

**ISU LIBRARY**  
**Collection Development Policy**  
**Hotel, Restaurant, and Institution Management**

**I. General Purpose**

The collection of materials related to Hotel, Restaurant and Institution Management (HRIM) has grown in support of the HRIM curriculum. The undergraduate curriculum provides a balance among general education requirements, courses in business management and technical courses relating to the fundamentals of management within the hospitality industry.

Graduates of the undergraduate HRIM Program at Iowa State may find employment as a hotel manager or club manager, food and beverage manager, production supervisor, catering manager, food service manager, or institutional sales representative. Experience will increase access to such positions as restaurant manager, personnel manager, hotel manager, regional manager for a hotel or restaurant corporation, school or hospital food service management, or marketing supervisor for a hotel or restaurant chain.

Graduate programs in Foodservice and Lodging Management are available at the Masters and Doctoral level. Graduate courses are built around a nucleus of courses in hospitality management within the program, and supported by courses in management, human resources, finance and marketing. MS/MFCS graduates find employment in the foodservice or lodging industries in a variety of managerial roles or in education at the community college level. PhD graduates assume faculty positions at universities or upper-level administrative positions in foodservice and/or lodging management.

**II. History**

Earliest mention of teaching institution management appeared in the 1898-99 catalog. "A two-year course in postgraduate study is arranged especially for those preparing to teach or assume charge of food preparation and housekeeping in schools or other institutions." The 1919-20 catalog listed four institutional administration courses in the curriculum in household science. The Hotel, Restaurant and Institution Management Program began in 1924 under the leadership of Linda Spence Brown. In 2000, the department was merged with two other departments to become the Department of Apparel, Education Studies, and Hospitality.

The current Tearoom location was opened in 1926-27, as was a class in catering and special problems. The tearoom was renovated and renamed the Joan Bice Underwood Tearoom in 2002. The first degrees were awarded in 1929-30 and the first Ph.D. in 1950. The first short-course for school lunch food service workers was held in 1948. Degrees now offered are Bachelor of Science (BS), Master of Science (MS) Master of Family and Consumer Sciences (MFCS), and a Doctor of Philosophy (Ph.D.). Graduates are prepared for careers in teaching, research and/or work in the hospitality, lodging, and tourism industry. The graduate program is recognized as one of the leading programs of its kind in the United States. Beginning in 1922, the first cherry pies were produced to raise money for the Home Economics Club, and they have become a popular and widely known VEISHA tradition at Iowa State.

### **III. Iowa State University Program**

The Council on Hotel, Restaurant and Institutional Education's (CHRIE) Accreditation Commission for Programs in Hospitality Administration (ACPHA) accredits the HRIM undergraduate program. The HRIM program is one of only 33 ACPHA accredited programs in the United States, and is ranked in the Gorman Report as one of the top ten foodservice management programs in the United States - out of approximately 150 comparable programs nationwide. The department has established itself as one of the leading hospitality programs in the United States. The department currently has 202 undergraduates, 30 graduate students and 9 faculty members of whom 7% are international students and 5% minorities. An evaluation of current curriculum requirements is performed yearly, surveying both recent graduates and employers. The Joan Bice Underwood Tearoom quantity production laboratory provides students with hands-on experience in managing the production and service of meals to the public.

### **IV. Subject Boundaries**

In general, the collections maintained for the use of HRIM majors will support both the general education needs of the university as well as the continuing emphasis on the business of hotel, restaurant, and institution management in the expanding areas of tourism. Growing areas of faculty research include: strategic management, customer service and satisfaction, restaurant cost control, hospitality management e-commerce, entrepreneurship, experience economy, food production system selection, food safety, food service management, and employee training.

### **V. General Collection Guidelines**

The HRIM program mission is to develop leaders in practice, education, and research for the foodservice and lodging industries. Research and Extension efforts are conducted to improve the quality of services and management effectiveness in lodging and foodservice organizations.

The HRIM bibliographer selects materials for purchase with priority given to faculty requests. The library maintains an approval plan covering the major trade publishers and many university presses and association publications as well. Standing orders for important serials are maintained in conjunction with other bibliographers in areas such as business, and food science and human nutrition. New journals are currently being purchased only as cancel-to-add relationships because of the high inflation rates in the ISU Library's serial's budget. Weeding and movement of materials will be done in consultation with the program. Resources that support other disciplines such as marketing, management, finance, human resource management, accounting, entrepreneurship, food safety and protection, and foods and nutrition often support the research interests of hospitality management faculty and students.

**A. Language**

Materials will ordinarily be purchased in English with the emphasis being placed on U.S. publications.

**B. Geographical Areas**

Areas covered will be global as related to tourism and institution management, but emphasis will be placed on U.S. publications.

**C. Types of Materials Collected**

Materials covered will include books, journals, government documents and quantity cookery materials. Emphasis will be placed on upper level and graduate materials and because the discipline is interdisciplinary will rely heavily on materials in business and tourism. In addition, federal documents from a variety of agencies provide primary and secondary materials of interest in hospitality and business-related areas. This information also includes data from the National Restaurant Association and other associations. Lower division textbooks are not ordinarily purchased and upper division texts are acquired selectively. These and dissertation from other institutions are generally not acquired, but are available through University Microfilms and Dissertation Abstracts International.

**D. Formats of Materials Collected**

Materials will include both print and microform. In addition, a wide variety of materials are available electronically including the *Hospitality and Tourism Index* (published by EBSCO), *ABI/Inform*, *Agricola*, *Food Science and Technology Abstracts*, and *Business and Company ASAP*, *CAB*, *Medline*, *Mergent Online*, and *PAIS International* (Public Affairs Information Service). Serials for years covered by electronic indexes will be held in the General Collection unless the journals are available full-text. At present acquisition of new serials is limited to a policy of "cancel-to-add." Textbooks will not be purchased except by special request for class uses. Where relevant, videos will be purchased and made available through the Library's Media Center. DVD is currently the video format preferred by the HRIM faculty.

**VI. Specific Collection Guidelines**

The Library will maintain a strong reference collection. The Bibliographer for the area of Hotel, Restaurant, and Institution Management will be available to assist researchers in accessing materials for their research. Research materials will include directories, handbooks, methods, indexes, abstracts, legal materials, etc. in the most appropriate format. It will be the responsibility of the Apparel, Educational Studies, and Hospitality Management Department, its Department Head, curriculum committee and library liaison to communicate forthcoming changes in the curriculum to the HRIM Bibliographer so that changes to this policy may keep pace with the changing research demands of the department members and students.

## **VII. Detailed Subject Areas**

Areas of strength within the department, in addition to the Tearoom, include the emphasis on the management aspects of the hotel, restaurant, and institutional foodservice (schools, hospitals, universities) areas of the industry, with added emphasis on food safety, entrepreneurship, and leadership.

## **VIII. Other Resources Available**

Collections in the Consumer and Family Sciences Library at Purdue University and Nestle Library at Cornell University

Also, web sites such as:

- <http://www.ciachef.edu/cia.html> -- Culinary Institute of America
- <http://www.restaurant.org/> -- National Restaurant Association
- <http://chrie.org/> -- Int'l Council on Hotel, Restaurant, and Institutional Education
- <http://www.ih-ra.com/> -- International Hotel and Restaurant Association
- <http://www.ahma.com> -- American Hotel and Lodging Association
- <http://www.safs.org/> -- Society for the Advancement of Food Service Research
- <http://www.census.gov>
- <http://www.schoolnutrition.org/> -- School Nutrition Association
- <http://www.eatright.org/> -- American Dietetic Association

## **IX. Other Applicable ISU Library Collection Development Policies**

- ISU Library General Collection Development Policy
- ISU Library Gift Policy
- ISU Special Collections Department Collection Development Library
- ISU Library Electronic Resources Policy
- ISU Reference Collection Development Policy
- ISU Library Approval Plans

## **X. Applicable LC Classes**

G155-180	Geography, Travel, Tourism
HF5421	Wholesale trade
HF5429	Retail trade
KF2042	Regulations, Service Trades
RA601	Hygiene, Food and Public Health, Foodborne Diseases
RA1258	Food Safety, Foodborne Diseases, Food Toxicology, Nutritional Toxicology
TX501-541	Food Safety, Food Protection, and Standards
TX820-900	Quantity and Institutional Cookery, Dining-room Service
TX901-921	Caterers and Catering
TX911-1110	Hospitality Industry
TX943-946	Food Service
TX950-953	Taverns, Barrooms, Saloons

**XI. Creation Date**

July, 2000 by Diana D. Shonrock

**XII. Revision History**

July, 2003 by Diana D. Shonrock

July, 2005 Steven Johns, with Mary Gregoire and Dan Henroid

**XIII. Current Parks Library HRIM Bibliographer**

Steven Johns