



## - OPENING HOURS -

From Monday to Friday  
9 am to 7.30 pm

During exam period and holiday period  
referred to the website

## - REGISTRATION LOAN FEES -

Please visit the website

[www.bib.insa-toulouse.fr](http://www.bib.insa-toulouse.fr)



## - CONTACT -

[www.bib.insa-toulouse.fr](http://www.bib.insa-toulouse.fr)

[bibinsa@insa-toulouse.fr](mailto:bibinsa@insa-toulouse.fr)

Tel. 05 61 55 95 63  
Facebook/bibinsatoulouse  
135, avenue de Ranguéil  
31077 Toulouse cedex 4



## - SERVICES AT THE LIBRARY -



**Individual work space:**  
Silence area



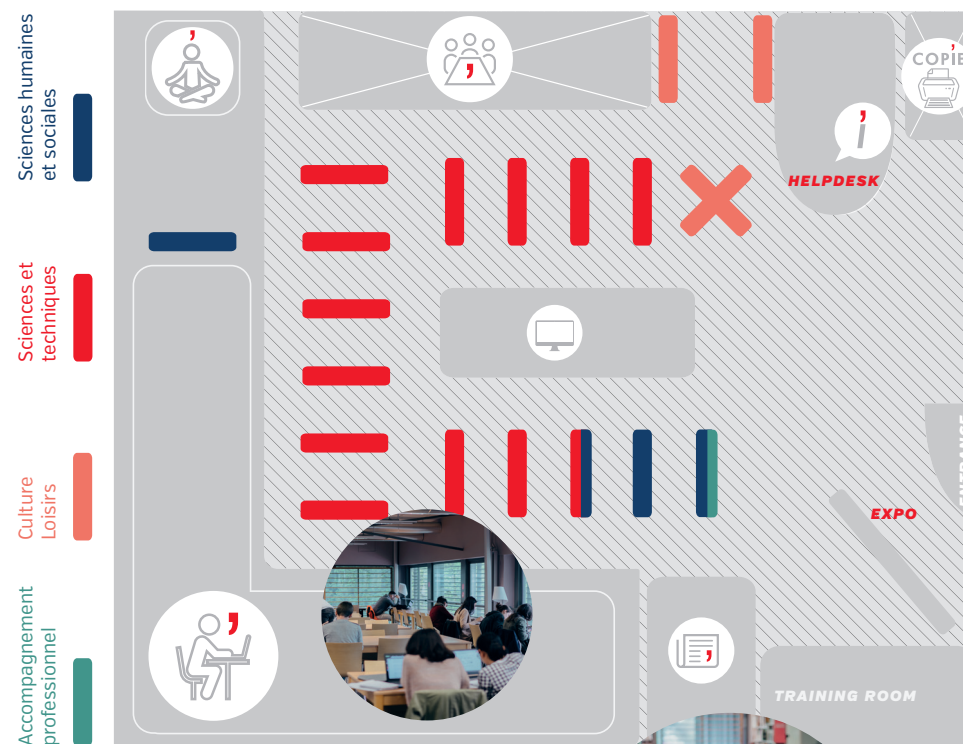
**Study rooms:** 6 group-working with  
whiteboards are available.  
Videoprojector on request  
[bibbox.insa-toulouse.fr](http://bibbox.insa-toulouse.fr)



**Photocopy - Print - Scann**  
Printer and copy machines are self-service.  
**To print remotely:**  
<https://bib-print.insa-toulouse>



**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.



**Workspace**



**Wi-Fi connection**  
The authentication is necessary to have an  
access to wifi.

[www.services-pour-vous/wifi.html](http://www.services-pour-vous/wifi.html)

**Press zone:** comfortable space to  
consult current affairs.



# LIBRARY USERFULL GUIDE

2020-2021





## - 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 -

Materials	Number of documents	Loan period	Renewal	Who
<b>Books</b>	6	4 weeks	Automatic renewal	Students from 1 <sup>st</sup> year to 5 <sup>th</sup> year Non INSA students
	12	6 weeks	Twice for 3 weeks	PhD, Teachers/Researchers, Staff, Study work program students, disabled
	2	48 hours	Non-renewable	Community borrowers
<i>Loan week-end</i>				
<i>Loan holidays</i>		June	Return on september	Community borrowers
<b>Prêts réservés APP</b>		1, 3, 6 or 9 month	Non-renewable	Items may be borrowed by INSA students and academic only
<b>Journals</b>				
<b>Daily</b>		<b>Library use only</b>		
<b>Revue &amp; Magazines</b>	2	2 weeks	Non-renewable	Community borrowers
<b>Last issue</b>		72 hours	Non-renewable	Community borrowers
<b>Interlibrary loan</b>		1 à 4 weeks	Library use only	Community INSA only
<b>Ipad - ereaders</b>	1	3 weeks	Non-renewable	Community INSA only
<b>Library use only :</b> <b>Laptop, marker pens, headphone, eraser, cell phone charger, videoprojectors, calculators, chess games, CD-ROM drive, laser pointer...</b>				

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

**Disable**  
Specific 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](http://www.services-pour-vous.html)

### Check your account, renewals and book reservation

Log in to the Archipel catalog from the library website or from the ENT. 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.

[docelec@insa-toulouse.fr](mailto:docelec@insa-toulouse.fr)

### 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

### 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

[peb@insa-toulouse.fr](mailto:peb@insa-toulouse.fr)

## - 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 an 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>

### DISSERTATION DEPOSIT

Phd students are invited to schedule a meeting at the thesis service

[theses@insa-toulouse.fr](mailto:theses@insa-toulouse.fr)

## - OUR RESSOURCES -

**ARCHIPEL** is a collective catalog of documents from high education libraries in Toulouse.

<http://archipel.univ-toulouse.fr>

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](http://www.bib.insa-toulouse.fr)