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## **PART A – EUROPE CAMPUS**

### **I Introduction**

The print and online collections support teaching, research and learning in the fields of business and management. To that end, resources are acquired in all nine INSEAD academic areas:

Accounting and control  
Decisions sciences  
Economic and political science  
Entrepreneurship and family enterprise  
Finance  
Marketing  
Organizational behavior  
Strategy  
Technology and Operations management

### **II Objectives**

The collection development policy sets out principles and guidelines for developing and maintaining the collections in all formats.

The purpose of the collection development policy is twofold:

- As a public document, to provide information on existing collections and acquisitions policy to INSEAD users
- As an internal document, to provide guidance to staff in the selection and management of resources.

### **III Budget**

The budget is allocated annually for the academic year 1<sup>st</sup> September-31<sup>st</sup> August.

### **IV Book acquisitions**

#### Selection criteria

Books are purchased for the collections using the following criteria:

- Subject coverage encompasses all aspects of business and management, as well as related areas such as economics, politics, behavioural sciences, information technology, sciences and law.
- Books needed to support faculty requirements for course assignments (read further for textbook policy)
- Books written by the INSEAD faculty
- Books written by INSEAD alumni (recent books in English and in the fields of business and management)
- Suggested books which are approved by acquisitions specialists according to subject, date of publication, price etc.
- Books selected by acquisition specialists, to support the current teaching and research activities of the school and to support INSEAD events and conferences
- Language: books are purchased in English unless it is an INSEAD book written in another language. Occasionally, some books may be purchased in French for specific need

- Format: whenever possible, preference will go towards digital format unless a) unavailable from our suppliers or b) specific request for print version.

Ebooks are acquired in two ways:

- individual titles from book suppliers
- subject-specific ebook packages

Models of ebook use and acquisition vary, and the market is not yet mature. The Research & Learning Hub will keep the models of ebook use and acquisition under review.

The Research & Learning Hub does not purchase Kindle books. For the most part, INSEAD's ebook collection consists of PDF of scholarly works. While PDFs can be read on most devices including Kindles and Nooks, the output is an image, not a text, and is therefore not optimized for readers.

Print books are purchased in paperback version first if available. The hardcover is purchased when the paperback version is not available.

- Number of copies purchased: 1 copy. 1 more copy purchased if heavy demand.  
The number of copies for INSEAD books and textbooks is mentioned in the Special Collections below. If there already is a print copy, the digital version is purchased if requested and available. If there already is a digital book, the print version is not purchased unless specific need.
- Price: titles above €300 will need manager approval

When a book is not purchased (outside subject area scope, outdated, out of print, language, price...), the request may be filled by [InterLibrary loan service](#) for requestor's reading.

## V **Book Collections**

### 1 Books - Main Collection

According to the above criteria, we purchase print books and ebooks from various publishers.

Books are arranged by subject, according to the Library of Congress Classification system adapted to the needs of INSEAD for some subjects.

### 2 Books – Special Collections

Special collections are located on the ground floor for the Europe Campus, and on the high shelves on the Asia Campus.

- Textbooks for MBA, EMBA, PhD, EMC and Master in Finance courses  
*Required textbooks: 2 copies are bought (one for consultation and one for three day loan)*  
*Recommended textbooks: 1 copy is bought (for three day loan)*  
*Extra copies can be purchased if demand is extremely high and necessary.*  
  
*Ebook availability is checked systematically and given preference over print format; when the ebook is available, only one print copy is purchased.*
- Career books  
This collection consists of books related to job search for the MBA students (by country, by sector, cover letters and resumes, interviews, salaries, expatriation, networking with alumni) and is regularly updated. Digital resources are also available through the Career Development Resources website.
- The Kitao Collection (Europe campus only)

The Kitao Collection was created in memory of Yoshinori Kitao, MBA'96D, who passed away during his year at INSEAD. His classmates and friends raised funds in his honour and purchased books related to Asia and Japan. The collection is comprised of about 200 books in English and in Japanese, together with Japanese fine art books donated by the Kitao family.

- Fiction Collection

The Fiction Collection consists mainly of novels acquired through gifts from MBAs and their partners. The staff does not enrich this collection.

- Travel guides

This is a small collection of guide books mainly about Abu Dhabi, France and Singapore and a few other countries, either acquired through gifts or by purchase.

### 3 INSEAD Publications

- The Research & Learning Hub maintains a collection of documents published by INSEAD professors and PhD candidates. All INSEAD publications are indexed in the catalogue, unless the author has requested otherwise.
- INSEAD books are available in the collection; two print copies are bought as well as the ebook if available.
- INSEAD chapters are available upon request from the staff; one copy of the book is ordered in ebook if available or in print.
- INSEAD working papers are available online from the catalogue.
- INSEAD articles are available upon request from the staff.
- INSEAD cases are available in print in the Europe campus collection until 2015; after that date requests can be addressed to the [Case Publishing department](#).
- INSEAD PhD theses are available in print in the Europe campus collection until 2011. From 2011 onwards, theses are available upon request at the [PhD department](#), and upon request from the Archives (1994-2011) on the Asia Campus
- INSEAD EMC theses are available in digital format only available in our [online catalogue](#).

### 4 DVDs

About thirty DVDs are bought every year on a regular basis on the Europe campus. DVDs have to be in English (or with English subtitles). They cover the INSEAD subjects taught at INSEAD, 50 % are fiction, 50 % are documentaries. The DVD Collection in Asia Campus is for Faculty Use Only.

## **VI Book donations**

Due to space constraints, the staff will carefully consider donations and reserves the right to dispose of the items. They may not be accepted or may be set aside for the next book sale.

Criteria for exclusion can include but are not limited to: duplication, beyond scope of subject area, physical condition.

If the donor does not want his/her books to be put on sale, the staff will not take them.

Books not sold at the book sale are usually given to Ammareal <http://www.ammareal.fr/> where they are sold or given to charities or recycled. The proceeds of the book sale are used to fund further purchases.

## **VII Book Collection management**

### 1 Replacement

The staff replaces lost or damaged items as appropriate.

### 2 Archiving

The staff archives some books that have low or no circulation before reviewing them again for weeding.

### 3 Weeding

The staff deselects material from the collection on a regular basis. Criteria for weeding can include but are not limited to:

- Low or no circulation
- Superseded editions
- Duplication
- Physical condition
- Availability in digital format

Deselected books are usually given to Ammareal. Some are set aside for the next book sale.

## **VIII Periodical Acquisitions & Collection Management**

### 1 Selection Criteria

Periodicals will be considered for acquisition depending on different factors:

- Not available in aggregators (Ebsco, Factiva)
- Substantial number of ILL requests
- Price
- Consortium availability
- Language is English
- Digital format

Efforts should be made to achieve a balance among the various departments, all suggestions are subject to the approval of the Dean of Research. To initiate a request for a journal subscription, the requestor must send an e-mail to [doriot.fb@insead.edu](mailto:doriot.fb@insead.edu).

## 2 Collection management

Journals are purchased globally for the 3 campuses. In rare instances, some titles may only be accessible from one campus.

In 2007, the decision was made to switch to e-only, the staff will not purchase new print journals any longer. Some key titles are still received in print.

We prefer to secure single subscriptions directly via the publisher.

However we participate in consortia when it reduces annual subscription cost and limits price increases over the years. For instance, access to journal packages such as Science Direct or Wiley are secured via a consortium.

When a journal is not purchased, article requests will be filled by the interlibrary loan service.

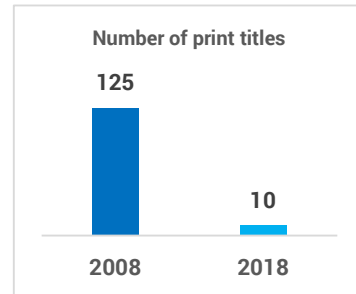
Journals may be cancelled for different reasons, including but not limited to:

- Low, decreasing usage (usage statistics are examined each year)
- Price increase is not sustainable
- Periodical is covered by one of our databases or becomes Open Access
- Faculty needs it no more, or leaves INSEAD.
- Journal ceases publication

## 3 Archives:

## **IX Future developments**

Collections will continue to evolve and be affected by changes in space, prices, licensing, technology and by our preference for digital formats, when available.



## **PART B – ABU DHABI CAMPUS**

Users on the Middle East campus have access to all the digital collections of journals, ebooks, and databases provided by the INSEAD subscriptions.

Onsite, the Abu Dhabi Campus holds selected print collections:

- Textbook Collection: one copy of each textbook required or recommended by professors for their courses.
- INSEAD Publications: one copy of each INSEAD book published in the last ten years.
- Reference Collection: a selection of career books, dictionaries and travel guides.
- Main Collection: selection of books on business and management.

The collections of the Abu Dhabi Campus are managed by the Europe Campus staff.

The Collection development policy will be reviewed annually.