

UNIVERSITY LIBRARIES GUIDE

BU CHEVREUL (CHEVREUL LIBRARY)
Berges du Rhône Campus

BU DE LA RUCHE (LA RUCHE LIBRARY)
Porte des Alpes Campus

bu.univ-lyon2.fr

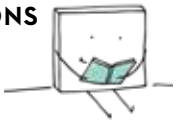
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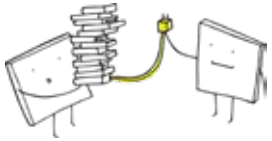
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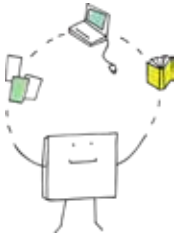




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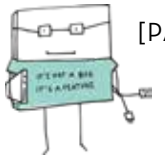
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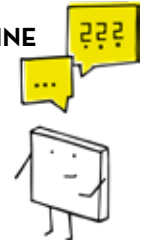
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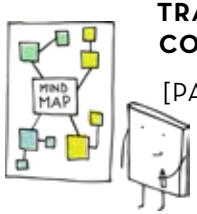
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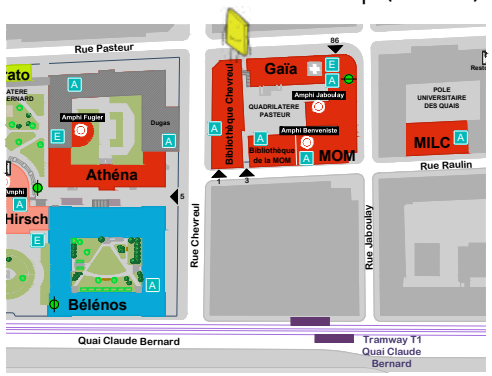


2 LIBRARIES AT YOUR SERVICE

BU CHEVREUL

Berges du Rhône Campus
10, rue Chevreul
69007 Lyon
+33 (0)4 78 69 77 00

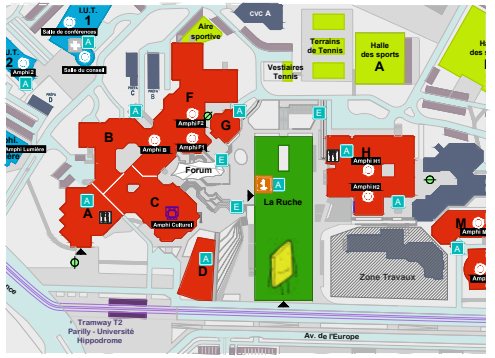
Claude Bernard tram stop (line T1)
or Centre Berthelot tram stop (line T2)



BU DE LA RUCHE

Porte des Alpes Campus
La Ruche Building
5, avenue P. Mendès France
69500 Bron
+33 (0)4 78 77 44 56

Parilly-Université tram stop (line T2)



The University Libraries are open to the Université Lumière Lyon 2 community, to members of other universities and to anyone looking for documentation or study areas.

REGISTERING

- **Lyon 2 students are registered automatically. Their University card works as their library card.**
- **Other users** must register at the library reception desk to get a library card.
» https://bu.univ-lyon2.fr/modalites-d-inscription
- Your library card is required to borrow items from the Libraries.

LOST OR STOLEN LIBRARY CARD

You must report a lost or stolen card to the library front desk as soon as possible.

PRINT COLLECTIONS

SEARCHING PRINT COLLECTIONS

» https://catalogue.univ-lyon2.fr







BU CHEVREUL

- ***Ground floor :***

• Study Skills, Press, Comics

- ***1st floor :***

• Law

- ***2nd floor :***

• Economics, Management

- ***3rd floor :***

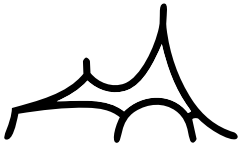
• Education, French as a Foreign Language
• Classics, Modern Literature,
• Musicology

- ***4th floor :***

• English, Arabic,
• Competitive examinations training,
• Applied Foreign Languages (LEA)

- ***5th floor :***

• Archaeology, Art History



BU DE LA RUCHE

- ***Undergraduate to PhD level :***

• Anthropology
• Performing Arts
• Psychology
• Political Science
• Sociology
• Tourism

- ***Undergraduate level only :***

• Economic & Social Administration
• Geography
• History
• Information & communication
• Languages (French for foreigners (FLE), Applied Foreign Languages (LEA), English, Spanish, Portuguese)
• Modern Literature
• Language Sciences

BORROWING DOCUMENTS

BORROWING ENTITLEMENTS



Université de Lyon	Undergraduate	20 items per library	4 weeks
	Masters Student		
	PhD Student	20 items per library	8 weeks
	Staff		
Université Lumière Lyon 2	Work-study Student		
Users with disabilities		20 items per library	8 weeks
other members of the public		20 items per library	4 weeks
Renewals : 2 extra weeks for everyone			

- Items can be borrowed and returned using the self-service machines. **Items must be returned to the library where they were borrowed**.

- At BU Chevreul Ground Floor, all newspapers and magazines may be borrowed, except for the daily newspapers.

- You can have an item sent from one Lyon 2 library to another using **Doc Express** (service provided for Université Lumière Lyon 2 staff and for readers with disabilities only).
Formulaire » https://bu.univ-lyon2.fr/doc-express

OVERDUE ITEMS

Late returns suspend your borrowing rights and access to certain services : o**ne day late means one day of suspension.**

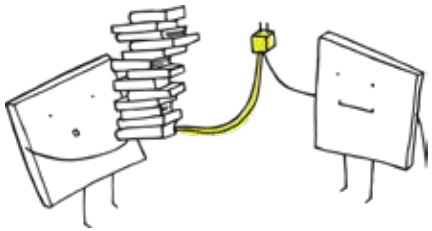
Contact the Loans Office :
Email : servicedesprets.bu@univ-lyon2.fr
Phone : 06 21 12 27 07 (9 a.m.-5 p.m.)

INTERLIBRARY LOANS

Need a document not held by any library in Lyon ?
Request it through **the Interlibrary Loan Service** (PEB).
Form » https://bu.univ-lyon2.fr/pret-entre-bibliotheques

ONLINE LIBRARY

» https://bu.univ-lyon2.fr/bibelec
Email : docelec.bu@univ-lyon2.fr



FINDING ELECTRONIC RESOURCES

Several tools provide easy access to electronic resources :

- To search the online library : use Exploradoc the Libraries' search tool
- An alphabetical listing of all resources provided by the Libraries
» bu.univ-lyon2.fr › Bibliothèques › Bibliothèque électronique
- Subject-specific pages on the Libraries website
» bu.univ-lyon2.fr › Disciplines

KEY SUBJECT RESOURCES

- PERFORMING ARTS Tënk, Theatre in video, Screen Studies Collections, Dance Online...
- LAW/ADMINISTRATION Dalloz, Le Doctrinal, Lamyline, Lexis, Lextenso, Lexbase...
- ECONOMICS/MANAGEMENT New Palgrave Dictionary, Business Source, Econlit, Cap Financials...
- ART HISTORY Art Full Text, Oxford Art, Vogue, Harper's Bazaar...
- FOREIGN LANGUAGES & CULTURES : My Cow, Oxford Dictionary, Sketch Engine...
- MUSICOLOGY Naxos, Oxford Music, Music Online, Philharmonie de Paris...
- PSYCHOLOGY Psychology and Counseling, Nature neuroscience, PsycINFO, PsycArticles...
- SOCIAL SCIENCES LGBT Magazine, Revolution & Protest Online, Taylor & Francis, Statista...

KEY MULTIDISCIPLINARY RESOURCES



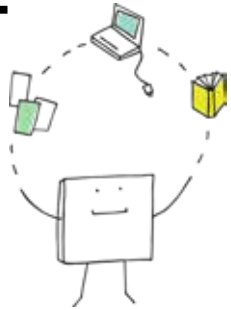
FRENCH AND INTERNATIONAL NEWS SOURCES

EUROPRESSE
UNE SOLUTION DE CISION

Courrier International, L'Équipe, Libération, Historia ...



YOUR LIBRARY ACCOUNT



ACCESSING YOUR LIBRARY ACCOUNT

» https://catalogue.univ-lyon2.fr/



CHECKING YOUR LIBRARY ACCOUNT

- At the top right of the screen, click on « Pour réserver ou prolonger des documents, connectez-vous à votre compte BU».
- Lyon 2 students : click on « Si vous êtes étudiante ou étudiant Lyon 2 » and log in with your University user ID and password.
- Other users :
  - User ID = the numbers on your library card barcode
  - Default password (remember to change it !) = your last name in capital letters.

RENEWING YOUR LOANS

- If an item is renewable, a «Renouveler» link appears next to it.
- Click on «Tout renouveler» to renew all of your items.
- The renewal is confirmed once the new date is displayed.
- Renewal conditions :
  - only one renewal per item
  - renewals extend the loan by 2 weeks
  - renewals must be done **before** the due date
  - the following items may not be renewed : 14-day loan items and competitive examinations collections.

YOUR LIBRARY ACCOUNTS ALSO LETS YOU :

- View your loan history.
- Suggest new purchases.
- Create private or public reading lists.

WI-FI & COMPUTER ACCESS



WIFI

- **EDUROAM**
  An international Wi-Fi network for academic institutions. Because it's fully secure, it's the recommended wireless network when moving between institutions and around Université Lumière Lyon 2. Requires initial setup. Printed guides are available at reception desks, and GSN (digital services) staff can help with configuration.

- **EDUSPOT**
  For staff and students of institutions belonging to the Renater identity federation, which covers most French academic institutions. Your browser opens automatically to the «Eduspot connexion» tab, showing the list of institutions.

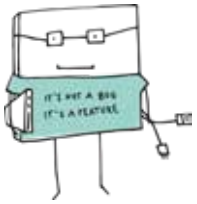
- **INVITE-LYON 2**
  Open to visitors from outside the University. Register with a phone number or email address; you'll then get login details valid for 12 hours on this Wi-Fi network.



USING LIBRARY COMPUTERS

- Login requires Université Lumière Lyon 2 credentials only.
- External readers and students from other universities may not use these computers.

PRINTING, SCANNING, PHOTOCOPYING



» bu.univ-lyon2.fr > Services > Imprimer, numériser, photocopier

PRACTICAL INFORMATION

- Printing, scanning and photocopying are available to Lyon 2 members only.
- Printing places :
  BU Chevreul : self-service black-and-white printers at each floor of the library.
  For colour printing, use the 5th floor's printer.
  BU de La Ruche : 1 printing station in the library.
  Computer rooms on Porte des Alpes and Berges du Rhône campuses.
- Lyon 2 students get a 50-copy free credit per year, and can top up by card afterwards.
- Printing prices : 5 cents per page for black and white printing / 10 cents per page for colour printing.

HOW IT WORKS

- Print jobs must be sent from a library computer. If your files are on a USB drive, copy them to a PC first.
- Tap your student card on the copier reader, or log in with your Lyon 2 credentials.
- Whichever account is logged in on the PC is the one charged for the print job.
- Scans are emailed to your Lyon 2 address.

TOPPING UP YOUR PRINT ACCOUNT

- Log in to PaperCut account :
  » https://impression.univ-lyon2.fr/user
- Click on the "Rechargement Paybox" tab.
- Choose the amount to add to your account, then click on "Suivant". Confirm by clicking on "Payer".
- Enter your card details and click on "Valider".

BOOKING A STUDY ROOM

A SERVICE OPEN TO ALL MEMBERS AOF THE COMUE (UNIVERSITY SYSTEM) UNIVERSITÉ DE LYON, AND OF GRENOBLE, CLERMONT AND SAVOIE UNIVERSITIES.



1 **Booking a study room** via *Affluences*

- Book through the Affluences app, or online on the Librairies website
  » https://bu.univ-lyon2.fr/utiliser-une-salle-du-materiel
- Use your **institutional email address**

2 **Confirming your booking**

You have **2 hours** to confirm your booking by clicking the link in the confirmation email.

- From the app: confirmation is automatic once you've saved your email address after your first booking.
- From a computer: you can save your email address in the browser so confirmation happens automatically from then on.

3 **Checking in**

When you arrive, scan the QR Code on the study room door, or check in at the library front desk.

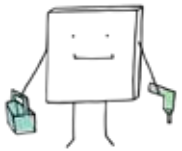
If you're more than 15 minutes late, the booking will be canceled.



EXTERNAL VISITORS

You'll need to register at the library first to use the study room-booking service. More on registering :
» https://bu.univ-lyon2.fr/modalites-d-inscription
Study room bookings are then made directly with library staff.

BORROWING EQUIPMENT



SMALL EQUIPMENT (FOR USE INSIDE THE LIBRARY ONLY)

- **BU Chevreul :** CD/DVD players, keyboards, computer mice, calculators, whiteboard markers.
  Self-service : noise-cancelling headphones and desk dividers.
- **BU de La Ruche :** CD/DVD players, headphones, calculators, computer mice.

Self-service : noise-cancelling headphones.



BEL - ASK A LIBRARIAN ONLINE

GOT A QUESTION ? OUR ONLINE LIBRARIANS (BIBLIOTHECAIRES EN LIGNE) CAN HELP

A team of librarians is on hand to answer any practical question about the libraries, or help you with your literature search within 72 hours.

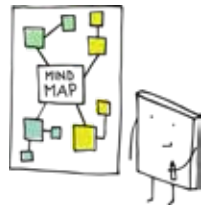
You can also browse answers we've already given, by topic or by browsing recent questions.

» bu.univ-lyon2.fr › tab Une question ?





TRAINING COURSES



- to **save time** on your coursework
- to discover **new resources**

All the details are online : » bu.univ-lyon2.fr › Formations

NOS DISPOSITIFS

- **Undergraduate & Master's**

» bu.univ-lyon2.fr › Formations › Pour la licence et le master

For groups : sessions and courses run at both libraries, on request.

Online training : Décodoc, and Citadoc are three self-paced courses to help you improve your research skills.

Méthodoc – the basics of information research, getting the most out of the web, and citing sources correctly.

Décodoc – how to use photos and videos properly, read information critically, and spot misinformation.

Citadoc – a course on Zotero : installing the software, gathering references, and generating properly formatted bibliographies in a few clicks.

Mini tutorial series on master's thesis depositing

A step-by-step series to help you deposit your research work into DUMAS repository and familiarise with copyright and personal data issues.

- **All public**

One-to-one appointments : details and registration online :
>> https://bu.univ-lyon2.fr/rendez-vous-personnalise.

AccroDoc : a self-paced learning website with 2–5 minute videos, so you can learn at your own speed. » bu.univ-lyon2.fr › Formations › accrodoc

- **PhD students**

Isidoc't : a full training module on research methods and handling scientific information, designed specifically for doctoral work.
» bu.univ-lyon2.fr/doctorat

RESEARCH SUPPORT

» bu.univ-lyon2.fr > Soutien à la recherche

Personalised support available by appointment for:



Contact

For any request : bu-soutienrecherche@univ-lyon2.fr
Depositing a PhD thesis : thelec@univ-lyon2.fr
Depositing a master's thesis : memelec@univ-lyon2.fr
Prairial team: contact@publications-prairial.fr
DATALystE (Lyon Saint-Etienne data management cluster) : datalyste.universite-lyon.fr

CULTURAL EVENTS



TAKE PART IN OUR EVENTS

The libraries run cultural and scientific events all year round : exhibitions, talks, conferences, panel discussions, workshops, student project showcases, escape games, screenings, quizzes, readings, and more.
Full programme available online » bu.univ-lyon2.fr > Culture



EVERY MONTH
Thèse en lumière
10-minute presentation of thesis topics



OCTOBER
Fête de la Science
Conferences on scientific subjects in human and social sciences



JANUARY
Nuits de la lecture
Readings and literary discoveries



MARCH
Les Yeux Doc
Documentary Festival



MAY
Quais du Polar
Meeting with a thriller author

GETTING INFORMATION

- In-person at libraries
- Remotely, via our online librarians (Bibliothécaires en ligne)
- Online, via our Loans FAQ » https://bu.univ-lyon2.fr/faq-prets-de-documents

OPENING HOURS ONLINE

Check opening hours and current occupancy levels via the Affluences app or on the Libraries website. » https://bu.univ-lyon2.fr/calendrier-horaires
Evacuation of the reading rooms begins 15 minutes before closing time.

ACCESSIBILITY SERVICES

More information online and in our dedicated accessibility guide.
» https://bu.univ-lyon2.fr/handicap

HOUSE RULES

- Food, cups, and cans are not allowed in reading rooms or study spaces (bottles with caps are fine).
- At BU Chevreul, eating is allowed in the VestiBUle (library hall) only.
  Phone calls should be made from the acoustic booths on the 1st, 2nd and 4th floors of BU Chevreul, or from the VestiBUle.

GOOD TO KNOW

Some services are reserved for the Lyon 2 community.
Ask at the information desk for details.

SERVICES PUBLICS

NBU

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BU Chevreul 04 78 69 77 00
BU de La Ruche 04 78 77 44 56
https://bu.univ-lyon2.fr/

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