

## The Case Centre

<https://www.thecasecentre.org/educators/search/gettingstarted>

### Introduction

In The Case Centre you will find a large number of cases in the field of business administration, marketing and management of universities and business schools worldwide. The case studies deal with real-life situations that confront students with a dilemma or an uncertain outcome. A case often includes relevant documents, audiovisual items and carefully designed teaching notes. The library has an institutional membership and is programme administrator for The Case Centre, but the study programmes pay for the requested cases themselves.

Teachers can [register](#) with The Case Centre so that they can receive free preview copies, free cases and instructor materials. This is also necessary in order to be able to use the cases in education. Cases can be ordered according to the procedure below.

The Case Centre also offers a free case selection service. They can help narrow down the search to an appropriate number of results. Using the preview copy and instructional material, you can then assess which is the most suitable case for your needs. To do so, please send an email to: [info@thecasecentre.org](mailto:info@thecasecentre.org)

Ordered cases can be used during the specified period, with a maximum of half a year. For each student who uses the case 1 copy must be purchased, with a minimum of 5 copies per case. It is not allowed to archive or further distribute the cases.

### Ordering procedure

1. The instructor sends a request for one or more cases to the relevant employee in the back office or e.g. the team leader. As this may differ per programme, this is referred to below as the secretariat.
2. The secretariat sends the request to the library. Current contact person is Francesco Izzo, [F.A.A.Izzo@hhs.nl](mailto:F.A.A.Izzo@hhs.nl) / 070 - 445 7460

This data must be passed on:

- The titles or numbers of the cases in question
- The purpose: access via BlackBoard (this is standard) or download for printing
- Name of the course
- Number of students
- Level of education (master or bachelor)
- Start date course
- End date course
- Teacher's name and title

Based on this, the cases are provided with a "watermark".

3. The library enters the provisional order with The Case Centre and saves this as a "quote". And sends this price quote to the secretariat.
4. If the programme agrees with the quotation, the secretariat must enter it in Inkoopnet and then pass on the INET number to the library.
5. Upon final approval, the library places the order.
6. The library sends an email with the invoice as an attachment to [invoice@hhs.nl](mailto:invoice@hhs.nl) CC the secretariat.
7. The library sends an email with the access links and html code to be used on BlackBoard to the secretariat.

### Costs

Price indication ex VAT, October 2022:

<b>Cases, articles, book chapters, software and instructor materials</b>	
Price per copy, with a minimum of 5 copies per case	
Executive education courses (non-degree awarding)	€ 8,35
All other courses	<b>€ 4,90</b>
Personal/research	€ 4,90
Preview copies	Free
Instructor materials	Free
Instructor materials (printed copies)	€ 4,90
<b>Other products</b>	
Supporting video for classroom use	€ 48,00
Multimedia and books	indiv. priced
<a href="#">Learning with Cases: An Interactive Study Guide</a>	€ 7 per student