



IT ALL STARTS HERE

BERLIN | LONDON | MADRID | PARIS | TURIN | WARSAW

Welcome to ESCP Business School's London Campus and its Library. This guide provides an overview of the Library and its services.



Using the Library

Library Cards: Your student ID card is also your library card. Please bring it with you every time you wish to borrow items from the Library.

Borrowing Limits: You may borrow up to 10 items: five books and five 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 on a reference-only basis.

Renewals:

To renew the loan on items you already have, simply bring your student ID card to the library desk. If items are not overdue or reserved by another borrower, your loan will be extended. If you cannot come to the library in person, you can contact us by phone or email (uk_library@escp.eu). Overdue items cannot be renewed until they are returned to the library.

Reservations:

If you wish to borrow an item that is already on loan to another borrower, please ask the library staff to reserve it for you. When the item is returned to the library, we will contact you and keep it for you to collect. Please note you cannot reserve an item that you already have on loan.

Overdue Items:

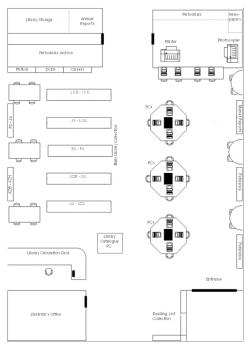
Late returns will lead to the suspension of the user's borrowing privileges for a period proportional to the number of overdue days. Three consecutive overdue notices - over three weeks - will lead to a 1-week suspension of your borrowing privileges.

As the library holds limited stock, it is important to us and to your fellow students that you bring all your library items back on time.

Suggestions & Recommendations:

Suggestions for future purchases are always welcome - for books, directories, periodicals and online databases. Please let us know of anything you would like to see in the Library.

Library Stock and Layout



The Library is intended as a first point of reference for all your research and study needs.

We stock the majority of your reading-list material in addition to numerous secondary sources.

Items are shelved by the 'London Business School' system. Class numbers are printed on book spines.

Reading-list materials are stored next to the Library Issue desk for quick and easy access.

Reference copies of reading lists are available on request.

If we do not hold the material you require, we may refer you to another library or, if it is useful for a whole module, attempt to acquire it. Please ask staff for further details.

Newspapers & Periodicals:

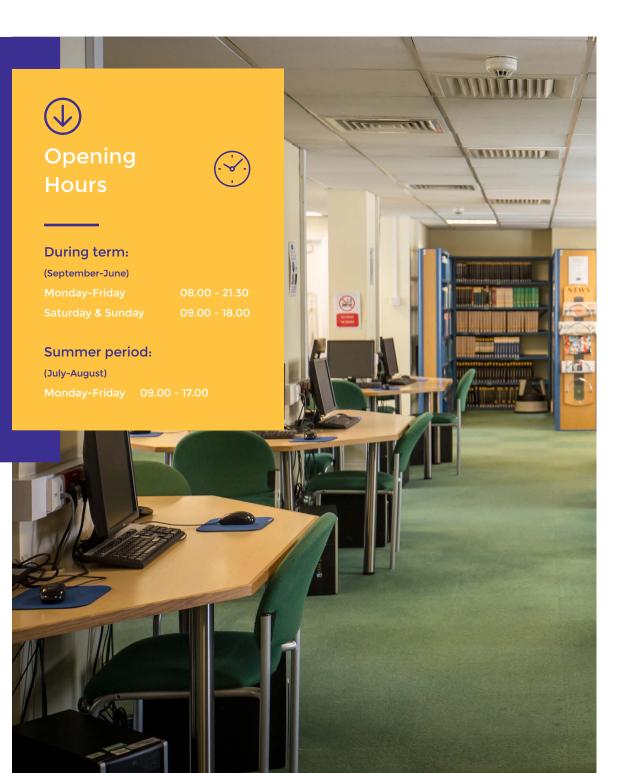
Current editions are on display. These cannot be borrowed. Recent copies are shelved alphabetically behind current issues and older issues in the periodicals room. These are available for loan. A much wider selection of periodicals is available through our online database subscriptions. Please ask for details.

Electronic Information Sources:

The Library subscribes to a variety of online information sources including EBSCO Business Source Complete, Fitch Connect, Statista and Emerald, among others. For legal reasons, most of the databases require you to log in with your username and password. Others are only accessible within the School. Check https://myschool.escpeurope.eu/ and go to Libraries/Databases for details and links.

Other Library facilities:

The Library includes 12 networked PCs and a multifunction printer.



Library Catalogue:

The Library Catalogue can be accessed online at https://edoc.escpeurope.eu. It allows you to search for books, journals and student works available in the ESCP London Campus Library and also in the Libraries of ESCP campuses in Paris and Madrid.

Access to Other Library Services:

ESCP students also have access to other Libraries. These include:

- Cass Learning Resource Centre, City University (106 Bunhill Row, EC1Y 8TZ).
 MIM students ONLY. Once they have their City University student ID cards, they obtain full student rights at City University's libraries. Catalogues are available at http://library.city.ac.uk/
- City Business Library (1 Brewers' Hall Garden, EC2V 5BX). Major public business reference library. Membership is free.
- Westminster Reference Library (35 St. Martin's Street, WC2H 7HP).
 Specialist public library with extensive business collections and online resources. Membership is free.

Contact Details:

Library Services Manager:
Jorge Roncero
uk_library@escp.eu

Library Assistant:
Rupert Clark
020 7443 8877

Library Enquiries
and Loan Renewals:
uk_library@escp.eu

Please note: email requests for renewals must be sent before closing time on the due date to avoid borrowing restrictions.

Please remember that the Library is a place for quiet study and research. Please respect staff and your fellow students' right to work in peace. To minimise disruption, please:

- · Behave courteously and considerately to staff and other students
- · No group discussions
- · Mobile phones should be set to 'silent' and all calls taken outside
- Please do not eat in the Library. No drinks permitted with the exception of bottled drinks, or drinks in cups with sealed lids.

Guide to **Electronic Services**

Market, Company and Industry Information:

Passport	GMID Passport http://portal.euromonitor.com International business intelligence - includes detailed statistics and profiles for 210 countries, 781 cities and 20 industries - plus market data for 300 consumer markets and profiles for 3,000 consumer goods companies. Available on-campus via http://portal.euromonitor.com, or off-campus via Intranet (MySchool)
Fitch Solutions •	Fitch Connect Credit risk and macro intelligence platform providing credit research, credit ratings, macroeconomic and financial fundamental data. Country Risk Research and Country Risk Indices for more than 200 global economies including up to 1,500 data series per market and a 10- year forecast. Available upon request and via Intranet (MySchool)
xerfi lKnowledge	Xerfi In-depth international market and company studies, searchable by company, market and geographical location (French language only). No printing permitted – but data can be downloaded and saved. Available on-campus, or off-campus via the Intranet (MySchool)
LS	LS:N Global Platform that documents emerging consumer behaviour and key industry trends, and provides case studies, micro trends and culture shifts across eight key consumer markets (beauty, fashion, food & drinks, health & wellness, luxury, retail, travel & hospitality, youth). Available via Intranet (MySchool)
statista ∡	Statista https://www.statista.com/ With 1.5 million statistics, Statista is one of the world's largest statistics and market data platforms, providing access to content on 80.000 topics, from more than 18,000 sources and 21 market sectors. The platform combines economic data, opinion polls, research results, consumer insights and demographic trends. Available on-campus, or off-campus via Intranet (MySchool)

Full-Text Journal Databases:

EBSCO host	EBSCO Business Source Complete The definitive business database, it provides access and information to more than 1,300 authoritative business and management journals, as well as detailed profiles for 25,000 of the most well-known authors (in the database). Available on-campus, or off-campus via Intranet (MySchool)
emerald PUBLISHING	Emerald Insight Emerald provides full-text articles to over 300 periodicals and 2,500 books in management, science & technology. Available on-campus, or off-campus via Intranet (MySchool)
JSTOR	JSTOR Archive http://www.jstor.org/ Full-text archives of over 110 academic journals. (No current content). Available on-campus, or off-campus via Intranet (MySchool)
ScienceDirect	ScienceDirect ScienceDirect® (world's largest electronic collection of science, technology and medicine), enables full-text access to over 300 academic journals on management and economics. Available on-campus, or off-campus via Intranet (MySchool)
EUROPRESSE.COM	Europresse.com Exceptional access to around 10,000 sources of information, including Financial Times or The Economist intelligence units; national, local, international, general and specialised press). Available on-campus, or off-campus via Intranet (MySchool)

Careers Information:



Vault Career Intelligence

https://access.vault.com/career-insider-login.aspx?aid=148440 Vault provides in-depth, detailed information on industries, companies and professions. It also provides very useful rankings, ratings and reviews on employers and top internship programmes.

Password required (request online using your ESCP email).

Many other databases available at MySchool: https://myschool.escpeurope.eu

Useful websites

The CIA World Factbook for country information

https://www.cia.gov/library/publications/the-world-factbook/index.html

EUROPA - for European Union information and statistics

http://europa.eu/about-eu/facts-figures/index_en.htm

National Statistics, the UK government statistics site

https://www.gov.uk/government/statistics/announcements

RIME - International business and management resources selected by French grandes écoles and universities (in French)

http://www.cci-paris-idf.fr/groupe-cci-paris-ile-de-france-corporate

globalEDGE for Global business knowledge, from Michigan State University



Passwords:

 Most of the databases are available via the ESCP Intranet (MySchool).
 You will be asked to log in with your ESCP Intranet username and password.

Students enrolled on the City University MSc are also eligible to use City University's online services. Passwords for these services must be acquired in person from The Business School (formerly Cass) Learning Resource Centre, City University. For access, you must be in possession of a City University student ID card.

Finding an Internship **How the Library can help**

This guide outlines the resources we have in the Library that may be helpful in your internship search.

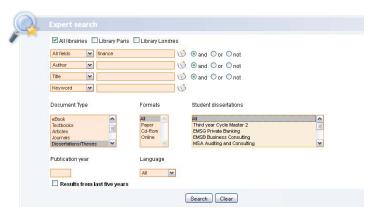
Company Reports

Access to a company's annual report and related documents can be extremely useful in preparing an application. Reports give an insight into company structure and both short- and long-term goals in addition to financial situation. The Library aims to stock printed company reports for the top 100 companies in both the UK and Europe (FT 500 rankings). Where a printed copy is not available, a link is provided from Library Catalogues to an online version.

Internship Reports

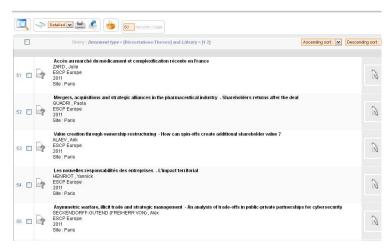
At the end of your internship most students are required to submit a report detailing their experiences. To help you find the right internship, access is available to more than 1,000 previous students' reports written from 2006 onwards. For convenience, internship reports are accessible through the Flora Library catalogue.

https://edoc.escpeurope.eu/flora/jsp/index en.jsp



To access internship reports in pdf format via Flora, you will need to log in at the Flora home page. This will give you access to pdf files within Flora.

To search for internships, tick 'Library Londres' and simply type 'internship report'. You can also add keywords such as publication year and company name. Click 'search' to view your results.



Your results list will appear with title, student name, year and campus. To view the full record for a student work, please click on the corresponding title.



The full record for an internship report will display title, year, and industry. To access the full-text click the link on the right hand side (under 'documents').

Alumni Directories - a useful source of contacts

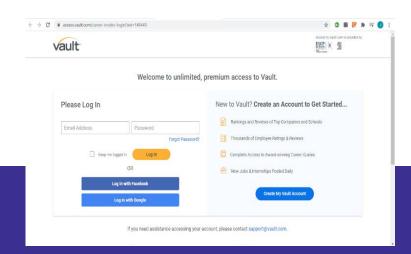
Ask the Library staff for the latest ESCP Alumni Directory. It will give you contact details for thousands of ESCP alumni and details of their current professional status. This can be useful to make contacts within an industry or company.

Vault Career Intelligence

The Library has access to Vault Career Insider service. Vault is the world's leading source of career information. This online resource includes:

- · Complete access to award-winning Career Guides
- Industry and occupational profiles
- New jobs and internships posted daily
- · Reviews of top companies and schools
- · Thousands of employee ratings and reviews

https://access.vault.com/career-insider-login.aspx?aid=148440



To login to Vault Career Intelligence, go to the link above and enter your ESCP email address in the "Create my Vault Account" field. Once you have created your profile, you can access all of Vault Career's features.

(NB. You must use your ESCP email address to create a Vault Careers account).



ESCP London Campus Library Guide September 2020



BERLIN

Heubnerweg 8 - 10 14059 Berlin, Deutschland

LONDON

527 Finchley Road London NW3 7BG, United Kingdom

MADRID

Arroyofresno 1 28035 Madrid, España

PARIS RÉPUBLIQUE

79, av. de la République 75543 Paris Cedex 11, France

PARIS MONTPARNASSE

3, rue Armand Moisant 75015 Paris, France

TURIN

Corso Unione Sovietica, 218 bis 10134 Torino, Italia

WARSAW

c/o Kozminski University International Relation Office 57/59 Jagiellońska St. 03-301 Warsaw, Poland



