



Resource list for students

The Library & Information Service provides a range of resources to support your ACA studies.

Take advantage of the online ACA Syllabus resources

These resources enable you to quickly find information to support the Professional and Advanced stage syllabuses. Examples of just some of the resources available include:

Accounting

- Browse a list of books on maintaining financial reports and preparing financial statements then contact the Library to borrow a book
- Read eBooks, such as UK GAAP for business and practice, Business accounting and Interpreting company reports and accounts
- Links, guides and other online resources, including the Sources for FRSs page that provides links to the full text of accounting standards

Business and finance

- Browse a list of books on topics such as governance and ethics, business structures and business objectives and functions then contact the Library to borrow a book
- Read articles from leading business and finance journals on risk management and business plans, such as Top ten mistakes in risk management (Financial Executive) and How to write a great business plan (Harvard Business Review)
- Read eBooks, such as Financial management: an introduction and Business ethics and values
- Read online guides on strategy, such as Key performance indicators and Increasing profitability

Law

- Browse a list of books on topics such as company law, insolvency and contract law then contact the Library to borrow a book
- Read eBooks, such as Law for business and English legal system
- Keep up to date with the monthly Legal Alert, providing information of new and pending laws, regulations, codes of practice and rulings

Access the ACA Syllabus resource page at: www.icaew.com/syllabusresources

Career and personal development resources

A wide range of career and personal development resources are available free of charge via your desktop (www.icaew.com/careerresources), including:

- eBooks on writing CVs and interview skills, communication and presentation skills, management and leadership
- Best practice articles, exclusive interviews and business book summaries from some of the leading minds in business on management and leadership

Company and industry information

If you have an interview coming up, you'll want to prepare by researching the company you're applying to, or by getting some background information on the industry which they work in. Use the eLibrary (www.icaew.com/elibrary) to download company information from the top 10,000 companies or to read an industry research report.

Working overseas

If you're thinking of working overseas, use the following resources to help you make a decision.

- Country resources provide background information on the history, politics and culture of a country, as well as economic conditions and the business environment (www.icaew.com/countryresources)
- Cost of living service allows you to compare UK cities such as London and Manchester with international cities in locations all over the world (www.icaew.com/costofliving)

The eLibrary

The eLibrary (www.icaew.com/elibrary) provides you with free access to a range of online databases and resources, including:

- Over 200 eBooks on business and technical topics as well as career/ personal development
- Articles from leading business and trade journals
- UK and international market research reports
- Country resources, including economic forecasts, industry reports, labour market reports, doing business in guides and tax information

Enquiry Service and Book Lending Service

The Library Enquiry Service can help if you've got a quick question or need more detailed research. We will respond to all enquiries within 24 hours. Most of the help is provided free of charge – we only charge for document delivery services (excluding the book loan service).

The Library has a good selection of books on CVs, interview skills, job hunting and communication skills as well as technical topics. Details of all the books held in the Library can be found on the library catalogue, LibCat (www.icaew.com/libcat). The Library provides a book lending service for students and members and we will post books to your work or home address free of charge (some exceptions apply to countries outside Europe).

Visiting the Library

The Library is part of the Business Centre, which provides a range of facilities, including:

- Expert help from library staff
- PCs with internet access and Office type facilities
- Access to the latest journals, books and newspapers
- Informal meeting areas and meeting rooms
- Quiet place to work or study
- Wifi
- Café

The Library is located at Chartered Accountants' Hall, 11 Copthall Avenue, London EC2R 7EF, UK

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