



**Purpose:** To provide guidance in the selection of library materials to support the curriculum for the students, and the research needs and interests of the faculty of the Day School of Hospitality. The school offers a Bachelor of Science with a major in hospitality administration degree and a Master of Business Administration (MBA) with a concentration in hospitality administration. A certificate program is also offered. These programs develop students for managerial roles in the hospitality and tourism industries, scholastic contributions to its constituencies, and service to the industry at the local, regional, national, and international level. The curriculum incorporates courses in the arts, sciences, general business theory, and hospitality to prepare students for careers in the following hospitality industry segments: hotel management, restaurant management, meeting and event planning, and tourism, convention, private club and fair management.

The program was accredited in 1992 by the Accreditation Commission on Programs in Hospitality Administration, a specialized accrediting body. The program is an institutional member of the International Council on Hotel, Restaurant and Institutional Education.

All students majoring in hospitality administration must have practical industry experience in order to be approved for graduation.

The Departments of Accounting, Economics, Finance, International Business, Management, Marketing, and Nutrition have some shared interests with the Day School of Hospitality Administration and library materials bought for the former provide additional support for the latter.

### **General Collection Guidelines:**

- a. Languages: English will be the primary language of the collection.
- b. Chronological Guidelines: Current topics are most important, but there is some interest in historical information.
- c. Geographical Guidelines: The major orientation is toward the United States, especially metropolitan and tourist areas. Some material on international hospitality industry will be acquired.
- d. Treatment of Subject: Scholarly research materials are desired. There is interest in notable hospitality persons, and institutions. Standard and classical works will be acquired with some popular works and textbooks. Statistics and case studies are important.

e. Types of Material: Most materials acquired will be in the form of periodicals or monographs. Media is an important format for the School. There is interest in electronic formats, especially for bibliographical databases.

f. Date of Publication: Primarily interested in current imprints, but older materials will be bought when needed and if available.

**Observations and Qualifications by Subject Subdivision:** **Collecting Level**

Coursework:

Hospitality Microcomputer Applications	3B
Microcomputer applications, hardware, graphics, and communications	3B
Introduction to the Hospitality Industry	3A
History and development	3A
Lodging	3A
Food service	3A
Travel/tourism	3A
Hotel Management	3B
Overview, history and development	3A
Types of facilities	3A
Organization and functions of commercial hotel	3B
Front office operations	3B
Property Management	3B
Housekeeping	3A
Maintenance	2
Engineering	2
Security	3A
Preventive maintenance	2
Basics of housekeeping, refrigeration, and air conditioning	2
Meetings Management	3B
Role of corporate, association, and independent meeting planner	3B
Design	3B
Site selection	3B
Negotiation	3B
Transportation	3B
Budget	3B
Convention Services	3B
Food Production Management	3B
Food production in commercial and institutional operations	3B
Culinary terminology	3B
Menu planning	3B
Recipe standardization and costing	3B
Equipment and utensils	3B
Sanitation and safety	3B

Restaurant and Food service Management	3B
History, organization and development of modern foodservice concepts	3B
Industry demographics	3B
Impact of location and menu	3B
Business entities	3B
Franchising	3B
Service delivery systems	3B
Equipment selection and layout	3B
Career demands	3B
Hospitality Purchasing	3B
Quantity purchasing standards in hotels and restaurants	3B
Food	3B
Beverage equipment	3B
Supplies	3B
Receiving and storage controls	3B
Product variety	3B
Grading standards	3B
Purveyor selection	3B
Accounts payable	3B
Channels of distribution	3B
Relationships of processor/manufacturer, broker and Supplier	3B
Cabaret Management	3B
Food or beverage establishment offering entertainment	3B
Beverage marketing techniques	3B
Catering Management	3B
Quantity food production laboratory	3B
Private Club Management	3B
Private city, country, and athletic clubs	3B
General manager concept	3B
Creed	3B
Charter and bylaws	3B
Board of directors	3B
Membership requirements	3B
Future of clubs and their contribution to the hospitality industry	3B
Travel and Tourism Management	3B
Tourism history	3B
Elements of tourism demand and supply	3B
Planning and Development	3B
Marketing	3B
Deregulation	3B
Consumerism and hypotheses for the future	3B
Travel Agency Operation	2
Ticketing, routing and dealing with suppliers	2
International Travel	3A
Patterns, trends and problems	3A

Delivery of services for the international travel market	3A
Tour Wholesaling and Packaging	2
Role and responsibilities of the tour wholesaler	2
Travel agent	2
Traveling public	2
Expositions Management	3B
Fair and trade show operations	3B
Purposes	3B
Types	3B
Facilities	3B
Management	3B
Organization	3B
Trends	3B
Issues	3B
Employment opportunities	3B
Fairgrounds Exhibits, Entertainment and Events	3B
Agricultural, competitive and commercial exhibits	3B
Selection, booking and presenting of fairgrounds entertainment	3B
Off-season rentals	3B
Interim events	3B
Trade Show Planning, Budgeting and Marketing	3B
Advance planning procedures	3B
Show committees	3B
Site selection	3B
Budgeting	3B
Marketing strategies	3B
Exhibit sales	3B
Attendance promotion packages	3B
On-Site Trade Show Operations	3B
Hall and contractor interactions	3B
Registration	3B
Food and meeting services	3B
Floor and exhibitor management	3B
Post-show analysis	3B
Hospitality Cost Control Systems	3B
Internal systems for monitoring	3B
Food and beverage revenue and expense	3B
Payroll records and employee scheduling	3B
Menu as a cost control and marketing device	3B
Sales mix analysis	3B
Pricing theory and methodology	3B
Food and beverage purchasing and inventory systems	3B
Hospitality Law	3B
Federal, state, and local laws applicable to food and lodging enterprises	3B
Innkeeper-guest relationship and liability issues	3B

Bailment, agency, and contracts	3B
Hospitality Human Resource Management	3B
Organizational behavior	3B
Selection and placement of personnel	3B
Role of supervision	3B
Performance appraisal	3B
Wage and salary administration	3B
Employee motivation	3B
Communication and training	3B
Hospitality Service Marketing	3B
Marketing plan for a hotel or restaurant	3B
Customer services to achieve guest satisfaction	3B
Competitive distinctiveness	3B
Service marketing	3B
Marketing concepts and research methods	3B
Applied Hospitality Management Development	3B
Job search and interview readiness training and supervision	3B
Industry work experience	3B
Readings in Hospitality Administration	3B
Fundamentals of Hospitality Finance	3B
Principles of financial management	3B
Capital markets	3B
Debt management	3B
Ratio analysis	3B
Financial ramifications	3B
Management contracts	3B
Leases	3B
Franchising	3B
Strategic Hospitality Management	3B
Analysis of current economic, political, and social issues impacting the formulation, implementation and sustainment of strategic business plans	3B
Hospitality Financial Analysis	3B
Generation and analysis of quantitative information for planning, control and decision making	3B
Past performance	3B
Future projections	3B
Computer simulations	3B
Marketing Practicum	3B
Consulting Practicum	3B
Hospitality Management Practicum	3B