

## 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 |
| <a href="#">HR Specialist: Ohio Employment Law</a>          | EBSCO-Business Source Complete  | 2009 |

## 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:**

- [Collaborate or Perish!: Reaching Across Boundaries in a Networked World](#) by William Bratton, Zachary Tumin
- [Seeing the Big Picture: Business Acumen to Build Your Credibility, Career, and Company](#) by Kevin Cope
- [Teaming: How Organizations Learn, Innovate, and Compete in the Knowledge Economy](#) by Amy C. Edmondson
- [Speaking As a Leader: How to Lead Every Time You Speak... From Boardrooms to Meeting Rooms, from Town Halls to Phone Calls](#) by Judith Humphrey
- [Platform: Get Noticed in a Noisy World](#) by Michael S. Hyatt
- [Paths to Making a Difference: Leading in Government](#) by Paul R. Lawrence and Mark A. Abramson
- [The Company We Keep: Occupational Community in the High-Tech Network Society](#) by Daniel Marschall

### **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