



COLLECTIONS POLICY

HOSPITALITY AND TOURISM MANAGEMENT

General Purpose

The general purpose is to collect materials in the subject of hospitality and tourism management to support undergraduate and graduate teaching and research to the doctoral level. Particular emphasis is placed on management theory and practice; operations management (e.g. food, labour and beverage cost control); hospitality and tourism marketing; tourism distribution, planning and development; sustainability and eco-tourism and international tourism operations.

The levels of collection development should be maintained at the level of current collecting intensity objectives by the effective utilization of funds available each year.

Languages

Primarily English, but publications in other languages may be collected as dictated by research needs.

Geographic Areas

Materials from any part of the world may be collected to support teaching and research programs, subject to the language limitation.

Chronological Limitation

Material with a recent imprint date is preferred.

Types of Material Collected

Monographs are collected primarily in print format, though some e-books are collected where appropriate. Periodicals, government documents, research reports, indexes & abstracts, reference works and data are preferred in a web-accessible format where cost-effective and appropriate. Multimedia in the form of video, DVD, and streaming media are collected.

Types of Material Excluded

Normally textbooks, manuscripts, rare books, patents and computer software are not acquired.

Weeding and Relocation to Storage

The Library is committed to effective space utilization in both the campus library and in the TUG Annex (shared storage facility). The Library is committed to a process of examining and weeding of the print collections to determine where materials can be deselected and moved to storage or withdrawn based on sound collection management criteria and practices. The Tri-University Libraries, of which Guelph is a part, have agreed to retain only single unique copies of materials in the Annex facility to reduce collection redundancy and maximize the lifespan of the facility.

In addition, where there is local hosting and archiving of electronic journals in Ontario, and where perpetual access rights have been licensed, paper copies of journals may be withdrawn from the collection. As outlined in the Last Copy Agreement, some formats have been excluded from the above criteria and practices.

Access and Related Resources

The Library website is the main point-of-access to the Library's scholarly collections and resources. A broad spectrum of additional information is also available using document delivery and interlibrary loan services.

Archival and Special Collections

The Culinary Collection in Archival and Special Collections includes books and manuscript materials. The collection numbers almost 5,000 volumes, some of which date back as far as the 17th century. It consists of four major collections: the Una Abrahamson Collection, the Helen Gagen Collection, the Edna Staebler Collection, and the Canadian Cookbook Collection. These collections include publications from many countries and highlight the development of cookery in Canada and around the world.


Subjects and Collection Levels

<u>Subject Area</u>	<u>Existing Collection Strength</u>	<u>Collecting Intensity Objective</u>
Hospitality Management and Operations (general)	4E	4E
<ul style="list-style-type: none"> - lodging (hotel, motel, resort operations) -restaurant and dining operations -casino operations -club operations - revenue management - service quality -marketing, advertising, and promotion -purchasing, accounting, finance and cost control - housekeeping, maintenance and security - facility design, architecture, interior decoration, equipment -applied research and statistics -control systems -ethics -sustainability -corporate social responsibility -crisis management and recovery -information technology uses and applications 		
Human Resources Management	4E	4E
<ul style="list-style-type: none"> -recruitment and selection -training and development -compensation 		


Food Preparation and Service	3E	3E
<ul style="list-style-type: none"> - cookery - menu planning and design - cultural aspects of food - economics of food usage 		
Beverages and Beverage Management	4E	4E
<ul style="list-style-type: none"> -wine and oenology -cost control 		
Hospitality Law		
<ul style="list-style-type: none"> - Ontario - Other provinces 		
	3E	3E
	2E	2E
Tourism, Recreation and Travel	4E	4E
<ul style="list-style-type: none"> - planning, policy, development, economics and forecasting - domestic and international destinations management -revenue management - entertainment, attractions, sport - transportation and accommodation - destination management - sustainability policy - specialized tourism: cruise ships; gastronomic tourism; ecotourism etc. -applied research and statistics -marketing, advertising and promotion corporate social responsibility -crisis management and recovery -information technology uses and applications 		
Safety, security, and risk assessment	2E	3E
<ul style="list-style-type: none"> -occupational health and safety -food safety and risk assessment 		
Business communications	3E	3E
Organizational behaviour	4E	4E
<ul style="list-style-type: none"> -organizational theory and design -diversity management -organizational change and culture 		
Leadership Studies	4E	4E
<ul style="list-style-type: none"> -theories of leadership -coaching and developing -decision making -ethics in leadership -personal skills development 		
	4E	4E

The attached Appendix indicates collection levels.

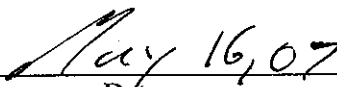
Approval



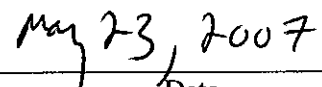
Dr. Marion Joppe
Director
School of Hospitality and
Tourism Management



Mr. Scott Gillies,
Head, Information Resources
Library



Date



Date