I. PURPOSE/PROGRAM SUPPORT

This collection supports the Department of Tourism and Hospitality Management of the School of Business and its International Institute of Tourism Studies (IITS). Materials are acquired to support teaching and research through the doctoral level. Degrees offered are the Bachelor of Business Administration (BBA) with a concentration in Sport, Event, and Hospitality Management; the Master of Tourism Administration (MTA) with concentrations in Sustainable Destination Management, Event and Meeting Management, Sport Management, and International Hotel Management; the Accelerated Master of Tourism Administration (AMTA), which uses a blended on-campus and distance learning format and has concentrations in Event and Meeting Management, Sport Management, and Sustainable Destination Management; and the Master of Business Administration with a concentration in Tourism, Hospitality, Event, and Sport Management. There is also a five year BBA/MTA program. Tourism and Hospitality Management can be a supporting field for School of Business doctoral students. The IITS offers two certificates: Event Management and Sustainable Destination Management. There are seven full-time faculty members and approximately ten people with adjunct faculty status. In 2004 there were 120 undergraduate majors, 95 MTA students, 70 AMTA students, and 464 IITS certificate students. In addition to the faculty and students of the Department of Tourism and Hospitality Management, relevant materials may also be of interest to those in the other departments of the School of Business, Economics, Environmental and Resource Policy, Organization Sciences, and the School of Public Policy and Public Administration.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

The libraries have some relevant materials though none have large relevant collections.

B. Other area resources

The Library of Congress is a rich source for relevant materials. The National Restaurant
Association library has relevant materials as well and may be used by non-members for a fee. The libraries of international organizations like the World Bank, embassy libraries, governmental, non-WRLC academic, and public libraries may also have relevant material.

Faculty and graduate students have access and borrowing privileges at the Chesapeake Information and Research library Alliance (CIRLA) libraries. Of these, the University of Delaware, followed by the National Agricultural Library, has the largest relevant Collection.

III. GENERAL COLLECTION GUIDELINES

A. Language

English is the primary language. Important or unique works in other languages are acquired very selectively.

B. Period of Coverage

1900 to the present, but works dealing with earlier years are very selectively acquired.

C. Dates of Publication

Emphasis is upon recent materials. Back runs of important serials are sometimes acquired.

D. Geographical

There are no limits to geographical coverage.

E. Treatment of Subject

Emphasis is upon scholarly, research, practitioner-oriented, and statistical works, as well as those delineating relevant government policies and programs. Works about any aspect of tourism and hospitality—but especially ecology, economics, management, marketing, and public policy—are acquired. Textbooks are also acquired. Popular materials, such as tourism guide books, are rarely, if ever, acquired.

IV. DESCRIPTION OF MATERIALS AND FORMAT

Monographs, serials, and online databases are acquired. Materials may be acquired in a variety of formats: paper, electronic, microform, video, etc. Electronic is the preferred format for periodicals, subject to financial, licensing, and technical constraints.

V. SPECIAL CONSIDERATIONS

The library is a research subscriber to the Travel Industry Association of America and a
member of the Travel and Tourism Research Association and receives materials through these connections.

The Department of Special Collections has three relevant collections. The Travel Industry Association of America Odyssey Award Collection documents the awards beginning with 1994. The awards are given annually to travel marketing campaigns in a variety of categories. The entries, which document travel marketing campaigns, may include videos, brochures, posters, and other ephemera. The Ecotourism Society Collection is the library of articles, pamphlets and brief documents, and substantial bound volumes which the Society donated to Gelman and adds to annually. The Event Management and Marketing Archives includes videos, text, and realia documenting the planning and promotion of a variety of special events.

VI. DUPLICATION

The tourism and hospitality management collection is fairly heavily used, so duplicate copies for some items are purchased as funds allow or may be accepted when received as gifts.

VII. SELECTION METHODS

A. Selection of new materials generally occurs through 5 sources:

1. The approval plan through Blackwell’s Book Services is monitored on a regular basis to ensure the profile meets our needs. Any changes in the curriculum, as indicated through library impact statements, are examined against possible changes in the approval profile.

2. Firm orders are initiated by the collection development librarian. Journals in the field are scanned for relevant reviews. Firm order requests from faculty and students are reviewed and approved by the collection development librarian.

3. Standing orders, memberships and serial requests are initiated by the collection development librarian.

4. Gifts are accepted under the same guidelines as other acquisitions. They must fit the criteria spelled out in this collection development policy.

5. The Library participates in the Federal Depository Library Program; collection development librarians review documents available through the U.S.G.P.O. for access or inclusion in the collection.

B. Deselection

The deselection process can be initiated by Gelman staff, by faculty, or by the collection development librarian. Final decisions on deselection are made by the collection
development librarian. Items are checked for general condition, availability of newer or replacement editions, and the continuing value of the content.

VIII. LIBRARY OF CONGRESS CLASSIFICATION

Materials relevant to Tourism and Hospitality Management are classed in G 149-180, GT 3770-3899, GT 5220-5285, GV 713-716, NA 7800-7850, NX 180.T67, RA 783.5, and TX 901-953.