



# TEAMS IN THE WORKPLACE

## Pathfinder

Your guide to finding resources on teamwork in the PTC Library

### Finding Books

Begin your research by locating books with general information about your topic. Check the library's catalog to find books.

#### How to Do a Basic Search

Visit the Library Web site at <http://www.ptc.edu/library> and click on the **Library Catalog** link. Begin your search on the **Basic Search** page. Here, you can do different types of searches and access all types of information.

1. To begin, type a term in the search box.
2. To narrow a search, select one of the following options before clicking the **Search** button:
  - Keyword (word or phrase)
  - Author
  - Title
  - Subject
  - Series
  - Periodical title
3. Select a library to search in the **Library** box, or select **Piedmont Technical College Libraries** to include all branches in the search.
4. Select **PTC Libraries and E\_RESOURCES** to search for electronic books in addition to print books.

Remember to write down the whole call number!

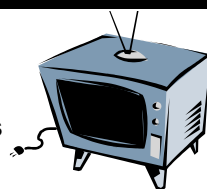
### DVDs & Videos

The Library loans most of its DVDs and VHS tapes to students; those that may not be loaned are clearly marked.

Students may borrow up to 2 of these items at a time and keep them for one week.

DVD/VHS players are available for use in the Library's Viewing Rooms and at the Laurens County Higher Education Center's LRC on a first come, first served basis.

To find DVDs or Videos:



- Use the Power Search option in the library catalog.
- Select either *DVD* or *VHS Video* format before submitting your search.

### Great Internet Sources

#### Employment Policy Foundation

<http://www.epf.org>

Part of this foundation's mission is to document employment trends through articles and research. Visitors will find trends and forecasts on many employment topics including team issues.

#### Center for the Study of Work Teams

<http://www.workteams.unt.edu>

The Center is a non-profit organization based at the University of North Texas. Their site offers two discussion groups (TeamTalk and TeamNet) that focus on team issues. Visitors can also learn about ongoing projects, workshops, symposiums and conferences that deal with teams.

#### Workplace Solutions: Conflict & Crisis Prevention

<http://www.wps.org>

Workplace Solutions is a non-profit group helping organizations to develop plans for dealing with conflict and crisis.

### Keywords

Try your topic in combination with some of these keywords to search for books, articles or Web sites:

Administration  
 Behavior  
 Business  
 Careers  
 Case Studies  
 Conflict  
 Decisions  
 Groups  
 Habits  
 Jobs  
 Leadership  
 Management  
 Meetings  
 Office  
 Organization  
 Projects  
 Resolution  
 Skills  
 Teams  
 Teamwork  
 Training  
 Work  
 Workplace

## Recommended Databases

Forty-nine searchable databases are available for student research. Databases that might be helpful for research on teams and teamwork are listed here. Visit <http://www.ptc.edu/library> to get started.

**Academic OneFile:** Extensive coverage of most academic topics including business, technology, and more.

**Academic Search Premier:** PTC's premiere database with coverage of most academic topics including business and many other topics.

**Business & Company Resource Center:** Company profiles, histories, chronologies, and articles from international trade and business periodicals.

**Business Source Premier:** Full-text access to 7,600 scholarly business journals and other sources that cover many business topics including management, economics, finance, accounting, and international business.

**Custom Newspapers:** Access to full-text newspaper articles from the *New York Times* and other select U.S. and world newspapers.

**General Business File ASAP:** 200,000 company profiles as well as 50,000 full text broker research reports, trade publications, newspapers, journals, and directory listings.

**General Reference Center:** General interest articles from magazines, reference books, and newspapers with many full-text entries and images.

**Lexis-Nexis Academic:** Includes full-text business information and news.

**SIRS Knowledge Source:** Offers full-text articles on social issues, health, business, science, government topics, the arts, and humanities.

THE OFF-CAMPUS LIBRARY USERNAME AND PASSWORD ARE PUBLISHED IN PTC PATHWAYS.



## Don't Forget E-Books!

The Library offers 30,000+ full-text electronic books that are completely searchable and accessible from home! To use e-books, visit <http://www.ptc.edu/library/ebooks.htm>. If working from home, you will need to enter a password which is available from PTC Pathway (Library tab) or from staff of the Library or County Center LRCs.

## Magazines & Journals



Library magazines and journals that are likely to publish articles on team issues include:

**Business & Economic Review**

**Business Marketing**

**Business Week**

**Economist**

**Forbes**

**Fortune**

**Inc.**

**Industrial Management**

**Industry Week**

**Sales & Marketing Management**

**Success**

**Workforce**

Current issues of magazines and journals are kept in the sitting area near the large windows.

Older issues are housed on the short shelves at the back of the library.

### Big Tip

Write down words that show up again and again during your research!

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