



# Library userfull guide

[bibinsa@insa-toulouse.fr](mailto:bibinsa@insa-toulouse.fr)  
05 61 55 95 63



## Opening hours

From Monday to Friday  
9 am to 7.30 pm

During exam period and holiday period  
referred to the website



## Registration

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

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

## Useful information



## Registration loan fees

Please, visit the website



## BIB'INSA

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

Tél. 05 61 55 95 63

Facebook/bibinsatoulouse

135, avenue de Rangueil  
31077 Toulouse cedex 4



## Loan periods

Materials	Number of documents	Loan period	Renewal	Who ?
Books	6	4 weeks	once for 3 weeks	Students from 1st year to 5th year Non INSA users
	12	6 weeks	twice for 3 weeks	PhD, Academics, Staff, Study work program students, disabled
	2	6 weeks	non-renewable	Community borrowers
Loan week-end		June	return on september	Community borrowers
Courses reserves		1, 3, 6 ou 9 mois	non-renewable	Items may be borrowed by INSA students and academics only
Journals -		Library use only		
Revue & Magazines	2	2 weeks	non-renewable	Community borrowers
Last issue		3 days	non-renewable	Community borrowers
Interlibrary loan		1 to 4 weeks	Library use only	Community INSA only
Ipad - ereaders	1	3 weeks	non-renewable	Community INSA only
Library use only : Laptop, marker pens, headphone, eraser, etc Videoprojectors, calculators, chess games				

## Returns

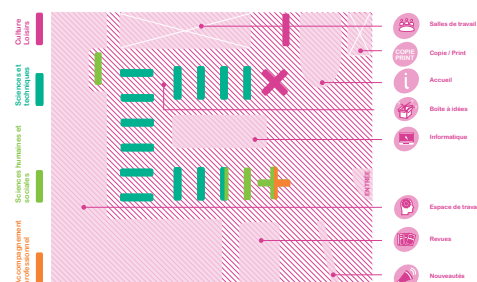
At any of the Universities libraries Network, the shuttle service takes care of the return of your documents from other institutions.

## Disabled

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



## BIB'INSA Plan





## Books

All the books, in paper and digital format are available in the ARCHIPEL



> 23 000  
available titles



24/24  
7/7

e-books available  
24/24 and 7/7

[www.ressources-electroniques/livres\\_electroniques](http://www.ressources-electroniques/livres_electroniques)



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

ARCHIPEL

collective catalog of documents from high  
education libraies in Toulouse

INSA's  
periodicals  
from  
A to Z

reports the whole periodicals in paper and digital  
format available at INSA

SUDOC

collective national catalog of documents from High  
education libraries

## Subscription



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

### Data base



Standards, encyclopedias, bibliometric ...

### Periodicals



24/24  
7/7

Thousands of periodicals in digital  
format are available from our website  
Unlimited access 24/7

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

Press zone : confortable space to consult currents affairs.

To find a  
document

IT  
tools

Library  
services

COPIE  
PRINT

## Photocopy – Print – Scan

Printer and copy machines are self-service  
You can print remotely using the following  
website: <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.



## 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)

## 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, book reservation

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

### 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



## 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.