

“la bibliothèque sera l'œuvre du temps”  
émile boutmy

user guide to the library 08 | 09



**SciencesPo.** | la bibliothèque

## the libraries missions

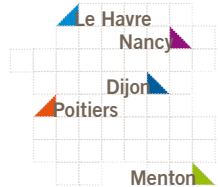
The Sciences Po library is a research library specialized in political sciences, economics, history, international relations, sociology and law.

As a Centre for the acquisition and circulation of scientific and technical information (CADIST) associated with the French national library, it guarantees the acquisition, conservation and circulation of materials on political sciences.

## libraries of Sciences Po undergraduate regional centres

Each Sciences Po undergraduate regional centre has its own holdings suited to the specificities of its teachings.

The library strives to offer students and academic staff of these 5 centres an easy access to all of its holdings and services.



## holdings

60% of our holdings are in foreign languages ; 40% are in English.

520 000 books

11 000 journal titles (3000 currently received)

10 000 online journals

46 databases

18 000 press clipping files, 1200 of which are accessible online

## make the best of the library !

The library offers users access to its holdings, a team of qualified library professionals and numerous services. Don't hesitate to ask us or visit our website:

<http://bibliotheque.sciences-po.fr>

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## the library card

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### students and Sciences Po academic staff

Access is free of charge. Your student or academic staff card is compulsory to issue materials. These cards are delivered by the respective administrations.

### Sciences Po staff

You are entitled to a library card free of charge issued by the reception desk.

### visitors and external users

A letter of introduction or evidence of status as well as proof of address (e.g. recent utility bill or bank statement) are required, an inscription fee is charged. Check our website for details !

Information leaflets on opening hours and borrowing privileges are available at all information desks.

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## opening hours

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During term time the library is open until 9:30 pm from Monday to Friday. From 7:30 to 9:30 pm you may work in the reading rooms; issue items from the open access using the self-service unit, return materials, print and photocopy.

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## group work

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The reading room on the 2<sup>nd</sup> floor 27, rue Saint Guillaume is available for group work.

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## on appointment

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microforms / +33 (0)1 45 49 53 82

press clipping files / +33 (0)1 45 49 56 93

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## need a recent book quickly ?

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You can ask us to accelerate the processing of items you need marked "EN TRAITEMENT" in the online catalogue :  
[sugg.bib@sciences-po.fr](mailto:sugg.bib@sciences-po.fr)

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## getting items not held in the library

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### the Interlibrary loan (PEB)

Enables you to obtain materials that are unavailable locally and held by libraries outside the Paris region or abroad by filling in the online form on the "*services*" page of our website.

you can also mail us a purchase suggestion :  
[sugg.bib@sciences-po.fr](mailto:sugg.bib@sciences-po.fr)

## borrowing

### open access materials

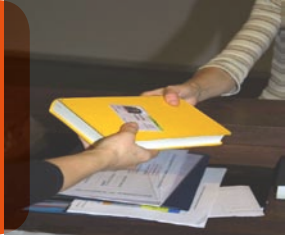
Take these items directly to the circulation desk on the ground floor or use the self service issue unit on the same level.

*“ Overdue items: borrowing privileges will be suspended for the same number of days the item was overdue ”*

### closed access materials

Deposit your fetch request at the circulation desk ; the staff there will be able to inform you about exact delivery times which are longer for materials held in the “annexe” (remote storage facility).

You are a student, a member of the academic staff or an external user? Your borrowing privileges differ : check them out on our website or consult our information leaflets.



### returning library materials

Please return items to the circulation desk. During unstaffed opening-hours, use the self-service unit and deposit the materials from the closed stacks in the book-drop.

## placing a hold on a book

Books from the closed access that are currently on loan can be reserved through our online catalogue (you can place a maximum of two holds). You will be notified by e-mail as soon as the reserved book is ready for you to collect. Please note that it is not possible to place a hold on journals or open access materials.

*“ Loss or deterioration of materials : please contact the librarian in the reference room ”*

“patron services” to check your loans and reservations connect to the page “your account” on the library’s home page ; enter the number of your library card and your password (BIBLIO by default).

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## the main databases

Visit our website to find information on the library and the latest library news, to access the online catalogue and the electronic resources as well as our online selection of items : <http://bibliothèque.sciences-po.fr/>

**Dictionaries, encyclopaedias** // Encyclopaedia Universalis/L'Etat du monde/Oxford Language Dictionaries Online/Oxford English Dictionary Online/Oxford Reference Online

**Academic journals** // Cairn  
EBSCO EJS/Taylor & Francis/  
JSTOR/Science/Nature

**Press** // Factiva

**Law** // Dalloz/Doctrinal Plus/  
Francis Lefebvre/Jurisclasseur/  
Westlaw International

**Economics** // Business Source  
Premier/Chelem/EconLit/  
Source OCDE/UN Comtrade/  
World Bank : World Development/  
Indicators Online (WDI) et Global/  
Development Finance Online (GDF)

**social Sciences** // Blackwell  
Encyclopedia of Sociology Online/  
DNSA (Digital National Security Archive)/  
Historical Abstracts/IBSS/IPSA/PAIS International/  
Politics and International relations : a SAGE full-text collection

Most of our databases and online journals are accessible off campus (same identification and password as the ENTG).

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## online Press clipping files

The libraries oldest press clipping files (1945-1970) are currently being digitalized with the help of the French national library. More than 1200 are already available online.

Since 2000 the library has associated with the Institut d'Etudes Politiques of Grenoble and Lyon to produce digitalized press dossiers <http://doc-iep.univ-lyon2.fr/>

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## SPIRE open archive

Sciences Po Institutional REpository". Since 2006 SPIRE is making publications from Sciences Po researchers in economics available online in partnership with more than 15 European universities.

## proceed with method

Define your subject clearly. Encyclopaedias, dictionaries, atlases and reference works will help you determine the relevant keywords for searching the catalogue and the online databases.

*“ Always keep a critical distance towards information found on the web : learn to evaluate its reliability ! ”*

## step by step

### collect information

If you prepare a presentation, a paper or a PhD, you will use different types of materials and you will not need the same number of references.

### search the online-catalogue

Starting with a search in the title index may prove very helpful to identify the adequate terms to use in a subject search.

### use existing bibliographies

In reference works and on our website you will find ready made bibliographies on certain subjects.

### enlarge your research to other sources of information

Think of searching the available databases and the online journals, they frequently give access to the full text.

## need advice or help ?

Librarians in the reference room will be happy to guide you, advise you and help you with your documentary research. We propose training sessions for both our catalogue and our databases on demand. You can also put your questions to us online :

*info.docum@sciences-po.fr* or on the phone : +33 (0)1 45 49 50 96

You can search all of our databases and Google Scholar simultaneously by using the database search engine “recherche fédérée” on the electronic resources page of our website.



## your questions/our answers

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**By noon there is not a single working space left in the entire library !**

In order to find a place at the library more easily, it is preferable to come in the morning (9 am -10:30 am) or in the evening (6 pm - 9:30 pm). You may also want to use the group work room (27, rue Saint Guillaume, 2<sup>nd</sup> floor). Last but not least many of our electronic resources give access to full text off campus : check our website for more information.

**I missed the visit of the library in the beginning of the term...**

Audio guides are available at the reception desk on the ground floor to discover the library by yourself. You can also download the file in French or English from the homepage of our website. Library staff will also be happy to give you further explanations.

In order to test new ideas, compare our points of view and give you a better understanding of what goes on "behind the scene" the library launches a blog at the beginning of the autumn term ! Keep up with it on our website...

**Why are delivery times longer for items held in the "annexe"?**

The remote storage facility where the eldest items and those less frequently in demand are held is situated at 100 km from Paris. Requested materials from the annexe are delivered to the library by a daily fetch service in operation from Monday to Friday.

**I thought building work was planned in the library this year?**

We are obliged to delay the renovation of the reading rooms situated 27, rue Saint Guillaume (for more information see our website). In the meantime they will remain open to the public and we will take advantage of the delay to test new usages and services: group work room, editorial news room, online request of library materials..

**When I search the catalogue I find too many (or too few) references on my subject !**

Searching the catalogue efficiently takes some training. You need to learn how to enlarge or narrow down your search by using certain parameters. See the librarian in the reference room for advice.

# Practical information

## opening hours/addresses

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Opening hours differ during vacations. Check our website

### 30, rue Saint-Guillaume

Monday to Friday from 9 am to 9:30 pm

Saturday from 9:30am to 6 pm

Information, admissions / +33 (0)1 45 49 56 34

Circulation desk / +33 (0)1 45 49 72 24

Reference librarian / +33 (0)1 45 49 50 96

### 27, rue Saint-Guillaume

**1<sup>st</sup> floor** : press and press dossiers (for reference use only),  
editorial news

Monday to Friday from 9 am to 9:30 pm

Saturday from 9:30 am to 6 pm

Information / +33 (0)1 45 49 56 93

**2<sup>nd</sup> floor** : group work room

from Monday to Friday 9 am to 7:30 pm

closed on Saturdays

### 199, bd. Saint-Germain

access is restricted to for Sciences Po academic staff and research students

Monday to Friday from 9 am to 9:30 pm

closed on Saturdays

Information and reference librarian / +33 (0)1 45 49 56 86

## address

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Bibliothèque de Sciences Po

27, rue Saint-Guillaume

75337 Paris cedex 07

## Switchbord / fax

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+33 (0)1 45 49 50 50 / +33 (0)1 45 49 53 21

## web


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<http://bibliotheque.sciences-po.fr>

[info.docum@sciences-po.fr](mailto:info.docum@sciences-po.fr)

## public transportation

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 Rue du Bac (line 12), Sèvres-Babylone (lines 10 et 12) ; Saint-Germain-des-Prés (line 4)

 buses : 39-63-68-69-70-83-84-86-87-94-95-96