

University of Leeds Classification of Books **Management**

[A General]

- A-0.01 Periodicals
- A-0.02 Series
- A-0.03 Collected essays, Festschriften etc.
- A-0.04 Bibliography
- A-0.05 Study and teaching
- A-0.06 History and biography
- A-0.19 Dictionaries
- A-1 General texts
- A-3 Consultancy
- A-9 Country studies *Divided geographically, e.g. A-9.49 Japan*

[B Systems Analysis]

- B-1 General, including information systems : management applications,
B-2 – B-6 : No longer used : see Computer Studies P
- [B-2 Systems logic
- B-3 Systems analysis
- B-5 Systems design
- B-6 Simulation]

[C Organisation Management]

- C-1 Organisational theory
Management aspects only, all others in Sociology H-1.5
- C-3 Organisational development – knowledge management ; team working
- C-5 Organisational psychology, including corporate culture; change management

[E Management Economics]

- E-1 General; Entrepreneurship
- E-1.5 Electronic commerce *See also Computer Studies V-4.4*
- E-2 Cost analysis
- E-3 Forecasting and pricing
- E-5 Strategic management; Profit planning and control
- E-6 Location of business activity
- E-9 Mergers, diversification, innovation, alliances, networks
- E-10 Corporate objectives
- E-11 Corporate ethics; Environmental issues



- [F Quantitative methods of management]**
- F-1 General Introductory texts
 - F-3 Operational research : theoretical *Operations studies : see K-5*
 - F-4 Linear programming
 - F-5 Stochastic processes
 - F-6 Decision theory and game theory *Decision-making : see T-2*
See also Economics K-15, Mathematics K-2
 - F-7 Network analysis ; Critical path analysis ; PERT [Program evaluation and review technique]
 - F-9 Numerical and computational methods; computers, computer programming and systems analysis
 - F-10 Cybernetics
 - F-12 Management statistics

- [G Special groups]**
- G-1 General; Diversity
 - G-2 Women
 - G-3 Youth
 - G-5 Ethnic minorities
 - G-7 Ageing

- [H Human resources (Personnel management)]**
- H-1 General
 - H-2 Recruitment and selection; interviewing, testing
 - H-3 Utilisation of employees (job training, job design, job sharing, performance rating, mentoring etc.)
 - H-4 Career development; job hunting
Career advice in schools : Education 371.425;
Career advice in higher education : Education 378.19425
 - H-4.3 Job applications; CVs
 - H-4.4 Interviewee techniques
 - H-4.5 Taking tests
 - H-5 Employee representation in management: industrial relations - new techniques, joint consultation
 - H-6 Employer-employee relationships; conflict; negotiating
 - H-8 Health, safety, welfare; stress; working hours; quality of working life

- [J Purchasing]**
- J-1 Procurement; handling; storage; shipment

- [K Production Management]**
- K-1 General *Divided geographically, e.g. K-1.49 Japan*
Operations management
 - K-2 Programming of production
 - K-4 Process analysis
 - K-5 Operations studies (time and motion studies)
Operational research (theory) : see F-3
 - K-7 Product control (standards and specifications; packaging; product analysis)
Quality control
 - K-8 Management of buildings, grounds, equipment, facilities, plant

[M Distribution Management]

- M-1 General
- M-3 Warehousing
- M-4 Transport

[N Marketing Management]

- N-1 General; Public relations; Brand management
- N-2 Sales management
- N-3 Market research and analysis; Consumer behaviour
- N-5 Advertising *Social aspects: see Communications Studies D-6.1*
- N-6 Retail marketing

[R Financial Management and Accounting]

- R-0.02 Series
- R-0.03 Collected essays, Festschriften etc.
- R-0.04 Bibliography
- R-0.19 Dictionaries
- R-1 General
- R-2 History and biography
- R-3 Study and teaching; Research methods

- R-5 Financial management, general; Financial risk management
- R-6 Capital management and investments
- R-7 Business formation and liquidation

- R-10 Accounts and accounting, general
Divided geographically, e.g. R-10.48 China
- R-11 Accounting procedures: standards goodwill
Divided geographically, e.g. R-11.72 Canada
- R-12 Financial statements: disclosure, reporting
Divided geographically, e.g. R-12.22 France
- R-15 Inflation accounting
- R-16 Accounting valuation
- R-17 Book-keeping systems
- R-20 Accounting in particular sectors: public sector, multinationals, etc.
- R-21 Accounting information systems: IT, computing
- R-22 Social and environmental accounting
- R-25 Management accounting
- R-26 Budgetary control, budgeting
- R-27 Income accounting, incomes, profit
- R-28 Cost accounting, costs
- R-35 Auditing

[S Management of Research and Development]

- S-1 General *See also Mechanical Engineering A-7*
- S-2 Research
- S-3 Development
- S-4 Project management

[T Executive Management]

T-1 General; Leadership

T-2 Planning and policy making; decision making, risk management

Decision theory : see F-6

Finance/investments : see Economics F

Financial risk management : see R-5

T-4 Internal management (communications; conduct of meetings; office management)

[V Management Case Studies]

Divided as industry section Economics J, e.g. V-15.4 Pharmaceutical industry

V-1 General

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