



# LIBRARY BORROWING REGULATIONS ESCP MADRID CAMPUS

## GENERAL CONSIDERATIONS

The ESCP libraries' online catalogue called Babylone is the collective catalogue that ESCP users must access to consult the books available for loan through the [SO'Libraries](#) platform.

## I.- BORROWING SERVICE RULES

### I.1.- Loan

- Books in digital format have priority for borrow over paper copies. This means that paper copies will only be lent out if any of the following situations arise:
  - 1.- When it is not possible to acquire licenses for a book because it is not marketed for library use
  - 2.- When all the licenses are in use and while more are being acquired to serve the market.
  - 3.- When technical problems prevent access to the licenses.
- Each user can have a MAXIMUM of TWO paper books on loan at any one time. If a user would like to have a third book, the user must first return one of the two books on loan. This rule does not apply to the loan of digital books, which the user may access for 4 uninterrupted days. Once this period has expired, the system will automatically disconnect them. To access again, they must log in again to the library platform and the catalogue with their user passwords.
- Each loan is for a MAXIMUM OF FIFTEEN days with 2 exceptions:
  - **CASE 1.-** For books that are the course manual for some professors, copies are available in the library for each of the students on the course and will be borrowed to them for as long as the period of the course. This rule applies to certain manuals (e.g. GIRAUD Management Control) and language learning books.
  - **CASE 2 -** For the compulsory reading paper books of some courses, if there is a maximum demand for them the same book will NEVER be renewed for the same student. This applies to the books in the Business Management, Projects and

Operations Management shelves. For these compulsory reading books, the library acquires the necessary licenses for student use every year. The use of these licenses is the first choice for student reading.

## I.2.- Renewals and Reservations

- Renewals and reservations are subjected to the existence of digital licenses for the book in question. In that case, no renewals and reservations will take place unless some of the conditions described in point I.1 above are met.
- It is only possible to carry out TWO renewals of the same book for the same user successively and continuously during a period of 7 days, provided that it is not CASE 2 of the previous point, for which it is not possible to carry out continuous renewals of the same book for the same user.
- It is possible to reserve a book that is currently on loan. In these cases, the requesting user must wait for the book to be returned.
- If the book on loan is in one of its two renewals to the same user, the user must be informed that the book must return it to the library within a maximum period of 7 days if it has been reserved or requested by another user.
- A second renewal of the same book will be made for the same user, provided that the book has not been reserved or requested by another user while on loan.
- For reading books in high demand, the rule states that all identical copies available in the library will be borrowed EXCEPT ONE, which will remain on deposit for the exclusive use of the students' reading room.
- When there are 3 copies or less, one copy will always remain for reading in the reading room, another for the exclusive use of professors and the third for student loans, provided that one of the conditions of point 2 is met and there are no digital licenses available.
- In any case, it is at the discretion of the librarian to lend extra paper copies to students for reasons of urgency or necessity.

## I.3.- Returns

- Paper books must be returned by the student or designated person within the established loan period in the return box in the Madrid Campus Library or handed in to the library staff.
- In the event that the student forgets to return the book and travels to another country to follow his or her training, the student may return the book to any of the libraries on the ESCP campuses closest to him or her.
- If the above option is not possible, the student may return the book by mail to the Madrid Campus (*ESCP Business School - Arroyofresno, 1 - 28035 Madrid - Spain*). If the student no longer have the book, he or she will have to buy an identical copy and

send it to the Madrid Campus. If the book no longer exists on the market, the student must purchase and send a copy of an updated book and/or similar contents.

## II.- RULES OF STUDENT WORK AND CASE STUDIES

- Students' work (theses, feasibility projects, business plans ....) of any program are NOT borrowed, they can only be consulted from the online catalogue. Only the table of contents or a small part not exceeding 10% of the work may be reproduced and IN NO CASE may they be reproduced in their entirety.
- These works are uploaded to the digital catalogue every year, based on the submissions of the coordinators of the different Programs of the Madrid Campus, provided that the following requirements are met:

- 1.- Identified by the student as Non-Confidential.
- 2.-The student has passed a grade of 8/10, 16/20 or higher.

This guarantees the quality of the works contained in the catalogue for use as a reference for the rest of the ESCP Community.

## III.- RULES OF THE PERIODICALS LIBRARY SERVICE

The periodicals of the periodicals library service can ONLY be consulted in the reading room and can be photocopied or scanned in the reprographic area of the library, provided that the national legal regulations on the reproduction of documents are respected.

Under no circumstances may be photocopied more than 10% of the total number of pages, as stipulated in the National Intellectual Property Law. In exceptional cases, it will be possible to lend a few items for weekends, always at the decision of the librarians.

## IV.- RULES OF REFERENCE WORKS

### IV.1 - Reference works (dictionaries - yearbooks - encyclopedias - reports...):

They are not lent to students and can only be consulted in the reading room, except in the case of yearbooks, if there are identical copies, it is possible to borrow them as long as there is another identical copy in the library for consultation in the reading room.

**IV.2- Dictionaries:** will be lent to the coordinators of the different programmes in unlimited number, provided that there is at least 1 copy for each language in the library, and during the examination period to assist students who need them. In these cases, they will be lent and collected in the exam room itself.

## V.- RULES ON THE USE OF DATABASES

- Databases are available from [SO'Libraries](#) or from the ESCP website and to access them it is necessary to have a username and password that is only provided to the ESCP Community.
- It is the responsibility of users to make good use of digital resources and inform the library staff of any operational issues.

## VI.- PENALTIES

If the situation of non-return or loss of the book occurs, the ESCP Madrid Campus Library has determined the following sanctions:

- In the case of loss or deterioration of the borrowed book, the affected user must buy the book or books and deliver the new volume to the Library staff. If the book is no longer on sale, the penalty consists of delivering to the Library the updated edition on sale or the book of that subject recommended by the academic director of the programme (see I.3 point).
- In the case of [non-return](#) of the book, 2 cases are established:
  1. Short-term stays at the Madrid Campus (one semester): the sanctions foreseen by the ESCP Madrid Campus Library include that the user will not have access to the grades of the course for which the book was borrowed until the book is returned. (see point I.3).
  2. Long-term stays, either entirely at ESCP Madrid Campus or at other campuses. If the non-return affects the ESCP Madrid Campus Library, the library staff will cut off the student's online access to all ESCP online resources. The student will not be reinstated until the book in question has been returned or the sanction period has expired. This means that the user will not be able to borrow or access the digital resources contained in the library platform until the incident has been resolved.