- OPENING HOURS -
From Monday to Friday
9 am to 7:30 pm
During exam period and holiday period refered to the website.

- REGISTRATION LOAN FEES -
Please visit the website
www.bib.insa-toulouse.fr

- CONTACT -
www.bib.insa-toulouse.fr
bibinsa@insa-toulouse.fr
Tel. 05 61 55 95 63
Facebook/bibinsatoulouse
135, avenue de Rangueil
31077 Toulouse cedex 4

- SERVICES AT THE LIBRARY -

- INDIVIDUAL WORK SPACE -
Silence area

- STUDY ROOMS -
6 group-working with whiteboards are available.
Videoprojector on request
bibbox.insa-toulouse.fr

- PHOTOCOPY - PRINT - SCAN -
Printer and copy machines are self-service.
To print remotely:

- RESEARCH ASSISTANCE -
The reception staff can help you and accompany you in your research.

- COMPUTER STATION -
More than 25 computers give the access to catalogs, Internet, INSA online resources and desktop. INSA login and password required.

- COMPUTEES-PAIR -
The authentication is necessary to have an access to wifi.
www.services-pour-vous/wifi.html

- Press zone -
 confortable space to consult current affairs.

- Press zone -
www.bib.insa-toulouse.fr
- REGISTRATION -
The library is accessible to everyone. To borrow items you need subscription. It's automatic for INSA Staff and students. The registration is free for (proof needed):
> INSA and Toulouse University students, academics and staff
> INSA and the Toulouse University interns, invited and temporary staff
> Members of organizations which signed an agreement with the Toulouse University library network
> Job seekers

A registration is necessary to borrow items. You need to present a proof of address and pay subscription fees. For more information you can visit the website. The borrower card may be used in the library network.

- LOAN PERIODS -

<table>
<thead>
<tr>
<th>Materials</th>
<th>Number of documents</th>
<th>Loan period</th>
<th>Renewal</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>6</td>
<td>4 weeks</td>
<td>Automatic renewal</td>
<td>Students from 1st year to 5th year Non INSA students</td>
</tr>
<tr>
<td>Loan week-end</td>
<td>12</td>
<td>6 weeks</td>
<td>Twice for 3 weeks</td>
<td>PhD, Teachers/Researchers, Staff, Study work program students, disabled</td>
</tr>
<tr>
<td>Loan holidays</td>
<td>2</td>
<td>48 hours</td>
<td>Non-renewable</td>
<td>Community borrowers</td>
</tr>
<tr>
<td>Prêts réservés APP</td>
<td>1, 3, 6 or 9 month</td>
<td>Non-renewable</td>
<td>Items may be borrowed by INSA students and academic only</td>
<td></td>
</tr>
<tr>
<td>Daily</td>
<td></td>
<td></td>
<td></td>
<td>Library use only</td>
</tr>
<tr>
<td>Revues &amp; Magazines</td>
<td>2</td>
<td>2 weeks</td>
<td>Non-renewable</td>
<td>Community borrowers</td>
</tr>
<tr>
<td>Last issue</td>
<td></td>
<td>72 hours</td>
<td>Non-renewable</td>
<td>Community borrowers</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>1 à 4 weeks</td>
<td>Library use only</td>
<td>Community INSA only</td>
<td></td>
</tr>
<tr>
<td>Ipad - ereaders</td>
<td>1</td>
<td>3 weeks</td>
<td>Non-renewable</td>
<td>Community INSA only</td>
</tr>
</tbody>
</table>

Return the book wherever you want in the library network of the University of Toulouse.

Disable
Specifie services are available, for more information you can visit the website.

- REMOTE SERVICES -
All these services are available on the library website
www.services-pour-vous.html

- SERVICES TO RESEARCHERS -
HAL
An open archive gathers INSA scientific publications (articles, communications, theses, prepublications, conference proceedings, etc.). It promotes the results of scientific research at INSA Toulouse and provides broad open access to the researchers’ work. A library team is at your service to help you (to write publication lists, to create CVs, etc…)
http://hal.insa-toulouse.fr

Docelec@insa-toulouse.fr

To consult online documentation
Remote access is reserved to INSA student, academics and staff after authentication.

- OUR RESSOURCES -
ARCHIPEL is a collective catalog of documents from high education libraries in Toulouse.

23 000 available titles
130 papers magazines

- ACCESSIBLES 24/24, 7j/7 -
http://bib.insa-toulouse.fr/fr/ressources-electroniques.html
33 000 periodicals
43 000 ebooks
4 Databases
(standards, encyclopedias, bibliometric...)
All the electronic resources are detailed on our website
www.bib.insa-toulouse.fr

- DISSARATATION DEPOSIT -
PhD students are invited to schedule a meeting at the thesis service
theses@insa-toulouse.fr

- REMOTE SERVICES -
Check your account, renewals and book reservation
Log in to the Archipel catalog from the library website or from the ENI. Click on my « account » and login.

To ask a question
The « Une Question » service is opened to everyone and you will get an answer by chat or email.

To consult online documentation
Remote access is reserved to INSA student, academics and staff after authentication.

To make inter-library loan requests
Paid service which allows every registered person to obtain documents (or copies) which are not available in Toulouse Universities libraries.

To reserve a study room
Bib'Box, allows you to reserve study rooms via an online application.

To enquire about latest news
Subscribe to the library news via RSS feed. Visit Bib/INSA Facebook and Instagram.

To suggest a Purchase
Submit your request using the suggestion form available online or suggestion box.

To make inter-library loan requests
Paid service which allows every registered person to obtain documents (or copies) which are not available in Toulouse Universities libraries.

peb@insa-toulouse.fr

To reserve a study room
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ses@insa-toulouse.fr