

# ESCP Madrid Campus 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 3 items - books or other items.

Loan Periods:

Periodicals	- on library	Reading List Titles	- 2 weeks
Careers Books	- 2 weeks	General Titles	- 2 weeks
DVDs	- 2 weeks	Fiction	- 2 weeks

Some titles are kept in the library for consultation on a reference-only basis.

## Library loan hours

Room Use	Monday to Friday (08.00 am - 20.00 pm)*
Loan Service	Wednesday and Thursday (09.00 am - 14.00 pm)**

**NOTE:** If there is no one in the library and you need a book, please send an email to [bibliotecamadrid@escp.eu](mailto:bibliotecamadrid@escp.eu) to make an appointment. If you are returning a book, please do so directly in the library mailbox.

\*The access to the library will be closed for health reasons until further notice. Ask your coordinator.

\*\* The loan schedule is subject to government health regulations. If this is the case, access will be restricted and loans will be made by appointment.



## 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 email ([bibliotecamadrid@escp.eu](mailto:bibliotecamadrid@escp.eu)).

## 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 on all ESCP campuses.

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. Please deposit the book in the library's return box.



## 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 on our shelves.

## 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 'Public Libraries' system, class numbers are printed on book spines.

## Newspapers & Periodicals:

Current editions are on display. These are available on the library. A selection of periodicals is available through our online database subscriptions. Please ask for details.

## Electronic Information Sources:

ESCP subscribes to a variety of online information sources. For legal reasons, some services require you to log in with your username and password. Others are only accessible on-site.

Check in intranet for details and links. <https://libraries.escp.eu/>



# Library Catalogue

The library catalogue (Flora) can be accessed online at <https://libraries.escp.eu/>



## Other Library Facilities

The library includes some networked PCs and a multifunction printer (scanner. photocopier...).

## Access to Other Library Services

ESCP students have access to other Libraries. These include:

- [Universidad Carlos III de Madrid - Campus de Getafe](#) (Calle Madrid, 126, 28903 Getafe, Madrid). (Only MIM - BSc Programmes)
- [Universidad Carlos III de Madrid - Campus Puerta de Toledo](#) (Ronda de Toledo, 1, 28005 Madrid). (Only MIM - BSc Programmes)
- [Bibliotecas de Madrid](#). Specialist Public Libraries with extensive business collections and online resources.

# Contact Details

Library Enquiries & Loan Renewals:

**bibliotecamadrid@escp.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
- 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 drinks in cups with sealed lids.

***NOTE. During the sanitary alarm, the library will restrict the use of its facilities.***

## Library Enquiries & Loan Renewals



[bibliotecamadrid@escp.eu](mailto:bibliotecamadrid@escp.eu)

## Library Manager



Olga López  
[olopez@escp.eu](mailto:olopez@escp.eu)

## Library Assistant



Patricia Castillo  
[pcastillo@escp.eu](mailto:pcastillo@escp.eu)



Note: The information contained herein is subject to change.

# ESCP Madrid Campus Library

ESCP benefits from the best international accreditations.  
Our European campuses enjoy national recognition.



**5 European Higher Ed  
accreditations**

## **BERLIN**

Heubnerweg 8 - 10  
14059 Berlin, Deutschland

## **LONDON**

527 Finchley Road  
London NW3 7BG, United  
Kingdom

## **MADRID**

Arroyofresno 1  
28035 Madrid, España

## **PARIS RÉPUBLIQUE**

79, av. de la République  
75543 Paris Cedex 11, France

## **PARIS MONTPARNASSE**

3, rue Armand Moisant  
75015 Paris, France

## **TURIN**

Corso Unione Sovietica, 218 bis  
10134 Torino, Italia

## **WARSAW**

c/o Kozminski University  
International Relation Office  
57/59 Jagiellońska St.  
03-301 Warsaw, Poland