

Scope Statement:

This subject guide aims to assist those state employees from any agency in managerial and supervisory roles in performing their job duties. Additionally, state employees can contact the State Library for more information about available services, reference help and publications at 614-644-7051 or refhelp@library.ohio.gov.

Electronic Collections:

- **OhioLINK- Electronic Journal Center (EJC):** Full text of 7000+ research journals.
- **Academic Search Complete (EBSCO):** Academic Search Complete provides access to more than 7,100 full-text periodicals, including more than 6,100 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 11,200 journals and a total of more than 11,700 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887, with the majority of full text titles in searchable PDF format.
- **Business Source Complete (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.
- **Psychology and Behavioral Sciences Collection (EBSCO):** *Psychology & Behavioral Sciences Collection* is a comprehensive database covering information concerning topics in emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational & experimental methods. This is the world's largest full text psychology database offering full text coverage for nearly 400 journals.
- **Safari Books Online:** Safari Books Online is the premier on-demand digital library providing over 12,400 technology, digital media and business books and videos online.
- **Ohio eBook Project:** The Ohio eBook Project is a collection of nearly 11,000 fiction and non-fiction eBooks and audiobooks available in a variety of formats for you to download.

eJournals/eBooks:

Title	Collection	From
Academy of Management Journal	Business Source Complete (EBSCO)	1958
Academy of Management Review	Business Source Complete (EBSCO)	1976
Executive Leadership	Business Source Complete (EBSCO)	2009
Journal of Behavioral & Applied Management	Business Source Complete (EBSCO)	2004
Journal of Managerial Issues	Business Source Complete (EBSCO)	2000
Leader to Leader	EJC	2001
Leadership in Action	EJC	2000
Leadership Quarterly	EJC	1995
Management Decision	EJC	1994
Management Services	Business Source Complete (EBSCO)	2003
Management Today	Business Source Complete (EBSCO)	2002
People Management	Business Source Complete (EBSCO)	2006
Public Personnel Management	Business Source Complete (EBSCO)	1973
SAM Advanced Management Journal	Business Source Complete (EBSCO)	1965
Supervision	Business Source Complete (EBSCO)	1990

Federal and Commercial Websites:

- **Office of Personal Management** (<http://www.opm.gov/>): Recruiting, retaining and honoring a world-class workforce to serve the American people.
- **American Management Association** (<http://www.amanet.org/>): American Management Association is a world leader in professional development, advancing the skills of individuals to drive business success.
- **Society for Human Resource Management** (<http://www.shrm.org/Pages/default.aspx>): SHRM is the global HR professional organization that exists to build and sustain partnerships with human resource professionals, media, governments, non-governmental organizations, businesses and academic institutions to address people management challenges that influence the effectiveness and sustainability of their organizations and communities.
- **Free Management Library** (<http://www.managementhelp.org>): The Library provides easy-to-access, clutter-free, comprehensive resources regarding the leadership and management of yourself, other individuals, groups and organizations. Content is relevant to the vast majority of people, whether they are in large or small for-profit or nonprofit organizations. Over the past 15 years, the Library has grown to be one of the world's largest well-organized collections of these types of resources.

New Books at the State Library:

- 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.
- Finnegan, Richard P. *Rethinking Retention: In Good Times and Bad Breakthrough Ideas for Keeping Your Best Workers*. Boston: Davies-Black, 2010. Internet resource.
- Kosslyn, Stephen M. *Better Powerpoint: Quick Fixes Based on How Your Audience Thinks*. New York: Oxford University Press, 2011. Print.
- Kouzes, James M, and Barry Z. Posner. *Credibility: How Leaders Gain and Lose It, Why People Demand It*. San Francisco: Jossey-Bass Publishers, 1993. 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.
- Peshawaria, Rajeev. *Too Many Bosses, Too Few Leaders: The Art of Being a True Leader*. New York: Free Press, 2011. Print.
- Rowley, Chris, and Keith Jackson. *Human Resource Management: The Key Concepts*. London: Routledge, 2011. Print.
- Sashihara, Stephen. *The Optimization Edge: Reinventing Decision Making to Maximize All Your Company's Assets*. New York: McGraw-Hill, 2011. Internet resource.
- Sutton, Robert I. *Good Boss, Bad Boss: How to Be the Best and Learn from the Worst*. New York: Business Plus, 2010. Print.
- Van, Velsor E, Cynthia D. McCauley, and Marian N. Ruderman. *The Center for Creative Leadership Handbook of Leadership Development*. San Francisco: Jossey-Bass, 2010. Print.

Library of Congress Classification/Dewey Classification:

- Library of Congress: H- Social Sciences (General); HD- Industries, Labor, Land Use; HF- Commerce;
- Dewey Decimal System: 172- Political Ethics; 174- Economic and Professional Ethics; 658- General Management

Search Terms:

- Administration
- Management
 - Communication in Management
 - Conflict Management
 - Contingency Theory
 - Management Science
 - Office Management
 - Organizational Behavior
 - Personnel Management
 - Work Measurement
 - Workflow
- Industrial Relations
- Organization