

Human Resources

Books

Books about human resources can be found in the University Library. They are arranged on the shelves in **classmark/shelfmark** (subject number) order, e.g. 658.3 TOR. Within each separate classmark books are arranged by a 3 letter alphabetical code which is related either to the author's surname or the first letters of the title (ignoring words like "the" or "a"). So at 658.3 a book by an author called Smith (SMI) would be kept further along the shelf than books by an author called Brown (BRO) or a collection of essays by different authors called "Readings in Personnel Management" (REA).

In the **University Library** you will find most human resources textbooks on the First Floor. They are on open-access shelves and are available to borrow for 7 days or 4 weeks. The 7 day loans have yellow tape on the spine of the book. You may also discover from the **Library catalogue** that a very few books are in the Short Loan Library behind the Issue Desk on the Ground Floor. These titles can be borrowed for either 4 hours or 1 day. **The Library catalogue is on the Library website at www.port.ac.uk/library**

Dictionaries/encyclopedias of human resources will normally be found in a reference-only collection on the First Floor called the Subject Reference Collection. These books have green stickers on the spine.

Industrial law case reports and Acts of Parliament (statutes) are kept in a separate Law Reference Collection on the First Floor where you will also find looseleaf guides to employment law and legal dictionaries.

Here are some classmarks for human resources-related subjects:-

Organisational behaviour	302.35/658.402		
Industrial relations:labour economics	331	HR development/training	658.3124
Flexible working	331.257	Performance appraisal	658.3125
UK employment/labour law	344.4101	Motivation	658.314
HR accounting	657.017	Employee relations	658.315
Cross-cultural management	658.049	Reward management	658.32
HR management (general)	658.3	Recruitment	658.311

Finding books – if you know the details of an individual book you need, you can search the Library catalogue to check whether it is available and to find its classmark. If you want books on a particular subject, you can browse the shelves if you know the right classmark (as above), but that will only show you what is available immediately, not the books already out on loan. It is better to do a keyword search in the Library catalogue. You can reserve books you want which are out on loan. Electronic books appear individually on the Library catalogue, but don't forget you can search the full-text of e-books by going straight to our **Ebrary** collection, through the **E-Books** search on the Library website which is useful if you are off-campus.

You will find older **dissertations** on human resource management subjects on the First Floor and they are arranged by course, then year, then author so note these details down from the Library catalogue. They are available as 7-day loans but if you are a distance learner, you will be able to borrow them for longer if you apply through the Distance Learners service. You can also access electronic dissertations on the University Library

website. The Business School no longer sends the University Library dissertations, but you should be able to access older dissertations from related courses to give you an idea of layout, structure, content etc. **You will need to use your institutional login (your university username and password) to access e-dissertations.**

Journals

Human resources journals are kept in the University Library, mainly on the First Floor in the Journals room. Some of the most recent issues are on display as you enter the room on shelves marked Business and Management. All the rest will be on the shelves behind, either as individual journal issues (magazines) in boxes or bound together into big fat volumes. Journals can be borrowed on short loan. Longer periods are sometimes available by negotiation with the EnquiryTeam if you have a special need e.g. for your dissertation.

Journals do not get a subject number so you will not find all the human resources journals kept together. Titles are shelved alphabetically by the first word of the title so that People Management will be at "P", International Journal of Human Resource Management at "I". Guide cards at the ends of the shelves should help you find the right place in the alphabetical sequence. To see what journals we have on human resources, you could do keyword search in the Library catalogue and then refine your search by selecting 'Journals and Serials' under Collection. Many journals are available in electronic format and you can access them through the **E-Journal Titles** search on the Library website.

Finding journal articles – unless you have been given references by your lecturer and know exactly where to look, you will need to use a database and search by keywords to find articles on particular topics for your assignments. This is much more effective than simply browsing through back issues of journals. Sometimes you will be able to read the full article on screen, sometimes you will only get a short summary and will have to look for the printed article in the library or ask your lecturer if you can have permission to obtain it through the library's inter-library loans service.

The best databases for human resources articles are:-

Business Source Premier (Ebsco Host)

Emerald Fulltext - strong on HRM academic articles

Westlaw or Lexis Library if you are looking for cases or articles on employment law

XpertHR – 13,000 articles, surveys, statistics, case studies on HR strategy and practice

These are all available via the **Databases** search on the Library website and you can search them from any computer with an Internet connection. **You may need to use your institutional login (your university username and password) to access electronic resources.** On-screen help is available within the databases or you can get help from Enquiry desk staff who will show you how to search and download, print or email results. You will find a selection of top databases and other useful resources and websites by selecting **Human Resources** under the **My Subject** tab on the Library website.

Further help is available from:

Judith Stamenkovic, Faculty Librarian, email judith.stamenkovic@port.ac.uk or Lisa

Jeffery, Assistant Faculty Librarian, email lisa.jeffery@port.ac.uk

the First Floor Enquiry Team (tel 023 9284 3241)

If you have a detailed enquiry about Employment Law you might like to consult Linda Jones, the Law Librarian, email linda.jones@port.ac.uk (tel 023 9284 3240)

Just ask!