This overview will help you access Management information on the Web and in the Miller Library. This guide will lead you to some core reference materials, books, and internet resources available through the Library’s holdings, services and databases. As always, carefully evaluate all sources before you choose to integrate them into your papers, assignments and presentations.

Reference Titles

*The core business web: a guide to key information resources* (2003)—REF 025.06 C797 2003
*Affirmative Action* (2002)—REF 342.73 K89a
*Complete Reference Checking Handbook* (1998)—REF 658.3 A552c
*Encyclopedia of Management* (2000)—REF 658.003 E56
*Handbook of Principles of Organizational Behavior* (2000)—REF 306.3 S811w
*Human Resources Management & Development Handbook* (1994)—REF 658.3 H918
*Managing Diversity* (1998)—REF 658.3 G218m
*OSHA Regulations* (2000)—REF 344.73 K14p

Related Reference Titles

*Statistical Handbook of Working America* (1997)—REF 331.0973 S7977
This book offers statistical information about compensation, unemployment, changes in employment, geographic trends, skills and training, occupational injuries, and comparative information as well as other Human Resource information like Affirmative Action, Lawsuits and Unions.

Library of Congress Subject Headings

These subject headings may be used when searching for books and other materials related to Management. They are most useful for searching online catalogs, but they can also be used in searching indexes and abstracts as well as the Internet.

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Human Resource Management</th>
<th>Other Related Terms:</th>
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</thead>
<tbody>
<tr>
<td>UF Human assets</td>
<td>USE Personnel Management</td>
<td>—Accounting</td>
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<tr>
<td>Employment</td>
<td>Employment Management</td>
<td>UF Human resource accounting</td>
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<tr>
<td>Human beings</td>
<td>Human Resources management</td>
<td>RT Employees</td>
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<tr>
<td>Human resources</td>
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<td>BT Management</td>
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<tr>
<td>Capital</td>
<td>Manpower utilization</td>
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<td>Labor supply</td>
<td>Personnel Administration</td>
<td>Public administration</td>
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<tr>
<td>Intellectual capital</td>
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</table>

Some Call Numbers Related to Human Resources & Management

Sometimes, it is difficult to find relevant information through the online catalog. You may prefer to browse the shelves that contain materials related to your topic. The Miller Library uses the Dewey Decimal Classification System, so these are the areas in the collection you might like to browse.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Description</th>
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<tr>
<td>331.11</td>
<td>Human Resources</td>
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<td>331.125</td>
<td>utilization—economic</td>
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<td>658.3</td>
<td>Personnel administration</td>
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<td>658.301</td>
<td>Personnel information management</td>
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<td>658.407</td>
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<td>658.301</td>
<td>Personnel planning</td>
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<td>Personnel policy</td>
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<td>658.311</td>
<td>Personnel selection management</td>
</tr>
<tr>
<td>658.312</td>
<td>Personnel utilization management</td>
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</table>
Indexes & Abstracts (Databases)
Research about Management is found in the literature of business, labor, management, communication, psychology, human services and law. To find related information, look in the indexes listed below under specific management topics, events or issues or subjects like Affirmative Action, Performance Evaluation, Employee Training, or specific legal cases or associations & agencies.

**ArticleFirst** [On Campus, Off Campus]
ArticleFirst describes items listed on the table of contents page of individual issues of more than 13,000 journals.

**EBSCOhost** [On Campus, Off Campus]
Search multiple Ebsco databases at once.

**ERIC [via EBSCO]** [On Campus, Off Campus]
EBSCO offers a more user-friendly interface to the largest source of education information with abstracts of documents and journal articles and limited full-text.

**Expanded Academic ASAP** [On Campus, Off Campus]
General interest and scholarly resources across a variety of disciplines.

**LexisNexis Academic** [On Campus, Off Campus]
News, current events, business, medicine and law with access to news transcripts.

**Proquest's PA Research I** [On Campus, Off Campus]
Abstract and full-text database of general interest and scholarly resources.

**PsychArticles** [On Campus, Off Campus]
Offers full-text, peer-reviewed scholarly and scientific articles in psychology.

**WorldCat** [On Campus, Off Campus]
WorldCat contains more than 43 million items owned by libraries around the world. Materials covered in the catalog include: books, internet resources, films, journals, magazines, manuscripts, maps, musical scores, newspapers, slides, sound recordings, and videotapes. WorldCat does not include individual article titles or stories in journals, magazines, newspapers, or book chapters.

Other databases like **Business Source Premier** are also available to you through your local public library website.

Internet Resources
Online information can be reached online at the Miller Library by using this link: [http://web.keystone.edu/library/Subj_Pages/Management.html](http://web.keystone.edu/library/Subj_Pages/Management.html)

Relevant Journals—in the Miller Library
If you are searching for a particular journal, you may want to use the **Locate E-Journals** on the Miller Library’s main webpage to determine which database offers full-text access to your chosen title, or you may elect to check the title lists of each database. The following list provided here is not comprehensive:

**ACADEMY OF MANAGEMENT JOURNAL**
PAPER: FEB 2001 TO CURRENT

Full-Text in Proquest 1987-2001

**HUMAN RESOURCE DEVELOPMENT QUARTERLY**
PAPER: SUMMER 1998 TO CURRENT

Full-Text in Proquest 1995-2005

**HUMAN RESOURCE DEVELOPMENT REVIEW**
PAPER: MAR 2001 TO DEC. 2002

Full-Text in Proquest 2003-

**HUMAN RESOURCE MANAGEMENT**
PAPER: FALL 2002 TO WINTER 2004

Full-Text in Proquest 1999-2005

**INDUSTRIAL & LABOR RELATIONS REVIEW**
PAPER: OCT 1947 TO CURRENT

Indexed in Proquest 1971-

**JOURNAL OF HUMAN RESOURCES**
PAPER: FALL 1997 TO CURRENT

Full-Text in Proquest 1987-1998

Indexed in Expanded Academic 1984-

**JOURNAL OF SMALL BUSINESS MANAGEMENT**
PAPER: JAN 1989 Vol.27 #1 TO JAN 2005 Vol.42 #4

Full-Text in Proquest 1984-

**MANAGEMENT SCIENCE**

Full-Text in Expanded Academic ASAP from 01/01/2000 to 2 years ago

**MANAGEMENT TEAM**

Full-Text in LexisNexis Academic from 01/01/2006 to present

**MANAGEMENT TODAY**

Full-Text in Expanded Academic ASAP from 09/01/1988 to 14 days ago

**PUBLIC PERSONNEL MANAGEMENT**
PAPER: SUMMER 1997 TO CURRENT

Full-Text in Expanded Academic 1989-

**TRAINING AND DEVELOPMENT (NOW: T & D)**
PAPER: MAY 1997 TO CURRENT

INDEXED IN Expanded Academic 1984-

NOT FOUND IN ANY DATABASE AT THIS TIME