



# Library Policy, Rules and Regulations London Campus

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## 1. Introduction:

Our Library Policy outlines the resources, services, and support available through our library to enhance the academic experience. This policy aligns with Office for Students Condition B2 by providing essential academic resources and support for student engagement.

### Collection development goals:

The School is translating its 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:

The library subscribes to various online information sources, including Business Source Complete, SAGE Journals, Europresse.com, Statista, Emerald, Orbis and others. For legal reasons, most of the services require you to log in with your username and password or access from campus. Check the Library portal, and click on Databases for more details

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

### 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 Campus 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:

Careers Books	7 days	Reading List Titles	7 days
Fiction	2 weeks	General Titles	2 weeks



Some titles are kept in the library for consultation only and cannot 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 can 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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