



Everything you need to know about the **Lyon 3 Libraries**

LIBRARY NOTEBOOK



BIBLIOTHÈQUES
UNIVERSITAIRES



WELCOME TO THE LYON 3 UNIVERSITY LIBRARIES

This Library Notebook is your guide to the Jean Moulin Lyon 3 University Libraries. It will help you use **all the tools and services** the libraries have to offer, **to ease your way** through **your studies and research**.

All the librarians are here **to help you** if you have any questions.

“

*The only thing that you absolutely have to know, is the
location of the library*

Albert Einstein

”

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Written and translated in English by the Libraries
Communication department

 bu.communication@univ-lyon3.fr

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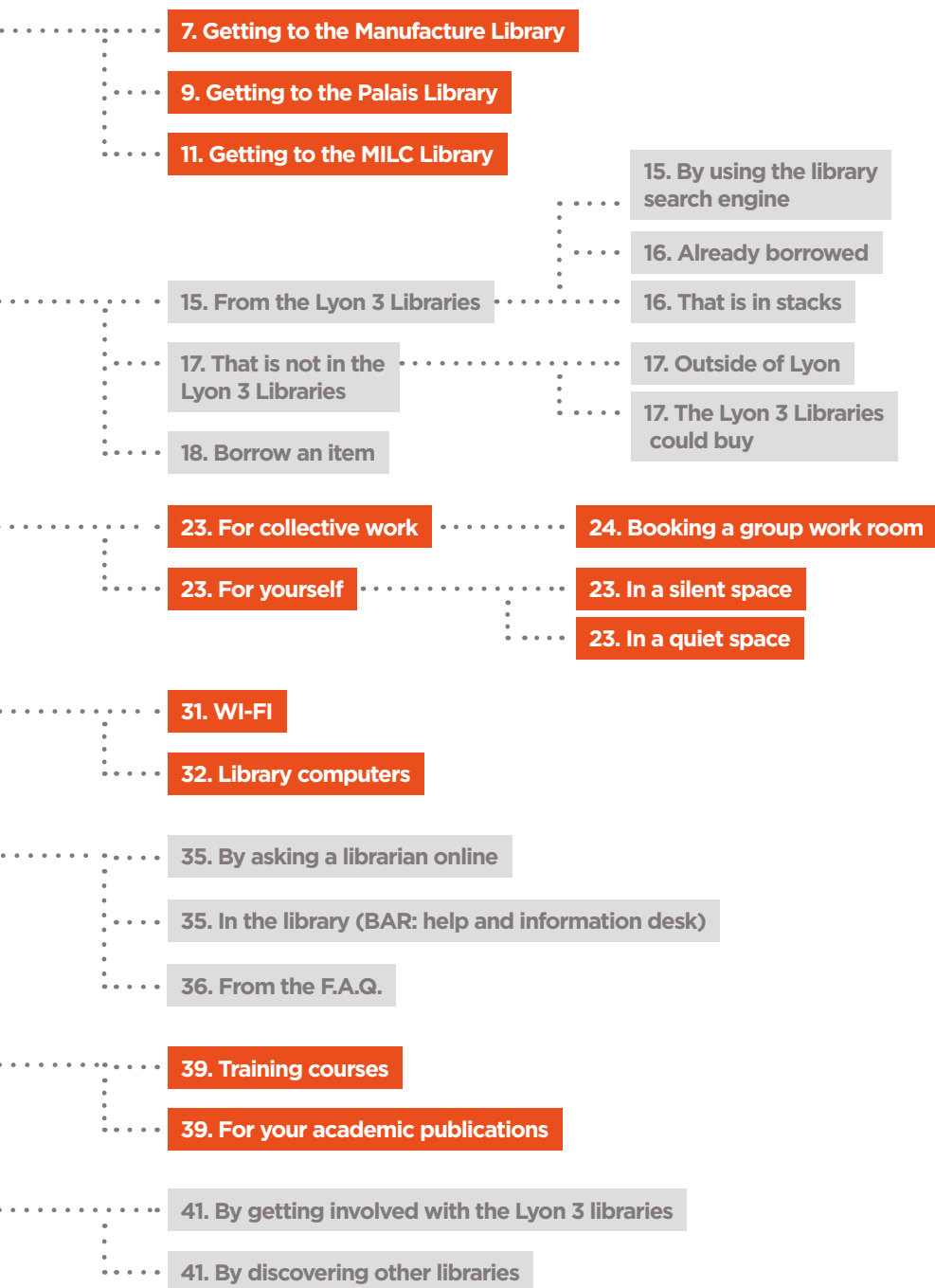
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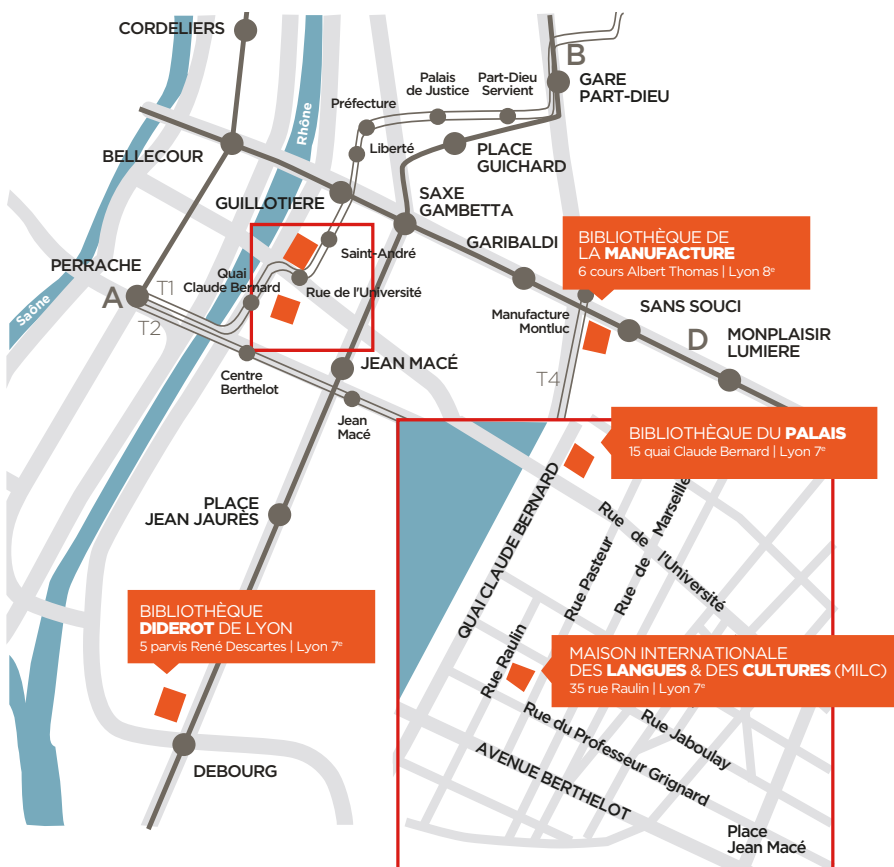
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CHOOSE A LIBRARY

LIBRARIES ACCESS MAP:





GETTING TO THE MANUFACTURE LIBRARY

ADDRESS

📍 Campus de la Manufacture des tabacs

6 rue du Pr. Rollet | Lyon 8^e

☎ **04 78 78 79 40**

✉ **spmanu@univ-lyon3.fr**

HOURS

From Monday to Friday 🕒 8.30 am - 10 pm

Saturday 🕒 9.30 am - 5 pm

Sunday 🕒 10 am - 6 pm

🌐 **bu.univ-lyon3.fr/libraries > opening hours**

ACCESS

Metro line D - Stop: Sans Souci

Tram T4 - Stop: Manufacture, Montluc

Bus lines C7 - C25 - 69

Stop: Manufacture des Tabacs

COLLECTIONS

Law and political science (level: bachelor's degree), literature and humanities (all levels), management (all levels)



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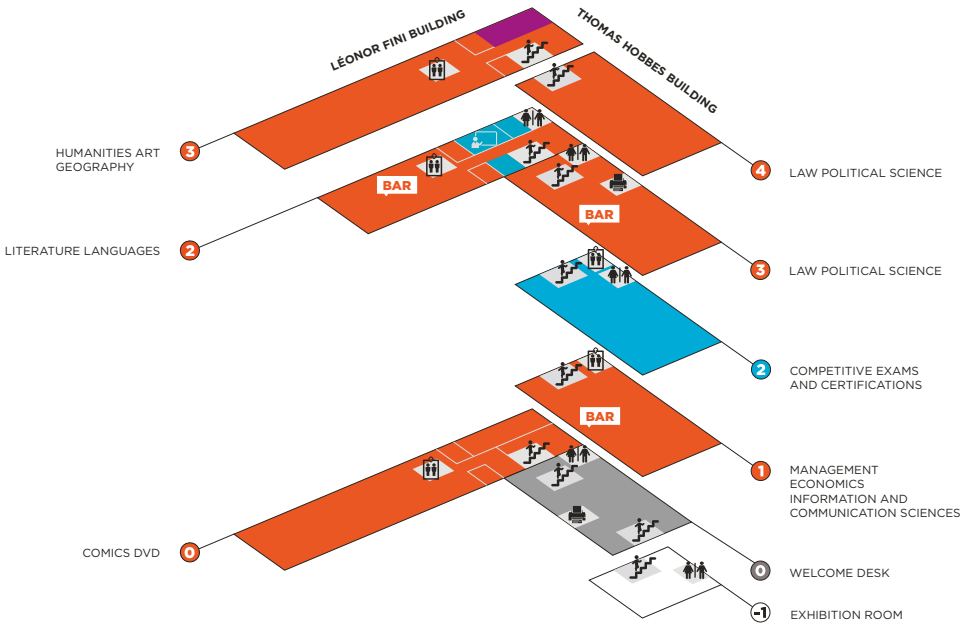
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TEAR-OFF PAGE



bookmark

WHERE TO FIND WHAT



WORKING SPACES

- Silent space
- Quiet space
- Group working space

SERVICES

- Print and copy
- Information desk
- Training room
- Toilets
- Disabled people access

SERVICES

- TV screens and clickshare devices
- Computers
- DVDs, comics, travel guides
- Group study rooms
- PhD Thesis submission
- Print, scan and copy
- Laptops, DVD players and headphones loan
- Newspapers and magazines
- Open until 10 pm
- Lifts reserved for disabled people



GETTING TO THE PALAIS LIBRARY

ADDRESS

📍 15 Quai Claude Bernard,
Palais de l'Université, Richelieu Wing,
2nd floor | 4th level | Lyon 7^e

☎ **04 78 78 70 56**

✉ **spquai@univ-lyon3.fr**

HOURS

From Monday to Friday 🕒 8.30 am - 10 pm

Saturday 🕒 9.30 am - 5 pm

Sunday 🕒 10 am - 6 pm

🌐 **bu.univ-lyon3.fr/libraries > opening hours**

ACCESS

Metro line D - Stop: Guillotière

Metro line B - Stop: Jean Macé

Tram T1 - Stop: Rue de l'Université

Bus line 35 - Stop: Rue de l'Université

Tram T2 - centre Berthelot

COLLECTIONS

Law and political science (level: Master's degree and research), philosophy (all levels), books to prepare French teaching exams in philosophy, literature, history and geography



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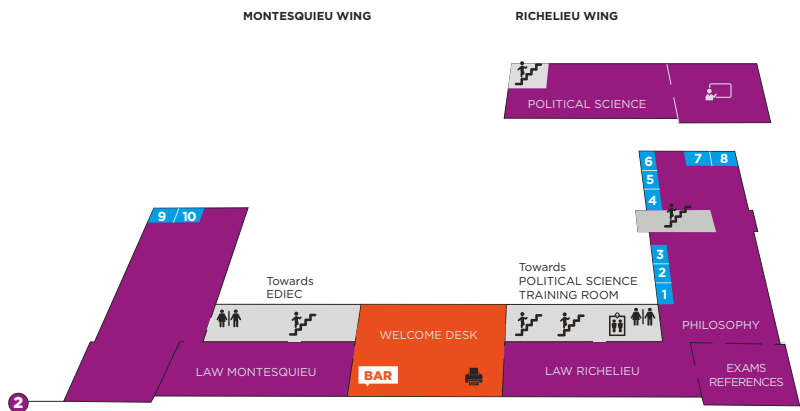
@bu.lyon3

TEAR-OFF PAGE



bookmark

WHERE TO FIND WHAT



WORKING SPACES

- Silent space
- Quiet space
- Group working space

SERVICES

- Print and copy
- Information desk
- Toilets
- Disabled people access
- Training room

SERVICES

- Print, scan and copy
- Newspapers and magazines
- Open until 10 pm
- Lifts reserved for disabled people
- Lockers
- Spiral binding machine
- TV screens and clickshare devices
- Computers
- Comics
- Group study rooms
- Laptops loan
- Livre'express

GETTING TO THE MILC LIBRARY

ADDRESS

📍 35 rue Raulin, Maison Internationale des
langues et des cultures - 2nd floor | Lyon 7^e

☎ **04 81 65 26 59**

✉ **spquai@univ-lyon3.fr**

HOURS

From Monday to Friday 🕒 8.30 am - 7 pm

Saturday 🕒 9.30 am - 4.30 pm

🌐 **bu.univ-lyon3.fr/libraries > opening hours**

ACCESS

Metro line B - Stop: Jean Macé

Tram T1 - Stop: Quai Claude Bernard

Tram T2 - Stop: Centre Berthelot

Bus ligne C4 - C7 - C12 - C14 - 35

Stop: Jean Macé

COLLECTIONS

Slavic and Asian languages and literature



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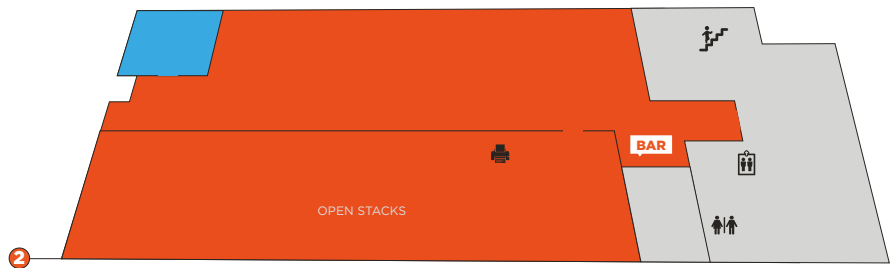
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TEAR-OFF PAGE



bookmark

WHERE TO FIND WHAT



WORKING SPACES

- Quiet space
- Group working space

SERVICES

- Print and copy
- Information desk

- Toilets
- Disabled people access

SERVICES



Print, scan and copy



TV screens and
clickshare devices



Lifts reserved for
disabled people



Computers



Group study rooms



Livre'express





FIND AN ITEM

FROM THE LYON 3 LIBRARIES

BY USING THE LIBRARY SEARCH ENGINE: OMNIBU

- Available on the intranet or on the Lyon 3 Libraries website bu.univ-lyon3.fr/libraries



OmniBU, le moteur de recherche des BU

Envoyer

☒ Tout ☐ En ligne ☐ En bibliothèque

- Type your search.
- Use the filters to narrow your search (document type, publication date...).



- Click on the document title to access more information (availability, where to find it).
- The document you are looking for may exist in digital version. To have more information about what you can find online, you can read *Parcours numérique*, a printed document written in French, which gives you information about the databases you can access through the Digital Library.
- If you have a problem with an online document, you can email bu.numerique@univ-lyon3.fr et pour plus d'informations, je consulte le *Parcours Numérique*.



OMNIBU TUTORIAL

From the Libraries website (French version) > formation > autoformation > tutoriel en ligne



THE ITEM IS ALREADY BORROWED:

- Place a hold from your online library account
intranet.univ-lyon3.fr > **Mon espace** > **Compte BU**



- Click on “Réserver”
- Log into your library account
- Select the document and the location where you want to collect it and confirm your hold

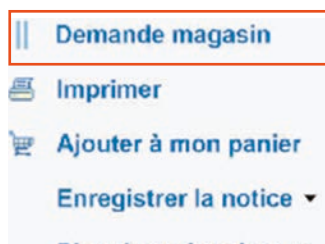
The book will be available at the chosen library welcome desk for the 3 days following its return.



NOTE

You can only place a hold on documents that are already borrowed. There may also be other copies of a borrowed item available on the shelves.

- Ask for a book in the library stacks (DEMANDE MAGASIN)



- Items stored in stacks (“en magasin” in French) are loaned through online request.
- Il faut faire une demande pour les obtenir.
- You will be informed by email as soon as the item is available at the welcome desk.

THAT IS NOT IN THE LYON 3 LIBRARIES

SUBMIT AN INTERLIBRARY LOAN REQUEST:

The Lyon 3 Libraries will ask another library that owns the document to lend it according to its terms (time to send the document and length of the loan).

Fill in the online form on the Lyon 3 Libraries bu.univ-lyon3.fr/libraries > **services > Interlibrary loan**

This service is reserved to all members of Lyon 3 University (student, academic and administrative staff, enrolled library patrons). It is free if your request does not exceed an amount of 1 000 euros.



YOU HAVE A QUESTION?

☎ 04 78 78 74 08 or ✉ bu.peb@univ-lyon3.fr

HAVE THE DOCUMENT PURCHASED BY THE LYON 3 LIBRARIES:

- Mon compte
- Mes amendes
- Mes informations personnelles
- Mon historique de recherche
- Mon historique de lecture
- Mes suggestions d'achat**
- Mes listes
- Demander un quitus

☑ From your online library account: [intranet > Mon espace > Compte BU](#)

- ☑ Fill in the suggestion form
- ☑ You will receive an email once your suggestion has been processed



BORROW AN ITEM

ENROLL TO BORROW

Situation	Price	Documents to provide	Durée de validité
Student or PhD student of the Université de Lyon or a public institution of higher education in the Auvergne-Rhône-Alpes region.	Free	Student card or enrolment papers + ID photo	Until October 31 st of the following year
Academic and administrative staff of the Université de Lyon or a public institution of higher education in the Auvergne-Rhône-Alpes region. Retired staff from Lyon 3 University.		Staff card or proof of employment + ID photo	
Jobseeker ou bénéficiaire du RSA	Free	Certificate + ID photo	1 year, starting on the subscription date
Different situation	A cheque for 34 euros addressed to: Agent comptable de l'Université Lyon 3	ID photo	



HOW MANY ITEMS CAN YOU BORROW?

- 20 items simultaneously for Bachelor and Master students.
- Unlimited for Lyon 3 University PhD students, academic and administrative staff.



NOTE

Borrow items from the welcome desk or self-checkout machines.

DURATION

Bachelor and Master students from Lyon 3 University and public higher education institutions from the Auvergne-Rhône-Alpes region.	14 days renewable once *
PhD students, academic and administrative staff from the Université de Lyon and public higher education institutions in the Auvergne-Rhône-Alpes region Lyon 3. Retired staff and lifelong learning students	42 days renewable once *
Others	14 days renewable once *

* Except for legal codes, journals and short loans (identified by book spine). Short loans are mostly books to prepare French teaching exams.

RETURNING ITEMS

- ☑ Items can be returned in any of the three Lyon 3 Libraries.
- ☑ When the libraries are closed, there are return slots near the entrance in which you can drop your items.



LATE RETURN PENALTIES

Each overdue day = borrowing rights suspended for **1 day**
For short loans, **1-day overdue** = borrowing rights suspended for **4 days**

Loans are renewable* once, for another **14-day period**, via your online library account.
3 days before the end date, you will receive an email inviting you to renew your loans.

You can renew your loans 3 days prior to their due date if:

- ☑ you do not have other borrowed items which are overdue
- ☑ the loans you want to renew have not been placed on hold by someone else.

Go to  **My intranet > Mon espace > Compte BU**

* Except for legal codes, journals and short loans (identified by book spine).
Short loans are mostly books to prepare French teaching exams.



LOST OR STOLEN CARD

Declare the loss of your card on the intranet or at the library welcome desk to avoid unwanted loans.



FIND A STUDY SPOT

INDIVIDUAL QUIET SPACE



✓ Whisper



✓ Phones on vibrate mode



✓ Closable bottles and travel cups



✗ Food and cups

INDIVIDUAL SILENT SPACE



✓ Absolute silence



✓ Phones on silent mode



✓ Closable bottles and travel cups



✗ Food and cups

GROUP WORK SPACE



✓ Work in groups, speaking normally



✓ Phones on vibrate mode



✓ Closable bottles and travel cups



✗ Food and cups

WHERE TO FIND GROUP STUDY ROOMS:

Manufacture Library:

- ✗ the 2nd floor of the Hobbes building is dedicated to group work
- ✗ 10 salles de travail en groupe sont réservables (6 en Hobbes 2 et 4 en Fini 2)

Palais Library:

10 group work rooms, bookable through Affluences.

MILC Library:

1 group work room, bookable through Affluences.



NOTE

Use the map at the beginning of the Library Notebook corresponding to the library where you want to work in a group



BOOKING A GROUP WORK ROOM WITH AFFLUENCES

Download the **Affluences** app and book a group work room for up to **8 people**. The booking is **cancelled** if you are **15 minutes late**.

BU Manufacture - Lyon 3
Université Jean Moulin Lyon 3

Page principale

1 Date 23/06/2020 2 Nom

Salle n°01 - Hobbes 2e - avec écran de projection 5 places

Bâtiment Thomas Hobbes - 2e étage - avec écran de projection

3 Heure 08h00 08h30 09h00 09h30 10h00 10h30 11h00 11h30 12h00 12h30 13h00 13h30
14h00 14h30 15h00 15h30 16h00 16h30 17h00 17h30 18h00 18h30 19h00 19h30

4 Durée 30 min 01h00 01h30 02h00 5 Rechercher

Log into the Affluences app



Choose your library




Click on «réservation»

- ① Choose a date: booking can be made 7 days before the chosen date.
- ② Choose a room.
- ③ Choose a time.
- ④ Choose a duration: maximum of 3 hours per day, and minimum of 30 minutes.
- ⑤ Confirm booking: through the email received.

You can also use the website or ask the library staff to book a group work room

CHECKING AVAILABILITY OF STUDY SPOTS

 **Affluences** lets you know if there are available study spots in the Lyon 3 libraries. The application is available in the App Store and the Play Store.










PRINT, SCAN, COPY

TO PAY FOR PRINTING JOBS AND PHOTOCOPIES:

Students	Others enrolled
<p>Use the IZLY account linked to your student card.</p> <p>To add money, go to:  www.izly.fr or to Crous</p> <div>   </div>	<ul style="list-style-type: none"> ❑ Buy a Cartaprint from the vending machine. ❑ Choose how much money to put on and pay with cash or card. ❑ Activate the Cartaprint: <ul style="list-style-type: none"> ❑ Authenticate it: idcardnumber + password. ❑ Put the card on the blue blinking device next to the dedicated computer in the library hall



HAVING TROUBLE PRINTING?

.....

Ask a librarian for help

WHERE TO FIND PRINTERS

❑ **Manufacture Library:**

- 📍 In the library hall
- 📍 On the 3rd floor of the Hobbes building

❑ **Palais Library:**

- 📍 In the library hall

❑ **MILC Library:**

- 📍 In the open stacks room

❑ **Outside of the libraries:**

Free printing jobs on Moodle for Law and Languages students

- 📍 Law secretariat on the Manufacture campus (building D, ground floor) and Quais campus
- 📍 Languages secretariat on the Manufacture campus (building G, ground floor)



PRINT

Pour vous connecter, tapez votre identifiant et votre mot de passe

Utilisateur:

Mot de passe:

Connexion

Send your documents to this online address [www.eop.univ-lyon3.fr](http://eop.univ-lyon3.fr)

Déposer Document

Parcourir... Aucun fichier sélectionné. **1**

Formats acceptés: Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIFF, BMP, TXT **Valider »**

URL À Imprimer **2**

Tapez par exemple: www.lemonde.fr **Valider »**

Nom du fichier **Pages** **Statut**

Document à imprimer: docs 1 [Faites votre](#)

Choisissez votre mode d'impression

Cliquez pour imprimer en Couleur **3** ☐ Options

Nombre d'exemplaires: 1 **4**

Commencer de la page 1 à 1

Impression Recto/Verso

☐ Recto uniquement

☐ Recto-Verso Bords longs (le plus fréquent)

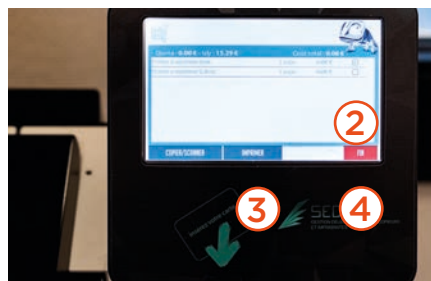
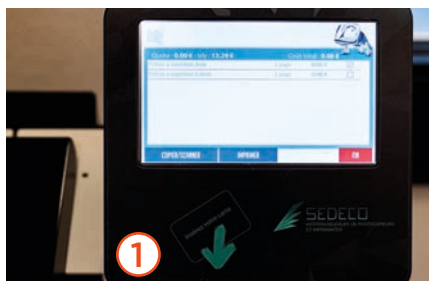
☐ Recto-Verso Bords courts

Imprimer en noir et blanc même si le document contient de la couleur, ☐

Cliquez pour imprimer en N&B ☐ Options

Choose the document to print and select options:

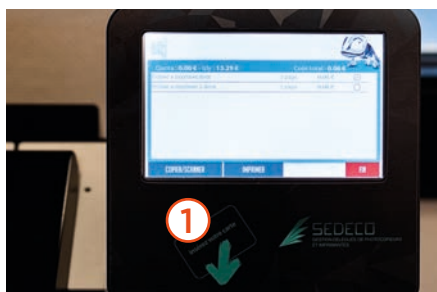
- 1 Select a document from your computer or USB.
 - 2 You can also select a website page.
 - 3 Select options.
 - 4 Click to print.
- Once finished, do not forget to log out.



Go get your printed documents:

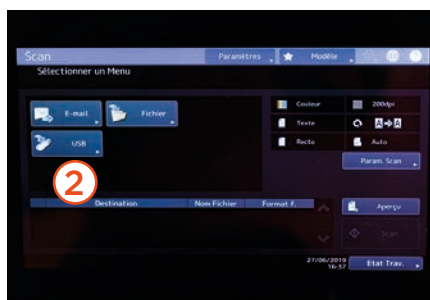
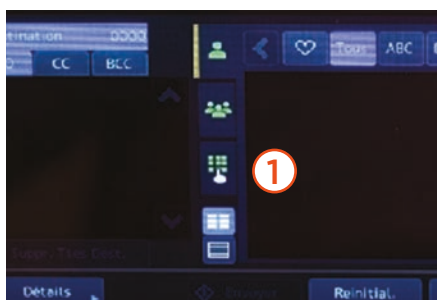
- 1 Insert card.
- 2 Select documents.
- 3 Print within 2 days after uploading your documents.
- 4 Do not forget your card.

COPY



- ① Insert card.
- ② Select options.
- ③ Press the blue button to print.

SCAN FOR FREE



- ① Send via email.
- ② Save on a USB.



NOTE

USB sticks can be loaned at the welcome desk.
There is a spiral binding machine at your disposal at the Palais Library. However, you have to bring the different binding elements (spirals, plastic cover)



CONNECT TO

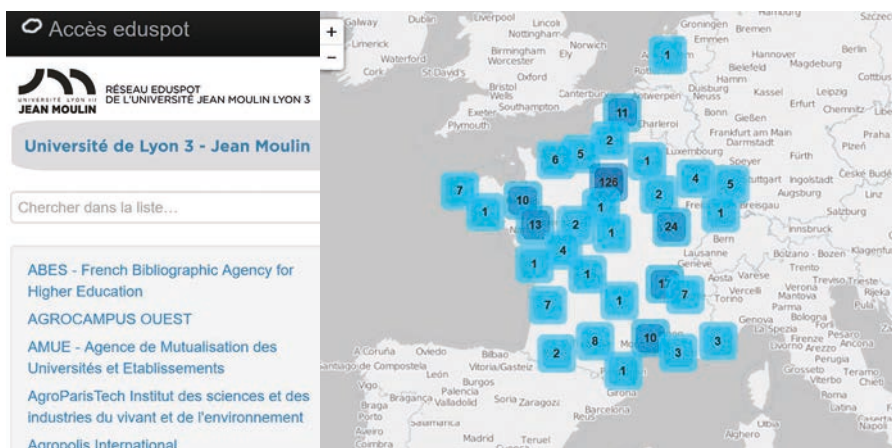
WI-FI

WITH THE EDUSPOT NETWORK:

- ❑ The browser will automatically open an Eduspot connection window with a list of institutions.

If not, type the following address:

- ❑ <https://eduspot.univ-lyon3.fr>
- ❑ Select Lyon 3 and enter login details.



WITH THE EDUROAM NETWORK:

The Eduroam network is an international and institutional network.

- ❑ To use eduroam, first download the installer cat.eduroam.org
- ❑ To log in, use your login (student number) and password (the same as for logging onto the intranet).
- ❑ If you are not a member of the Lyon 3 University, you must have used Eduroam at least once in your home institution to access the service.



LIBRARY COMPUTERS

LYON 3 STUDENT:

- ☑ Student number and your intranet password

LYON 3 ACADEMIC AND ADMINISTRATIVE STAFF:

- ☑ Login: firstname.name and your intranet password

NOT FROM LYON 3:

- ☑ Login: Type in "id" followed by the number of the bar code written on your library card, given upon enrolling
- ☑ Password: given upon enrolling



NOTE

Access to the internet and your library account will be available the day after enrolling.

IN CASE OF CONNECTION OR LOGIN ISSUES:

- ☑ Contact **SOS MICRO**



04 78 78 70 77



sosmicro@univ-lyon3.fr



Bureaux de la Manufacture 252-53





HELP

ASK A LIBRARIAN ONLINE

- ❑ This service is available on the Lyon 3 Libraries website > Services > Ask a librarian or you can type the following address: www.questionrep.univ-lyon3.fr
- ❑ A librarian will answer my question within 48 hours.
- ❑ Answers to previous questions are available to read (FAQ).

HELP DESK (BAR: BUREAU D'ACCUEIL ET DE RENSEIGNEMENT)

Ask your question to a librarian, without an appointment, in the library reading rooms:

Manufacture Library	10 am - 10 pm*	Hobbes Building 1 st and 3 rd floors Fini Building 2 nd floor
Palais Library	8.30 am - 10 pm*	Library welcome desk
MILC Library	8.30 am - 7 pm*	Library welcome desk

* Except when the libraries have reduced opening hours



NOTE

Do not hesitate to come to us for help!

FOLLOW US ON SOCIAL MEDIA



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FREQUENTLY ASKED QUESTIONS

The book I need is already borrowed by someone else.
What can I do?

You can place a hold on it using your library account.

How ?

On page 16.

What are online resources?

Online resources are **online documents** you can access once you have logged into the digital library. It offers near 100 databases, which give you full access to books, journals, dictionaries and text books to help you with your research.

 **bu.univ-lyon3.fr/libraries > digital library**

Lyon 3 students and staff access:




on campus and from home after logging onto the intranet.

Access for others:

On University computers after enrolling at the Lyon 3 libraries.

I cannot renew my loans from home.
Why?

You have one of the following issues:

-  you have overdue loans;
-  you are/were late returning another book and you have a loan suspension;
-  you want to renew an item on which another reader has placed a hold.

Loan renewals are available **3 days before the due date**. You will receive an email, in French, informing you about the possibility to renew your items. They can be renewed once and for the same period of time.

**I want to work alone and in complete silence.
Where is this possible?**

This is possible in:

- ☑ on the **3rd floor of the Léonor Fini building at the Manufacture Library**
- ☑ at the **Palais Library**.

**I have a problem with my password and/or connection.
What should I do?**

If you are a Lyon 3 student, your login and password are not handled by the library, but by the University IT service. You can **contact IT for help**:

SOS micro (Manufacture Campus Offices 252-53) :

☎ **04 78 78 70 77**

✉ **sosmicro@univ-lyon3.fr**

🌐 **univ-lyon3.fr/mot-de-passe**

If you do not study or work at Lyon 3, ask the **library staff**.

**I have free printing jobs on my card but they do not appear on
the printer screen. What should I do?**

If you are a **Law or Languages student**, you have a certain amount of **free** printing jobs (to print lecture notes, your exam name sticker...) you can access them via Moodle. You can then print in a room near **the Law or Languages secretariat**.

Can I leave my suitcase at the library welcome desk?

Because of France's national security alert system Vigipirate, you cannot leave your belongings at the library welcome desk. However, on the Manufacture campus, a **luggage service** is available near the campus entrance (6 rue Rollet). The lost-and-found service is also located here. When at the **Palais Library**, **lockers are available** for your belongings for no longer than a day but not for suitcases.



SPECIFIC SERVICES

TRAINING COURSES

LEARN TO:

- Find printed and online resources with the library tools.
- Use library items to complete your classes or to help you with tutorial exercises.
- Set up a news alert about your subject.
- Format your dissertation or thesis.
- Build and format a bibliography for your dissertation or thesis.

All levels | **Bachelor, Master, PhD, professors and researchers**

All formats | **Lectures and tutorials, group workshops, online self-study modules**

All training contents are on bit.ly/Moodle_BU

On demand bu.formations@univ-lyon3.fr

ACADEMIC PUBLICATIONS

GET HELP/SUPPORT:



To file your research works online, in an open access archive.



To understand the stakes of publishing in open access.



To review and access grey literature (dissertations, theses, articles).



To upload an online open access academic journal in your research field.



NOTE

For more information, you can visit the «Chercheurs» page on the Lyon 3 Libraries website or write to bu.recherche@univ-lyon3.fr

Follow [@BULyon3](https://twitter.com/BULyon3) on Twitter for research-oriented



GO A STEP FURTHER

GIVE YOUR OPINION

In all Lyon 3 Libraries, you can make suggestions to improve services by writing in the suggestion notebook available near the welcome desk.

GET INVOLVED WITH THE LIBRARIES



You can give feedback to the Lyon 3 Libraries on social media and take part in their cultural activities such as the **Prix Caméléon**, conferences and exhibitions. You will find all the information about the libraries cultural program on the Lyon 3 Libraries website, on the « Culture » page. **Site web > Culture.**

OTHER LIBRARIES

BOURG-EN-BRESSE CAMPUS LIBRARY

2 rue du 23^e RI | Bourg-en-Bresse, building ground floor
 04 74 23 82 35
 spbourg@univ-lyon3.fr
 bourgenbresse.univ-lyon3.fr

DIDEROT DE LYON LIBRARY

5 parvis René Descartes | Lyon 7
 04 37 37 65 00
 www.bibliotheque-diderot.fr

LYON 2 UNIVERSITY LIBRARIES

Chevreul and Bron Libraries

04 74 23 82 35
 www.univ-lyon2.fr/bibliotheques

LYON 1 UNIVERSITY LIBRARIES

Sciences Doua and Santé Rockefeller Libraries

portaildoc.univ-lyon1.fr

NOTEBOOK

Handwriting practice lines consisting of 20 horizontal dotted lines.



PRIX Camélé

PRIX ÉTUDIANTE DU ROMAN ÉTRANGER TRADUIT DE L'UNIVERSITÉ

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Creation - Conception - Layout

University communication department

Frédéric GERLAND & Julie GIRARD

Photos : David VENIER

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Contact us  [bu.univ-lyon3.fr](https://www.bu.univ-lyon3.fr)



📍 Manufacture des Tabacs
📍 Campus des Quais
📍 Campus de Bourg-en-Bresse

[WWW UNIV-LYON3 FR](http://WWW.UNIV-LYON3.FR)