

# BNA- Human Resource Library

[www.bna.com](http://www.bna.com)

Log in is limited. Check with Cindy Bassett ([cindy.bassett@sos.mo.gov](mailto:cindy.bassett@sos.mo.gov)) or Jason Stirnaman ([jason.stirnaman@sos.mo.gov](mailto:jason.stirnaman@sos.mo.gov)) for information about obtaining or accessing a log in.

## Overview (provided by BNA)

See the site map for links to each section of BNA:

<http://hrlibrary.bna.com/hr/w/sitemap/sitemap.adp>

BNA's Human Resources Library provides HR professionals, consultants, and attorneys practical, comprehensive, and timely coverage of workplace issues. HR Library explains federal and state compliance requirements; summarizes key state laws and regulations; analyzes compensation and benefits, EEO, employee relations, organizational development, safety and health, and staffing issues; and gives tips on writing and implementing work rules and policies.

Updated frequently by BNA's HR-expert editors and reporters, the Library consists of detailed reference information, software tools, and research aids. Special features include:

- *HR Topic Navigator*

Makes it easy to find all types of coverage on particular topics by navigating from a broad category of HR management to a specific HR topic of interest.

- *HR Guides*

Supplies in-depth and practical guidance on complying with employment laws, designing HR programs and policies, and managing employees from hiring to termination. Specialized coverage includes a grievance guide for HR professionals operating in unionized workplaces and a section discussing international HR issues. A helpful glossary defines common HR terminology.

- *State Requirements*

Provides at-a-glance state comparison charts and in-depth summaries of state laws, organized by topic area.

- *HR Fast Answers*

Consists of concise answers to hundreds of questions faced every day by HR practitioners.

- *Cost Control Guide*

Includes strategies and techniques for controlling costs in the HR department, compensation and benefits, 401(k) plans, and training and development.

- *HR Policy Handbook/Model Policies*

Features a guide to creating HR policy handbooks, along with a wealth of model policies and administrative forms that HR managers can easily adapt for their own use.

- *Forms and Posters*

Includes government-mandated reporting forms, notices, and posters for the workplace.

- *BNA Surveys*

Provides BNA's exclusive surveys of HR professionals, capturing the latest HR trends, programs, and practices, with findings reported by industry, organization size, and region.

- *News & Reports*

Provides weekly coverage of the latest HR developments and trends in the Bulletin to Management newsletter, plus special reports on HR conferences and emerging issues of interest.

- *Government Source*

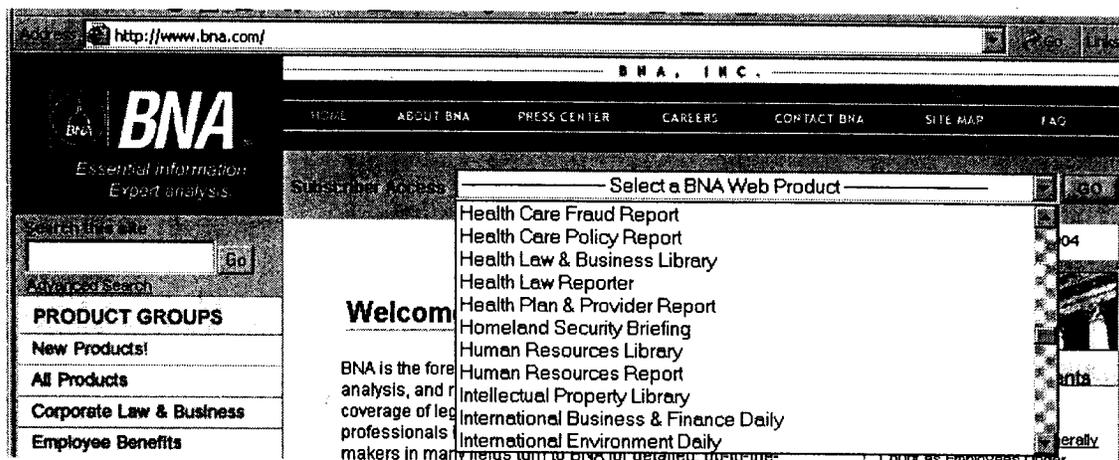
Provides full text of selected federal employment laws—including ERISA—and related employment regulations; the complete Internal Revenue Code and tax regulations; plus selected guidance materials and opinion letters from federal agencies.

- *Custom Job Descriptions*

Features custom job descriptions that can be tailored to an organization's business needs.

### Accessing BNA – Human Resources Library

1. Obtain log in information from Reference Services Division. In the Secretary of State's Human Resources Division, Jerri Snodgrass holds the username and password that is available to that division. It is available for use for anyone in that division or you may contact a reference librarian to search for information for you.
2. Enter the web page at [www.bna.com](http://www.bna.com).
3. At the main page, scroll through the drop down menu labeled "Select a BNA Web Product" until you see Human Resources Library. Click on it to highlight it and click "Go" button.



4. When presented with the "Enter Network Password" box, enter the username and password you've been given.

### Searching Human Resources Library

There are many ways in which to find information in the database. One of the first visible and most easily accessible is through the HR Topic Navigator. Topics included are:

- Benefits
- Compensation
- Hiring
- Human Resources Administration
- International Human Resource
- Payroll
- Productivity and Performance
- Recordkeeping and Reporting
- Safety, Health, and Security
- Termination

- Labor Relations
- Nondiscrimination and Diversity
- Organizational Development and Strategic Planning
- Training and Workforce Dev.
- Work Rules and Employee Conduct

Topics may be accessed by clicking on the topic or by using the alphabet bar located below the topic listing. If you click on the topic bar, a break down of the subtopics included in that area will appear when the page loads. Select a subtopic by clicking on it or by clicking on the Plus sign next to the subtopic. The page will refresh again and the final breakdown of information will be shown. Some areas have a small symbol next to them. These indicate that the editors of the sources feel that most detailed coverage on the topic exists in that link.

Also available is a means of searching for information specific to one or more states. To do this, scroll down on the main page to the “States” box.

**STATES**

**1. Select a state**  
To search multiple states, use the Ctrl key.

All states  
Alabama  
Alaska  
Arizona  
Arkansas

**2. Choose a topic (optional)**  
*Topic selected: Termination*

**3. Enter word(s) (optional)**

Choose one or more states and then choose either a topic to be searched and/or a keyword to be searched. All results will pertain specifically to the states you have chosen.\

Besides clicking on the parts of the database that you would like to see, users may search using the search box at the top or by clicking on the “Advanced Search” link. Both provide the same information, but the Advanced Search allows the user to concentrate a search in different parts of the database. In the advanced search, any parts that are not accessible through our subscription are grayed out.

[Advanced Search](#)

### Search Operators and Examples (provided by BNA)

#### **AND (or a blank space)**

Enter two or more words with and between the words to get results including all the words entered. You get the same results if you separate the words with spaces.

Note: The ampersand symbol (&) is not a search operator. It is searched as a character.

Example:

annual quarterly

annual and quarterly

**OR (or a vertical bar, |)**

Enter two or more words with or between the words to get results including any of the words entered. You get the same results if you separate the words with a vertical bar, |.

Example:

immoral or scandalous

immoral | scandalous

**NOT (or an exclamation mark, !)**

Enter two words separated by not to get results including the first word but not the second. You get the same results if you separate the words with an exclamation mark, !.

Example:

compensation not executive

compensation ! executive

**NEAR (proximity searching)**

Enter two words or phrases with near between the words to get results where the two words or phrases are within 100 words of each other. It does not matter which word appears first.

Example:

employ near lawyer

**Phrase Searching**

Enter a phrase in quotation marks to get results including the exact phrase.

Example:

“taxable benefit”

**Wildcards**

\* An asterisk replaces zero or more characters to get results with all words that include the given root.

smok\* gets you smoke, smoker, smoking

? A question mark replaces only one character to get results with all words that include the given root.

wom?n gets you woman, women

Phrase searching and wildcards can be used in and, or, not, and near searches.

The search function is not case-sensitive. For example, searches for work, Work, and WoRk all yield the same results.