



DOCUMENTATION POLICY

ICN BUSINESS SCHOOL

2018

**ACADEMIC AND RESEARCH DEANSHIP /
ICN LIBRARY SERVICES**

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INTRODUCTION

This document presents the main axes and objectives of the documentation policy at ICN Business School, established by ICN library services in accordance with the strategy and orientations of the school.

INSTITUTIONAL FRAME

MISSIONS

The ICN library services, under the supervision of the academic and research deanship, aims at applying ICN Business School documentation policy, in close connection with teachings and research needs. It offers services in priority to a community of students taking initial and continuous training programs from bac to bac+5 and MBA levels, and a community of teachers, researchers, professors and PhD/doctorat students. Like ICN Business School, the library services have multidisciplinary and multi campus objectives.

Thus, its missions are:

- Acquisitions, treatment and communication of scientific documentation, in any format
- Facilitate the access to resources and the acquisitions of information and documentation skills via the training of users ;
- Follow-up of cooperation with the University of Lorraine and establishment of new partnerships with organizations following the same objectives
- Management of the information system and documentation portal.

ORGANISATION

The ICN library services, under the responsibility of the academic and research dean, is composed of 3 persons:

- A head of the department
- A documentation mediator
- A library auxiliary

The ICN library services offer access to 3 libraries:

- The online library, online through the Learning hub
- The Metz campus library, managed by the ICN documentation mediator
The Nancy campus library, managed by the University of Lorraine by convention

PUBLICS

The ICN library services serves only the ICN community and the following partners.

PARTNERSHIPS

The ICN library services is a member of the ACIEGE, the association of head of documentation of « grandes écoles » schools. The head of the ICN library services represents ICN Business School in the ACIEGE and is a member of its executive office for the 2017-2020 period as secretary.

The ACIEGE acts in the name of all member schools to negotiate consortium fees with selected providers. Members of the association also collaborate actively and share on their practices, respecting their school's confidentiality and gather at least twice a year (once for the office and one general assembly with a study day).

The ICN library services works in partnership with the documentation and publishing department of the University of Lorraine. A convention was signed, allowing the ICN community to access all university libraries of the University of Lorraine, in exchange for the yearly payment of library fees. This partnership also offers access to the inter-library loans service, with a billing for each borrowed title (see Acquisition policy for inter library loan).

In Nancy, the ARTEM campus library offers collections from the ENSAD (Art school), Mines School (engineering) and the former management sciences library. The University of Lorraine has a delegation in the management of paper collections on the ICN Nancy campus.

In Metz, the “grandes écoles association of Metz Technopôle offers free access to members schools libraries to ICN community members.

In Nurnberg, the ICN community can access the humanities and economics library of the Nurnberg university (Wirtschafts- und Sozialwissenschaftliche Zweigbibliothek).

DOCUMENTATION BUDGET

The budget for the ICN library services, spanning on a civil year, is voted by the board of directors, on proposition of the head of department with the validation of the academic and research dean and the Executive committee.

DOCUMENTATION POLICY

GENERAL PRINCIPLES

SUBJECTS

The libraries of the ICN library services develop their collections based on the needs of students, professors and researchers, in close cooperation with the content of teachings and research subjects of the school. For these last collections, we aim for the most complete coverage as possible, but cannot pretend to completeness.

ACCESS TO COLLECTIONS

- Paper collections :

Most printed documents can be borrowed and accessed freely.

The library services signal their printed collections on its only catalog, available freely on the Learning Hub.

The paper collections of the ARTEM library are available on the University of Lorraine libraries web site (Ulysse).

The paper collections in Nurnberg are available from the university libraries website of the University of Erlangen-Nurnberg.

Documents that can be borrowed through the Inter-Library loan service can be consulted through the SUDOC website.

- Online Collections :

Access to online resources is made easier by a single documentation portal, the Learning Hub, as well as the development of distant access for database, through identification by MyICN, the intranet or via proxy.

CHOICE OF COLLECTIONS FORMATS

The ICN library services maintains equality of resources between campuses and distant access for users away from the main campuses (internships, abroad studies, different sites).

The ICN library services maintains the development of online resources, in accordance with the school's strategy, as well as keeping a coherence of acquisitions between the different formats.

For each purchase, if there is a choice to make, arbitration is made by the library services between paper and online format based on theme, campus and cost of document.

SPECIFIC COLLECTIONS

■ Research collection :

The scientific committee gather on January 11th, 2018 validates the creation of a research collection dedicated to research and research methodology. The catalog of this collection is available on the Learning Hub and the collection is kept on the ARTEM office 204. Documents can be borrowed for long periods (up to 1 year). Constitution of this collection will be based on researchers inquiries, on the library services or research libraries, after arbitration by library services and the research support and valorization department.

■ Master theses collection :

The ICN library services also collects grey literature by the school, including research work and studies by students. The selected master theses are deposited online and available under conditions respecting author's rights and confidentiality of data if necessary, from the Learning Hub.

■ HAL open archives :

The ICN library manages, with the research support and valorization department, the open archives portal HAL. It ensures setting of the platform, data import twice a year of new contributions, validation and communication around the portal. The open archive will also be able to host preprints or post prints of contributions, with respect to publishers policies and authors / co-authors agreements.

ACQUISITION POLICY

CONSULTATION

The ICN library services works in close collaboration with the faculty and its documentation partners to:

- Survey and evaluate documentation needs, for paper and online formats, of the ICN community
- Gather and transmit to the relevant libraries the syllabi of ICN professors
- Gather, examine and transmit to relevant libraries acquisition suggestions
- Inform relevant libraries of themes and projects that ICN students and teachers are set to work on during the academic year
- Promote resources from libraries, printed and online, to the ICN community

PURCHASES ON LIBRARY SERVICES BUDGET

Acquisition on the ICN library services budget are subject to:

- Adequacy with teachings and research axes of the school
- Coherence with collections : related subjects are represented when they deepen or enlarge teachings
- Adequacy with studies level, target readers and English or French language
- Adapted format for target readers

DEPARTMENTS BUDGET

When a purchase cannot be made on the library services budget, as it does not meet the above criteria, it can be made on the teaching departments budget after the library services had checked:

- That the title is not already part of the online or printed collections
- That the title has not already bought in a previous department order
- If the book can be loaned, the library services will check if the title is available and can be borrowed via partner libraries
- Or if the title can be obtained through inter library loan
- If the title is unavailable, suggestions of related titles on the same theme

Purchase on a department budget can only be made after these verifications by the library services and upon validation of the head of the teaching department. The departments' assistants pass orders via the Dawsonenter platform, with mandatory mention of the applicant professor's name on the platform.

INTER LIBRARY LOANS

Inter library loans fees (5€ per book) are paid by the ICN library services when loans are requested by professors. ICN students have to pay the fees themselves and ask for their loans directly to the University of Lorraine; in charge of gathering inter library loan requests for ICN.

All inter library loans requests have to be placed through the ICN library services, otherwise fees will be charged to the applicant.

DONATIONS

The library services gathers all books donations and offers to dispatch them depending on their theme. All unwanted donations are given to Ammareal (see Weeding).

PROVIDERS CHOICE

The ICN library services makes purchases with providers of its choice without being subject to public tenders.

At the moment, Dawsonenter platform is used for all paper and online purchases.

Databases publishers fees are negotiated each year via the ACIEGE and the ICN library services subscribes through this consortium in priority.

Le service documentation effectue ses acquisitions avec les fournisseurs de son choix sans être soumis aux appels de marché.

COLLECTIONS CONSERVATION POLICY

CONSERVATION

The ICN library services does not have a conservation mission.

WEEDING OUT (METZ LIBRARY)

The annual growth of collections requires elimination choices.

After the selection, weeded out books are offered to the association Ammareal, who sorts out and sells books for the benefit of other associations fighting illiteracy.

COLLECTIONS AND LIBRARY MANAGEMENT TOOLS

STATISTICS

Libraries activities statistics on loans and databases accesses are gathered yearly and available on the annual activity report of the ICN library services, or by simple request.

Statistics supports improvement projects by the services and are indicators on subscription renewals, but not a substitute to survey and opinion gathering of the ICN community.

SURVEY

The ICN community is regularly consulted as part of new subscriptions / purchase or end of subscriptions, through different channels.