

# Human Resource Management Subject Advice

Library and Learning Support provides an extensive collection of online and print resources. Our print collections are held at The Sir Michael Cobham Library at Talbot Campus (TC) and the Bournemouth House Library (BH) on the Lansdowne Campus. The Library i-Floor at the Executive Business Centre (EBC) is available to accredited Business School staff and students.

## Searching for Information:

To start your research, login to myBU here <http://mybu.bournemouth.ac.uk/> where you can:

- access the Academic Skills tab on myBU for advice and guidance about university study skills.
- access your reading lists within 'My Units' on the Home tab;
- use the dictionaries and encyclopaedias for definitions and background information (access via the 'Reference Works' link on the Library tab);
- use mySearch on the Library tab to search across electronic databases we subscribe to, as well as our Library Catalogue, for books and journal articles;
- for a more focussed search on a selected database, use the 'Databases' link on the Library tab;

You can also access Library resources via the Library website [www.bournemouth.ac.uk/library](http://www.bournemouth.ac.uk/library). This guide refers to links on the myBU Library tab. If you require help with navigating the Library website, just contact us.

## Subject Advice Services:

We offer help and advice on information resources when you are researching for your assignments or dissertation. You can drop into the Library, make an appointment with your Subject Librarian, or use our online services.

- Ask for help at the Subject Advice Desk.
- Use the online Chat Enquiry Service for a one-to-one discussion with our Library staff.
- Phone our dedicated help line +44 (0) 1202 965959.

- Follow our blogs: Library and Learning Support News, Research Support, Subject Librarians' Blogs. All available via the myBU Library tab.
- E-mail your Subject Librarian to make an appointment, at [bslibteam@bournemouth.ac.uk](mailto:bslibteam@bournemouth.ac.uk).

## Resources for your subject:

### Off campus access

You will require your University login details to access our online databases when you are off campus.

### Books

The Library Catalogue contains details of our print collection and provides access to electronic books. Select the 'Look for book or journal' link on the myBU Library tab. Search the Catalogue for authors, titles or using subject terms. Results indicate the campus location of printed books and a shelf mark (found on the spine label).

To find a specific title, ensure you have the complete shelf mark including letters after the numbers. If QR or F&S precede the shelf mark, it is part of our reference collection which must remain in the Library and cannot be loaned.

Some shelf marks relevant for this area are:	
<b>Communication (Management)</b>	<b>658.45</b>
<b>Communication (Sociology)</b>	<b>302.2</b>
<b>Decision Making</b>	<b>658.403</b>
<b>Employment Law</b>	<b>344.012</b>
<b>Employment Relations</b>	<b>331.133</b>
<b>Health &amp; Safety at Work</b>	<b>331.823</b>
<b>Human Resource Management</b>	<b>658.3</b>
<b>Industrial Relations</b>	<b>331.1</b>
<b>Job Satisfaction</b>	<b>658.31422</b>
<b>Managerial Development</b>	<b>658.407124</b>

## Journals

Electronic journals are accessible via the 'E-journals' link on the myBU Library tab and many are available on the Library Catalogue. Search for journal titles such as those listed below. For advice on finding information, go to the Academic Skills tab on myBU.

<b>Some of the key journals for this area are:</b>
<b>British Journal of Industrial Relations</b>
<b>British Journal of Management</b>
<b>British Journal of Sociology</b>
<b>Career Development International</b>
<b>Economic and Labour Market Review</b>
<b>Employee Relations</b>
<b>European Industrial Relations Review</b>
<b>European Journal of Industrial Relations</b>
<b>Gender Work and Organization</b>
<b>Health and Safety at Work (print only)</b>
<b>Human Relations</b>
<b>Human Resource Development International</b>
<b>Human Resource Management Journal</b>
<b>Human Resource Management Review</b>
<b>Industrial and Commercial Training</b>
<b>Industrial Relations Journal</b>
<b>International Journal of Human Resource Management</b>
<b>International Journal of Work Organisation and Emotion</b>
<b>Journal of Applied Behavioral Science</b>
<b>Journal of European Industrial Training</b>
<b>Journal of Management Development</b>
<b>Journal of Management Education</b>
<b>Journal of Management Studies</b>
<b>Journal of Managerial Psychology</b>
<b>Journal of Occupational and Organizational Psychology</b>
<b>Journal of Public Policy</b>
<b>Management Learning</b>
<b>Management Today</b>
<b>Organization</b>
<b>Organization Science</b>
<b>Organization Studies</b>
<b>People Management</b>

<b>Personnel Review</b>
<b>Professional Manager</b>
<b>Sociological Research Online</b>
<b>Sociological Review</b>
<b>Sociology</b>
<b>The McKinsey Quarterly</b>
<b>Women in Management Review</b>
<b>Work and Occupations</b>
<b>Work and Stress</b>
<b>Work, Employment and Society</b>

## Journal Article Databases

mySearch searches across the majority of our electronic resources. However, to search individual databases covering specific subjects, you can use the 'Databases' link on the myBU Library tab. Our online databases store bibliographic information about journal articles (such as the title, author, year of publication and abstract) and in many cases, the full text articles. They may also provide access to news, conference proceedings, reports or statistical data.

**The most useful databases are:**

- **Business Source Complete**  
Business and management research database, providing full text for over 3,000 journals, including some 1,500 peer-reviewed titles.
- **Emerald Insight**  
Full text from UK business and management journals since 1970s.
- **PsycINFO**  
Covers literature in psychology and related behavioural and social sciences.
- **Scopus**  
Provides abstracts and citations of research literature and quality web sources in the sciences and social sciences. Use the LinkSource icon to check if the full text of the article is available.

Alerting services and RSS feeds allow you to keep up to date with your favourite websites in an automated way. They bring together the latest tables of contents (TOCs) of selected journals, updates on your saved database searches or news updates from online sources and trade association websites.

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## Specialist Resources:

### Legal Information

Please refer to the Law subject related information (available via the myBU Library tab) for guidance on using the online and print resources for Law.

#### The most useful databases are:

- **JustCite**  
Law search tool, which searches across major law databases simultaneously. Use this to make searching for case law and legislation easier.
- **LexisLibrary**  
Provides access to legislation and case law with selected journals and commentaries such as: Harvey on Industrial Relations and Employment Law; Munkman: Employer's Liability; Redgrave's Health and Safety; Tolley's Discrimination in Employment Handbook and Tolley's Health & Safety At Work Service available in full text.
- **Westlaw**  
Provides access to legislation and case law with selected journals. IDS Employment Law Handbooks available in full text.

### Dictionaries and Encyclopaedias

- International Encyclopedia of Business and Management, 2nd edition. 2002  
Shelf mark: 650.03 INT
- IEBM Handbook of Human Resource Management, 2001, Poole, M. & Warner, M.  
Shelf mark: 658.3 POO
- IEBM Handbook of Organizational Behaviour, 2001, Sorge, A  
Shelf mark: 302.35 SOR
- IEBM Handbook of Management Thinking, 2001 Warner, M.  
Shelf mark: 658.001 WAR
- Encyclopedia of Development Methods. 2001 Huczynski, A  
Shelf mark: 658.4003 HUC

The following sources are available in print (shelf marks provided) and as e-books. Access them on 'Blackwell Reference Online' via the myBU Library tab's 'E-books' link:

- Blackwell Encyclopedia of Management, 2nd ed, 13 Vols, 2004  
Shelf mark: 658.003 BLA
- Blackwell Encyclopedic Dictionary of Human Resources Management, 2<sup>nd</sup> ed, 2005  
Shelf mark: 658.003 BLA
- The Blackwell handbook of personnel selection, 2005, Evers, A.  
Shelf mark: 658.3112 EVE

The following sources are available in print (shelf marks provided) and as e-books. Access them on 'CREDO Reference' via the myBU Library tab's 'E-books' link:

- Business: The Ultimate Resource, 2009
- The UltimateBusiness Library: the greatest books that made management, 2003  
Crainer, S
- Dictionary of human resources and personnel management, 2006

The following sources are as e-books. Access them on 'Oxford Reference Online' via the myBU Library tab's 'E-books' link:

- A dictionary of human resource management, 2008
- Financial times handbook of management, 3rd ed, 2004, Crainer, S.

### Newspapers

Major UK and international newspapers may be viewed online on Factiva and Press Display (accessible via the myBU Library tab 'Newspapers' link). The Times and Financial Times are available in print format in The Sir Michael Cobham Library.

### **TV and Radio Programmes via BoB: Box of Broadcasts**

Access BoB via the myBU Library tab; you need to register to use this service and will receive a password. You can request TV and radio programmes up to seven days in advance or broadcast in the previous seven days. This service is available off-campus, but not available outside the United Kingdom. Requested programmes will play in your web browser.

### **Professional Awareness**

You are encouraged at BU to develop appropriate academic and professional knowledge and skills to enhance your employability. The Professional Awareness webpages (accessible via the 'Further Information' section on myBU Library tab) provide links to professional associations and associated publications which will support your learning.

Many of the associations and publications include job vacancies, blogs, alerting services (via RSS feeds and e-newsletters for example) and details of other organisations.

### **Referencing:**

Access the Library's BU Guide to Citation in the Harvard Style via the 'Databases' link on the myBU Academic Skills tab. Referencing is a way of demonstrating that you have read around your subject. Each time you use someone else's ideas or words it is essential that you acknowledge this in your work by citing the source in your text and having a reference/bibliography list at the end of your work.

Citing your references enables the reader to refer to the original source themselves. This reduces the risk of your being accused of plagiarism - the act of presenting the ideas or discoveries of someone else as your own. More information is available on the myBU Academic Skills tab.

### **Contact Details:**

#### **Bournemouth House Library**

19 Christchurch Road, Bournemouth BH1 3LH UK  
For information and subject advice:  
Tel: +44 (0) 1202 965959.

#### **The Sir Michael Cobham Library**

Talbot Campus, Fern Barrow, Poole, BH12 5BB, UK  
For information and subject advice:  
Tel: +44 (0) 1202 965959.

<p><b>Business School Library Team</b> <b><a href="mailto:bslibteam@bournemouth.ac.uk">bslibteam@bournemouth.ac.uk</a></b> <b>July 2011</b></p>
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