



## HMGT 1101 Introduction to Hospitality Management City Tech Library – <https://library.citytech.cuny.edu/>

### **Activate your City Tech ID:**

Stop by the Circulation Desk to activate your ID *every semester* so you can check out books and use library databases from off-campus.

### **Getting started with your research:**

The **New York Times** <http://cityte.ch/nyt> is free to all CUNY students. Sign up and use it as one of your starting points for research. Our **OneSearch** search bar on the library's homepage makes exploring the library's resources easier than ever. Just like Google, it's a great place to start your research but we suggest that you focus your research in **Hospitality & Tourism Complete**.

### **Find articles in hospitality TRADE magazines (publications for the HMGT industry), as well as newspapers, and scholarly journals:**

Click the Find Articles on the library's website. Select *Hospitality* under the subject *Humanities and Social Sciences*. **Hospitality & Tourism Complete** <http://cityte.ch/htc> is especially useful. Filter by publication type as needed. Use your City Tech ID to login to databases from off-campus.

**Get quantitative information:** Need numbers? Try **Statista** <http://cityte.ch/sta> for industry and market data.

### **Evaluate all of your sources! (including internet sources)**

Is it relevant, credible, accurate, expert, objective, and current? RECAP can help: <http://cityte.ch/recap> (see reverse). Company websites exist to sell products and services unlike more neutral and unbiased journalistic sources like newspapers.

### **Find books and ebooks:**

Search the online library catalog right from the library's website to find books and ebooks in the City Tech Library or other CUNY libraries.

### **Cite your sources:**

When you get information from a source, you need to give the author credit or the author's ideas can be confused with your own. This helps your instructor and others find the original source. Not sure how to cite your sources? Use this guide on our website: <http://cityte.ch/citation>

### **Need Help? Ask a City Tech Librarian!**

- Stop by the Reference Desk in the library (Atrium 4<sup>th</sup> Fl.) and ask a librarian.
- Email a question to a librarian from the Ask Us link on the library's website.
- Call the Reference Desk at 718-260-5485 to talk with a librarian.
- Request a one-on-one research appointment from the Ask Us link on the library's website.
- Try the ASK A LIBRARIAN chat box on the library's homepage. You will be assisted by a librarian from *outside* of City Tech and, often, CUNY. This service is good for late nights and Sundays when our library is closed.

# RECAP

When doing research, including on the internet, you need to be sure that you find reliable sources. For each source that you find, be sure to perform the checks on this list to confirm that your source is one that you can use and refer to in your research project.

**R**everance: Is the information relevant to your needs?

- Does the source help you research your topic and/or answer your questions?
- Does the source meet the requirements of your assignment?

**E**xpertise: Who is the author/publisher/source/sponsor?

- Is the author qualified or an expert who knows about the topic?
- Is there information about the author(s) on the website/web page?

**C**urrency: How up to date is your information?

- How old is the source, when was it published?
- Does the website get its information from up-to-date sources, and how recently was it updated?

**A**ccuracy: Is your source's information reliable and truthful?

- Does the source state where its information comes from?
- Can you verify any of the information by checking other sources?

**P**urpose: Why was your information source created?

- Is your source designed to educate, entertain, or to make money?
- Is the source designed to further a political, religious, or institutional cause or bias?