



MERI Library Research Guide 8: Business, Management and Finance

General Information

This guide provides an overview of publications and resources relating to Business, Management and Finance. All of the publications in this guide are available at the MERI Library. For more information, contact the Librarian at 201-460-2808.

Employees and Employment

The 17 Essential Qualities of a Team Player: Becoming the Kind of Person Every Team Wants

CIRC HD 66 .M374 2002

The Adams Cover Letter Almanac.

CIRC HF 5383.A26 1995

Banishing Burnout: Six Strategies for Improving Your Relationship With Work

CIRC HF 5548.8.L365 2005

Breaking the Glass Ceiling: Can Women Reach the Top of America's Largest Corporations?

CIRC HD 6054.4.U6 M67 1987

Communication for Professional Engineers

CIRC TA 158.5.S35 1984

Deskercise!: The Workplace Workout: A Revolutionary Exercise Program You Can Do Right at Your Desk!

CIRC RA 781.B47 2005

Fierce Conversations: Achieving Success at Work & In Life, One Conversation at a Time

CIRC BJ 2121.S42 2004

Getting Things Done: The Art of Stress-Free Productivity

CIRC BF 637.T5 A45 2001

Interviewing

CIRC HF 5549.5.I6 I56 1999

Now, Discover Your Strengths

CIRC HF 5549.5.M63 B83 2001

Resumes for Scientific and Technical Careers

REF Q 147.R47 2000

Stretching: 20th Anniversary

CIRC RA 781.63.A527 2000

Stretching in the Office

CIRC RA 781.63.A533 2002

Talking from 9 to 5: Women and Men at Work

CIRC HF 5718.T36 2001

Sustainable and Green Business

75 Green Businesses You Can Start to Make Money and Make a Difference

CIRC HD 9999.G742 C76 2008

Green builders: A Green Revolution Takes Root in the Garden State [DVD]

<http://njn.net/television/specials/greenbuilders/showvod.html>

MEDIA NJ .G744d

Green to Gold: How Smart Companies Use Environmental Strategy to Innovate, Create Value, and Build Competitive Advantage

CIRC HD 30.255 .E88 2006

A How-To Guide for Greening IT in Government: Improving Efficiency, Lowering Energy Costs and Reducing the Environmental Impact.

<http://www.govtech.com/greeningIT>

CIRC T 58.64.H69 2009

The Necessary Revolution: How Individuals and Organizations are Working Together to Create a Sustainable World

CIRC HC 79.E5 N436 2008

Smart Green: How to Implement Sustainable Business Practices in any Industry and Make Money

CIRC HD 30.255.E84 2009

True Green @ Work: 100 Ways You Can Make the Environment Your Business

CIRC HD 30.255.M38 2008

Management

Bringing Out the Best in People: How to Apply the Astonishing Power of Positive Reinforcement

CIRC HF 5549.5.M63 D36 2000

Cultivating Initiative in Your Staff [Video]

MEDIA CT.I558v v.1 & 2

Encouraging the Heart: A Leader's Guide to Rewarding and Recognizing Others

CIRC HD 57.7.K679 1999

Financial Management for the Design Professional: A Handbook for Architects, Engineers, and Interior Designers

CIRC NA 1996.G47 1984

First, Break All the Rules: What the World's Greatest Managers Do Differently

CIRC HD 38.2.B83 1999

Follow this Path: How the World's Greatest Organizations Drive Growth by Unleashing Human Potential

CIRC HF 5549.5.M63 C64 2002

Getting Them to Give a Damn: How to Get Your Front Line to Care About Your Bottom Line

CIRC HF 5549.2.U5 C44 2005

If You Want it Done Right, You Don't Have to Do it Yourself: The Power of Effective Delegation

CIRC HD 50.G46 2004

Meadowlands USA.

PER Vol. 26, no. 4 (Fall 2001) -

The One Minute Manager

CIRC HD 31.B527 1982

The One Minute Manager Meets the Monkey

CIRC HD 69.T54 B56 1989

Project Management for Planners: A Practical Guide

CIRC HD 69.P75 C522 2002

What They Don't Teach You at Harvard Business School

CIRC HF 5386.M474 1984

Why Great Leaders Don't Take Yes for an Answer: Managing for Conflict and Consensus

CIRC HD 30.23.R59 2005

Working Knowledge: How Organizations Manage What They Know

CIRC HD 58.82.D38 1998

Business Guides, Handbooks and Manuals

Administrative Assistant's & Secretary's Handbook

CIRC HF 5547.5.S8163 2004

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting

CIRC PE 1479.B87 S23 2005

Lifetime Encyclopedia of Letters

REF PE 1483.M43 1998

Merriam-Webster's Secretarial Handbook.

CIRC HF 5547.5.W4 1993

The New Office Professional's Handbook.

CIRC HF 5547.5.P7 2001

Presentation Zen: Simple Ideas on Presentation Design and Delivery

CIRC HF 5718.22.R39 2008

Finance

The Economist.

<http://www.economist.com/>

PER Vol. 376, no. 8436 (July 23, 2005) -

GAAP for Governments

REF HJ 9777 .A1 G33 2004

Kiplinger's Personal Finance.

<http://www.kiplinger.com/magazine/>

PER Vol. 56, no. 6 (Jun. 2002) -

Standards for the Professional Practice of Internal Auditing

REF HF 5667.I5

Online Resources

Business.com - Business Search Engine and Business Directory

<http://www.business.com/>

Business.gov - The Official Business Link to the U.S. Government

<http://www.business.gov/index.html>

IngentaConnect - Scholarly Research Database

<http://www.ingentaconnect.com/>

JerseyClicks - NJ State Library Online Index and Database Portal

<http://www.jerseyclicks.org/homepages/jclicks/index.asp?cid=jclicks&lid=jclicks>

RUL Business Research Guide

http://www.libraries.rutgers.edu/rul/rr_gateway/research_guides/busi/business.shtml

ScienceDirect

<http://www.sciencedirect.com/>

SustainableBusiness.com

<http://www.sustainablebusiness.com/>

U.S. Small Business Administration

<http://www.sba.gov/>