

# GUIDE DU LECTEUR

BIBLIOTHÈQUE DU CAMPUS DU PUY

## Address, Access, Hours

University Library  
8, Rue Jean-Baptiste Fabre  
43000 Le Puy-en-Velay  
Tel: +33 (0)4 71 09 90 65

### OPENING HOURS



**Monday - Thursday : 8h30 - 18h**

**Friday : 8h30 - 17h**

**Short hours : 8.30 - 12.00**

**13.00 - 16.30**

Closed according to its annual schedule

<http://bu.uca.fr/>



## Emballpient

- ▶ **Students and staff :**  
free registration on presentation of the valid SIG-MA or UCA or VetAgro Sup card.
- ▶ **Readers of : Clermont Auvergne métropole, urban community of d'Aurillac, city of Montluçon, city of Le Puy-en-velay, Domérat, UC2A, Canopé :** free annual registration by reciprocity (see conditions on our site).
- ▶ **Outdoor readers (prices voted every year) :**
  - proof of residence of less than 3 months.
  - proof of identity.



## Loan terms & Period

		you are :	
		student for a Bachelor's Degree or student in Health in non-University 1 <sup>st</sup> and 2 <sup>nd</sup> cycles	teacher-researcher, student in 3 <sup>rd</sup> cycle, Master student
Standard items (all formats)		2 weeks renewable once	1 month renewable once
<b>UNLIMITED LOANS</b>			
Items in high demand (for competitive exams)	7 days		
<b>5 MAXIMUM LOANS</b>			

- ▶ For certain items, you will only be able to consult them on-site.
- ▶ Long-term loan delivered upon request.
- ▶ Even if certain items cannot be borrowed, you still can borrow them during the weekend.



## From Home

- ▶ On the BU website  
<http://bu.uca.fr/>

Students and teachers can consult the catalog of the printed documents. They also can access all the digital documents from any place after identification in the Digital Workspace (ENT) : databases, eBooks, online journals, ...



## ILL (Inter-Library Loan)

Each reader enrolled benefits from the Inter-Library Loan. If the item you are looking for is not held by the BU, you can submit a loan request from another French or foreign library. This service is supplied free of charge for the members of UCA.

It is performed from Clermont-Ferrand.

Le Puy-en-Velay acts as an intermediary as a result.



## IBL (Inter-Branch Loan)

Each reader enrolled benefits from the Inter-Branch Loan :

the readers who live in Le Puy can submit a loan request for free from another University library of the BU network.



## Collections

- ▶ The collections are in self-access:  
1.900 books & 14 journal titles
- ▶ You can access the digital resources (databases, eBooks, ...) on the BU website thanks to the computer workstations at your disposal in the library.

## Services

- ▶ 3 computer workstations enable you to access the Internet
- ▶ Free wireless access (Wi-Fi)
- ▶ Photocopier (color or black & white): you will have to pay to use it
- ▶ 3 group study room
- ▶ Training in literature and bibliographic searches



## Formations

- ▶ **Students for a Bachelor's Degree:** Introduction to documentary research, to the use of the catalog and of the BCU website, training in guiding them in Internet research, introduction to the search engines, writing of the bibliography, introduction to the digital resources, training in Zotero.
- ▶ **Teachers:** You can contact us at any time so that we organize training sessions for all your students.
- ▶ **And for all:** Individual and small group training. Depending on your needs, we will decide on the duration of training, the number of sessions as well as the accurate contents.



## Contact us

Loan Desk : +33 (0)4 71 09 90 65

*sylvie.collay@uca.fr*



## Norms of life & Safety instructions

Any person who would refuse to obey the rules and who would disturb the peace would immediately be asked to leave the library. In the event of renewed breaches, the Library Director shall decide on the exclusion from the library.

Any reader has the duty to respect both the other patrons and the library staff. Any person whose behavior seems to be detrimental to both

the other patrons and the staff, may be banned from accessing the building for a short while or permanently.

Library access is prohibited for domestic animals, except for the dogs that are individually trained to do work or perform tasks for people with disabilities. The readers cannot enter the premises of the library with, or using wheeled devices such as skateboards, roller-skates, scooters or bicycles.

Any damage to the premises, the furniture and computer hardware, beyond repair will be replaced at the expense of the patron. This damage will result in a penalty. Eating, drinking, speaking aloud, conducting propaganda, and smoking is prohibited in the library. Cell phones must be shut off. It is prohibited to display outside of the boards reserved for that purpose. Any posting is subject to authorization.

