

Library Information for Managers

Welcome to the Library! If you have any questions about the Library's resources and services, please don't hesitate to contact us in person, by telephone at the numbers listed below or by email (library@dc-uoit.ca or reference@dc-uoit.ca).

The Library has three locations to serve you:

North Library, 50 Founders Drive
Circulation desk (905) 721-8668 ext. 3082
Reference desk (905) 721-8668 ext. 2390

Education Library, 11 Simcoe Street North
(905) 721-8668 ext. 2976

Social Science Library, 61 Charles Street
(905) 721-8668 ext. 5644

See the Library website (www.uoit.ca/EN/library) for the current hours at each location.

Start with the Library website (www.uoit.ca/EN/library), whether you are looking for a specific book or article or just browsing for items on a particular topic. The Library has a large number of traditional paper and electronic resources. Please note: in order to access e-books and online articles from on or off-campus, you will need to have your [network login](#).

Books & E-Books:

- Your staff ID card is your Library card
- Search the Library [catalogue](#) for specific titles or topics
- E-books are accessible individually through the Library [catalogue](#) or as searchable collections (such as Books 24/7) through the [Ebook Collections](#) link
- See the next page for a selective list of paper and electronic book titles in our collection

Magazine & Journal Articles:

- Search for relevant article databases (collections of magazines & journals) and other resources on the Library's 'Business' or 'Human Resources' subject guides (listed under the [Subject Guides](#) link)
- Below are a few of the relevant top-ranked online journal titles held within the Library's collection:
 - *Academy of Management Annals*
 - *Academy of Management Journal*
 - *Academy of Management Review*
 - *Journal of International Business Studies*
 - *Journal of Management Studies*

Inter-Library Loan (RACER):

- Items not available through the Library collection may be requested free-of-charge from other institutions using the [interlibrary loan](#) system, RACER (please note: you will need to register with RACER before placing an order)

The following are a few selected titles under topics that may be of interest. Please check the [catalogue](#) for format (paper or e-book) and availability. Additional titles may be found by searching for the suggested subject terms in the catalogue.

Managing & Motivating (suggested subject terms: management; employee motivation; leadership):

21st century management: a reference handbook, Charles Wenkel, 2008. [paper & e-book]

Becoming a successful manager: powerful tools for making a smooth transition to managing a team, 2nd ed, J. Robert Parkinson, 2010. [paper & e-book]

Beyond luck: practical steps to navigate the path from manager to leader, John E. Langhorne, 2010.

Building team power: how to unleash the collaborative genius of teams for increased engagement, productivity, and results, Thomas A. Kayser, 2011.

Clever: leading your smartest, most creative people, Robert Goffee, 2009.

Interpersonal skills in organizations, Suzanne C. De Janasz, 2009.

Keeping the millennials: why companies are losing billions in turnover to this generation--and what to do about it, Joanne Genova Sujansky, 2009.

Reinventing management: smarter choices for getting work done, Julian M. Birkinshaw, 2010.

Work engagement: a handbook of essential theory and research, Arnold B. Bakker, 2010.

Time Management (suggested subject term: time management):

Brilliant time management: what the most productive people know, do and say, Mike Clayton, 2011.

Project management: the managerial process, 4th ed, Clifford F. Gray, 2008.

The economics of time use, edited by Daniel S. Hamermesh and Gerard A. Pfann, 2007.

Time management: 24 techniques to make each minute count at work, Marc Mancini, 2007. [e-book]

Decision Making (suggested subject terms: decision making; judgment; decision support systems):

Complex decision making: theory and practice, H. Qudrat-Ullah, 2008. [e-book]

Developing a business case: expert solutions to everyday challenges, Harvard Business School, 2011.

Judgment in managerial decision making, Max H. Bazerman, 2009.

What I didn't learn in business school: how strategy works in the real world, Jay B. Barney, 2010.

Performance Feedback (suggested subject terms: performance standards; employees – rating of):

101 tough conversations to have with employees: a manager's guide to addressing performance, conduct, and discipline challenges, Paul Falcone, 2009.

Appraisal, feedback and development: making performance review work, 4th ed, Clive Fletcher, 2008.

Performance appraisal: expert solutions to everyday challenges, 2009.

Rewarding performance: guiding principles, custom strategies, Robert J. Greene, 2011.