 340           |
| • Business            | 650 - 658     |
| • Accounting          | 657 - 658     |
| • Business Management | 658           |
| • Management          | 658.4 - 658.8 |
| • Marketing           | 658.8         |

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

<http://library.cityofglasgowcollege.ac.uk>

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## 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:

- Harvard Business Review
- Management Today

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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 access our contact us page through our website. Our contact details are:

**Telephone:** 3rd Floor - 0141 375 **6823**  
4th Floor - 0141 375 **6824**  
5th Floor - 0141 375 **6825**

[Contact Us](#)



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