

## Scope Statement:

This subject guide will detail how to find resources for human resources officers as well as state agencies whose offices can be considered to fall under the subject heading of administration or human resources. Examples of these agencies are Administrative Services, OAKS, State Employment Relations Board, and the Personnel Board of Review. Please contact the State Library for more information about available services, reference help and publications at 614-644-7051 or [refhelp@library.ohio.gov](mailto:refhelp@library.ohio.gov).

## Electronic Collections:

- **OhioLINK- Electronic Book Center (EBC):** Thousands of scholarly and reference e-books covering the humanities, sciences and social sciences.
- **OhioLINK- Electronic Journal Center (EJC):** Full text of 7000+ research journals.
- **EBSCO- Business Source Complete:** provides full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies, investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.
- **EBSCO- Academic Search Complete:** the world's most comprehensive scholarly, multi-disciplinary full-text database, with more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 9,300 journals and a total of 10,900 publications including monographs, reports, conference proceedings, etc.
- **Safari eBooks:** Electronic books in computer science, information technology, business, and related fields.

## eJournals/eBooks:

Title	Collection	From
<a href="#">Benefits Quarterly</a>	EBSCO- Business Source Complete	1985
<a href="#">Career Development Quarterly</a>	EBSCO- Business Source Complete	1990
<a href="#">Employee Relations Law Journal</a>	EBSCO- Business Source Complete	2002
<a href="#">HR Focus</a>	EBSCO- Business Source Complete	1991
<a href="#">Human Resource Management Review</a>	EJC	1995
<a href="#">Journal of Human Resources</a>	EBSCO- Business Source Complete	1966
<a href="#">Journal of Purchasing and Supply Management</a>	EJC	2003
<a href="#">Personnel Psychology</a>	EBSCO- Business Source Complete	1965
<a href="#">I+D</a>	EBSCO- Business Source Complete	1965

## Federal and Commercial Websites:

- **Office of Workers' Compensation Programs** (<http://www.dol.gov/owcp/>): The Office of Workers' Compensation Programs administers four major disability compensation programs which provide wage replacement benefits, medical treatment, vocational rehabilitation and other benefits to certain workers or their dependents who experience work-related injury or occupational disease.
- **U.S. Department of Labor** (<http://www.dol.gov/>): The Department of Labor fosters and promotes the welfare of the job seekers, wage earners, and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment, protecting their retirement and health care benefits, helping employers find workers, strengthening free collective bargaining, and tracking changes in employment, prices, and other national economic measurements. In carrying out this mission, the Department administers a variety of Federal labor laws including those that guarantee workers' rights to safe and healthful working conditions; a minimum hourly wage and overtime pay; freedom from employment discrimination; unemployment insurance; and other income support.

## **New Materials at the State Library:**

- Bagchi, Subroto. *The Professional: Defining the New Standard of Excellence at Work*. New York: Portfolio/Penguin, 2011. Print.
- Barker, Joel A. *The Star Thrower Story*. Burnsville, Minn.: Charthouse Learning, 2006. DVD.
- Barski-Carrow, Barbara. *When Trauma Survivors Return to Work: Understanding Emotional Recovery : a Handbook for Managers and Co-Workers*. Lanham, MD: University Press of America, 2010. Print.
- Boxall, Peter F, and John Purcell. *Strategy and Human Resource Management*. Basingstoke: Palgrave Macmillan, 2011. Print.
- Davis, Alison, and Jane Shannon. *The Definitive Guide to Hr Communication: Engaging Employees in Benefits, Pay, and Performance*. Upper Saddle River, N.J: FT Press, 2011. Print.
- Dooren, Wouter , Geert Bouckaert, and John Halligan. *Performance Management in the Public Sector*. New York: Routledge, 2010. Internet resource.
- Duarte, Nancy. *Resonate: Present Visual Stories That Transform Audiences*. Hoboken, N.J: Wiley, 2010. Print.
- Eisenberger, Robert, and Florence Stinglhamber. *Perceived Organizational Support: Fostering Enthusiastic and Productive Employees*. Washington, DC: American Psychological Association, 2011. Print.
- Fauteux, Kevin. *Defusing Angry People: Practical Tools for Handling Bullying, Threats, and Violence*. Far Hills, NJ: New Horizon Press, 2011. Print.
- Gostick, Adrian R, and Chester Elton. *The Orange Revolution: How One Great Team Can Transform an Entire Organization*. New York: Free Press, 2010. Print.
- Malhotra, Deepak. *I Moved Your Cheese: For Those Who Refuse to Live As Mice in Someone Else's Maze*. San Francisco: Berrett-Koehler Publishers, 2011. Print.
- Manafy, Michelle, and Heidi Gautschi. *Dancing with Digital Natives: Staying in Step with the Generation That's Transforming the Way Business Is Done*. Medford, N.J: CyberAge Books, 2011. Print.
- Pearce, Fred. *The Coming Population Crash and Our Planet's Surprising Future*. Boston: Beacon Press, 2010. Print.
- Ross, Howard J. *Reinventing Diversity: Transforming Organizational Community to Strengthen People, Purpose, and Performance*. Lanham, Md: Rowman & Littlefield Publishers, 2010. Print.
- Sack, Steven M. *The Employee Rights Handbook: Effective Legal Strategies to Protect Your Job, from Interview to Pink Slip*. Merrick, N.Y: Legal Strategies Publications, 2010. Print.
- Steel, Piers. *The Procrastination Equation: How to Stop Putting Things Off and Start Getting Things Done*. Harlow, England: Prentice Hall Life, 2011. Print. [Electronic Version available [here](#)]
- Sutton, Robert I. *Good Boss, Bad Boss: How to Be the Best and Learn from the Worst*. New York: Business Plus, 2010. Print.
- Voelz, Glenn J. *Contractors in the Government Workplace: Managing the Blended Workforce*. Lanham, Md: Government Institutes, 2010. Print.
- Warner, Jim, and Kaley Klemp. *The Drama-Free Office: A Guide to Healthy Collaboration with Your Team, Coworkers, and Boss*. Austin, Tex: Greenleaf Book Group Press, 2011. Print.

## **Library of Congress Classification/Dewey Classification:**

- Library of Congress: HF- Commerce
- Dewey Decimal System: 658- General Management; 374- Adult Education; 350- Public Administration;

## **Search Terms:**

- Personnel Departments – Employees
  - Employee Training Personnel
  - Personnel Director
- Personnel Management
  - Career Development
  - Employee Motivation
  - Employee Retention
  - Employee Selection
  - Manpower Planning
- Manpower Utilization
- Personnel Administration