Troy University Library Presentation
SPORT MANAGEMENT

The Library provides materials and services to support the programs of Troy University and has a staff of professional librarians to assist you in using its resources. The Troy University Libraries online presence is located at http://trojan.troy.edu/library/.

I. DATABASES: Book and journal databases provide access to information.

II. ASSISTANCE: Contacting Library staff in person or by phone, email, or online chat.

III. LIBGUIDES: Subject-specific online research guides created by TROY librarians.

IV. INTERLIBRARY LOAN: Borrowing books and journal articles which are not available locally or online.

V. JOURNALS: Accessing journal databases and locating the full text of articles.

VI. BOOKS: Using the Library Search System and book databases.

VII. WRITING: The TROY Writing Center and APA-style documentation.

VIII. SEARCHING MULTIPLE RESOURCES SIMULTANEOUSLY: The SEARCH LIBRARY RESOURCES interface that allows library patrons to search simultaneously the contents of the print collection and the vast majority of our book and journal databases.

This guide updated 12/15/2015.

Mr. Jay Brandes: Global Campus Librarian
jayb777@troy.edu 334.808.6344

I. LIBRARY DATABASE LISTINGS

General databases:

Academic Search Complete; General OneFile; General Reference Center Gold; JSTOR Arts and Sciences; ProQuest Central; ProQuest Research Library; Research Library Complete; Wiley Online Library

Topical Databases:

BUSINESS: ABI/Inform; Business Index ASAP; Business Insights Essentials; Business Source Premier; Business Source Premier with Enhanced Interface; General Business File ASAP

LEGAL: Lexis Nexis Academic; Westlaw

SPORT: SportDISCUS

eBooks: eBook Collection; eBook Library; Credo Reference (reference books); PsycBooks (psychology)

Specialized Databases:

DISSERTATIONS: ProQuest Dissertations

STATISTICS: Statista

FILMS: Films on Demand

II. ASSISTANCE

BEST LIBRARY CONTACTS FOR SPORT MANAGEMENT:

Global Campus Librarian, Mr. Jay Brandes
334-808-6344, jayb777@troy.edu
Jay's focus is on Global Campus, so he is a good first contact for general assistance for students studying via eTROY

Science Librarian, Brian Webb
334-670-3198 bwebb@troy.edu
Brian is the subject specialist for the Sport Management program

Business Librarian, Rachel Hooper
334-670-3269 hooperr@troy.edu
Rachel is the subject specialist for business and management

PH.D. IN SPORT MANAGEMENT PROGRAM RESOURCE CENTER:

Mr. Brandes is going to monitor the Library discussion board, so no matter what class you are in, you should be able to get assistance there.

IN PERSON:

Students located near the Troy, Dothan, and Montgomery Campuses of Troy University may make use of their local TROY Library.

Library operating hours are posted online. Visit the Troy University Libraries home page, http://trojan.troy.edu/library/ and select your location.

LIVE CHAT:

Live Chat is an online chat service, available during the operating hours of the Troy Campus Library.

TELEPHONE:

Students at the Alabama Campuses of Troy University may call their TROY Library.

Troy Campus: 334-670-3255 (Reference Desk)

Dothan Campus: 334-983-6556 (extension 1321) – Ms. Donna Miller, Reference Librarian

Montgomery Campus: 334-241-8605 (Reference) or 334-241-9576 (Circulation Desk)

Phenix City Campus students should call the Reference Desk of the Troy Campus Library: 334-670-3255

Students studying at a distance may also contact the Library by telephone.

Troy Campus Reference Desk: 334-670-3255

Global Campus Librarian, Mr. Jay Brandes
334-808-6344

Science Librarian, Brian Webb
334-670-3198

Business Librarian, Rachel Hooper
334-670-3269

E-MAIL:

Business Librarian, Ms. Rachel Hooper: hooperr@troy.edu

Dothan Campus: dmiller@troy.edu (Ms. Donna Miller, Reference Librarian)

Global Campus: jayb777@troy.edu (Mr. Jay Brandes, Global Campus Librarian)

Montgomery Campus: libhelpmont@troy.edu

Science Librarian, Mr. Brian Webb: bwebb@troy.edu

Troy Campus: libhelp@troy.edu

III. LIBGUIDES

Research assistance, subject guides, and useful resources compiled by your friendly librarians. Know what we know—find it in LibGuides!

Take special notice of LibGuides! You may have never seen them before, but they can be of great use to you. Some guides are geared toward specific academic subjects, e.g., business or nursing, while other guides show you how to use specific library services such as interlibrary loan.

LibGuides are linked from the library home page. The LibGuides that will most interest you are:

Business Resources
Sport Management
Hospitality, Sport, and Tourism Management
American Psychological Association Style
Interlibrary Loan

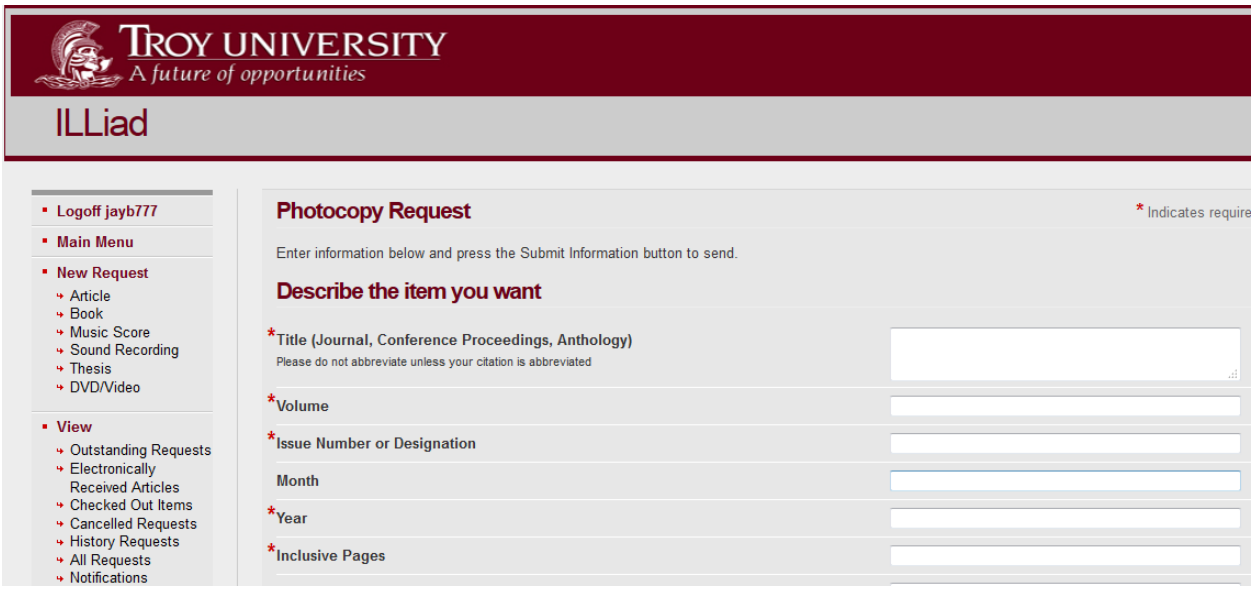
Snapshot of one of dozens of guides

IV. INTERLIBRARY LOAN (ILL)

As a doctoral student, ILL is a service you will almost certainly be using.

Books and journal articles that are not available online or at your local library may be requested through Interlibrary Loan (ILL). Interlibrary Loan is a service that allows you to borrow books and photocopies of journal articles.

For ILL policies and procedures use the link “Interlibrary Loan (ILL) Policies” on the library home page.

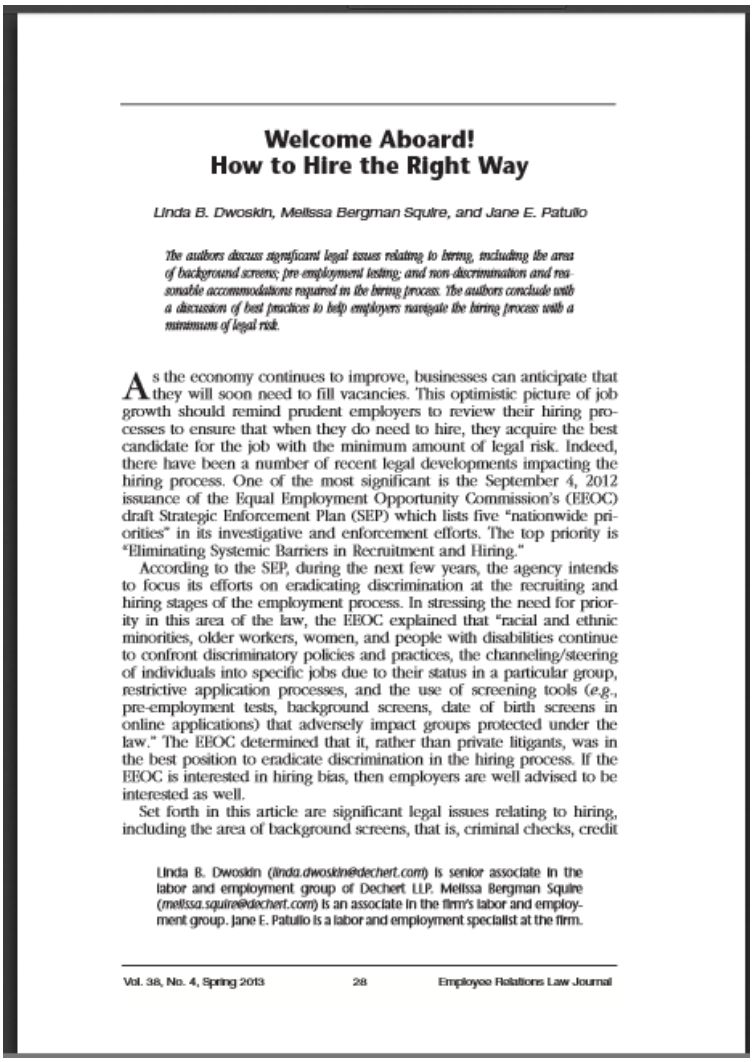


V. JOURNALS

JOURNAL DATABASES

Access to TROY's journal databases is by username and password (your **WebExpress** username/password). Journal databases allow you to look up journal articles on a given topic. Depending on your topic, you may want to use a database with content geared toward fields such as business, criminal justice, sociology, and more. The database listings on the cover page of this guide can assist you in selecting appropriate databases.

Journal databases can be searched individually or they can be searched in groups or in combination with the Library's eBook databases and print resources collections by means the *Search Library Resources* search box that appears on the Library home page.



Welcome Aboard!
How to Hire the Right Way

Linda B. Dwoskin, Melissa Bergman Squire, and Jane E. Patullo

The authors discuss significant legal issues relating to hiring, including the area of background screens; pre-employment testing; and non-discrimination and reasonable accommodations required in the hiring process. The authors conclude with a discussion of best practices to help employers navigate the hiring process with a minimum of legal risk.

As the economy continues to improve, businesses can anticipate that they will soon need to fill vacancies. This optimistic picture of job growth should remind prudent employers to review their hiring processes to ensure that when they do need to hire, they acquire the best candidate for the job with the minimum amount of legal risk. Indeed, there have been a number of recent legal developments impacting the hiring process. One of the most significant is the September 4, 2012 issuance of the Equal Employment Opportunity Commission's (EEOC) draft Strategic Enforcement Plan (SEP) which lists five "nationwide priorities" in its investigative and enforcement efforts. The top priority is "Eliminating Systemic Barriers in Recruitment and Hiring."

According to the SEP, during the next few years, the agency intends to focus its efforts on eradicating discrimination at the recruiting and hiring stages of the employment process. In stressing the need for priority in this area of the law, the EEOC explained that "racial and ethnic minorities, older workers, women, and people with disabilities continue to confront discriminatory policies and practices, the channeling/steering of individuals into specific jobs due to their status in a particular group, restrictive application processes, and the use of screening tools (*e.g.*, pre-employment tests, background screens, date of birth screens in online applications) that adversely impact groups protected under the law." The EEOC determined that it, rather than private litigants, was in the best position to eradicate discrimination in the hiring process. If the EEOC is interested in hiring bias, then employers are well advised to be interested as well.

Set forth in this article are significant legal issues relating to hiring, including the area of background screens, that is, criminal checks, credit

Linda B. Dwoskin (*linda.dwoskin@dechert.com*) is senior associate in the labor and employment group of Dechert LLP. Melissa Bergman Squire (*melissa.squire@dechert.com*) is an associate in the firm's labor and employment group. Jane E. Patullo is a labor and employment specialist at the firm.

Choosing databases.

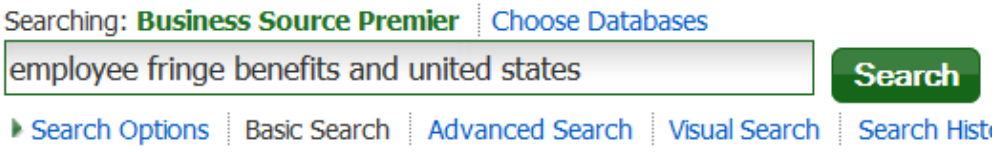
Online databases are linked from Library home page. The Databases page displays databases alphabetically, A to Z. The subject headings (on the left side of the screen), e.g., Business & Management, can be used to display databases by subject.

The *Business Source Premier* database is one of many excellent resources for researching Business and Management topics.

Image (left) from an article retrieved from the *Business Source Premier* database.

Other databases are listed on page 2 of this guide.

Sample image of the search box for *Business Source Premier.*



Sample image of the results list from a search of the *Business Source Premier* database.

A POWERFUL TOOL (for locating the full text of journal articles).

Citation Linker is the name of a very special online tool; one that can be quickly and easily used to find out in which database a particular journal is found. Not all journals are available online—that is where the Library's Interlibrary Loan service comes in—but *Citation Linker* can help you locate those journals that are online. *Citation Linker* is linked on the Library Web site.

TIP: It is difficult, even for a computer, to track millions of articles in thousands of databases—that is a polite way of saying that Citation Linker isn't a perfect tool. If you ever feel stuck when you are trying to locate an article, just give your Global Campus Librarian a call or email, he can usually give you a definitive answer in a very short period of time.

VI. BOOKS

PRINT BOOKS

The Library's Search Library Resources search box, located on the Library home page, provides listings of print books (as well as numerous other resources). If you are not local to the library holding a print book, you may request it by Interlibrary Loan.

EBOOKS (ELECTRONIC BOOKS)

Access to TROY's eBook databases is by username and password (**your WebExpress username and password**). These information search tools can be accessed through the Library's online databases, which are linked from each of the TROY Libraries Web pages. Electronic books are an effective way for researchers worldwide to have instant access to high-quality materials.

eBook Collection is a large, general database of full-text academic (and non-academic) books, containing over 50,000 titles. The *Ebook Library* databases contain a growing number of titles, geared to the programs of Troy University.

Reference material (traditionally found in reference books) can be accessed via online databases that include *Credo Reference* and *Encyclopaedia Britannica*.

Let's do a quick show-and-tell in the *eBook Collection* database. From the Library home page, select *Databases*.

VII. WRITING

THE WRITING CENTER

The Writing Center's online address is http://www.troy.edu/writingcenter/. The Writing Center has guides for Research/Documentation, Special Kinds of Writing, Grammar/Mechanics, and The Writing Process. Note that several of its handouts, although not a substitute for the *APA Manual*, are designed to assist you with American Psychological Association writing style.

THE ONLINE WRITING CENTER: Access via Blackboard

DOCUMENTATION

The *Publication Manual of the American Psychological Association* (6th edition) is the style guide used by the Sport Management programs.

For access to all of the Library's APA information and tools, look for the American Psychological Association Style LibGuide.
http://troy.libguides.com/apa

The *APA Style Guide to Electronic References* is **not a substitute** for the full APA Manual. The *APA Style Guide* is a guide to creating references (the long entries at the end of a composition) for electronic resources. The guide provides numerous examples of references (many more than those shown in the APA Manual). The *APA Style Guide* also presents the newest format that APA prescribes for including digital object identifiers into a reference. The *APA Style Guide to Electronic References* can be accessed via the Library's databases page. More information
http://troy.libguides.com/electronic

Another resource that you may find useful is the publication *Citing the World Wide Web in Style*. This guide assists you in the preparation of references to material you obtain from databases such as those provide by TROY. This publication is available online in the *Information and Help* section of the Library Web site. Additional guides in that same area include:

- APA-style Running Head and Page Numbers: Using Microsoft Word to Format Your Paper
- Hanging Indents: Using Microsoft Word to Format Your Documentation
- Tips and Tricks for Microsoft Word

VIII. SEARCH LIBRARY RESOURCES

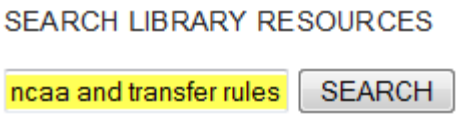
The *Search Library Resources* tool searches all of these resources at once, and then lets you limit the results. It searches:

- The Library's print book collection
- The Library's eBook collection
- Most of the Library's government document and journal databases

The basics of how to use the *Search Library Resources* service

The *Search Library Resources* box is located at the top of the Library home page. Instead of one-stop-researching, think of it as one-*start*-researching . . . a way to begin (and then limit) your search.

To begin, simply put in your terms and do the search:



After you get the results list, look to the left side menu in order to tailor the results to your information needs. The following is a quick look at some of the choices.

Full Text: Means you can access the materials immediately/electronically.

Peer Reviewed: This will do two things; the nature of the information shown will be journal articles (only), and the articles will be from journals that are peer-reviewed (refereed).

Format: This is where you can limit the results to books (print, electronic, or both), articles, or any number of other formats.