



# Library Policy, Rules and Regulation London Campus

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## 1. Collection development:

Generally, all libraries face constraints through limitations in budget, space and staffing. In the face of these constraints, the library can maximise its effectiveness by establishing collection goals and priorities and the policies to implement them.

### Collection development goals:

The development and implementation of any policy governing the operations of the library must be in harmony with the School's mission. The School is translating this mission into reality through a series of initiatives including building global business capabilities, fostering rigorous, influential research by world-class faculty and creating world-class programmes for world-class students.

The library supports these initiatives by building, maintaining and providing a collection of information resources to support the teaching, learning and research needs of students and faculty, by ensuring that resources are made available in convenient and user-friendly formats, by instructing users on the best methods of using library resources, and by facilitating access to and use of resources.

### The goals are:

- to provide good access to information according to the needs of users and to maximise the use of existing Library resources
- to provide optimum academic support for students and professors' teaching, learning, and research.
- to provide for the special requirements of users.
- to exploit communications and information technology fully.
- to exploit opportunities for collaboration with the other ESCP Libraries and other HE librarians.

### Users and subject coverage

The library mainly caters to students and faculty.

The School's major subject areas are business management, marketing, operations management, finance, accounting, economics, organisational behaviour, law, mathematics and IT subjects. These reflect the main substance of taught courses and the focus of research activities.

### Chronological focus

The focus is on current business practice, with some historical perspective, especially in the fields of economics and finance. Most of the selections are current material.

### Language



English language material is collected almost exclusively, except for foreign language dictionaries and a few major coursebooks. There is also material to support the School's foreign language electives and several newspapers and general interest magazines in different European languages.

### Formats

The library collects monographs, series, annuals, journals, reference works and audio/visual materials, and provides access to a wide range of electronic resources.

### Electronic resources:

Recent years have seen a dramatic increase in the importance of electronic resources. For example, the growth of electronic books reflects their ease of use, wider access, more rapid updating and cost savings over local maintenance and storage. The Library purchases or leases high-quality electronic resources of major value to School programs and user groups and plays a key role in facilitating access to and use of these resources; our extensive electronic collection merges locally created and commercially supplied resources. The library subscribes to various online information sources, including EBSCO, Europresse.com, Statista, Emerald, and others. For legal reasons, some services require you to log in with your username and password. Others are only accessible within School. Check the Library portal, and click on RESOURCES > Databases for more details

<https://libraries.escp.eu/Default/databases.aspx#X>

### Disposal policy:

Due to limitations of space and levels of usage, disposal procedures are implemented annually. Some of the reasons are:

- The removal of unwanted duplicates of those books out of date and less used (normally published more than 5 years ago and not borrowed for the last 5 years).
- Material needing conservation but beyond repair.
- Items not covered by the ESCP London subjects are donated.

## **2. Borrowing policy:**

Library Cards: Student ID cards are also library cards. Students should bring Student ID cards with them every time they wish to borrow items from the library.

Borrowing Limits: Students may borrow up to 10 items: 5 books and 5 other items.



### Loan Periods:

Periodicals	1 day	Reading List Titles	7 days
Careers Books	7 days	General Titles	2 weeks
DVDs	7 days	Fiction	2 weeks

Some titles are kept in the library for consultation only and can not be borrowed. Library staff will advise students on which items they can borrow.

Renewals: Students should bring their Student ID cards to the library desk to renew the loan on items. If items are not overdue or reserved by another borrower, the loan can be extended. If students cannot come to the library in person, they call 0207 443 8877 or email [uk\\_library@escp.eu](mailto:uk_library@escp.eu)

Reservations: Students who want to borrow an item that is already on loan can ask library staff to reserve it for them. When the item is returned to the Library, Library staff will contact the student and keep it for them to collect. Students should notice that they cannot reserve an item that they already have on loan.

Overdue Items: Late returns will lead to the suspension of the user's borrowing rights for a period proportional to the number of overdue days. 3 consecutive overdue notices – over 3 weeks – will lead to a 1-week suspension of your borrowing rights. As the library holds limited stock, it is important for all students to bring library items by the deadline.

### **3. Code of conduct:**

This Code of Conduct applies to everyone accessing ESCP London Library: students, academics and members of staff of ESCP Business School; whether physically or interacting digitally.

All students are expected to adhere to the School's policies and procedures outlined in the Student Handbook, Programme Handbooks, Student Code of Conduct and Disciplinary procedure and/or published elsewhere in the School.

- Users should be courteous, respectful and considerate of library staff and other library users. No group discussions are allowed. Mobile phones should be set to "silent", and all calls will be taken outside.
- Users should respect the library environment. No food is allowed in the library. No drinks are permitted apart from bottled water or beverages in cups with sealed lids.



- Users should take care of library materials, including books, journals, computers and all other equipment. Students may be asked to pay for a replacement of lost or damaged items.
- Users should be aware of and abide by copyright legislation. You are responsible for complying with copyright law regarding the use of both physical and electronic library materials. Copyright notices are displayed by printers and photocopiers. The library Services manager will provide guidance.

What happens if the code of conduct is not followed?

Any staff member on duty can require students to withdraw from the Library if they notice any breach of code of conduct. Failure to comply with the Code of Conduct will result in disciplinary action.

#### **4. Copying in the Library:**

ESCP users and members of staff must follow UK copyright law when copying any Library material and in all copying carried out within the library and in the School, whether by using the School's photocopiers or by any other means (for example, digital photography).

ESCP Business School is committed to complying with copyright legislation, as well as the terms of the Copyright Licensing Agency Higher Education Licence (CLA licence) held by the School.

How much can I copy?

In general terms, up to the following may be copied under the CLA Licence:

- One whole chapter from a book.
- One whole article from a journal issue.
- Or 10% of the total publication, whichever is the greater

Please note that non-compliance with copyright legislation and/or the terms of the School's Copyright Licensing Agency Higher Education Licence may result in disciplinary action under the School's standard disciplinary procedure.

The library will provide advice to staff and students relating to requirements of copyright legislation and the School's Copyright Licensing Agency Higher Education Licence that may apply to their activities.

Related information: Copyright, Designs and Patents Act 1988

<http://www.legislation.gov.uk/ukpga/1988/48/contents>

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