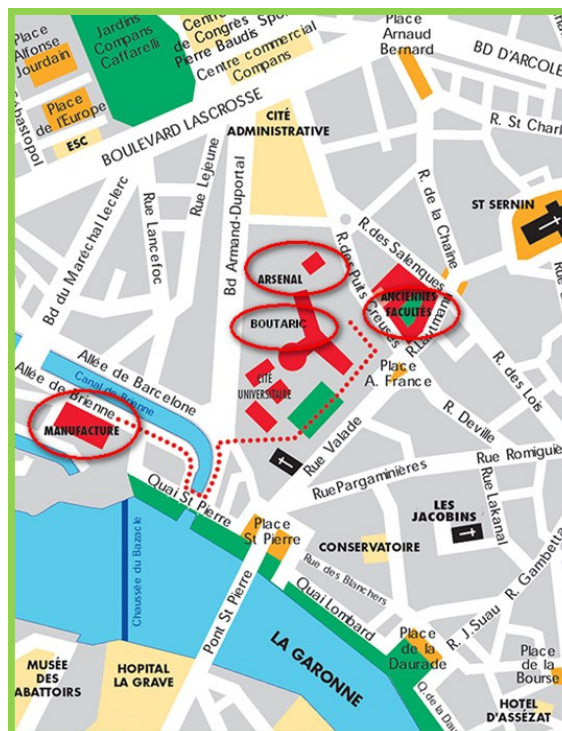


## Spaces

- Silent reading rooms
- Group study rooms upon request or online reservation
- Individual rooms
- Study carrels upon reservation for 8 weeks (PhD students)
- Training rooms
- Seminar room

*Is it a rush hour or an off peak ?*

*Please download the application «Affluences»*



2016-2017

The University  
Libraries

# *L'essentiel* for Master's degree And PhD students

## Equipment

- Computers, laptops, tablets
- Internet / Wifi
- Interactive screens, mobile multi-users TVs
- TV sets, headsets and DVD players
- Tools for web conférences, video recording
- Microfiche readers
- Photocopiers and printers directly or via the cloud, *there is a charge for this service*
- Printing cards facilities, *there is a charge for this service*

### Bibliothèque ARSENAL

Mondays to Fridays : 9 am - 10 pm  
Saturdays : 9.30 am - 5.30 pm or 8 pm \*



### Bibliothèque MANUFACTURE DES TABACS

Mondays to Fridays : 9 am - 8 pm  
Saturdays : 9.30 am - 5.30 pm or 8 pm \*



### Bibliothèque GARRIGOU

Mondays to Fridays : 9 am - 6 pm



### Bibliothèque BOUTARIC

Mondays to Fridays : 9 am - 6 pm

\* Opening hours are subject to change according to the academic calendar



[ut-capitole.fr/bibliotheques/](http://ut-capitole.fr/bibliotheques/)

## Finding documents



[ut-capitole.fr/bibliotheques/](http://ut-capitole.fr/bibliotheques/)

- Looking for books, journals, DVD, reports ...

**ARCHIPEL.**  
le catalogue

- ...online documents



- and databases, exam papers...

Searching articles, books, working papers, theses and other scientific works published by researchers and teachers of the university :

the open archive **Toulouse 1 Capitole Publications**

Remote access to online documentation

- login = the last 8 digits of the student number
- password = the last 6 characters of the INE in capital letter

You can't find the document you're looking for in any of the libraries in Toulouse ?

Do contact online services :

- Interlibrary loan service, *there is a charge for this service*
- Purchase recommendation

## Borrowing documents

- **Master degree students** : 3 documents for 21 days

*or 10 with additional fee (15 €)*

- **PhD students** : 5 documents for 28 days

*or 15 with additional fee (15 €)*

- 1 tablet for maximum of 14 days
- 1 laptop to work onsite at the Manufacture des Tabacs library

*Please note that loan-return transactions should be completed fifteen minutes before closing time.*

## Managing « My account » using Archipel

- Check return date
- Renew your item for 21 days (Master degree students) or 28 days (PhD students)
- Put a hold on an item

## Returning documents (*almost*) everywhere

- In any library of Toulouse universities
- At the entrance of Arsenal library : book drop open 24 hours a day

## Ask us ...

- **Any question ?**

- Ask any reception desk
- Use *chat* or e-mail : click *Une Question ?* on our website

- **An IT question ?**

- Meet an instructor-student for WIFI and IT

## And for more help ...

- **Take an appointment with librarians**

- **Workshops on :**

- bibliographic software,
- open access publishing, ...

- **Thesis and Dissertation Support Service**

- guidelines for preparing your manuscript : formatting requirements
- guidance on publishing agreements, publisher's strategies, open access publication, copyright and plagiarism

- **CRL**, Center of Ressources in Languages