

Welcome to ESCP Europe, London and the 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 - 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 on a reference-only basis.

### Renewals:

To renew the loan on items you already have, simply bring your student 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 (see back page). 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 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:

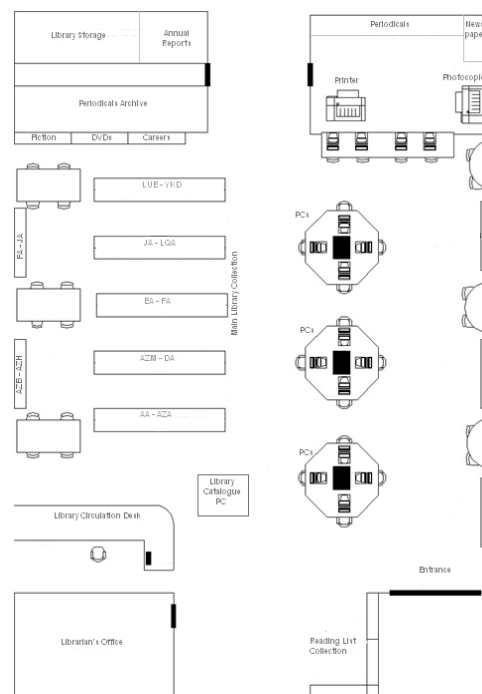
Late returns will lead to the suspension of the user's borrowing privileges for a period proportional to the number of overdue days. 3 consecutive overdue notices – over 3 weeks – will lead to a 1-week suspension of your borrowing privileges.

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 can refer you another library or attempt to borrow/acquire it via interlibrary loan. 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, Europresse.com, Statista, Emerald among others. For legal reasons, some services require you to log in with your username and password. Others are only accessible within 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.

## Opening Hours:

During term: Monday – Friday: 08.00 – 21.30  
(Sept. – June) Saturday & Sunday: 09.00 – 18.00

Summer period: Monday – Friday: 09.00 – 17.00  
(July – August)

## Library Catalogue:

The library catalogue (Babylone) can be accessed online at <https://edoc.escpeurope.eu>. Babylone allows you to search for books, journals and student works available in the ESCP Europe London Library.

## Access to Other Library Services:

ESCP Europe 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 student ID cards, have full student rights at City University's libraries. Catalogues 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, LONDON, WC2H 7HP). Specialist public library with extensive business collections and online resources. Membership is free.

## Contact Details:

Lib. Services Manager: Jorge Roncero      Email: [uk\\_library@escpeurope.eu](mailto:uk_library@escpeurope.eu)  
Library Assistant: Rupert Clark      Tel: 0207-443-8877/8875

Library Enquiries & Loan Renewals: [uk\\_library@escpeurope.eu](mailto:uk_library@escpeurope.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 don't eat in the Library. No drinks permitted with the exception of bottled or drinks in cups with sealed lids.



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[uk\\_library@escpeurope.eu](mailto:uk_library@escpeurope.eu)