The library is accessible to everyone. To borrow items you need subscription. 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

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The borrower card may be used in the library network.

Registration loan fees

Materials | Number of documents | Loan period | Renewal | Who?
--- | --- | --- | --- | ---
Books | 6 | 4 weeks | once for 3 weeks | Students from 1st year to 4th year, non-INSA users
| 12 | 6 weeks | twice for 3 weeks | PhD, Academics, Staff, Study work program students, disabled
Loan week-end | 2 | 6 weeks | non-renewable | Community borrowers
Loan holidays | June | return on September | Community borrowers
Courses reserves | 1, 3, 6 or 9 months | non-renewable | Items may be borrowed by INSA students and academics only
Journals - Revues & Magazines | Library use only | non-renewable | Community borrowers
Last issue | 2 weeks | non-renewable | Community borrowers
Interlibrary loan | 1 to 6 weeks | Library use only | Community INSA only
Ipad - ereaders | 1 week | non-renewable | Community INSA only

Library use only:
- Laptop, marker pens, headphone, eraser, etc
- Videoprojectors, calculators, chess games

Useful information

Opening hours
From Monday to Friday
9 am to 7.30 pm
During exam period and holiday period referred to the website.

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Catalogs are available on [www.bib.insa-toulouse.fr](http://www.bib.insa-toulouse.fr)

**ARCHIPEL**
- [http://archipel.univ-toulouse.fr](http://archipel.univ-toulouse.fr)
- [http://bibliotheque.insa-toulouse.fr](http://bibliotheque.insa-toulouse.fr)
- [http://bibliothèques.insa-toulouse.fr](http://bibliothèques.insa-toulouse.fr)
- [http://sudoc.abes.fr](http://sudoc.abes.fr)

**SUODC**
- [http://sudoc.abes.fr](http://sudoc.abes.fr)

**INSA's periodicals from A to Z**
- [http://bibliothèques.insa-toulouse.fr](http://bibliothèques.insa-toulouse.fr)

**WI-FI connection**
- The authentication is necessary to have an access to WI-FI
- [www.services-pour-vous/wifi.html](http://www.services-pour-vous/wifi.html)

**Photocopy – Print – Scan**
- Printer and copy machines are self-service
- [https://bib-print.insa-toulouse.fr](https://bib-print.insa-toulouse.fr)

**Computer station**
- More than 25 computers give the access to catalogs, Internet, INSA online resources and desktop tools
- INSA login and password is required

**Press zone**
- Comfortable space to consult current affairs

**Services at the library**

**Study rooms**
- 6 group-working rooms with whiteboards are available by reservation ([bibbox.insa-toulouse.fr](http://bibbox.insa-toulouse.fr))
- Video projector on request

**Suggestion box**
- Available in the reading room to leave your opinion or suggestions to improve our services

**Research assistance**
- The reception staff can help you and accompany you in your research

**Dissertation deposit**
- PhD students are invited to schedule a meeting at the thesis service

**Check your account, renewals, book reservation**
- Log in to the ARCHIPEL catalog from the library website or from the ENI
- Click on "my account" and log in

**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 students, academics and staff after authentication

**To reserve a study room**
- Bib’Box allows you to reserve study rooms via an online application

**Remote services**
- All these services are available on the library website [www.services-pour-vous.html](http://www.services-pour-vous.html)
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**To enquire about latest news**
- Subscribe to the library news via RSS feed
- Visit Bib’INSA Facebook and Pinterest

**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
- Application form available online

**Contact**
- [docelec@insa-toulouse.fr](mailto:docelec@insa-toulouse.fr)
- [bibbox.insa-toulouse.fr](http://bibbox.insa-toulouse.fr)
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**To find a document**

1. **Periodicals**
   - Thousands of periodicals in digital format are available from our website
   - Unlimited access 24/7

2. **Data base**
   - Standards, encyclopedias, bibliometric ...

3. **Services at the library**
   - Study rooms
   - Suggestion box
   - Research assistance
   - Dissertation deposit

4. **IT tools**
   - Library services
   - Services at the library
   - Periodicals

5. **Subscription**
   - All the electronic resources are detailed on our website [ressources-electroniques.html](http://www.ressources-electroniques.html)

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> 23 000 available titles

- e-books available 24/24 and 7/7

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