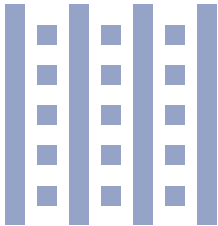
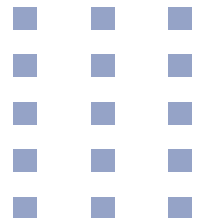


READER'S GUIDE

UNIVERSITY
LIBRARIES
CAEN
NORMANDIE



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



LET'S REGISTER



REGISTRATION PROCESS

I AM A STUDENT AT UNIVERSITÉ DE CAEN NORMANDIE (UNICAEN) OR STAFF MEMBER

All Unicaen students and staff are automatically given a library account.

Your university ID card or Léocarte is also your library card.

It gives you full access to all libraries and services.

I AM A STUDENT OR STAFF MEMBER OF ANOTHER FRENCH UNIVERSITY

Registration is free on presentation of proof.

I AM AN EXTERNAL READER

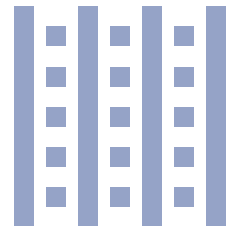
The libraries of the university network are open to all public. Onsite consultation is free and open to all. Annual membership with borrowing rights and access to other services costs 34 or 51 Euros (free for jobseekers). The online resources are not available off campus but only on a workstation at the University.

Your membership card will be issued upon online request.



RULES AND REGULATIONS

The internal regulations are available on the website www.unicaen.fr/bu under the tab [bibliothèques](#) then [guide du lecteur](#)



OPENING TIMES



DAYTIME

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

EVENINGS

Two libraries are open in study rooms Monday to Friday, from 7 p.m. to 11 p.m., on presentation by Léocarte:

- Pierre-Sineux library - campus 1 - 390 seats
- Madeleine-Brès library - campus 5 - PFRS - 585 seats

Documents can only be borrowed from the Madeleine-Brès Library via automatic lending machines. Books to be read onsite, photocopiers, computer workstations and group study rooms are available.



WEEKENDS

Two libraries are open on weekends:

- Saturday from 10 a.m. to 7 p.m. Rosalind-Franklin Library
- Sunday from 1 p.m. to 7 p.m. Madeleine-Brès Library

The following library services are available: access to collections, loans, "navette+", documentary information, group study rooms, etc.

DURING VACATION PERIODS

Opening hours may differ during the university holidays: please check on the website www.unicaen.fr/bu under [Horaires & services](#)

BORROWING BOOKS AND +



RULES FOR USERS

		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
Professional readers		15	4 Weeks

SPECIFIC CASES

Madeleine-Brès University Library

Média Normandie Documentation center:

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

MLI Language Resource Center:

3 documents for 3 weeks

RULES FOR BORROWING BOOKS

Renewal: items can be renewed on your library's account for a maximum of 14 days and only if the document is neither late nor requested by another reader.

Delay: any delay in the return of a document leads to a suspension of your borrowing rights in the whole library network.





NAVETTE+

The inter-site book request service enables you to:

- **return or bring documents** to any library of the “navette+” network
- **reserve documents** when already borrowed by another user *
- **have them set aside.**

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

Navette + is provided in the following libraries:

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



Find out more on the website: www.unicaen.fr/bu under the tab **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 copies of articles, excerpts from books, both for onsite reading and borrowing 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 service is free of charge for Unicaen students and staff and is available at:

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



REMOTE ACCESS

Online resources are available to any member of the university community, on UNICAEN workstations and off campus.

DIGITAL LIFE

An etuP@ss or persoP@ss will be given to you on arrival at university (or at the library, for external readers). This gives you access to all online services.

Further information at www.unicaen.fr/etupass or www.unicaen.fr/persopass

In the event of delay or for any specific information, the library staff will contact you on the email address linked to etuP@ss or persoP@ss.

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



ACCESS TO STUDENTS WITH SPECIAL NEEDS

We provide individual assistance to students with any kind of special needs.

Contact us at:

scd.handicap@unicaen.fr

or the “Relais handicap santé” of the university at

deve.accueil.handicap@unicaen.fr



www.unicaen.fr/bu



SERVICES AT MY 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 you and help you solve any problems.

Several possibilities :

- Ask the question directly at the library reception
- Send your question by email (response from a librarian from the Caen university libraries within 48 working hours):

www.unicaen.fr/bu

under the tab **horaires et services** then **j'ai une question**

- Start a chat session (Monday-Friday, 9 am-6pm) by opening the «Une question?» Pop-up at the bottom of the website

www.unicaen.fr/bu

It puts you in touch with a librarian from one of the 20 university libraries in the Ubib network

- Make an appointment with a librarian to go through your enquiry: www.unicaen.fr/bu under the tab **horaires & services** then **j'ai une question**

I MASTER THE DOCUMENTATION

Training

Librarians provide training in documentary research:

- principles of documentary research, mastery of tools and resources specialized in Social sciences and humanities, Science and Technology or Health studies
- in Health studies, with students preparing a thesis. For further information bibliotheque@unicaen.fr
- under the College of Doctoral Schools, on cross-cutting resources and the methodology of web-based documentary research

Workshops

Workshops are held to discover useful resources and documentary research tools, learn to evaluate information, or how to use a bibliographic reference monitoring tool:

www.unicaen.fr/bu under the tab **agenda**





FINDING A SEAT AT THE LIBRARY (AFFLUENCES)

To be sure to find a seat:

- download the Affluences application on your 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 workrooms are at your disposal to study with other students or prepare oral presentations without disturbing other readers.

1 group = minimum 2 persons

How to book ?

All Léocarte holders can book a study room. For the 3 connected university libraries, the rooms can be reserved by the Affluences application or via a dedicated website: see www.unicaen.fr/bu under the tab **horaires & services**

How many and where?

- 6 at Pierre-Sineux (only 1 in the evening)
- 11 at Madeleine-Brès
- 14 at Rosalind-Franklin



Find out more information about this service and its regulations on the website.



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' BLOG

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

FOLLOW THE NEWS OF YOUR DISCIPLINE



Librarians share their thematic monitoring on Twitter and Pearltrees accounts.

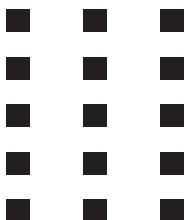
[@BibSTAPS](https://twitter.com/BibSTAPS) ; [@BibSciences](https://twitter.com/BibSciences) ; [@BibLettres](https://twitter.com/BibLettres) ; [@BibSanté](https://twitter.com/BibSanté) ; [@BibEduc](https://twitter.com/BibEduc)



All the conferences filmed at the libraries can be viewed on YouTube: Thesis in Pocket, [In]Quest for Sciences, professional conferences...



The library practical guide on SlideShare will help you save time in database searches.



CULTURAL EVENTS

Exhibitions, conferences, gatherings, concerts, shows, film screenings, art practice workshops take place all year round in the university libraries, through a very eclectic programme.

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

REGULAR EVENTS:



- **"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"**

The libraries contribute to "Campus en fête" and organise various events and conferences on scientific topics.

- **"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 of science in everyday life.

- **"Printemps des poètes / Spring of poets"**

In March, the libraries celebrate Spring, art and poetry and organise poetry readings, exhibitions, art workshops...

- **"Thèse en poche"**

Thesis in pocket, in Health (Madeleine-Brès Library) and in Human and Social Sciences (Pierre-Sineux Library). After defending their thesis, PhD students are invited to present their work at a public conference. The conferences are held throughout the year at Madeleine-Brès Library (Health studies) and at Pierre-Sineux Library (Social Sciences and humanities). It is aimed at a wider audience of students from L1 and external public. It is also an opportunity for students, from all backgrounds and all disciplines, to interact in a more informal way on an issue they are interested. Conferences and exchanges are captured and broadcast on YouTube and Canal U.



Tall information on
www.unicaen.fr/bu under the tab **agenda**



MY LIBRARIES

UNIVERSITY LIBRARIES (BU)

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

UNIVERSITY "ON-SITE" LIBRARIES

Library of the Lisieux university site	02 31 48 44 00
Library of the Saint-Lô university site	02 33 77 11 68
Library of the Vire university site	02 31 66 28 60

LIBRARIES BELONGING TO A SPECIFIC UNIVERSITY DEPARTMENT

INSPE Libraries	Alençon Center Saint-Lô Center	02 33 77 42 11	See the Olympe-de-Gouges Library inspe50.bibliotheque@unicaen.fr
Töve-Jansson Language Library (Modern foreign languages)	building, G 1 Caen · campus 1	02 31 56 53 89	lve.bibliotheque@unicaen.fr
SEGGAT Library and Map Library (Sciences économiques gestion géographie aménagement des territoires)	building A · level 2 Caen · campus 1	02 31 56 51 38	seggat.bibliotheque@unicaen.fr
Pierre-Barbérès Human Sciences Library	building G Caen · campus 1	02 31 56 58 48 02 31 56 64 91 (manager)	
Madeleine-Deries Historical Library	building N basement Caen · campus 1	02 31 56 54 07	
Nicolas-Politis Law Documentation center	building, D · ground floor Caen · campus 1	02 31 56 55 30	
MLI Language Resource Center (Maison des langues et de l'international)	bât. I · niveau 2 Caen · campus 1	02 31 56 53 65	intl.cri@unicaen.fr
MRSH Documentation Center (Maison de la recherche en sciences humaines)	building F · ground floor Caen · campus 1	02 31 56 62 07	bibliotheque.mrsh@unicaen.fr
CRAHAM Library (Centre de recherches archéologiques, historiques, anciennes et médiévales)	building, N · level 1 Caen · campus 1	02 31 56 50 46	
Histémé Lirary (Histoire Territoires Mémoire)	building, N · level 1 Caen · campus 1	02 31 56 52 63	
EM Normandie/IAE Caen Média Library (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 · ground floor 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 : September 2020