



Recommended procedure for libraries seeking to dispose of company annual reports

Introduction

These guidelines are intended to help prevent the loss of rare or unique materials from the distributed national print archive of company annual reports. The guidelines form part of a wider National Collection Policy for company annual reports, drawn up by the British Library, London Business School Library and other project partners.

Recommended procedure

The national printed archive of company annual reports is defined as annual reports published by UK companies. In order to assure the distributed national print archive the following procedure is recommended if a library / information unit is proposing to dispose of its collection of UK company annual reports:

- The library / information unit is advised to check its holdings against those of:

The British Library
London Business School
Manchester Business School
University of Strathclyde
University of Warwick

Holdings information for the above collections is available on SCoRe (www.score.ac.uk).

- If the above libraries do not hold a copy of a report, or there is only one copy of a report listed on SCoRe, the library / information unit is advised to contact the British Library (contact details are available on SCoRe).
- The British Library will:
 - Decide the best location for the reports being disposed of in consultation with other SCoRe members as required.
 - Discuss / review the physical condition of the reports – only reports in good condition will be accepted.