The resources listed below may be useful to you in the office. The call numbers given below are for the Chemeketa Community College library in Salem. Resources and call numbers may vary at other libraries. “REF” before a call number indicates the item is a reference book and is available for in-library use only. If challenged for a user name and password for online sources, use your My Chemeketa user name and password.

Course page: http://libraryguides.chemeketa.edu/bt116

Company Manual

Used to acquaint employees with policies, procedures, benefits, and often the history of the company. Subjects such as absences, hospitalization and life insurance, pension plans, vacations, pay periods, working hours, credit union, tuition refunds, suggestion systems, etc. are covered.

Dictionary

- **The American Heritage College Dictionary** (REF 423 Am38 2002)
- **The American Heritage Dictionary of the English language** (REF 423 Am34 2000)
- **Merriam-Webster's Collegiate Dictionary** (REF 423 M557 2003) This is also available on line at [http://www.m-w.com/](http://www.m-w.com/).

The two resources below do not include definitions, just the correct spelling of words. They are a handy resource for office professionals:

- **20,000 Words.** Leslie, Louis A. (428.1 L56 1971)
- **20,000+ Words.** Zoubek, Charles E. (428.1 L56 1991)

Thesaurus

Lists synonyms, antonyms, and associated words, but not definitions. In selecting synonyms, be sure you choose a word that has the meaning your employer wishes to convey.

- **Bartlett's Roget's Thesaurus** (REF 423.1 B28)
- **Merriam-Webster.com** - [http://www.m-w.com/](http://www.m-w.com/) (Click Thesaurus tab)
- **Roget's International Thesaurus** (REF 423.1 R63 2010)

Encyclopedias

- **The New Encyclopaedia Britannica** (REF 031 En1)
- **The World Book Encyclopedia** (REF 031 W89 2010)
**Almanac**

An almanac is a compendium of facts and figures issued annually, giving data both current and past. Factual information includes a chronological record of recent events, statistics on government, labor, medicine, aviation, sports, education, literature, people, science, religion, etc.

*The World Almanac and Book of Facts* (REF 317.3 W89 – most popular)

*Information Please Almanac* available on its site - [http://www.infoplease.com](http://www.infoplease.com)

**Atlas**

Supplementary information usually found in an atlas includes population figures, illustrations, descriptions of climate, people, etc., statistics on trade, transportation, crops, communications, and similar information. An atlas helps answer, “Where is that?” or “What is it like?”


*Times Atlas of the World* (REF 912 T48 atlas case)


**Handbook for Office Professionals**

*Administrative Assistant’s and Secretary’s Handbook* (651.3 Ad6P) [http://alliance-primo.hosted.exlibrisgroup.com/CHEMEK:CP71186862830001451](http://alliance-primo.hosted.exlibrisgroup.com/CHEMEK:CP71186862830001451)

*Administrative Medical Assisting* (610.737 M29 2010)


*Kinn’s the Administrative Medical Assistant* (610.737 Y8 2014)


*Introduction to the Law Office* (340.068 In8)

**Etiquette Book**

These illustrate correct social behavior in a variety of situations.

*Emily Post’s etiquette* (395 P84 2004)


*Letitia Baldridge’s New Complete Guide to Executive Manners* (REF 395.52 B19)

*Kiss, Bow, Or Shake Hands: How to Do Business in Sixty Countries* (395.52 M83)


Besides the reference books office workers always need on hand, there are other standard resources that may be needed. Depending on the nature of responsibilities, these include:

**Firsts**

Famous First Facts (REF 031 K13 2006)

Famous First Facts: International edition (REF 031.02 An9 2000)

Guinness Book of Records – online at [http://www.guinnessworldrecords.com](http://www.guinnessworldrecords.com)
Government Publications


Travel Arrangement Resources

Official Airline Guide gives complete information about air travel, air express, air freight, airmail, and related data on air travel. Included is data on reservations, air express, air freight, and car and taxi rentals. This information is available online at [http://www.oag.com](http://www.oag.com) and at many other travel sites. Most features require subscription and login.

Biographical Resources

For biographical information about prominent people such as affiliations, address, and education, consult the following:

- *Who’s Who in America* (REF 920.073 W62)
- *The International Who’s Who* (REF 920.01 I18)
- *Webster’s New Biographical Dictionary* (REF 920.02 W39)
- *Current Biography* (REF 920 C93)

*Who’s Who in America* and other resources are available in: LexisNexis Academic on the library’s database page: [http://libraryguides.chemeketa.edu/az.php](http://libraryguides.chemeketa.edu/az.php)

Business Letters

- *Lifetime Encyclopedia of Letters* (REF 808.6 M57)

Credit and Financial Information

*Mergent’s Handbook of Common Stocks* (formerly *Moody’s Handbook of Common Stocks*) (REF 332.67 M54). Financial information such as ratings, business description recent developments, annual financial data, prospects, and contact information for more than 900 companies that issue stock with high investor interest.

Many more sources of information are available on line. Try our library guide for Business and Economics at [http://libraryguides.chemeketa.edu/business](http://libraryguides.chemeketa.edu/business)

Basic Directories

Numerous address, phone, e-mail directories are available on the Internet. See [https://www.dmoz.org/Business/Directories/](https://www.dmoz.org/Business/Directories/) for some examples.

Business Directories

- *Oregon Manufacturers Register* (REF 338.09795 Or 35) Organized by product, alphabetically by company name, geographically, and by SIC code.
**Thomas Register of American Manufacturers** (REF 670 T36). Arranged by product; U.S. coverage; trademark and brand names. Some company catalogs are also included. Printed directories are gradually being replaced by online sources. All the directories listed below are available at [http://libraryguides.chemeketa.edu/business](http://libraryguides.chemeketa.edu/business).

**LexisNexis Academic** – Businesses. Click Search by Content Type; select Company Profiles

**AtoZ Databases** Covers U.S. residences and businesses

**Thomasnet** – Manufacturers by product -- the online equivalent of *Thomas Register*

**Thomas Global Register** – World directory of manufacturers by type of product

**Other Directories**

- **Physicians** – the traditional resource is *Directory of Physicians in the United States* (REF 610.922 Am3). The AMA provides a service called Doctor Finder at [https://apps.ama-assn.org/doctorfinder/recaptcha.jsp](https://apps.ama-assn.org/doctorfinder/recaptcha.jsp)
  

  The U.S. Senate directory is available at [http://www.senate.gov/general/contact_information/senators_cfm.cfm](http://www.senate.gov/general/contact_information/senators_cfm.cfm)


- **Oregon Blue Book** (REF 979.5 Or 3) – Best source of information on Oregon government, and includes history and many state facts. Online at [http://bluebook.state.or.us/](http://bluebook.state.or.us/)

- **Encyclopedia of Associations** (REF 060 En1) – Describes tens of thousands of nonprofit organizations in the U.S.

  **Associations on the Net** - [http://www.ipl.org/IPLBrowse/GetSubject?vid=13&cid=7&tid=0&parent=0](http://www.ipl.org/IPLBrowse/GetSubject?vid=13&cid=7&tid=0&parent=0)

- **Ulrich’s International Periodical Directory** (R011 UL7) - Includes addresses, frequency of publication and circulation figures for periodicals published all over the world

- **National Five-Digit Zip Code and Post Office Directory** - Chemeketa does not even carry this any longer. Refer to [https://www.usps.com/](https://www.usps.com/) for all postal services.

**Quotations**

- **Bartlett’s Familiar Quotations** (REF 808.88 B28)

  **Home Book of Quotations**, by Stevenson (REF 808.882 St4)

  Bartlett’s 10th ed. is available on Bartleby at [http://bartleby.com/quotations/](http://bartleby.com/quotations/)

**Statistics**

- **Statistical Abstract of the United States** (REF 317.3 Un3). Contains all types of statistics

  For government statistics on the web, try usa.gov - [https://www.usa.gov/statistics](https://www.usa.gov/statistics)

**Media & Advertising**

- **Standard Rate and Data Service**. An employer may subscribe to this tool for its coverage of media advertising rates. Gives a marketing brief on radio and TV stations. Includes circulation figures of magazines, newspapers, and business publications.