

UNIVERSITY/COLLEGE LIBRARY
at Broward Community College, Central Campus
Collection Development Statement

SUBJECT: Hospitality Management

PURPOSE AND EMPHASIS: The primary purpose of the collection is to support teaching at the core curriculum level. Degrees offered are the A.A. and A.S. in Hospitality Administration. Secondary support is directed to faculty research.

COLLECTION GUIDELINES:

- a. Languages: English is the primary language.
- b. Chronological coverage: Major emphasis will be on developments of the present decade.
- c. Geographical coverage: No limitations.
- d. Format: Including but not limited to; books, non-print periodicals, and microforms are acquired.
- e. Types of materials: Including but not limited to; publications encompassing annual reports, bibliographies, dictionaries, government documents, handbooks, indices, licensing and examination manuals, loose-leaf services, monographs, periodicals, professional proceedings, and statistical works are acquired.
- f. Treatment of Subject: Materials encompassing business mathematics, personnel administration, technical writing, hospitality marketing, hotel accounting, hotel administration, property management, economics of food service, hospitality law, travel and tourism management, convention planning, ADA compliance, and facilities management are purchased.
- g. Date of Publication: Current in-print publications receive priority.
- h. Reference Collection: The Reference Collection mirrors and supports the practices outlined in the Hospitality Administration Collection Development Statement. To this end, English-language indices and bibliographies are purchased to provide access to the literature. Standard dictionaries, encyclopedias, directories, and sources of statistical information are updated regularly.
- i. Acquisitions plans affecting Hospitality Management:
 1. Standing Orders:
 - ABI Inform
 - Business Dateline
 - Business Periodicals Index
 - General Business File
 - Hospitality Index
 - OAG Business Travel Planner: Hotel and Motel Red Book
 2. Blanket Orders. None
- j. Deselection/Replacement: Materials date quickly in the field of Hospitality Administration. Every effort is made to insure the collection is up-to-date and relevant to the courses offered. Erroneous and dated materials are candidates for deselection / replacement, unless they retain some seminal or historical value. Candidates for deselection / replacement are evaluated according to the General Collection Development Policy.

Collection Assessment Tools:

Nixon, Judith. Hotel and Restaurant Industries: An Information Sourcebook
Sader, Marion. Topical Reference Books
Wynar, Bohdan. American Reference Books Annual

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