

## University of Warwick Library

### Collection description for company annual reports

#### 1. Introduction

Current policy is driven by the fact that Warwick subscribes to the Global Access database, published by Thomson Financial. This has coverage of approximately 17,000 of the largest quoted companies world-wide. Delivery of Global Access is via:

- a stand-alone CD-ROM system, with archives beginning in 1992
- a web version, with archives beginning around 1996.

Global Access is only available to members of the University, for licensing reasons.

Warwick began subscribing to Global Access in 1995. The breadth of coverage offered by Global Access meant that the collection development policy for hard copy annual reports changed significantly in 1995/96.

Annual reports have never been catalogued at Warwick, the only access method being printed listings, so issues such as bibliographic control of company names, management of company name relationships and sector indexing are being tackled for the first time as data is entered into the SCORE database.

#### 2. Pre-1995 collection development policy

From 1979 to 1995, annual reports were collected in far greater numbers than after 1995, when Global Access supplanted the need for many of the printed reports previously collected.

Warwick has never archived other types of company documents, such as interim reports or prospectuses.

Hard copy reports are held in the archive for a total of approximately 1,000 companies. However, annual reports were often received for a few years only, in response to demands for course projects which then ended.

In addition to this, reports for all UK quoted companies are available on microfiche (MIRAC). The MIRAC cabinets contain microfiche with all UK quoted companies' reports from 1982 to 1995.

The scope of the collection has changed over years but between 1979 and 1995 the collection consisted primarily of the following categories of annual reports:

- 200 European: primarily French, German and Italian
- 50 Far East and Australasia
- 300 UK
- 50 UK

The collection scope pre-1995 was influenced by the demands of student course work. The companies included in the above list were primarily chosen because they were the largest companies in their country or region, as defined by stock exchange market value.

However, annual reports at Warwick were also chosen to support the requirements of student course work in a particular market sector. The following list of market sectors proved popular choices for course assignments over the years, and are therefore represented to a greater extent than might otherwise be expected in pre-1995 holdings:

- airlines
- banks
- construction
- defence
- electricity companies and public utilities
- mining
- petro-chemical
- railways
- steel
- water companies and public utilities

### **3. Post-1995 collection development policy**

The subscription to Global Access reduced the need for printed annual reports considerably. Current policy is to collect approximately 200 annual reports in total. 120 of these are FTSE100 companies, allowing some flexibility for companies which temporarily drop out of the FTSE100.