



Library & Business Intelligence Services

London Library Portal

<https://libraries.escp.eu/Default/london-campus.aspx>

uk_library@escp.eu

The Library & Resources Centre is situated on the Ground Floor of the building (Room G82) and is open during the following times:

Weekdays	08.30 - 20.00
Saturdays	10.00 - 16.00

Summer holidays
(Second week of July until the end of August)

Weekdays	09.00 - 17.00
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Library Card

Your student ID card is also your Library card; we use the barcode on the front to access your borrower record. Please bring your card with you every time you come to the Library and do not give it to anyone else.

Borrowing

You may borrow up to 10 items at any one time:

- Up to five books; and
- Up to five journals, newspapers or DVDs

Loan Periods

Most books are lent for two weeks. However, books from the Reading List Collection, the Careers Collection and DVDs are only available for seven days at a time. Non-current issues of journals and newspapers are lent for one day only. Some items are kept in the Library for consultation on a reference-only basis. Return dates are clearly stamped on items when they are issued for loan.

Renewals

You may renew your loans provided that another Library user has not reserved the items you have. To renew books, simply bring your student card to the Library desk. If you cannot come to the Library in person, loans can be renewed by phone or by email (see contact details). You do not have to bring your books into the Library to renew loans unless they are overdue.

Reservations

If the item you require is currently on loan to another borrower, please ask a member of Library staff to reserve it for you. When the item requested is returned to the Library, we will contact you and hold it at the front desk.

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. As the library holds limited stock, it is important to us and to your fellow students that you bring books and periodicals back on time. No further items are issued to students with overdue loans.

Wherever possible, the Library sends out overdue reminders by email. However, we are not obliged to do this. Overdue loans should be returned within two weeks. Students who do not return overdue loans within two weeks will have their intranet accounts suspended. Furthermore, students who have outstanding loans at the end of an academic term will have their exam results (and degree qualifications) withheld until library items have been returned. This is School policy.

All lost Library stock must be paid for in full by the borrower concerned. If you think that you have lost an item of Library stock please inform Library staff as early as possible.

Suggestions & Recommendations

Suggestions for new library resources – books, directories, periodicals, online services, etc. – are welcome. Please let us know of anything you would like to see on the shelves. Wherever possible and, if relevant and highly demanded, we will purchase recommended material.

Library Portal

[So'Libraries](#) is one-stop access to all ESCP digital resources, local collections and services. Easier to use, more attractive and more efficient, it replaces our previous pages on MySchool.

Link to the [video presentation](#)

The search bar allows for our digital and physical resources.

THE **"DIGITAL RESOURCES" SEARCH (80% of the resources)** is the best starting point for the multidisciplinary search. It includes books, reports, journal articles, conference proceedings accessible online in subscription databases and journals.

(e.g. Business Sources Complete, Emerald, Science Direct, Cairn, Jstor, Ebsco ebooks).

+ A DIRECT ACCESS FROM THE HOMEPAGE TO **BERLIN CATALOGUE and BABYLONE** (London, Madrid and Paris catalogues) as well as **specialised databases**.

Library Stock

The Library is intended as a first point of reference for all your research and study requirements. It stocks recommended texts for each of your courses, as well as numerous secondary texts. It also contains sources of further information for research, such as periodicals, company reports, directories and access to electronic information sources.

- **Books:** Books are classified according to the London Business School classification system and have call numbers printed on their spines. Call numbers for books and subject areas are available by searching Library catalogues.
- **Periodicals and Newspapers:** Current editions can be found on the display racks just inside the Library. These cannot be borrowed. Back copies of periodicals are stored in the Periodicals Room, filed alphabetically by title. These are all available for one-day loans. The Library subscribes to a wide range of titles in printed form, and access is available to a wider range through use of the Library's online services.
- **Reading List Collection:** For ease of access, texts on current Reading Lists are kept on a bookcase adjacent to the Library Issue Desk. These titles are available for seven-day loans. Reference copies of main Reading List texts can be found at the Library Desk.
- **Reference Collection:** Essential directories and dictionaries are kept in the central library area. These items are available for consultation within the Library only.
- **Electronic Information Sources:** The Library subscribes to a variety of electronic information services, including EBSCO Business Source Premier, Emerald Insight, Fitch Connect, Statista and many others available in the [Library Portal](#) (please ask Library staff for more details).
- **DVDs:** Film collection in several languages (English, French, German, Italian, etc.).
- **Other Facilities:** In addition to a suite of networked PC and printing facilities, the Library also has a photocopier/scanner for student use.

Access to Other Library Services

- Should the resources you require for your studies not be available in our library, ESCP London students also have access to certain other information services. Please ask staff for details.

Library Rules

The following is copied from the Library Rules policy issued to students at registration. A signed copy of this statement is required from every student before access is granted to Library services.

No food or drink should be consumed in the Library except for bottled drinks or drinks with lids (e.g. lidded coffee cups).

- All mobile phones should be on silent while in the Library area.
- Students should take mobile phones outside to make or receive calls.
- Noise should be kept to a minimum.

Library Services:

- A valid ESCP student card is required for all loans. No card – no books.
- Students are entirely responsible for items issued on their Library account.
- Library resources should be treated with respect. Any student found to have vandalised or damaged stock in any way will pay for its replacement and, in extreme cases, will be not allowed further access to Library services. (NB This includes underlining, highlighting and any other defacement of resources).

Library Overdue Loan Policy:

- Books and journals must be returned or renewed on or before the date stamped.
- Students with overdue loans will have their borrowing privileges suspended. This applies to ALL books and journals, and ALL students – there are no exceptions.
- No further loans (or renewals) will be made to students with suspended accounts.
- Lost Library items should be reported to Library staff as early as possible. The borrower will be responsible for all costs incurred in each item's replacement.