ABSTRACT

This annotated bibliography is a sample collection of reference materials in the hospitality industry suitable for a small academic library. It is assumed that the library has a general reference collection. Publication dates range from 1992-96, with two publication dates in the 1980s. No periodicals are included. The 41 reference materials are divided into these categories: 19 guides, handbooks, and manuals; 4 dictionaries and encyclopedias; 1 bibliography; 7 directories; 3 indexes; and 7 sources of statistics. Each entry follows this format: author(s) or editor(s), title, publisher, date of publication, and annotation. Materials specifically for college students or potential college students include a guide for researching and writing a thesis in hospitality and tourism and a guide to college programs in these fields. (YLB)
This annotated bibliography is a sample collection of reference materials in the Hospitality Industry suitable for a small academic library. It is assumed that the library has a general reference collection. Titles in the Hospitality Industry have international coverage in the areas of lodgings, food service and travel and tourism. These titles are suitable for students and professionals in the field. Most of the literature is current, publication dates ranging from 1992 to 1996 with two publication dates in the 1980's. Titles including one database are gathered in six broad areas: guides; handbooks and manuals; dictionaries and encyclopedias; bibliographies; directories and indexes. It was decided that because of the brevity of the bibliography, having sub divisions by subject would not be practical. Periodicals are not included.
   A general guide for education and training. Includes organizational structural policies and procedures, property perimeter and exterior and legal issues.

   Training methods and techniques including multicultural issues.

   Covers managing maintenance and engineering departments, energy and energy management systems, reading blueprints, computer applications for maintenance and engineering, heating refrigeration, air conditioning, etc., waste and pollution.

   An accounting text that provides examples and terminology from the hospitality industry.

   Procedures and examples for researching the market area, surveying potential competitors, analyzing a selected site, developing a restaurant concept and constructing a financial statement.

   Covers types of table service and settings, safety, sanitation, emergency procedures, computer system and wine and bar service.

   Guide to practical aspects of running a restaurant. Emphasis is on computerizing.

   Incidents are representative of situations student will face soon after entering the workplace. Incidents deal with a variety of managerial issues, such as decision making, communication, planning, discrimination, performance appraisal, sexual harassment, cultural differences, etc.

Developed for NASA in the 1960's. Hazard Analysis Critical Control Points represents the new tool to enhance food safety management, looks at food preparation step by step to identify the causes of potential problems and to establish corrective or control measures. Illustrated with flowcharts and diagrams. Complete with posters, transparency masters, and other valuable training aids.


The purpose of this manual is to assist students and owners in menu development and pricing. There are calculations to determine prices and income break evens. Includes sales, goal values and other areas that need to be factored in to determine profit. Shows different ways to develop menus and pricing strategy - concepts, principles and alternatives.


Loose-leaf. Also called Weissman Travel Reports. These are also international. Profiles various geographical locations throughout the world giving historical background, weather, what to wear, transportation, banks, insider tips, sight seeing, shopping, etc. Concise, excellent ready reference.


Annual. Contains information on more than 140 cruise lines and 350 ships. Includes deck plans, ports profiles, ship profiles, booking information, sailing schedules and destination maps.


Annual. Provides in-depth booking and descriptive information (including classifications) on 30,000 hotels around the world. Includes 3 volumes, each containing specific geographic areas, which are further broken down into states/countries and within this, hotels are listed alphabetically under city or area headings. An alphabetical index of all hotels listed in the guide can be found at the front of volume 1.


Seem Annual. Contains geographical index, convention centers and CUB index, map and destination report index, cross reference index, airlines and meeting facilities profiles both in the United States and abroad.


Helps students pull together the various components of a theses in an organized coherent fashion. Included are developing and original thesis, conducting a literature review, footnotes and bibliographies, how to obtain record and analyze and interpret data.


Contains information on purchasing polices, food, quality controls, and storage and handling procedures. Sample forms for bids, ordering, receiving and issuing. Quality controls and Federal Regulations are covered in detail.

Contains much of the information recognized as standard operating procedures for restaurants. Contains forms for various pre-opening and operational needs. Includes personnel management training, menu and kitchen management, dining room management, bar management, cost and financial management, purchasing, sanitation, equipment, marketing, restaurant safety and security.


Focuses on aspects of hotel valuation and market analysis that are particularly enhanced by computerization, e.g. quantifying local supply and demand, forecasting revenue and expenses and performing discounted cash flow analysis.


Essential to appraisers and analysts who want to provide the most uniform, up-to-date advice to investors and other clients active in the hotel - motel industry. Presents logical procedures for gathering and processing data, developing financial forecasts and investment analysis and estimating value.

**DICTIONARIES AND ENCYCLOPEDIAS**


Articles are authored and referenced. Covers food service management, hotel management, travel and tourism.


Essential handy reference for all newcomers to the field who are likely to be inundated by the many technical terms that make up the language of hospitality, travel and tourism. More than 3,000 entries that are clear and accurate and cross over into various disciplines. Ideal for reference in the business environment.


Approximately 3,300 entries. Definitions are brief. Includes jargon.


25 volumes. Each volume is authored and covers a different subject. Some areas are front office, purchasing, accounting, sanitation, conventions, human resources and marketing.
BIBLIOGRAPHIES

   Included are dictionaries and encyclopedias, handbooks, periodicals, abstracts and indexes, databases, bibliographies, association publications, directories and statistics.

DIRECTORIES

   Basic company information, information on number of units, catering services, projected closings, types of food service, franchise group headquarters, home delivery, liquor sold, menus, take-out, trading area, year founded, projected remodeling are arranged alphabetically by state. There is a geo-alphabetical menu index by style of cookery, a geo-alphabetical index by type of food service and an alphabetical index of restaurant and hotel/motel chains and trade names by city and state.

   Provides a comprehensive and easily searched source of reference on the tourist and travel industry, its domestic and international aspects, economic and cultural impact planning, development and future. It is intended for use by business and management personnel, librarians and those in academic institutions that teach pre-professional and professional courses in that area.

   College programs are listed by type of degree, by specialization and by location. Includes descriptions of program features, application procedures, student enrollment, admission and graduation requirements and accreditation. Also information on financial aid.

   Country by country listing of 45,000 sources of information for the individual and business traveler, the tourist industry, travel trade press, researchers, and educators. Listed are travel associations, tourist information offices, government department and agencies embassies and consulates, sports and recreational contacts and more. Extremely useful resource.

   Essays discuss breaking into the hotel and motel industry, working for a local travel and tourism board, becoming a travel agent, getting started in car rental, convention and meeting planning, working as a pilot and more.

   Lists over 40,000 key lodging industry executives, consultants and suppliers.
31. World Tourism Organization. *World Tourism Directory*. Munich: K. G. Saur and Reed Travel Group, 1996. Biennial. 55,000 addresses of tourist institutions, authorities, and associations from some 330 countries. Information arranged alphabetically by country and territory (including the new Eastern Europe) and within country by categories of interest. Each entry features full contact information - fax and Telex numbers when available. Issued in three parts: Europe; The Americas; and Africa, Middle East, Asia and Oceana.

INDEXES


33. *Hotel & Travel Indexes.* Seacaucus: Reed Travel Group, 1996. More than 45,000 hotels and resorts are listed nine major sections. Regional maps, time zones, flight times between principle cities, area maps, major holidays, currency, exchange rates are only a few of the subjects covered.


STATISTICS


36. Hummert, Ellen. *Lodging an Industry Overview*. Murry Hill: Dun & Bradstreet, Inc., 1995. Explores important trends and factors shaping the lodging industry as it enters the late 1990's. Designed for use the executives with the lodging industries. Covers occupancy rates, slowing of new hotel construction, impact of room taxes on hotel occupancy rates, some technological and financial trends, economic factors shaping the hotel industry and economic trends influenced by the hotel industry.

37. *International Hotel Trends: A Statistical Summary*. San Francisco: PKF Consulting, 1993. Incorporates operational and financial data on hotels. Data included represent voluntary contributions by 3,000 accommodations establishments worldwide. Rates are given in dollars unless otherwise noted. Designed as a reference and a management or operational aid for hotels and agencies or associations involved in travel and tourism. Ratios and essays.

Essays covering outlook for travel and tourism, economy accommodations, transportation, meetings and conventions, gaming and food service.


Annual. Based on financial and operating data provided by members of the National Restaurant Association. Data has been compiled and presented by type of restaurant, location, sales volume and menu theme, among other characteristics. Report presents operating results as amounts per restaurant seat and as ratios to total sales which are the most common bases used in the restaurant field.


Report presents study of the business and competitive environment for the international Hotel industry. Examines the underlying market trends and demand determinants, identifies the main hotel companies and analyses their development strategies and comments on some of the key issues which will affect the industry's development over the next decade or so. Two parts: company profiles and analysis of the industry.


Statistical review incorporating operating and financial data on hotels and motels. Essays, ratios and statistics.