

Nevada Restaurant Association Library Catalog

Type	Title	Author	Education Foundation Catalog #
ALCOHOL			
V	How Alcohol Affects the Body	Bar Code	MIVV416
M	Instructor's Guide	Bar Code	MIC1422
PA	Liquor License Regulations 1999	Clark County	
M	Manager's Resource	Bar Code: Serving Alcohol Responsibly	MICT421
V	Pour on the Profits	The Righ Mix/ ProMgmt	
V	Serve it With Style- Creating Beverage Service and Promotion	The Righ Mix/ ProMgmt	
M	Server's Guide (2 copies)	Bar Code: Serving Alcohol Responsibly	MICE415
V	Tending the Bar- Better Beverage Management	The Righ Mix/ ProMgmt	
V	The Law and Your Responsibility	Bar Code	MIVV415
M	The Right Mix: Managing for Profit in Bar and Beverage Service	ProMgmt	C450
M	Trainer's Guide	Bar Code	MIC1414
PA	Trainer's Toolkit	Bar Code	BCT
V	What to Know Before You Pour: Beverage Basics for Better Sales	The Righ Mix/ ProMgmt	
DISEASE AND ALLERGY			
V	AIDS: Guideline for the Foodservice Manager	NRA	
V	AIDS: What You Need to Know	NRA	
V	Hepatitis A and the Food Service Industry: What you need to know (2 copies)	SmithKline Beecham	
V	Second Hand Smoke in Restaurants: A Search for Solutions	KIISS	
B	Serving the Allergic Guest: Increasing Profit, Loyalty and Safety	Food Allergy Awareness Institute	
FINANCIAL			
V	Server Meetings to go "Your Money Management"	Gail McDougall	
B	Profit	Hospitality Masters Press	
P	An Economic Analysis of the Maine Smoking Ban: Evidence from Patrons and Owners of Businesses	California Polytechnic State University	
B	Compensation for Salaried Personnel in Restaurants- 1998	NRA	
B	Compensation for Salaried Personnel in Restaurants- 2000	NRA	
V	Consumer Tax Video Vol. #1 & 2 Reporting Tip Income		
CD	Food Cost Fitness: How to Trim Your Waste, Pump Your Profit and Please Your Guests	KnowledgeBuilder.com	
CD	Food Cost Fitness: What Every Operator Should Know About Managing the Financial Side of the Restaurant	KnowledgeBuilder.com	
B	Hourly Wages for Foodservice Occupations	NRA	
Pamphlet	IRS Tip Audits: Information for foodservice operators (3 copies)	NRA	
V	Profitability Action Seminars for the Food Service Industry	Tepper Kalmar Associates	
V	Reporting Tip Income	NRAEF	
V	Reporting Tip Income: On TRAC	IRS	

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Type	Title	Author	Education Foundation Catalog #
B	Restaurant Industry Operations Report- 1999	NRA Deloitte & Touche LLP	
B	Restaurant Industry Operations Report- 2000	NRA Deloitte & Touche LLP	
B	Restaurant Spending	NRA	
M	Smoking Bans: The Economic Impact on Business		
M	Standard Accounting Practices	NRAEF	
P	Tips on Tips (3)	NRA & IRS	
HUMAN RESOURCES			
V	Crisis Management: Coping with critical Situations	NRAEF	
V	Foodservice Leadership Skills for the Professional-Resolving Conflict	NRAEF	
V	Foodservice Leadership Skills for the Professional-Becoming an Effective Leader	NRAEF	
V	Interviewing and Hiring Employees	NRAEF	SHSEV
V	Sexual Harassment- Is it me?	What's the Big Deal- Management Video	VO91
V	Sexual Harassment- What's the big deal?	What's the Big Deal- Management Video	
P	The Main Ingredient: Over 70 ways restaurateurs recruit, motivate, reward and retain quality employees	American Express Cards	
B	Here Today, Here Tomorrow Transforming your workforce form High-turnover to High retention	Gregory P. Smith	
C	The Uniform Book	Cintas	
INDUSTRY/ PROMOTIONS			
M	year colleges and universities with foodservice/hospitality programs	NRA	
M	Foodservice Operators Guide: Chain Restaurants, Hotel/Motels, and Contract Management (2002 Edition)	Foodservice Database Company, Inc.	
B	Industry of Choice- A Report on Restaurant Employee Needs & Carrer Orientation Groups (2 copies)	Foodservice Research Forum/NRAEF	
B	Industry of Choice- Final Report Training Practices & Profiles Part 2 (15 copies)	Foodservice Research Forum/NRAEF	
B	Industry of Choice: January 1997 (5 copies)	Foodservice Research Forum/NRAEF	
P	Industry of Choice- Preview Summary Report Training Practices & Profiles Part 2 (5 copies)	Foodservice Research Forum/NRAEF	
M	No Limits Operator Tool Kit (2 copies)	NRA/ HBA	
M	Profiles International, Inc.	The Assessment Company	
B	Restaurant Newsletters that Pay Off	Mathews	
V	Turn the Tables	NRA	
V	"Courtrooms: The new Obesity Battleground?" Anderson/Banzhaf Debate	NRA	
M	2003 Restaurant Industry Operations Report	NRA	

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Type	Title	Author	Education Foundation Catalog #
MANAGEMENT			FMPREV
M	Certification Examination Review Manual	Foodservice Management Professional (FMP)	FMPREV
M	Diversity: Working Together in Food Service	NRAEF	
M	Becoming an Effective Leader	NRAEF	
	Building Productive Teams		
	Creating a Drug-Free Workplace		
	Foodservice Leadership: Skills for the Professional		
	Getting Results Through Delegation		
	Increasing Your Profits Through Group Sales		
	Planning and Decision Making		
	Promoting to the Community		
	Resolving Conflict		
	Using Information Systems		
M	Management Skills Program (28 Manual)	Management Skills Program	
	Bar and Beverage Management		
	Basic Accounting for Foodservice		
	Basics of Foodservice Nutrition		
	Basics of Foodservice Security		
	Basics of Responsible Alcohol Service		
	Conducting Effective Group Training		
	Conducting Positive Performance Appraisals		
	Cost Control for Foodservice Managers		
	Foodservice Purchasing		
	Foodservice Safety		
	Foodservice Sales Promotion and Merchandising		
	Legal Issues in Foodservice Management		
	Management Accounting for Food Service		
	Managing Customer Service		
	Managing Effective On-the-Job Training		
	Managing Employee Performance Problems		
	Marketing Management		
	Menu Planning and Development		
	Monitoring Employee Performance		
	Motivating New Employees		
	Orienting New Employees		
	Management		
	Planning and Decision Making		
	Planning Foodservice Facilities and Equipment		
	Planning Successful Employee Training		
	Quantity Food Production		
	Screening, Interviewing and Selecting Employees		
	Terminating Employees		
V	Managing Employee Performance Problems	Management Skills Program	
V	Motivating Your Employees	Management Skills Program	
V	Member of Management	NRAEF	

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M	Member of Management	NRAEF	SHPPD
B & D	Sexual Harassment (2 copies)	What's the Big Deal	EISSSB
M	Supervisory Skill Builders for Restaurant and Food Service Operations (9 manuals) 1. You as a Supervisor 2. Leadership 3. Time Management 4. Improving Communication 5. Handling Problems and Conflict 6. Conducting Orientation and Training 7. Motivation and Team Building 8. Staffing and Scheduling 9. Improving Employee Performance	Supervisory Skill Builders	
V	You as the Supervisor / Supervisory Skill Builders for Restaurant and Food Service Operations	Supervisory Skill Builders	
P	The Main Ingredient: Over 70 ways restaurateurs recruit, motivate, reward and retain quality employees	American Express Cards	
Pamphlet	Legal Q & A for Restaurant Owners	NRA	
SAFETY &			
M	AWARE: Employee and Customer Safety	NRAEF	
M	Employee Guide- Food Service Security	NRA	AUD580
P	General Security Audit	NRA	
P	I.D. Checking Guide 2002 Edition	Drivers License Guide Company	
M	Instructor's Guide- Food Service Security	NRA	CDR80
CD	Introduction to Workplace Safety	Workplace Safety	
M	Leader's Guide- Food Service Security	NRA	V702
V	Lifting and Carrying Injuries (English and Spanish)	Workplace Safety	
M	Manager Handbook- Food Service Security	NRA	
V	Preventing Cuts and Lacerations	Aware	
V	Preventing Fires and Burns	Aware	V703
V	Robbery Prevention and Awareness (English and Spanish)	Workplace Safety	
SERVICE TRAINING			
V	Better Banquets: Basic Service Skills	NRAEF	MG295
M AND V	Effective Media Training (2 copies)	NRAEF	
M	Employee Study Guide	Customer Service	
M	Instructor's Guide	Building Foodservice Sales	
M	Instructor's Guide	Making the Most of Your Menu	
M	Leader's Guide	Building Foodservice Sales	

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Type	Title	Author	Education Foundation Catalog #
M	Leader's Guide	Customer Service	
M	Leader's Guide	Making the Most of Your Menu	
M	Manager Handbook	Building Foodservice Sales	
M	Manager Handbook	Customer Service	
M	Manager Handbook	Making the Most of Your Menu	
M	Manager Program Instructor's Guide	Customer Service	
M	Server's Guide	Building Foodservice Sales	
M	Server's Guide	Making the Most of Your Menu	
B and V	It Pays to be a Pro	Professional Hospitality Center	
M	Food Security An Introduction	NRA	
SERVSAFE			
B	A Practical Approach to HACCP- Coursebook	ServSafe/ NRAEF	
B	A Practical Approach to HACCP- Coursebook	ServSafe/ NRAEF	
B	A Practical Approach to HACCP- Instructor's Guide	ServSafe/ NRAEF	
V	A Practical Approach to HACCP- Video Series Program #1 Receiving to Cooking		
V	A Practical Approach to HACCP- Video Series Program #2 Cooking to Cooling		
V	Program #3 A HACCP Case Study		
V	A Practical Approach to HACCP- Introductory Packet	ServSafe/ NRAEF	V121
V	A Practical Approach to HACCP- Managing Food Safety (2 copies)	ServSafe/ NRAEF	
B	Applied Foodservice Sanitation- Certification Coursebook	ServSafe/ NRAEF	
V	BAC Attack! How Our School Fought BAC for Food Safety	Partnership for Food Safety Education	SSFCB
M	Certification Coursebook- ServSafe Serving Safe Food (English)	ServSafe/ NRAEF	
B	Coursebook, 2nd Edition	ServSafe/ NRAEF	CB
CD	Discover Interactive CD-ROM programs: SerSafe	ServSafe/ NRAEF	
M	Certification Coursebook- ServSafe Serving Safe Food (Spanish)	ServSafe/ NRAEF	SSEG
M	Employee Guide (2 copies)	ServSafe/ NRAEF	SSEG
M	Employee Guide- 2nd Ed. (2 copies)	ServSafe/ NRAEF	
B	Essentials: First Edition (SPANISH)	ServSafe/ NRAEF	SSFESW
B	Essentials: Second Edition	ServSafe/ NRAEF	ESX
B	Essentials: Second Edition	ServSafe/ NRAEF	ES
B	Essentials: for Supermarkets	ServSafe/ NRAEF	SSSMEO
M	Examination Handbook for Instructors & Proctors	ServSafe/ NRAEF	
M	Food Safety Review Coursebook (2 copies)	ServSafe/ NRAEF	SSFFSG
AV	Food Safety Showdown! Game	ServSafe/ NRAEF	FSS
Game	Food Safety Showdown! Game, 2nd Edition	ServSafe/ NRAEF	FSG
AV	Food Safety Signs (2 copies)	ServSafe/ NRAEF	SSF80
M	Instructor Guide	ServSafe/ NRAEF	IG
CD	Second Edition	ServSafe/ NRAEF	
AV	Instructor's Slides	ServSafe/ NRAEF	CBT1

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M/ CD	Interactive Employee Guide	ServSafe/ NRAEF	CBT1
V	Introduction to Food Safety (English)	ServSafe/ NRAEF	
V	Introduction to Food Safety (Spanish)	ServSafe/ NRAEF	
M	Leader's Guide (2 copies)	ServSafe/ NRAEF	
Toolkit	Manager Toolkit: - Manager's Guide to Employee	ServSafe/ NRAEF	
V	Personal Hygiene - Spanish	ServSafe/ NRAEF	
V	Personal Hygiene (2 copies)	ServSafe/ NRAEF	
V	Preparation, Cooking and Service (English)	ServSafe/ NRAEF	
V	Preparation, Cooking and Service (Spanish)	ServSafe/ NRAEF	
V	Proper Cleaning and Sanitizing (English)	ServSafe/ NRAEF	
V	Proper Cleaning and Sanitizing (Spanish)	ServSafe/ NRAEF	
M	Presentaion Pack: Second Edition	ServSafe/ NRAEF	IPP
V	Receiving and Storage (English)	ServSafe/ NRAEF	
V	Receiving and Storage (Spanish)	ServSafe/ NRAEF	
CD	"Safety Returns" ServSafe Screen Saver		DCR60
B	ServSafe Coursebook	ServSafe/ NRAEF	CBX
M	ServSafe Employee Guide	ServSafe/ NRAEF	SSEGR-10
B	ServSafe Essentials	ServSafe/ NRAEF	ESX
M	ServSafe Examination Administration Handbook and Training Manual	ServSafe/ NRAEF	SSEAH
CD	ServSafe Introduction to Food Safety CD-ROM	ServSafe/ NRAEF	CDR60
CD	ServSafe Manager Certification Training CD-ROM	ServSafe/ NRAEF	
CD	ServSafe Instructor CD-ROM Slide Show Presentation Second Edition, Version 1.0	ServSafe/ NRAEF	
CD	ServSafe Instructor CD-ROM Slide Show Presentation Second Edition, Version 1.0	ServSafe/ NRAEF	
V	ServSafe Steps to Food Safety Video Sampler (2 copies)	ServSafe/ NRAEF	
Toolkit	Trainer's Toolkit Toolkit	ServSafe/ NRAEF	STEP1
V	Steps to Food Safety: Six-in-One video (Spanish)	ServSafe/ NRAEF	6-in-1
V	Steps to Food Safety: Six-in-One Video	ServSafe/ NRAEF	6-in-1
V	Steps to Food Safety #1: Starting Out with Food Safety (English and Spanish)	ServSafe/ NRAEF	STEP1
V	Steps to Food Safety #2: Ensuring Proper Personal Hygiene (English and Spanish)	ServSafe/ NRAEF	STEP2
V	Steps to Food Safety #3: Purchasing, Receiving and Storing (English and Spanish)	ServSafe/ NRAEF	STEP3
V	Steps to Food Safety #4: Preparing, Cooking and Serving (English and Spanish)	ServSafe/ NRAEF	STEP5
V	Steps to Food Safety #5: Cleaning and Sanitizing (English and Spanish)	ServSafe/ NRAEF	STEP6
V	Steps to Food Safety #6: Take the Food Safety Challenge (English) (2 Copies)	ServSafe/ NRAEF	STEP6
V	Steps to Food Safety #6: Take the Food Safety Challenge (Spanish) (2 Copies)	ServSafe/ NRAEF	STEP6
M	Trainer's Guide- ServSafe Serving Safe Food	ServSafe/ NRAEF	
M	Train-the-Trainer Leader Guide	ServSafe/ NRAEF	TTTLF
Toolkit	Food Safety First	Drexel University	

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Type	Title	Author	Education Foundation Catalog #
P	Food Safety Illustrated Vol. 3, Issue 2/ Spring 2003	NRA Edu. Foundation	
CD	Store it. Don't ignore it	NRAEF	
REFERENCE			
M	2000 Annual Report	Nevada Council on Problem Gaming	
V	NRA 2001 Member Video	National Restaurant Association	
B	2001 Restaurant Neighbor Award (2 copies)	NRA	
M	2002 State Restaurant Industry Forecast	National Restaurant Association	
Magazine	2002 Restaurant Industry Forecast	National Restaurant Association	
B	2002 Restaurant Industry Operations Report	National Restaurant Association	
B	50 Proven Ways to Build More Profitable Menus	(Ed.) Marvin	
M	Answers for Foodservice Operators	Americans with Disabilities Act	
M	Board of Directors Binder	Nevada Restaurant Association	
B	Buyers Guide and Membership Directory 2001-2002 (located in hotel reference)	Las Vegas Chamber of Commerce	
PA	Constable: Understanding the Eviction Process	Clark County	
M	Continuing Education Catalog	Culinary Institute of America	
B	Foodservice Operators Guide- 1999 for Chain Restaurants, Hotel/ Motels and Contract Management	Foodservice Database Company, Inc.	
M	Fundamentals of Food Preparation: Salads and Garnishes	NRAEF	
M	Hourly Wages for Foodservice Occupations- State Report	NRA	
V	Lobbying Your Congressman	NRAEF	
M	Recommendation for the Preparation of Iced and Hot Tea (4 copies)	Tea Association of the USA	
M	Restaurant Industry Operations Report 2000	NRAEF	
M	Restaurant Industry Operations Report 2001	NRA	
B	Restaurant Settings: The Role of the Setting in the Restaurant Experience	NRAEF	
B	The Encyclopedia of American Food & Drink	Mariani	
V	Tell the Story	NRAEF	
B	The Legal Problem Solver for Restaurant Operations	NRAEF	
B	Las Vegas Buyer's guide and Membership Directory	Las Vegas Chamber of Commerce	
M	2002-2003 Annual Report	Nevada Restaurant Association	
M	Book of Lists 2003 - A supplement of Las Vegas Business Press	Las Vegas Business Press	
M	VIP of Las Vegas - Las Vegas Chamber of Commerce	Las Vegas Chamber of Commerce	
M	Who's Who in Southern Nevada 2003	In Business Las Vegas	
M	2003 Nevada Production Directory	Nevada Firm Office	
CD	NEHA:FOOD4THOUGHT (2 Copies)		
CD	PONG'S PANEL TALK - NEHA 2003 (2 copies)		
M	WHOS' WHO 2004 - Association Management	The American Society of Association Executives	

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Type	Title	Author	Education Foundation Catalog #
LITTLE MANUAL	Resource Center for Workforce Solutions	NRAEF	



DATE: _____

INFORMATION

NAME: _____
 TITLE: _____
 COMPANY: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ FAX: _____

CREDIT CARD INFORMATION

TYPE OF CARD: Master Card Visa American Express Discover
 CARD NUMBER: _____
 EXPIRATION DATE: _____
 NAME ON CARD: _____

MATERIALS CHECKED OUT:

CHECKED OUT	TITLE	AUTHOR	TYPE	DUE DATE	CHECKED IN
<input type="checkbox"/>					
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