The background image shows a library setting. On the left, there are tall bookshelves filled with books, some of which are in yellow folders. On the right, a person with long brown hair tied in a bun is seen from behind, sitting at a desk and looking at a laptop. The room has large windows in the background, letting in natural light. A large blue diagonal shape covers the bottom left portion of the image, serving as a background for the text.

# Practical guide

UNIVERSITY LIBRARY

2025-2026



## 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

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 120,000 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 1925.

The access is reserved to master's students, teachers and researchers. The fund has over 10,000 documents.



► 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 Pailer  
In charge of the collections & Inter-library loan



Gwendoline Cantin  
In charge of the collections & online resources



Emilie Merlet  
In charge of the collections & Heritage Fund



Mathilde Désiré  
In charge of the collections & communication

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

## LEVEL - 1

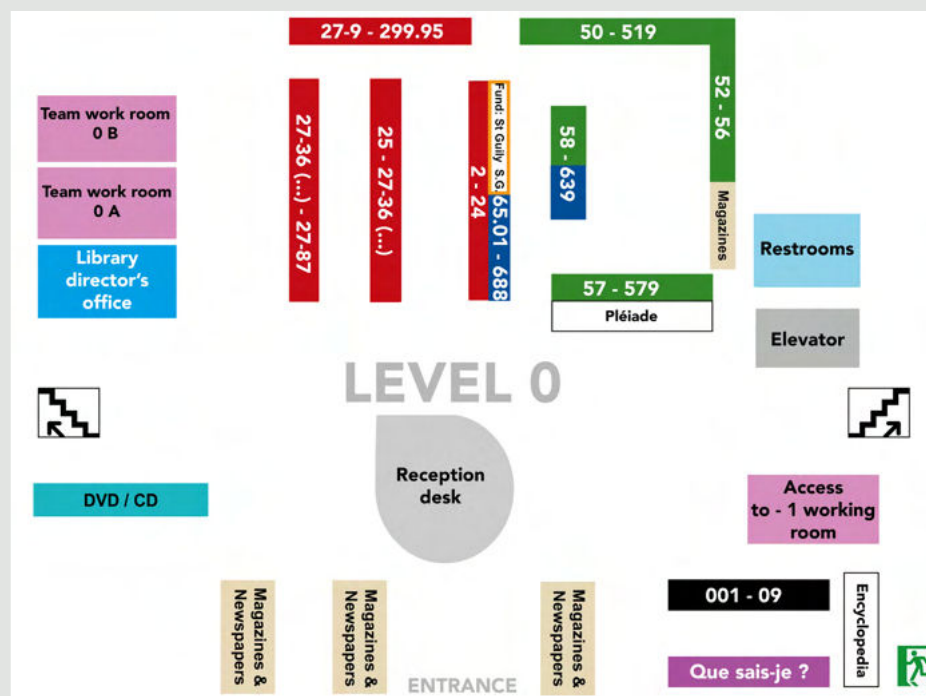
Books about the French West coast: Vendée (**V**), Pays de la Loire (**PL**) and Bretagne (**BR**), and the Polish fund (**POL**), are located in the working room which is on floor -1.





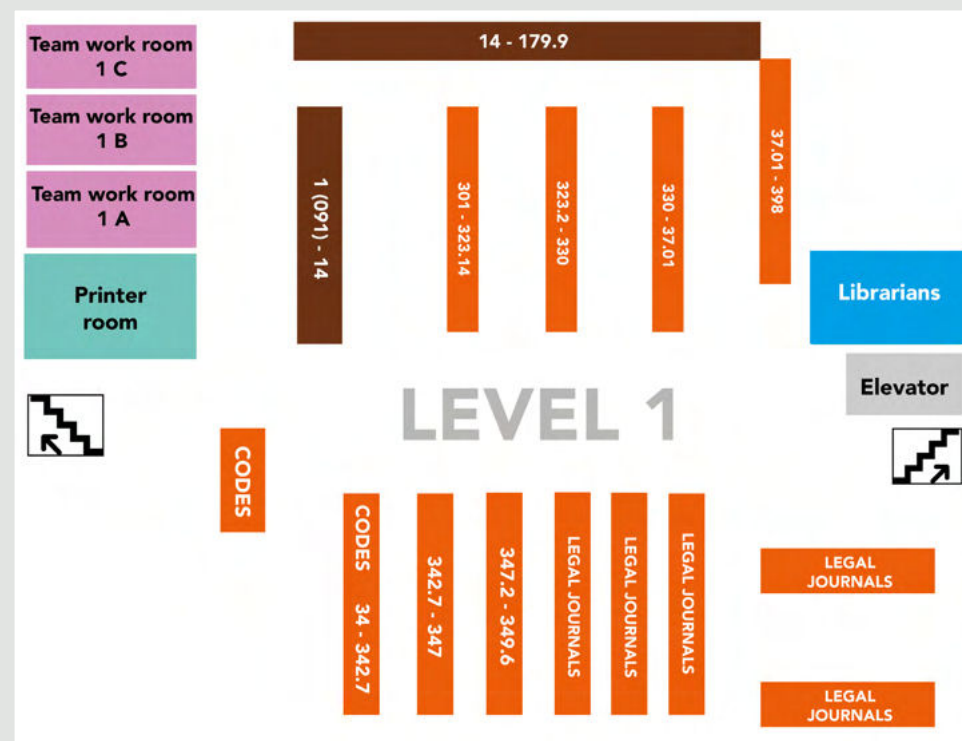
## LEVEL 0

<b>0</b>	Generalities	<b>6</b>	Applied sciences
<b>2</b>	Religions	Magazines & newspapers	Press : news & general culture
<b>5</b>	Sciences	<b>DVD/CD</b>	Audiovisual fund
<b>Funds</b>	Specific funds		



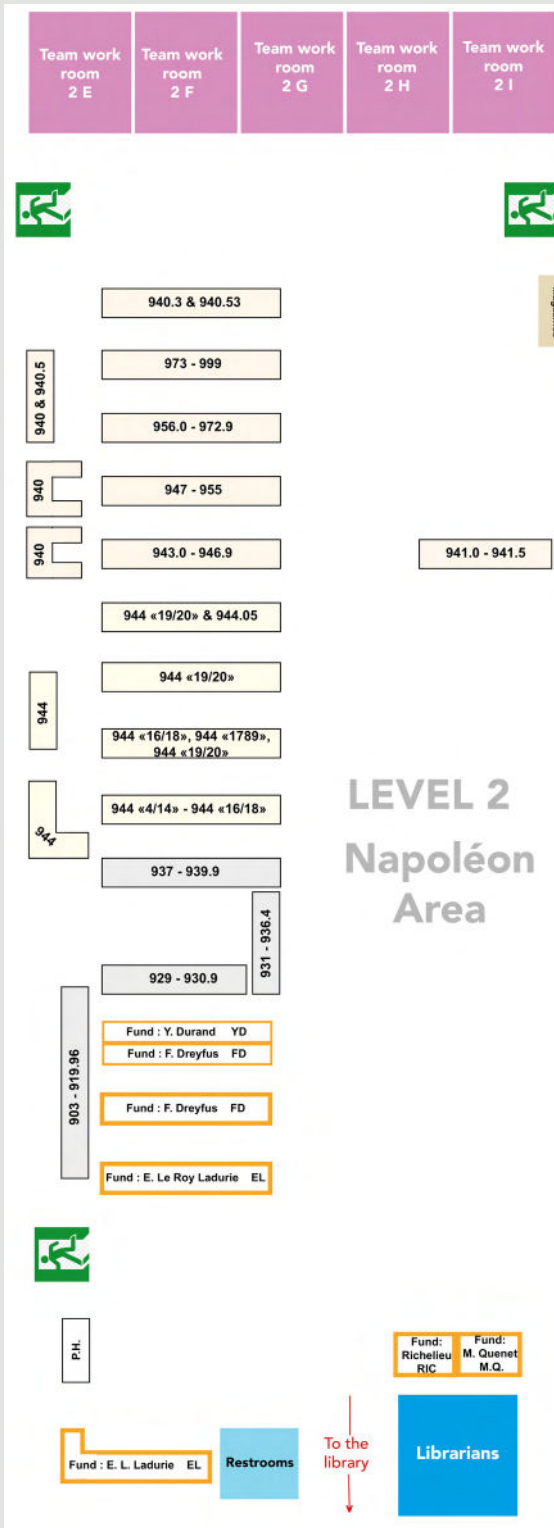
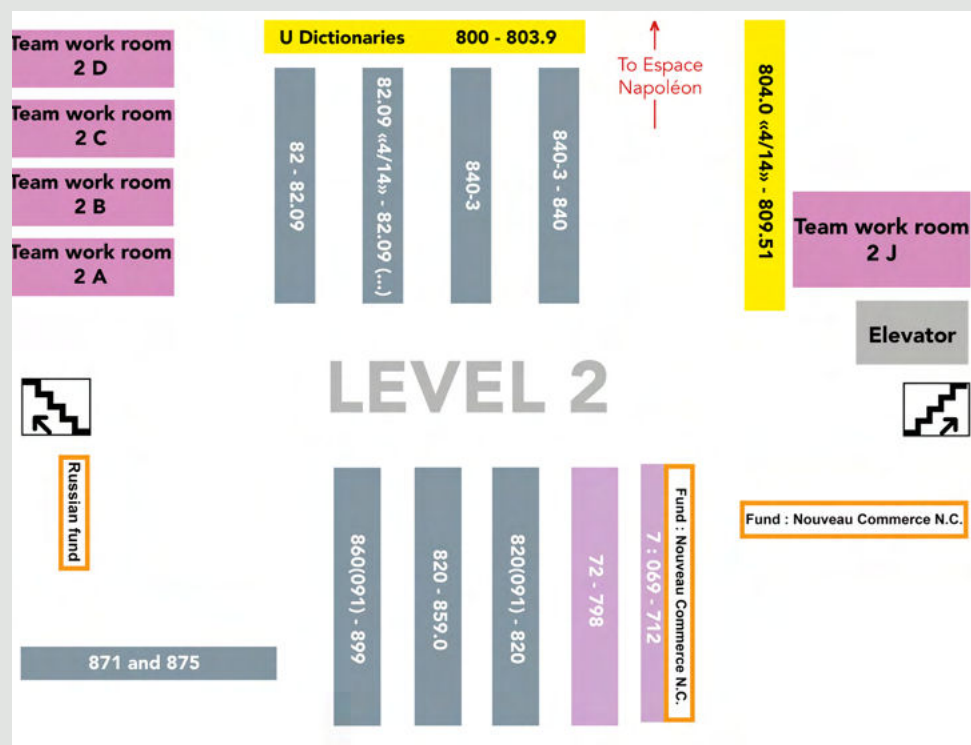
## LEVEL 1

<b>1</b>	Philosophy. Psychology.
<b>3</b>	Sociology. Political sciences. Law. Economy



## LEVEL 2

- 7** Art
- 8** French and foreign literatures
- 8** Languages. Linguistics. Philology
- U** Foreign languages dictionaries
- Funds** Specific funds
- 9** History. Geography
- P.H.** « Point Histoire » collection



### ► Admission

ICES students and teachers can borrow documents for free.

**The student card is necessary to borrow a book.**

Borrowing rules:

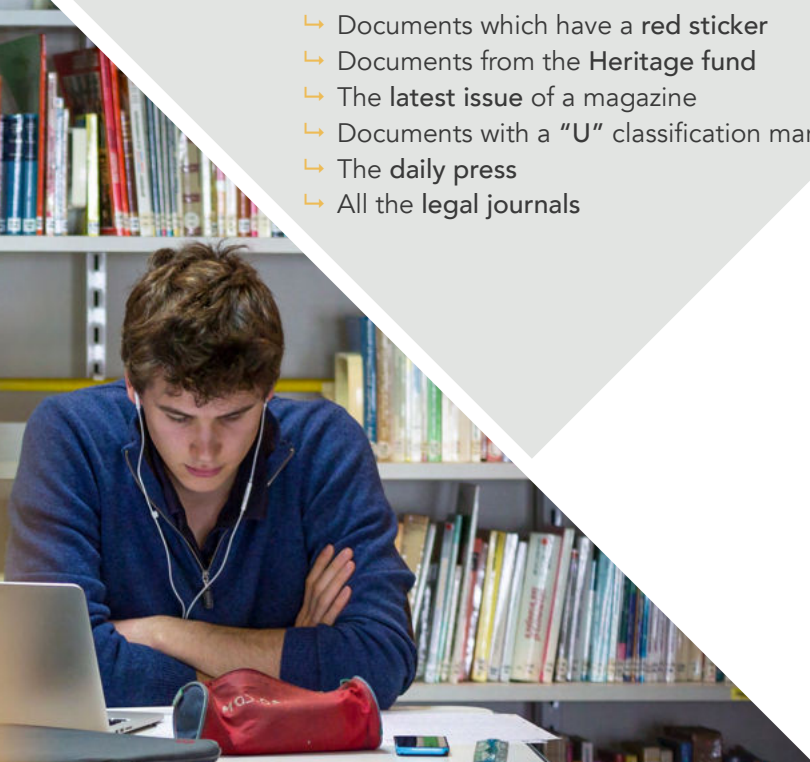
- ↳ 6 books / 3 weeks
- ↳ 4 magazines / 1 week
- ↳ 2 DVDs / 1 week
- ↳ 2 audio documents / 1 week

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

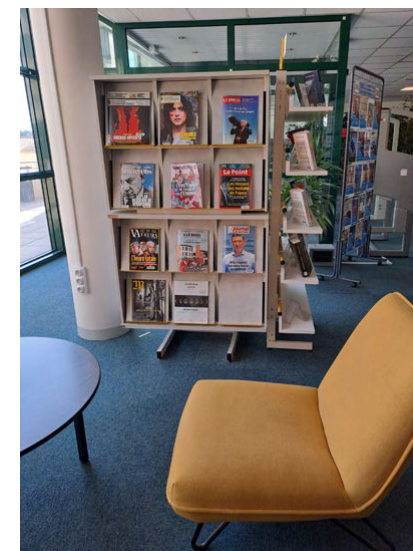
- ↳ Documents which have a red sticker
- ↳ Documents from the Heritage fund
- ↳ The latest issue of a magazine
- ↳ Documents with a "U" classification mark
- ↳ The daily press
- ↳ All the legal journals



### ► 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 1<sup>st</sup> 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.

### ► 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:

- ↳ 15 team work rooms (90 chairs)
- ↳ 1 large room on -1 floor (50 chairs)
- ↳ 320 chairs (apart from the team work rooms)

### ► Wi-Fi



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

### ► Printers

The printers are situated on level 1. You need your student card.

You can:

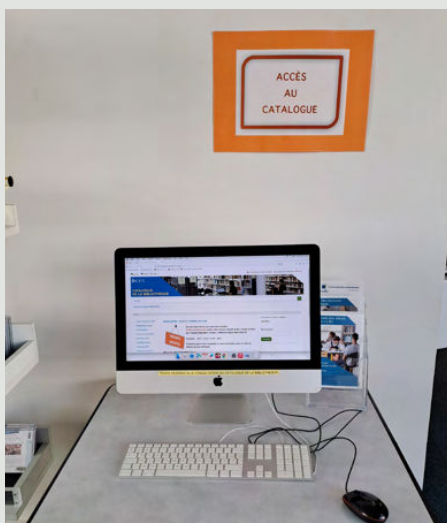
- ↳ photocopy (not free)
- ↳ print via a USB key (not free)
- ↳ scan (free)

To put money on your card, go to: [ices.fr](https://ices.fr) > Espace Icessien > Recharge des photocopies

## ► 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**.

For a book, it can take up to 1 week to arrive at the ICES library, whereas an article is received under 48 hours. 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).

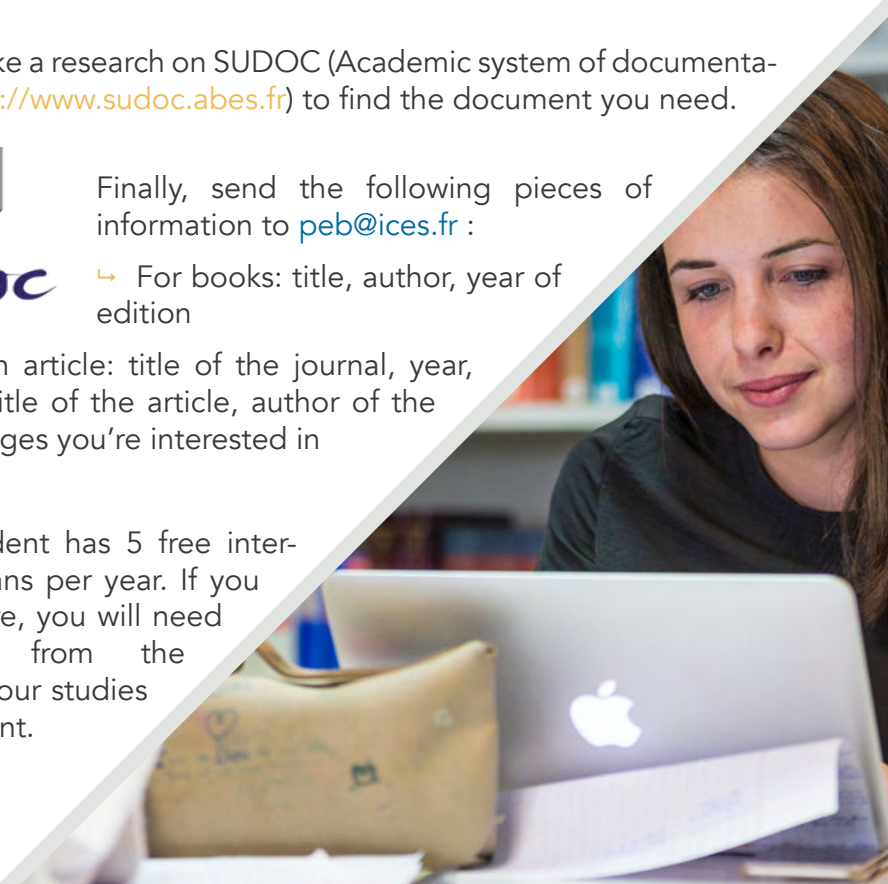
Then, make a research on SUDOC (Academic system of documentation) (<http://www.sudoc.abes.fr>) to find the document you need.



Finally, send the following pieces of information to [peb@ices.fr](mailto: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**

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