

## Collection Management Policy

The LSE Careers collection management policy ensures that resources are collected and managed in line with the:

- [LSE Equity, Diversity and Inclusion \(EDI\) policy](#)
- LSE Careers strategic plan and mission statement
- [LSE Careers Statement of Service](#)
- [LSE Careers terms and conditions for advertising opportunities](#)

The policy outlines the acquisition, development, maintenance and distribution of/access to information resources and LSE Careers own publications.

It is also to ensure that collections are as comprehensive as possible within resource constraints and that resources are used as efficiently as possible.

## Terminology and scope

- ‘Collection’ - refers to careers information resources provided by the careers service across LSE Careers both in physical and electronic formats
- ‘Resource’ – refers to books, documents, reports, magazines, software packages, web links or careers information in any other format

The collection management policy covers:

- LSE Careers resource centre – Floor 5, Saw Swee Hock Student Centre
- LSE Careers website [www.lse.ac.uk/careers](http://www.lse.ac.uk/careers)
- External LSE Careers websites, currently [Diigo](#), [LibraryThing](#), [Facebook](#), [Twitter](#) and [YouTube](#)
- LSE Careers produced publications
- [Subscriptions](#) to external information resources, currently Going Global, Vault Careers Insider, Interview Stream and Graduates First.

## Aims

Our aims in the design and delivery of careers information resources are:

- To make available as much high quality information as possible, with information targeted to meet the needs of LSE students.
- To make information as accessible and as engaging as possible.
- To make information as relevant, accurate and up to date as possible.

## **Determining information needs**

The following help us establish information needs:

- Destinations of Leavers from Higher Education (DLHE) survey and research based on graduate employment trends
- Student feedback and departmental usage statistics
- Discussion with Careers Consultants
- In consultation with LSE Disability and Wellbeing Service
- Working closely with the LSE Careers Employer Engagement team

## **Delivery of information via the LSE Careers website and Resource Centre**

LSE Careers collects and maintains 3 types of information:

- Information about the service – contacts, addresses, upcoming events etc.
- Marketing information – information that encourages students to engage with us and promotes our services etc.
- Careers information – information on finding jobs and opportunities, researching, developing careers related skills etc. This content should provide a wealth of purpose written material meeting the needs of LSE students and alumni, the subjects taught at the University and graduate employment trends.

**LSE Careers website** [www.lse.ac.uk/careers](http://www.lse.ac.uk/careers)

Providing information online allows us to best adhere to our aims in providing accurate, up to date, relevant information in the most accessible way possible to our users.

The specific advantages of publishing information online enable:

- 24 hour access to users
- Accessible to users regardless of their location or opening hours
- Ability to maintain a collection that is manageable and easy to update
- Dissemination of information to multiple, relevant sections of the LSE Careers website instantly and simultaneously
- Information can automatically be kept up to date
- Website statistics to provide useful usage information, which helps establish information needs
- Reflect changes in the graduate labour market quickly and efficiently
- Acts as a portal for further research when it cannot provide information directly

LSE Careers manages the following websites:

- LSE Careers: [www.lse.ac.uk/careers](http://www.lse.ac.uk/careers) - main website

- Graduate Destinations: [www.lse.ac.uk/graduaterdestinations](http://www.lse.ac.uk/graduaterdestinations) - information on Destination of Leavers from Higher Education (DLHE) survey and LSE alumni employment trends
- Recruit LSE Students: [www.lse.ac.uk/employers](http://www.lse.ac.uk/employers) - information on employer services
- Careers and Employability: <http://www2.lse.ac.uk/lifeAtLSE/CareersEmployability/Home.aspx> - information for prospective students
- Information for Alumni: <http://www2.lse.ac.uk/alumni/InformationforAlumni/Home.aspx> - information for alumni

Information on the LSE Careers website will:

- Conform to the LSE Web Services style guidelines
- Use of web usability and web writing principles
- Be printable where possible
- Be easy to bookmark and share where possible.
- Be as engaging, accessible and informative as possible by making appropriate use of internet technologies- e.g. Echo 360, online video streaming, Issuu publications viewers etc.

### **LSE Careers Resource Centre, Floor 5, Saw Swee Hock Student Centre**

Enquiries desk and LSE Careers Resource Centre is open:

Monday – Wednesday: 9.30am-5pm

Thursday: 9.30am-8pm

Friday: 9.30am-5pm

Please note: LSE Careers closes on weekends, public holidays and [LSE school closure days](#) [pdf].

LSE Careers Resource Centre is administered by the Student Enquiries Co-ordinator and managed by the Student Experience and Operations Manager.

### **Books**

- Books are displayed on LibraryThing, which is also fed into the LSE Careers website.
- Books in the LSE Careers Resource Centre are for mostly for reference only, those that are available to loan will be clearly labelled.

### **Take away materials**

- We stock a wide selection of leaflets, booklets, newspapers and magazines which are available to take away for free.
- Take-away information is updated annually in September (subject to publishers' delivery dates).

We endeavour to order enough to meet demand and promote the arrival of new materials via the LSE Careers website in all relevant areas.

**Please note:** We do not display promotional employer materials due to the unrepresentative nature of the material we receive. With the exception of the promotional materials we receive from organisations who have attended LSE Careers events, this material will be displayed for 1 week prior to the event.

### **Careers Information Library**

Comprises the following sections:

PhD section

Further study

Recruitment process

Employment sector information

### **LSE Careers publications**

- CV and Cover Letter booklet
- Application Forms booklet
- LSE Careers service guide

All available in hard copy from the Resource Centre and online on the LSE Careers website.

### **Information selection criteria**

The criteria for selection of information are the same for both electronic and physical resources:

- The resource meets the needs of our users
- The resource is relevant
- The resource is a significant addition to the collection
- The resource is still up to date or relevant
- The resource is affordable
- The resource is in accordance with the School's equal opportunities policy

#### **1. Selection**

Choosing new resources to add to our collection (physical or electronic):

- All staff can recommend resources for acquisition
- The Student Experience and Operations Manager approves purchases

#### **2. Acquisition**

- Suppliers of materials include; other university careers centres, AGCAS, private careers publishers, Prospects, GTI etc.

#### **3. Processing**

Processing involves making resources ready for users to access.

- Physical resources are edited or added to our database records on LibraryThing, including classification of materials using tagging and appropriately labelling them.
- Electronic software is processed by setting them on dedicated machines as necessary.

- Online resources are processed by linking to them from our websites
4. Housing
    - Physical resources are housed in the LSE Careers Resource Centre, Floor 5, Saw Swee Hock Student Centre.
  5. Review
    - Existing resources should be looked at in terms of their continuing relevance and currency on an annual basis. Decisions are taken about whether to retain, preserve or discard them and whether suitable replacements should be acquired
    - On an on-going basis the online and physical collections overall are looked at to identify gaps in provision and consider the acquisition of any further resources as appropriate
  6. Retention
    - LSE Careers does not hold any resources that are more than 10 years old.
    - After resources have been reviewed, resources will only be kept if they are still relevant today, for example, a book might be 9 years old but still applicable today.

#### 7. Discard

This occurs when retention is deemed inappropriate following review. Tasks include the physical removal of resources, amending LibraryThing database to reflect changes, the removal of web pages or content within pages, and the removal of careers-related software.

### **Terms and conditions**

Whilst every effort is made to ensure the accuracy and relevancy of all information contained in the Resource Centre and the LSE Careers websites, LSE cannot be held responsible for any inaccuracies. Selection of a resource for inclusion in our collection does not constitute an endorsement of a resource or website, its sponsor, its products or its services; nor should any views expressed in that website or resources be taken to reflect the views of the London School of Economics.

### **Information in alternative formats**

LSE Careers information leaflets can be printed in an alternative font or size or on different coloured paper on request to the Student Enquiries Co-ordinator - [careers@lse.ac.uk](mailto:careers@lse.ac.uk) or 020 7955 7135.

If requested, we will endeavour to provide LSE Careers produced-information in alternative formats such as brail or audio, using external agencies where necessary

## **Feedback**

We welcome feedback on any aspect of LSE Careers resources, please contact us:

[careers@lse.ac.uk](mailto:careers@lse.ac.uk)

020 7955 7135