

Company Annual Reports Collection Policy October 2004

The Collection

The Eddie Davies Library at Manchester Business School contains a diverse, historical collection of company annual reports. Publications are available in hard copy going back as far as 1995 in most cases. Historical reports dating from the late 1960's until 1995 are available on MIRAC microfiche.

Priority is given to the collection and retention of the full Annual Reports and Accounts (and 10ks for US companies). These are requested from top companies every year and are catalogued using the SCoRe database. Interim Reports and 10Qs are collected but not catalogued; they are only retained until the full annual report or 10K for the period covered is received.

Use of Rankings

Every year at the end of April, a thorough check is performed to ensure that the library has received reports from companies included in the following rankings:

UK:	Top 250 by market capitalisation (listing derived from Datastream)
Europe:	Top 250 by market capitalisation (derived from Datastream)
USA:	Top 150 (Taken from Fortune 500 Listings)
Japan:	Top 50 by market capitalisation (listing derived from Datastream)
Asia-Pacific:	Top 10 by market capitalisation (listing derived from Datastream)
Banks:	Top 50 (Taken from the Banker magazine)

Archiving

Printed Reports are kept on the library shelves for 5 years. Older reports are taken to a storage facility, from which material is retrieved twice daily. The library is keen to investigate the possibility of creating a digitised archive, in order to eliminate the problems caused by lack of space.

Web only Reports

A printed copy is always requested from companies. If a report from a company integral to the collection is only published in electronic format, a print-out is made of the web version of the report. This is then added to the collection in the usual manner.

Administration

Material is catalogued using the SCoRe database. Material is also recorded on a separate MS Access Database, which is used to assist in the claiming of non-received material. Claims are run off monthly, any reports which are over 3 months late are chased by letter.

Use of the collection

The collection is for reference use only within the library and can be accessed by all valid users. These include, Staff and Students of The University of Manchester and corporate clients of the Business Information Service. The library is a member of the reciprocal schemes run by NoWAL (North West Academic Libraries), SCONUL and UK Libraries +. Members of these schemes will also be able to access the collection. UK or international bona fide academic researchers are also most welcome to consult the collection, though applications must be made in advance. Contact can be made via email at libdesk@mbs.ac.uk or by telephone on +44 161 275 6507.

N.B. POSTGRADUATE STUDENTS ONLY ARE PERMITTED TO USE THE EDDIE DAVIES LIBRARY