

Subject Level Collection Statement: Human Resource Management and Industrial Relations

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Reviewed: March 2015

1. Purpose of the Statement

The purpose of this statement is to provide a framework to guide collection development and management activities for Human Resource Management and Industrial Relations (HRIR). The statement supports the teaching, learning and research activities of HRIR in the School of Management within the Faculty of Commerce.

This statement is developed in accordance with the principles outlined in the [Collection Development and Management Policy](#).

2. Description of the Academic Subject

Human Resource Management and Industrial Relations is a major for the Bachelor of Commerce and Administration (BCA). It is available for study within the BTM or any other degree and is also taught within the MBA, MPM and MMS.

Areas of specific focus and strength at Victoria are recruitment, performance management, training, development, resolution of disputes and international employment relations.

Further information on the programmes can be found on the Human Resource Management and Industrial Relations home [page](#).

3. Focus of the Subject

Human Resource Management and Industrial Relations at Victoria explores:

- all aspects of employment relations in the public and private sector
- successful management of employment relations in successful organisations
- employee recruitment and selection, international employment relations, salaries and wages

Sub-fields of Human Resource Management and Industrial Relations include:

- employment agreements
- workplace industrial relations
- remuneration and performance management
- labour policy
- strategic issues in human resources and industrial relations

- strategic international human resource management
- the sociology of work

An overview of what's involved in studying Human Resource Management and Industrial Relations at Victoria can be found on the programme [website](#).

Teaching Focus

- [Undergraduate Human Resource Management and Industrial Relations courses](#).
- [Postgraduate Human Resource Management and Industrial Relations courses](#).

Research Focus

The School of Management has an active research environment with a strong track record of externally funded grants and projects, and of disseminating the latest academic research to the practitioner community. School staff have a wide range of research interests and are currently involved in several major research projects.

Many HRIR staff members are part of the [Centre for Labour, Employment and Work](#) (CLEW), which has a number of [publications](#) including research newsletters and reports commissioned by the Public Service Association (PSA).

- [Research at the School of Management](#)
- Postgraduate research areas
 - [Honours](#)
 - [Masters](#)
 - [PhD](#)

Interdisciplinary considerations

Human Resource Management and Industrial Relations is taught within the School of Management and includes the related subjects of Management and Tourism Management, with students able to complete undergraduate and postgraduate qualifications in these areas.

In addition Accounting, Economics, Information Systems, Law, Marketing and Psychology are all related subjects. The collections in these areas supplement those in Human Resource Management and Industrial Relations.

4. Overview of the Current Collection

Human Resource Management and Industrial Relations is taught from 200 level and above at Pipitea Campus. Course reserve material is well used; multiple copies of texts are essential. Copies are also needed at Kelburn to support MGMT 101 students and any interdisciplinary use.

Books at Kelburn have publication dates ranging from the 1900s through to the present, with strong collecting levels during the 1970s through to the early 1990s. The collection is particularly strong on human rights, personnel management, leadership, organisational

change, diversity in the workplace, career development, employee motivation and organizational behaviour.

There is less emphasis now on collecting material with historical content and more on those with a current, applied focus. Areas being actively collected include:

- business ethics
- creative ability in business
- organizational behaviour
- leadership
- communication in management
- diversity in the workplace

Access to the current journal literature, and human resource management and industrial relations databases, are particularly important to the School's research, whereas books are of greater importance for undergraduate teaching purposes.

Reference Collection

A well developed and current [reference collection](#) forms an important part of the collection supporting Human Resource Management and Industrial Relations. Electronic sources are preferred although a small collection of print items is maintained at the Commerce Library.

Books

The Library has access to an increasing number of eBooks, particularly for recently published content. A large number of new and older print books also support the Human Resource Management and Industrial Relations collection. In addition to the Kelburn and Commerce Library collections, small collections of print books relevant to Human Resource Management and Industrial Relations may be held at other campus libraries.

Electronic Resources

The Library provides strong coverage of the Human Resource Management and Industrial Relations literature through these [core databases](#):

- [ABI/INFORM Global](#)
- [Business Source Complete](#)
- [Emerald](#)

New Zealand content can be found in [NewztextPlus](#), [CCH New Zealand Online Library](#), [Index New Zealand](#) and [Australia/New Zealand Reference Centre](#).

Journals

In Human Resource Management and Industrial Relations, the current journal literature is critical for staff and postgraduate students' research needs. The Library journal collection is accordingly particularly strong, and supports the teaching and research needs of Human Resource Management and Industrial Relations effectively. Most journals are held online.

Audiovisual Material

A small collection of DVDs related to Human Resource Management and Industrial Relations is housed at the Kelburn Library in the Glass Room. These cover a broad range of areas including labour law and legislation, collective bargaining, industrial publicity and organizational change.

Special Collections

The [J.C Beaglehole Room](#) at Kelburn holds working papers from the [Graduate School of Business & Government Management](#), and many texts from the [Dan Long Memorial Library](#). The papers and pamphlets collection of Henry Valder, relating to the Employee Partnership Institute, is also of special interest.

Working paper series

The School of Management (SoM) [Working Paper Series](#) provides a forum for staff, graduate students and research centres to disseminate their ideas and publish research findings in advance of publication.

Research reports

Periodically, staff at SoM are invited to produce research reports for circulation to internal and external agencies, such as government and industry level bodies, and special task committees. A selection of [reports](#) can be found on the School's website.

5. Collection Development Guidelines

[Section 4.3](#) in the CDMP.

Collection levels are described and defined in [section 4.5.2](#) of the CDMP.

LC Callmark Range	Subject Area	Current Collection Level	Future Collecting Level
HD4802, HD4805	Labour. Work. Periodicals. Societies. [labour economics] [some journals]	Study/research	Study
HD4901 – HD4904	Labour – general works Free choice of employment. Freedom of labor. Discrimination in employment [labour economics]	Study	Study
HD4909	Wages. General works	Study	Study

HD4917	Minimum wage	Research	Research
HD4926 – HD4945	Methods of remuneration. Wage payment systems. Wages and labour productivity	Study	Research
HD4965.2	Executive salaries	Study	Study
HD5106	Hours of labor	Study	Study
HD5109	Flexible work hours	Study	Study
HD5306 – HD5473	Labour disputes. Strikes and lockouts	Study	Study
HD5481, HD5501-5630.9	Industrial arbitration. Mediation and conciliation	Study	Study
HD5701 – HD5706	Labour market. Labour supply. Labour demand	Study	Study
HD5707.5 - HD5713.5 - HD5861	Unemployment. Unemployed Manpower policy Public service employment	Study	Research
HD6061 – HD6067	Wages. Equal pay for equal work. Pay equity. Hours of labour. Maternity leave. Parental leave. Industrial safety	Study	Study
HD6331	Machinery in the workplace. Technological unemployment. Effect of technological innovations on employees	Study	Study

HD6350, HD6475	Trade unions. Labor unions. Workers' associations	Study	Study
HD6958.5 - HD6971.3	Industrial relations	Research	Research
HD6971.5	Collective bargaining	Study	Study
HD8038-8039	Labour. Professional employees. General works. By industry or trade	Study	Study
HD8055, HD8101-8942.7 – including HD8930.5	General trade unions Other regions or countries – including NZ	Study	Study
HF5548.7 - HF5548.85	Industrial psychology. General works; job stress	Study	Study
HF5549 – HF5549.17	Personnel management. Employment management. General works. [includes our journals] [strategic HRM]	Study	Research
HF5549.2	Personnel management. Employment management – by region or country	Study	Study
HF5549.5.A-Z	Employment management – by topic, eg affirmative action programmes, career development, communication, compensation management, employees in foreign countries, job analysis, selection of employees, training of employees	Study	Research

LB1027.47	Training	Study	Study
LC5215, LC5225	Adult education. General works. General special.	Study	Study
TX911.3 P4	Hospitality industry. Special topics. Personnel management.	Study	Study

5.1 Languages Collected

The collection and new acquisitions are primarily in English, although no language is excluded if the content is required.

5.2 Geographical Areas Collected

Human Resource Management and Industrial Relations is international in scope. The US and UK are the main sources of this global perspective. Material from New Zealand, Australia and the Asia-Pacific region is selected to support and provide a local context.

5.3 Chronological Periods Collected

The emphasis is on contemporary and current periods of Human Resource Management and Industrial Relations activity. A future focus is useful. Historical overviews are useful for tracing the development of Human Resource Management and Industrial Relations practice over time.

5.4 Format Guidelines

Refer to Section [4.1\(e\)](#) and [4.3.2](#) of the CDMP.

Journals

Electronic journals are the preferred format.

Books

eBooks are preferred over print.

Audiovisual material

Streaming is the Library's preference for audiovisual material but DVDs and CDs may still be collected where necessary. AV material is particularly used by the School for teaching purposes.

6. Life-Cycle Management Guidelines

Refer to [Section 4.4.1](#) of the CDMP

Wherever possible, the potential life-cycle of new materials will be considered at the point of acquisition and accessible notes made as to any continuing historical or research value.

6.1 Preservation Guidelines

Refer to [Section 4.4.4](#) of the CDMP.

A small amount of recent Working Papers are available in the [ResearchArchive](#). If agreed, a programme to deposit older Working Papers will be developed.

Books are repaired to extend their life. Any books which are beyond repair should be assessed for re-purchase, with eBook format preferred.

6.2 Relegation Statement

Refer to [Section 4.1\(b\)](#) of the CDMP.

Books

Human Resource Management and Industrial Relations books at the Commerce Library are only retained as part of a Course Reserve list. Items not on Course Reserve are returned to the Kelburn Library collection.

Current editions of text books on Course Reserve, and one edition previous, will also be retained to cover demand. Human Resource Management books will be considered for relegation to the Offsite collection subject to the following criteria:

- Items not issued in the past five years
- Single copies of superseded textbooks older than one edition previous where usage has been low

Journals

Print items in the Human Resource Management and Industrial Relations journal collection are evaluated for relegation as necessary, according to the [Library's Guidelines for Evaluating Print Journals](#).

Working Papers and Discussion Papers

All working and discussion papers will be treated as print journals, with the same relegation guidelines being applicable.

6.3 Deselection Statement

Refer to [Section 4.4.3](#) of the CDMP.

In all cases the Subject Librarian oversees this process, consulting with and making recommendations to relevant academic staff where appropriate.

Books

Print books will be reviewed for deselection according to the following criteria:

- Items in poor condition or duplicate copies
- Duplicate copies of superseded textbooks older than one edition previous
- Items where a subsequent electronic copy is acquired
- Items not requested from offsite storage within the last five years
- Items no longer supporting teaching or research needs (current or anticipated)
- Books in a language other than English, and not issued in the last five years.

Journals

Print items in the Human Resource Management and Industrial Relations journal collection are evaluated for deselection annually, or as necessary, according to the [Library's Guidelines for Evaluating Print Journals](#).

7. *Links to other relevant Subject Level Collection Statements*

- [Accounting](#)
- [Economics](#)
- Information Systems
- [Law](#)
- [Management](#)
- Marketing
- [Psychology](#)
- Tourism Management