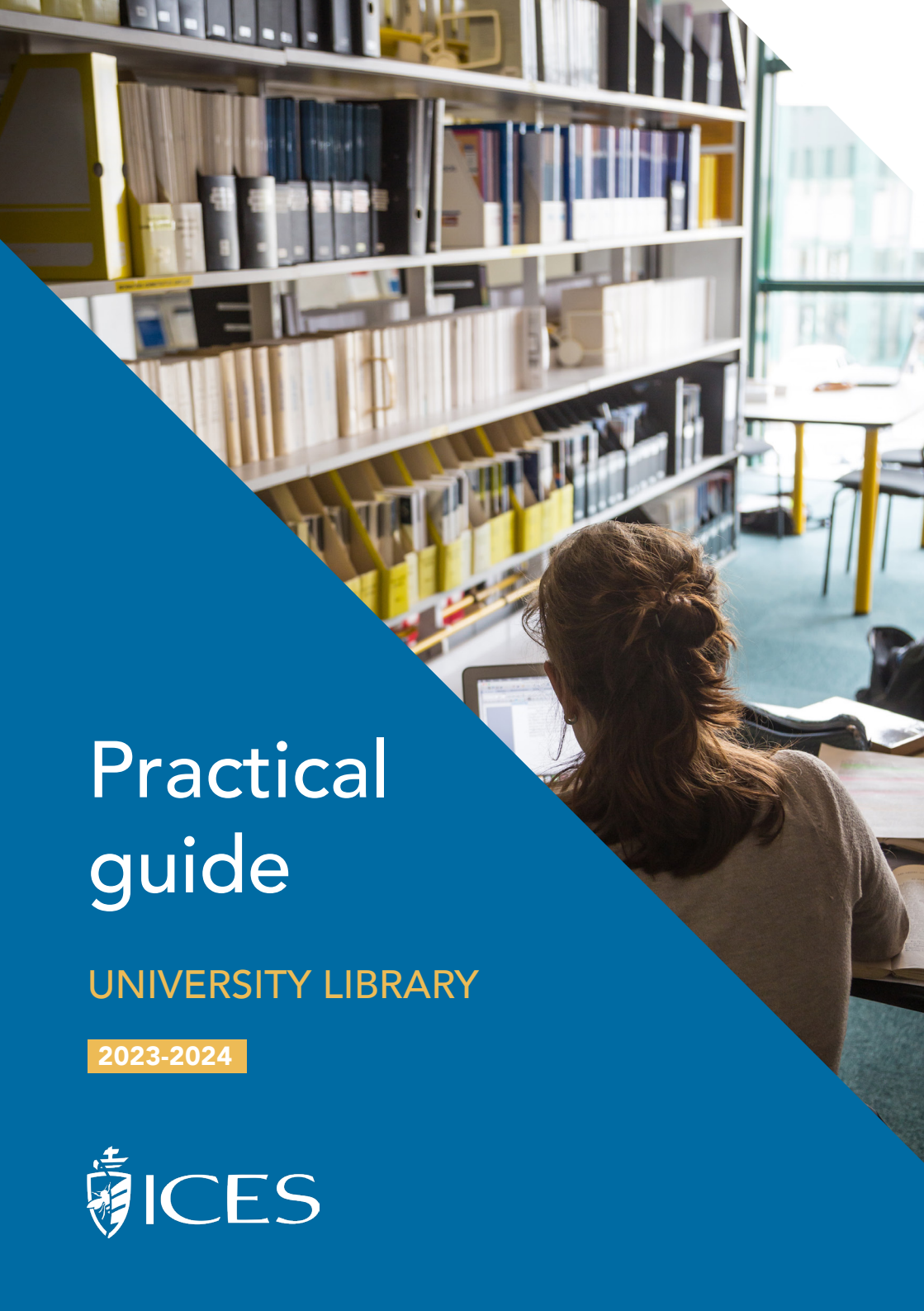


Practical guide

UNIVERSITY LIBRARY

2023-2024

ICES

OPENING HOURS

From September to May

Monday, Tuesday and Wednesday : 8 a.m. – 9:30 p.m.
(except in September and January : 8 a.m. – 8 p.m.)
Thursday : 8 a.m. – 8 p.m.
Friday : 8 a.m. – 7 p.m.
Saturday : 9 a.m. - 2 p.m.
(except in September and January : closed)

June / July / August*

From Monday to Thursday : 9 a.m. – 6 p.m.
Friday : 9 a.m. – 5 p.m.

**Except when ICES is closed*

▶ THE + :

NIGHTS

On Mondays, Tuesdays and Wednesdays,

open until 9:30 p.m.

SATURDAYS

Open Saturday mornings
9 a.m. – 2 p.m.

Contact us :

bu@ices.fr

Join us :

@BU.ICES

THE LIBRARY

▶ The library collections

The collections are linked to the different fields of studies, specifically at ICES :

Sciences / Health sciences
Law / Economy
History
Languages
Modern literature
Maths / Physics / Chemistry
Political sciences

The library also owns collections in religious sciences, philosophy and arts, several specific collections and a heritage fund (only accessible on demand).

The library possesses 110,000 French and foreign books, electronic resources (online databases, theses, ebooks…), master's dissertations, theses and subscribes to approximately 500 magazines and newspapers.

The collections are completed throughout the year by the arrival of new books, which are exposed near the entrance of the library.

All of the documents (paper and online) are registered on the library catalogue : **http://bu.ices.fr/**

▶ The heritage fund

Since 2009, the library has owned a heritage fund to bring out books written before 1918.

The access is reserved to master's students, teachers and researchers. The fund has over 7,000 documents.

A TEAM TO HELP YOU

► If you have any questions about:

- the online catalogue
- database researches
- documentary researches
- etc.

feel free to ask a librarian.

Brigitte Bartert
Director of the library

Katarzyna Pailler
In charge of the collections & Inter-library loan

Gwendoline Cantin
In charge of the collections & Communication

Emilie Merlet
In charge of the collections & Heritage Fund

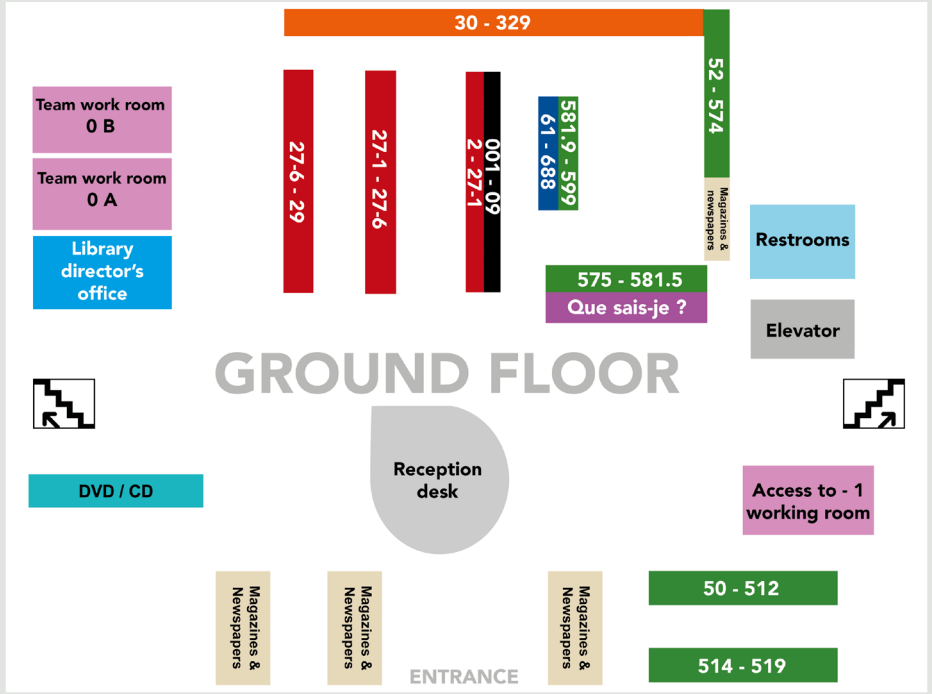
Mathilde Désiré
In charge of the collections

LIBRARY MAP

► Most of the documents are accessible on the shelves. They are classified via the Universal Decimal Classification (UDC):

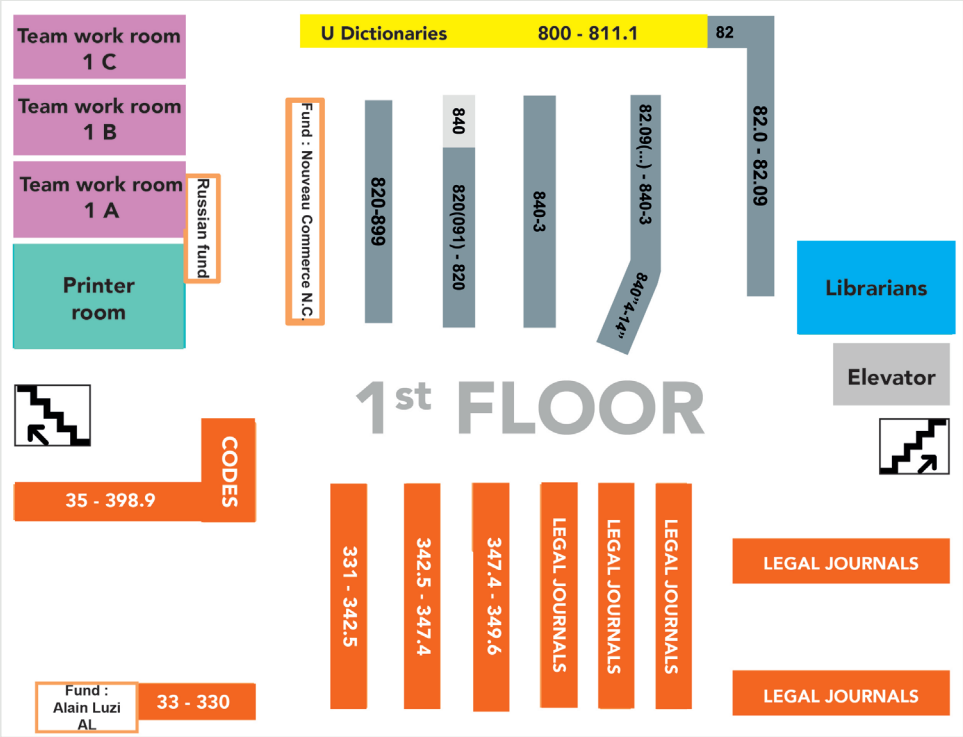
GROUND FLOOR

0	Generalities
2	Religions
32	Political sciences
5	Sciences
6	Applied sciences
Magazines & Newspapers	Press : news & general culture
DVD/CD	Audiovisual fund



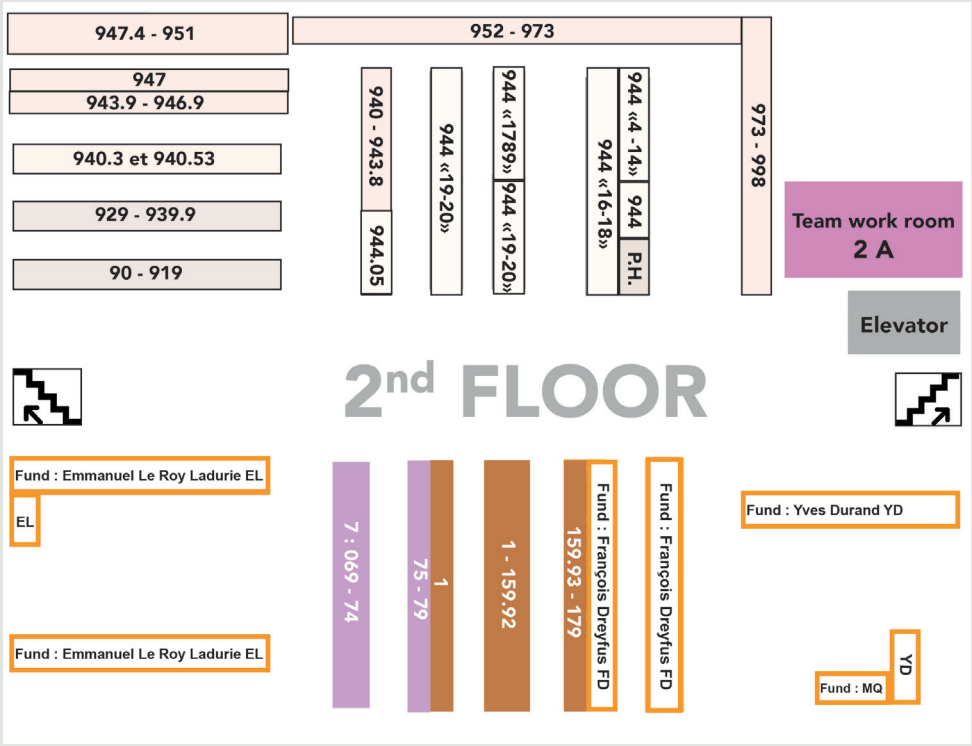
1st FLOOR

3	Social sciences. Law. Economy
8	Literature
8	Languages. Linguistics. Philology
U	Foreign languages dictionaries
Fund	Specific funds



2nd FLOOR

1	Philosophy. Psychology
7	Art
9	History. Geography
Fonds	Specific funds
P.H.	« Point Histoire » collection



- 1 FLOOR

Books about pedagogy (**37.01**), classical literature (**871** and **875**), the "Saint-Guily" fund (**SG**), the French West coast: Vendée (**V**), Pays de la Loire (**PL**) and Bretagne (**BR**) are located in the working room which is on floor -1.

BORROW A BOOK

▶ Admission

ICES students and teachers can borrow documents for free.

The student card is necessary to borrow a book.

Borrowing rules:

- ↳ 6 books / 3 weeks
- ↳ 4 magazines / 1 week
- ↳ 2 DVDs / 1 week
- ↳ 2 audio documents / 1 week

If needed, the loan periods can be extended if the documents are not already booked.

Students in a double degree or in masters can have different borrowing rules (more info at the reception desk).

▶ Documents that can't be borrowed

- ↳ Documents which have a **red sticker**
- ↳ Documents from the **Heritage fund**
- ↳ The **latest issue** of a magazine
- ↳ Documents with a **"U"** classification mark
- ↳ The **daily press**
- ↳ All the **legal journals**

CONSULTING DOCUMENTS

▶ Journals consulting

The latest issue of each magazine is on display and the previous issues are inside the boxes dedicated to the magazines.

We keep the issues of the semester in the box. The previous issues are kept in our archives, except for law journals: all of them are freely accessible on the 1st floor.

▶ Archived documents consulting

To access an archived document, you need to either **fill a form** (you can find it at the reception desk) or send an email to **bu@ices.fr** You will need to complete :

- *Journals : name of the magazine, n°, volume, date of publication, title of the article*

- *Books : title, author, classification mark, year, publisher*

There is a **one-day delay** between your request date and the day you can have the document.

TEAM WORK

▶ Working zones

If you need to speak, you can use the team work rooms of the different floors.

▶ Using the team work rooms

These rooms are dedicated to team working. Be careful to work quietly.

↳ To use these rooms, you need to register on the form that is kept on the reception desk. We advise you to book the room beforehand.

Working rooms

The library has:

- 6 team work rooms *(50 chairs)*
- 1 large room on -1 floor *(50 chairs)*
- 250 chairs *(apart from the team work rooms)*

Wi-Fi

The library has Wi-Fi. You need to ask the code at the reception desk.

Printer

The printer is situated on the 1st floor. You need your student card.

You can:

- photocopy *(not free)*
- print via a USB key *(not free)*
- scan *(free)*

To put money on your card, go to: ices.fr > Espace Icessien > Papercut

Help for your documentary researches

To learn how to use the collections and the tools of the library, you can ask for a personal meeting with a librarian.

You can also find a website selection to help you with the research methodology on the library website.

Inter-library loan (PEB : prêt entre bibliothèques)

If you need to consult or borrow a document we don't have at the ICES library, we can get it via the **inter-library loan**.

It can take one to three weeks for a document to arrive at the ICES library. The period of time you can keep the document depends on the conditions of the library that loans the document to ICES.

How to use inter-library loan?

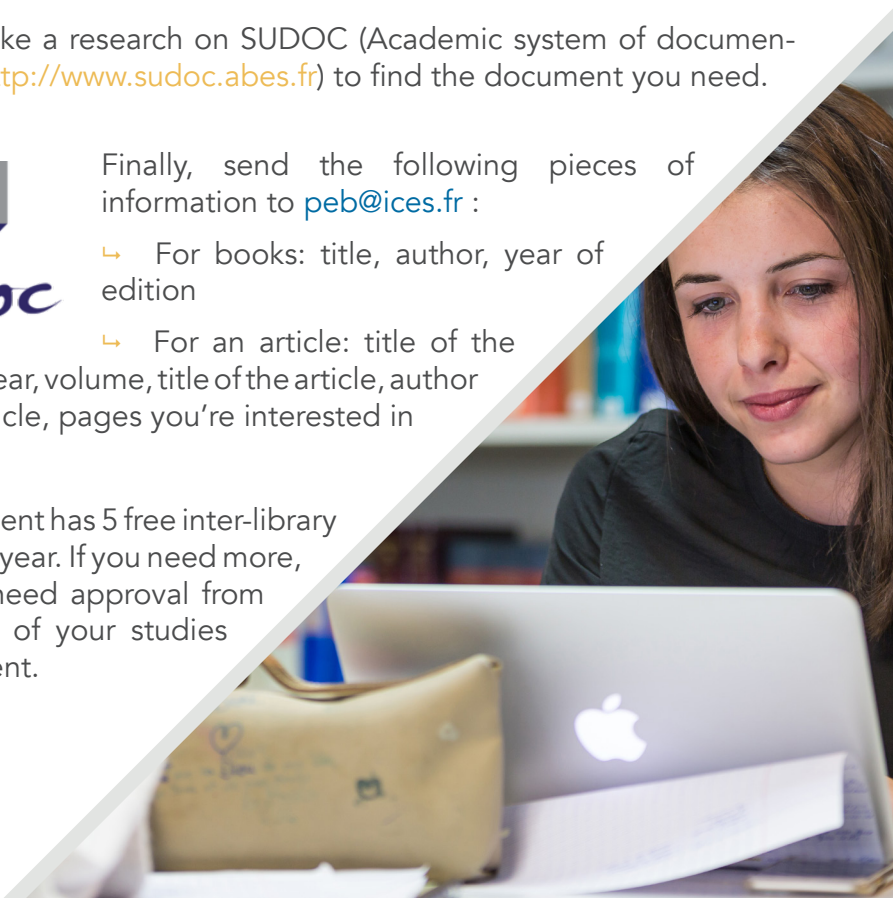
First, make sure the document you need is not owned by the ICES library (check on our online catalogue).

Then, make a research on SUDOC (Academic system of documentation) (http://www.sudoc.abes.fr) to find the document you need.

Finally, send the following pieces of information to peb@ices.fr :

- For books: title, author, year of edition
- For an article: title of the journal, year, volume, title of the article, author of the article, pages you're interested in

Each student has 5 free inter-library loans per year. If you need more, you will need approval from the head of your studies department.



BIBLIOTHÈQUE UNIVERSITAIRE DE L'ICES

17 bd des Belges - BP 691
85000 La Roche-sur-Yon Cedex

02 51 46 12 13