



MEDIA LIBRARY
OTHER AVAILABLE LIBRARIES
Location and
Document Request



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Librarian

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**MEDIA LIBRARY
OF THE
"INSTITUT D'OPTIQUE
GRADUATE SCHOOL"**

1 – Practical information

A – Contacts

Marie-Laure Edwards
Tel.: 01 64 53 31 20

Fatima Pereira
Tel.: 01 64 53 31 21

Fax: 01 64 53 31 19
e-mail: mediatheque@institutoptique.fr

B – Location of the media library

1st floor – on the right.

C – Opening hours

From Monday to Friday: 8 am – 12; 1:15 pm – 6:30 pm.

Specific closures for holidays and other reasons will be indicated at the entrance and on the web site of the Institut d'Optique *Graduate School*: <http://www.istitutoptique.fr> - section « médiathèque » - « infos pratiques ».

2 – Resources

- Books: Mostly specialised in optics but also for the disciplines taught in the institute, or following the research themes of the laboratory Charles Fabry. See the classification plan.
- Books, handbooks and reviews for language courses: TOEIC and TOEFL preparation, English, Spanish, Italian, Japanese handbooks – English and bilingual novels – Reviews in English, German, Spanish ...
- Reference books: dictionaries, "Techniques de l'Ingénieur" (paper and electronic versions), "Encyclopaedia Universalis" (paper and electronic versions), specialised series...
- Multi-media: Cassettes, CD ROMs and Videos.
- Conference proceedings: not comprehensive - conferences where institute members have participated – ordered chronologically.
- Theses: theses submitted to the "Institut d'Optique Graduate School" and other theses in optics ordered by author.
- Course notes for the 3 year engineering course.

- Master exam papers by course for the last few years.
- Master course notes.
- Reports: LCFIO and ISL.
- Photographs: photographs taken by the LCFIO, photographs of various events and people, logos...
- Periodicals: for the journals subscribed to by the "Institut d'Optique Graduate School" for the current year.

3 – Services

All documents can be consulted at the library.

Four computers are available for consultation of the on-line catalogue of the media library (via internet) and any other **necessary** internet searches.

A photocopier is available to copy **library** documents.

Images from the photographic library may be used by all provided that a proof of publication is given which includes the author's name and the phrase © Institut d'Optique Graduate School.

For all internal or external communication please contact communication service : (Tel : 01 64 53 31 07, e-mail : communication@institutoptique.fr).

4 – Loans

Loans are free and reserved to the personnel and students of the Institute and for the personnel and students of the " Ecole Polytechnique".

Your "Institut d'Optique Graduate School" badge serves as a library card.

All loans and returns are carried out via the librarian.

Periodicals, handbooks and books marked with a red tag are to be consulted only in the library, all other books may be borrowed for 3 weeks.

The loan can be renewed via the Internet with your reader account (badge number) **if** the document is not overdue, or with the librarians, by email at "mediatheque@institutoptique.fr" or by phone, if the document has not been requested by another person. For overdue documents the extension can only be carried out within the next 10 days directly with the librarians.

A reminder letter is addressed to a reader who has not delivered a document on time. Any new borrowing is prohibited until the return of the last overdue document.

All readers returning documents with a delay of more than 10 days will be excluded from loans for an equivalent period.

Readers can follow their loans by identification with the code on their library card using the on-line library catalogue.

It is **imperative** to **return** documents on loan to the **librarians** and to **register** loans with them.

Lost documents must be replaced by the borrower.

If you are student a deposit of 50€ was asked from you earlier this year. It will be cashed if you do not return or renew all of the documents you have borrowed in the two libraries, one week before your departure.

No certificate or diploma will be issued if you do not return or replace all documents borrowed from the 2 libraries.

5 – Web site

<http://institutoptique.fr> : section: "médiathèque".

A - Category

The web site of the media library does not only consist of the catalogue, but also a comprehensive list of electronic resources.

These include links to the complete texts of many reviews, patent information, and article references and how to find documents which are not available at the library in order to request an external loan.

The web site of the library of the Institut d'Optique Graduate School is obviously evolutionary and must correspond to your needs.

We wait for your comments and suggestions.

Before looking elsewhere see if the library web site has what you are looking for.

B – Catalogues

Following our arrival on the Polytechnique campus, the library of the Institut d'Optique and "Ecole Polytechnique" (BCX) decided to pool their resources to offer everyone a wider range of services.

A single library on 2 sites:

The central pole: the BCX,

The optical center: the library of the Institut d'Optique,

A single catalogue for most documents

A single online resources list

and the ability to borrow in one or the other.

2 catalogues available:

- The general catalogue of the library is common with that of the Central Library of the "Ecole Polytechnique". You have this at the website of the library of the Institute of Optics and the BCX at the following address:
http://bibli.polytechnique.fr/F/?func=file&file_name=find-b&local_base=CATAL
- A 2nd catalogue, including the photo library is available at:
<http://kentika.iota.u-psud.fr> as will soon be the press reviews.

These catalogues are accessible from the homepage of the site of the library.

OTHER AVAILABLE LIBRARIES

As personnel or student of the "Institut d'Optique *Graduate School*" you have access to the library of the "École Polytechnique" and the library of the University Paris-Sud 11 respecting their respective procedures.

The library also forms part of a documentary network whose resources we can profit from.

If the information that you are looking for is not available at the media library it may be available within the network.

**THE LIBRARY OF THE
"ÉCOLE
POLYTECHNIQUE"**

1 – Practical information

A – Location

Central hall of the “École Polytechnique”.

B – Opening hours

The library is open from Monday to Thursday: 8:30am to 8pm, Friday 8:30am to 6pm and Saturday 9am to 12.

During the school holidays the opening hours are from 10am to 4pm and it is closed on Saturday.

2 – Resources

The collection consists of about 300,000 volumes, including 2,230 periodicals.

There are 622 current periodicals and access to 5,300 periodicals on line.

The cooperation between laboratories which builds the data base has now led to a total of 220,986 monographs and 2,500 periodicals in the school.

All domains are covered, from pure science to literature and pastimes passing by languages, social sciences and economics.

Nearly 60,000 documents are readily accessible.

A large part of the resources of the library are stored in closed reserves but may be borrowed on demand at the reception.

3 – Services

- Interlibrary Loans:

To request a document not at BCX, fill out an interlibrary loan available on the website (intranet) (Contact: 01.69.33.35.23 / 22, michel.multan@polytechnique.edu)

- Language Area:
 - 5 posts of foreign language self-study, TV with access to satellite channels
- You will also find:
 - Some photocopiers
 - Printers
 - A scanner
 - Many computer workstations equipped with Office™
 - Collective and individual workspaces
 - TVs equipped with DVD players

All readers have the opportunity to propose the purchase of documents that do not appear in the catalogue regardless of the subject.

4 – Loans

Loans are authorized to students and personnel of the “Institut d’Optique Graduate School”.

Your “Institut d’Optique Graduate School” badge serves as a library card for the library of the Polytechnique.

The library card is obligatory in order to borrow and extend a loan, but not to return a document. The card is uniquely for the reader concerned.

Every reader is responsible for the documents borrowed in their name.

The right to borrow is suspended one month before the departure of the reader.

A reader can borrow up to 12 documents.

Loans are normally for 1 month (15 days for CD ROMs, DVDs and video cassettes).

The loan may be renewed twice after presentation of the library card and the documents, if the documents have not been reserved and the reader has no overdue documents.

Readers can consult the list of their loans and reservations on the library web site.

Readers with overdue documents will be contacted directly. Any future loan will be refused until the overdue document is returned.

All readers returning documents with a delay of more than 10 days will be excluded from loans for an equivalent period.

Readers can reserve a document already on loan, either at the reception or by using the on-line catalogue.

The reader will be informed when the document is available.

In case of loss or damage to the document the reader must replace or refund it.

Certain documents are not available for loan:

- periodicals
- reference books
- school courses from before 1901
- certain video-cassettes and cd roms
- the "travaux d'options"
- old and archived documents

Personal information concerning loans are legally protected and can not in any case be communicated to third parties.

The regulations which are explained on the delivery of the library card and which can be consulted on the library web site must be observed.

5 – Web site

<http://www.bibliotheque.polytechnique.fr/>

Entries:

- News
- Catalogues
- Practical information
- Electronic Resources
- Forms (for Inter Library Loans "ILL" requests and procurement proposals, intranet only)

From this site, you can also:

- Consult your current loans
- Search the catalogue
- Make reservations
- Make ILL requests
- Make purchase proposals.

THE UNIVERSITY OF ORSAY LIBRARY

1 – Practical information

A – Location of the library

Domaine Universitaire de Paris-Sud 11
Bâtiment 407
15, rue Georges Clémenceau
91405 ORSAY Cedex

Tél. : 01 69 15 69 94
Fax : 01 69 15 61 81

B – Opening hours

During the academic year: Monday to Friday: 8:30am to 7pm ; Saturday:
9am to 1pm

Opening hours are reduced during the school holidays.

2 – Resources and services

- Ground Floor :
 - Collections of general recreation and culture, popular science
 - General Press and News
 - Comics
 - Reading room - books for all disciplines except mathematics.
 - Exhibition space
 - Information area
 - Conference Room
 - Training room
 - Loan and return of documents
 - Subscription
- Ground Garden (level - 1):
 - Scientific journals and popular science since 1994 (current subscriptions)
 - Workstations: access to databases, online scientific journals.
 - Interlibrary Loan service.

- 1st floor:
 - Maths books (education and research levels) (CADIST mathematics)
 - History of Science
 - Area : Languages and Multimedia: books and videos of languages, scientific videos, office

The STAPS library also occupies a specific space on the 1st floor of the building. Each floor of the library has a reception and information service at your disposal for any information.

Printed dictionaries and encyclopedias are also available at each level of the library.

Much of the collection is kept in reserves. Readers can request these documents.

3 - Loans

You can borrow:

- 5 documents (including theses): 21 days
- 5 general culture books: 21 days

Note the timeliness of the loans: Every day overdue results in a day penalty prohibition for borrowing.

5 – Web site

The address of the university library web site is:

<http://www.u-psud.fr/scd>

A link can also be found on the "Institut d'Optique *Graduate School*" web site.

Location and Document Request

1 - Looking for a book

First of all you should see:

- The online catalog of the library and BCX
- Catalogues of the partners:
 - BU Orsay
 - Libraries of Orsay Campus
- E-book: BCX website and BU Orsay

If you don't find the book at any of the libraries close, you still can apply for the loan from another library through the media library.

Sudoc (national catalog listing books, periodicals and theses in university libraries and major French institutions) will allow you to locate your document to request ILL (interlibrary loan) through the media library.

If the book you want may be interesting for the library you can make suggestions for purchases to be considered by the Committee of Library.

If you want to buy the book for your research group, you must request to the media library after approval from your manager who will give you credits to use.

2 - Looking for an article

You have done a bibliographical search and some references interest you.

Here are some possible sources to help you find the articles.

- Google
- Google Scholar
- List of electronic journals in the library of the IOGS
- The portal BiblioST2I CNRS
- HAL (Open Archive)
- The list of print journals to the library and BCX (via the catalog)
- List of electronic journals in the BCX
- List of electronic journals BU Orsay
- The Sudoc to request a photocopy in the library via "Inter Library Loan"