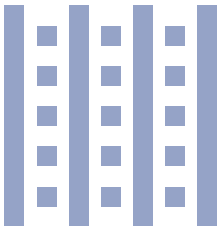


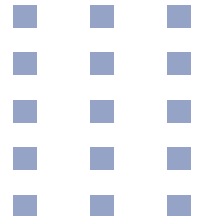


READER'S GUIDE

UNIVERSITY
LIBRARIES
CAEN
NORMANDIE



www.unicaen.fr/bu
bibliotheque@unicaen.fr



LET'S REGISTER



REGISTRATION PROCESS

I AM AN UNICAEN STUDENT

Registration at the University of Caen Normandy - UNICAEN, includes laws that allow access all university libraries and services in all of the joint institutions. Registration to this network is automatic. The "Leocarte" is necessaire to access the network.

I AM AN UNICAEN STAFF MEMBER

Registration is free and automatic. The Léo-carte is necessary to access the services.

I AM A STUDENT OR STAFF MEMBERS OF FRENCH UNIVERSITIES

Registration is free upon presentation of proof.

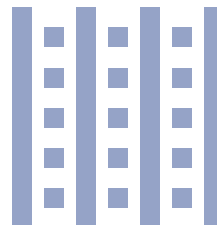
FOR NON-MEMBERS OF THE FRENCH PUBLIC UNIVERSITIES

The libraries of the university network are open to all audiences. On-site consultation is free and open to all. A paid registration (34 or 51 €, free for job seekers) allows access to other services. The online resources consultation is done only on the premises of the university. The realization of the Léocarte including a photo requires an online request on <https://sgc.unicaen.fr>



RULES AND REGULATIONS

The internal regulations are available on the website www.unicaen.fr/bu under the tab **bibliothèques** then **guide du lecteur**.



OPENING HOURS



DAYTIME HOURS

The opening hours and schedules of each library are available on the website www.unicaen.fr/bu under the tab [horaires & services](#)

EVENING HOURS

Two libraries are open in working rooms from Monday to Friday, from 7 p.m. to 11 p.m. upon presentation of the Léocarte :

- Pierre-Sineux University library - campus 1 - 390 seats
- Madeleine-Brès University library - PFRS - 585 seats

Documents can only be borrowed from the Madeleine-Brès library via automatic lending machines. Books to be read on-site, photocopiers, computer workstations and group-work rooms are available.



ON WEEKENDS

Deux bibliothèques sont ouvertes le week-end :

- Saturday from 10 a.m. to 7 p.m. Rosalind-Franklin University Library - campus 2
- Sunday from 1 p.m. to 7 p.m. Madeleine-Brès university library

The following library services are available: access to collections, lending, navette+ (interlibrary loan), documentary information, rooms for group work, etc.

DURING THE VACATION PERIOD

Daily, evening and weekend, hours may change during the university holidays : please check on the following website www.unicaen.fr/bu rubrique [horaires & services](#)

ou les panneaux d'affichage.

BORROWING BOOKS +



RULES FOR BOOK LENDING

		Number of documents	Lending period
University students	Bachelor	12	3 weeks
	Master	15	4 weeks
	Ph.D. students	20	6 weeks
	Vocational training, disabled readers	15	6 weeks
University staff		20	6 weeks
Individual and external readers		12	3 weeks
Community readers		15	4 Weeks

SPECIFIC CASES

BU Madeleine-Brès - Centre de documentation Média Normandie :

students (all levels) & external readers: 8 documents for 3 weeks, 12 for staff

Centre de ressources en Langues de la MLI : 3 documents for 3 weeks

RULES FOR BORROWING BOOKS

Renewal : on the reader's account, it is possible to extend the lending period of a document a few days before the due date to benefit from a loan period of 2 additional weeks. Please note: the renewal is only possible for a maximum period of 14 days and only if the document is neither late nor requested.



Delay : any delay in the return of a document leads to a suspension of the loan in all the libraries of the network.



NETWORK +

This service allows you to :

- **return or bring documents** to any library in the shuttle network +
- **reserve them** (if borrowed)*
- **have them set aside.**

* except at the Nicolas-Politis Law Documentation Center and the MLI Language Resource Center.

It is offered in libraries :

- Pierre-Sineux University Library
- BMadeleine-Brès University Library
- Rosalind-Franklin University Library
- Gaston-Mialaret University Library
- Töve-Jansson Library
- Madeleine-Derier Library
- Pierre-Barbérès Human Sciences Library
- **SEGGAT library and map library**
- Documentation center of the MRSH
- EM Normandy/IAE Caen media library
- Olympe-de-Gouges University Library (Alençon)
- Blanche-Maupas University Library (Cherbourg-en-Cotentin)
- INSPE St-Lô library.



Information on the following website www.unicaen.fr/bu section **horaires & services**

The online application form is available on the library portal: after you have logged in and done a research, the button “demander” is directly accessible on the document leaflet.

INTERLIBRARY LENDING

This service allows you to order documents that are not included into our collections. It is thus possible to obtain articles, excerpts from books, both for onsite borrowing and lending books and thesis works from other libraries, in France as well as abroad. A request form is available online at

www.unicaen.fr/bu under the tab **horaires & services**



This fee-based service is offered in :

- Pierre-Sineux University Library
- Madeleine-Brès University Library
- Rosalind-Franklin University Library
- Gaston-Mialaret University Library
- EM Normandie/IAE Caen Media Library
- Olympe-de-Gouges University Library (Alençon)
- Blanche-Maupas University Library (Cherbourg-en-Cotentin)
- INSPE Saint-Lô library
- library of the Saint-Lô university site.

REMOTE ACCESS

Digital documentation is available to any member of the university community, on UNICAEN workstations and off campus.

DIGITAL LIFE

e EtuP@ss or PersoP@ss assigned on arrival at university (or at the library, for external readers) gives access to all online services.

Information at www.unicaen.fr/etupass or www.unicaen.fr/persopass

In the event of delay or for any specific information, the libraries only contact the e-mail address linked to EtuP@ss or PersoP@ss.

Wi-Fi hotspots allow access to the Eduroam network from personal computers.



DISABLED ACCESSIBILITY

Anyone with a permanent or temporary disability can be accommodated in a personalized manner: contact the disability referents of the University Libraries scd.handicap@unicaen.fr or the "Relais handicap santé" of the university at deve.accueil.handicap@unicaen.fr



www.unicaen.fr/bu



THE SERVICES AT OUR DISPOSAL

I HAVE A QUESTION

Having trouble finding the documentation you need for university work ?

Difficulty viewing the full text of an article ?

A librarian can answer documentary questions, guide and help resolve difficulties.

Several possibilities:

- Ask the question directly at the library reception
- Ask the question by email (response from a librarian from the Caen Bu within 48 working hours): www.unicaen.fr/bu section **horaires et services** then **j'ai une question**
- Start a chat session (Mon-Fri, 9 am-6pm) by opening the «Une question? » Pop-up at the bottom of the page at www.unicaen.fr/bu which puts you in touch with a librarian from one of the 20 University Libraries in the Ubib network
- Make an appointment with a librarian in a University Libraries to go around the question : www.unicaen.fr/bu section **horaires & services** then **j'ai une question**

I MASTER THE DOCUMENTATION

Training

Librarians provide training in documentary research:

- on the principles of documentary research, mastery of tools and resources specialized in Human and Social Sciences, Science and Technology or Health
- en Santé, auprès des étudiants qui préparent une thèse d'exercice. Pour toute information complémentaire

bibliotheque@unicaen.fr

- within the framework of the College of Doctoral Schools, on transversal resources and the methodology of documentary research on the web

Workshops

Workshops are offered to find out useful resources and discover the tools of documentary research, learn to evaluate information, or even install and master a bibliographic reference management tool :

www.unicaen.fr/bu, **agenda** section





FINDING A SEAT AT THE LIBRARY (AFFLUENCES)

To be sure to find a place :

- download the Affluences application from the application store of a smartphone
- ou
- consult the website www.unicaen.fr/bu at the bottom of the page to view the occupancy rates.

The connected libraries are :

- Pierre-Sineux university library
- Madeleine-Brès university library
- Rosalind-Franklin university library



BOOKING A WORKING ROOM (AFFLUENCES)

Group work rooms are available to revise with others or prepare oral presentations without disturbing other readers.

1 group = minimum 2 **people**

How to book ?

These rooms can be booked and borrowed by all users holding a Léocarte. For the 3 University Libraries connected, the rooms can be reserved by the Affluences application or via a dedicated website: see the website www.unicaen.fr/bu section [horaires & services](#)

Are available :

- in Pierre-Sineux University Library: 6 rooms (one of which only in the evening)
- in the Madeleine-Brès University Library: 11 rooms
- in Rosalind-Franklin University Library: 14 rooms



For more information, the rules for group work rooms are also available on the site.



SOCIAL NETWORKS



WANT TO SHARE ?



News, BU events and all the info are available on the Facebook page of the University of Caen Normandy.

LIBRARIES'S BLOG

Visit the home page of www.unicaen.fr/bu and the Twitter account [@BibUnicaen](https://twitter.com/BibUnicaen)

GET THE LASTEST NEWS FROM MY STUDY DEPARTMENT



Librarians share their thematic watch on Twitter and Pearltrees accounts.

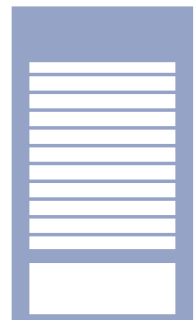
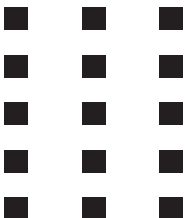
[@BibSTAPS](https://twitter.com/BibSTAPS) ; [@BibSciences](https://twitter.com/BibSciences) ; [@BibLettres](https://twitter.com/BibLettres) ; [@BibSanté](https://twitter.com/BibSanté) ; [BibEduc](https://twitter.com/BibEduc)



All the filmed conferences of the Libraries, belonging to different cycles are available: Thesis in Pocket, [In] Quest for Sciences, professional conferences...



Library practice sheets on SlideShare save time in database searches.



CULTURE

Exhibitions, conferences, meetings, concerts, shows, film screenings, workshops of artistic practices take place all year round in the university libraries, through a very eclectic program.

The university library also supports student initiatives, by presenting their exhibitions and cultural projects.

REGULAR MEETINGS :



• **Vis-ta-B-U**

The library in the spotlight, an event day around a given theme (projection, exhibition, concert, artistic workshop, games ...)

• **Fête de la science / Science fair**

With the participation in "Campus en fête", the library offers various events and conferences around popular science.

• **Festival (En)quête de sciences**

Festival of popular science marked by a cultural and playful look, [En] Quête de Sciences is intended for all types of public: exhibitions, workshops, conferences, cinema screening and other games and competitions allow to (re) discover the implication everyday science.

• **Printemps des poètes / Spring of poets**

The month of March is poetic and artistic in the libraries, on the occasion of the Spring of poets: workshops of artistic practices, readings, exhibitions, ...

• **Thèse en poche / Thesis in pocket**

Thesis in pocket, in Health (library Madeleine-Brès) and in Human and Social Sciences (library Pierre-Sineux), is a cycle of conferences after defense of thesis. It is aimed at a wider audience of students from L1 and to anyone outside. It is also an opportunity for students, from all backgrounds and all disciplines, to interact in a more informal way with a stakeholder with whom they feel close. The prospective subjects are cross-sectional, allow an audience Conferences and exchanges are captured and broadcast on YouTube and Canal U.



TALL info on
www.unicaen.fr/bu section **agenda**



MY LIBRARIES

UNIVERSITY LIBRARIES

BU Pierre-Sineux	Caen · campus 1	02 31 56 56 94	bibliotheque@unicaen.fr
BU Madeleine-Brès	Caen · PFRS	02 31 56 82 06	bibliotheque@unicaen.fr
BU Rosalind-Franklin	Caen · campus 2	02 31 56 75 00	bibliotheque@unicaen.fr
BU Olympe-de-Gouges	Alençon-Damigny	02 33 80 50 50	bibliotheque@unicaen.fr
BU Blanche-Maupas	Cherbourg	02 33 01 46 50	bibliotheque@unicaen.fr
BU Gaston-Mialaret	Caen · INSPE	02 31 56 77 00	bibliotheque@unicaen.fr

UNIVERSITY "ON-SITE" LIBRARIES

Bibliothèque du site universitaire de Lisieux	02 31 48 44 00
Bibliothèque du site universitaire de Saint-Lô	02 33 77 11 68
Bibliothèque du site universitaire de Vire	02 31 66 28 60

LIBRARIES BELONGING TO A SPECIFIC UNIVERSITY DEPARTMENT

Bibliothèque de l'INSPE	Centre d'Alençon Centre de Saint-Lô	voir BU d'Alençon	02 33 77 42 11	inspe50.bibliotheque@unicaen.fr
Bibliothèque des LVE - Töve-Jansson (Langues vivantes étrangères)	bât. G 1	Caen · campus 1	02 31 56 53 89	lve.bibliotheque@unicaen.fr
Bibliothèque carthoèque SEGGAT (Sciences économiques gestion géographie aménagement des territoires)	bât. A · niveau 2	Caen · campus 1	02 31 56 51 38	seggat.bibliotheque@unicaen.fr
Bibliothèque des Sciences de l'Homme - Pierre-Barbérís	bât. G	Caen · campus 1	02 31 56 58 48	02 31 56 64 91 (responsable)
Bibliothèque historique - Madeleine-Deries	bât. N · sous-sol	Caen · campus 1	02 31 56 54 07	
Centre de documentation en Droit - Nicolas-Politis	bât. D · r-d-c	Caen · campus 1	02 31 56 55 30	
Centre de ressources en langues – MLI (Maison des langues et de l'international)	bât. I · niveau 2	Caen · campus 1	02 31 56 53 65	intl.crl@unicaen.fr
Centre de documentation de la MRSH (Maison de la recherche en sciences humaines)	bât. F · r-d-c	Caen · campus 1	02 31 56 62 07	bibliotheque.mrsh@unicaen.fr
Bibliothèque du CRAHAM (Centre de recherches archéologiques, historiques, anciennes et médiévales)	bât. N · niveau 1	Caen · campus 1	02 31 56 50 46	
Bibliothèque du CRHQ (Centre de recherche d'histoire quantitative)	bât. N · niveau 1	Caen · campus 1	02 31 56 52 63	
Médiathèque de l'EM Normandie/IAE Caen (Ecole de management Normandie / Institut d'administration des entreprises)	Caen · campus 4	02 31 46 78 93		
Centre de documentation de Média Normandie	Normandie Université · r-d-c Caen · campus 4	02 31 56 69 82	media-normandie@normandie-univ.fr	

CD-Joint Documentation Service

www.unicaen.fr/bu · bibliotheque@unicaen.fr

updated : february 2020