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Approved:

Anders Paalzow
Rector, SSE Riga

Evita Stankeviča
Acting Head Librarian, SSE Riga

SSE Riga Library Overall Policies and Acquisition Policy

General policies

The SSE Riga Library is an academic library with the aim to build a high quality collection for higher education and research in relevant fields. The core of the current collection has been made possible through the generous donations by the late Johan Björkman.

Use of the library is regulated by the SSE Riga Library Regulations available through the Library website. The library should serve SSE Riga faculty and students as well as external users. In terms of external users, RGSL faculty and students are given special status.

The SSE Riga Library will acquire material (printed and databases) to support the SSE Riga curriculum. The Library should also provide a basic research collection in economics, finance, entrepreneurship, business and management and related fields. Particular emphasis should be paid to the fields in which SSE Riga has an active research agenda: economics, entrepreneurship, finance, sustainable business and ethics. Furthermore, basic literature in related fields, such as e.g. demography, political science, and sociology should also be acquired. The Library should also acquire literature that supports the education in English language provided by the School.

When new research areas are being launched, a plan for new acquisitions should be presented.

Out of print classical books in relevant fields should be acquired from second-hand book dealers.

To reduce acquisition costs, the Library should, when possible, consider buying paper backs. The exception being books that are foreseen to be in high demand.

In cooperation with RGSL, the RGSL Library will cover the SSE Riga needs in terms of law literature (course books and course material excluded). Likewise, the SSE Riga Library will cover the needs of RGSL in business, economics and related fields (course books and course material excluded).

Librarians should work in close cooperation with SSE Riga faculty and library users. Faculty and library users are encouraged to submit their proposals. If necessary, work with faculty could be coordinated by a Library Advisory Board. Furthermore, to support the acquisition decision, librarians should read reviews of literature in the relevant fields.

Selection guidelines/criteria

The criteria for selection evaluation include:

- Relevance to the curriculum;
- Suggestions from faculty;
- Suggestions from students, staff and external users;
- Level of interest for library users;
- Price;
- Book reviews etc;
- Availability at other libraries located in Riga (in particular the RGSL Library and the Economics and Business Library at the University of Latvia).

Geographical area and language

The strength of the SSE Riga Library should be high quality academic literature in relevant fields being published in English language.

Basic literature in the relevant fields published in Latvian language (not translated from English) and to some extent in Estonian and Lithuanian should be acquired.

Course collections

In terms of course literature the Library should support the SSE Riga students with individual copies of text books and other core course related material. Supplementary readings, certain cases etc. might only be available on a per study group basis. The course material collection is available only to SSE Riga students.

The Library should assist in acquiring course material. When dealing with course material, e.g. case studies, the Library should strictly follow the legislation on intellectual property rights.

Acquisitions of full sets of text books (around 130 copies) should be budgeted and coordinated with the School's academic leadership.

Reference literature

A number of books of general importance as well as of importance to the library's fields of specialisation should be available.

Dictionaries in languages being taught at SSE Riga should be part of the reference collection.

The SSE Riga collection

The collection of material of relevance to SSE Riga as such should comprise (irrespective of language):

- Books (monographs as well as edited volumes) where SSE Riga resident faculty has contributed.
- Working papers, research papers, TeliaSonera Institute Discussion Papers, the Baltic Journal of Economics, reports written with in EU-projects, and other SSE Riga and/or BICEPS (Baltic International Centre for Economic Policy Studies) publications. These publications should be available in printed copies as well as electronically through the Library's catalogue/website.
- Media on SSE Riga.
- Books on SSE Riga and SSE Stockholm.
- Biographies of and books by persons who have contributed to the development of the School – e.g. Staffan Burenstam Linder.
- Other printed, electronic and audiovisual material on the School.

It is desirable that the Library develops a way of displaying literature where SSE Riga faculty members have contributed.

Special collections

Currently there are two special collections donated to the Library:

- The Per Hiller Collection;
- The Andre Gunder Frank Collection.

These collections are available to the library users and their usage should be promoted.

The Library is open to donations of collections in relevant fields.

Following the development of the SSE Riga Centre for Media Studies and the associated donation by the Foundation “Anne-Marie och Gustaf Anders Stiftelse för Medieforskning”, the Library should built a special collection in journalism. The cost for this is covered by the donation.

Furthermore, there should be three additional special collections:

- Books (included edited volumes) and other printed material where SSE Riga faculty and staff have contributed;
- Books on SSE Riga and SSE Stockholm;
- Biographies of and books by persons who contributed to the development of SSE Riga (e.g. Staffan Burenstam Linder, George Soros and Gustaf Ander).

Periodical literature

When acquiring periodical literature, electronic versions are to be given priority. Hard copies of local newspapers and e.g. the Economist should be available. See also the discussion of databases below.

Some academic journals are only available electronically with a time lag. If this is the case, the Library might consider acquiring the hard copies.

Periodical literature should be indexed in the Library catalogue to allow for reasonable access.

Databases

The Library offers access to two types of databases:

- Journal databases;
- Databases with economic, financial, business and statistical data.

The journal databases should cover the most relevant journals in the fields covered by the SSE Riga Library. The Financial Times list of journals in business and economics might serve as a good indicator. Priority should be given to quality not quantity when it comes to journal databases. Desired journal databases include JSTOR and ScienceDirect – not entire databases but the sub-databases within relevant fields.

The acquisition of databases with economic, financial, business and statistical data should be made in close cooperation with the SSE Riga faculty.

Controversial material

SSE Riga supports the principle of freedom of expression. Hence, the Library might acquire controversial material within its fields of specialisation.

Theses and Diploma Projects

The Library shall collect B.Sc. theses and EMBA Diploma Project. This could be done in hard copies or electronically. The latter is encouraged.

Cooperation with other libraries

In terms of cooperation with other libraries, the SSE Riga Library should actively cooperate with the RGSL Library and the University of Latvia Economics and Business Library. The Library should also be active in terms of various forms of cooperation with other academic libraries in Latvia and elsewhere.

To streamline processes and to reduce administrative costs, the SSE Riga Library should cooperate closely with the library of the Riga Graduate School of Law.

It is desirable to link the SSE Riga Library catalogue to the catalogue of other Latvian academic libraries.

If possible, the Library should participate in consortia when it comes to for example acquisitions of databases.

Intellectual property rights

The Library fully respects all intellectual property rights when it comes to printed as well as electronic media.

Donors

The contribution to the development of the SSE Riga Library by the late Johan Björkman should be specially recognized. Other donors should also be recognized. Books acquired by funds donated or books donated by individual should have an ex libris recognizing the donor.

The Library should in cooperation with the School develop a concept for donations to the Library.

The SSE Riga Library accepts in kind donations of books in fields relevant to the Library.

Qualifications of the SSE Riga Library staff

To ensure quality of the services provided by the Library, all library staff has to hold academic degrees in relevant fields. It is desirable that at least one staff member holds a degree in business and/or economics.