**Resources**

The Sciences Po Library welcomes users from over 130 countries and aims to help those of you who prefer to work in English get the most out of its services and resources. It holds 950,800 print volumes and over 33,200 electronic resources accessible on and off campus.

Our collections include 10 reading rooms at 27 and 30 RSG [rue Saint-Guillaume]: books, journals, press and audiovisual items on open stacks. 40% of our print holdings are in English.

The research library at 199 bd St Germain is reserved for students in research masters and doctoral programmes.

90% of our holdings are in closed stacks, they are referenced in our online catalogue.

Electronic Resources: encyclopaedia and dictionaries, worldwide press, online journals, e-books and more. Most electronic resources are in English.

Off-campus access is restricted to members of the Sciences Po community [students, academic and non-academic staff]

Contact: resnum.bib@sciencespo.fr

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**Loans**

- **Sciences Po undergraduate students**
  - Items from the reading rooms: self-service machines
    - 10 books for 7 days
    - 10 journals for 7 days

- **Masters and PhD, Sciences Po executive education programme**
  - Items from the closed stacks:
    - requested online through the library catalogue
    - You will be informed at what time items are ready for retrieval at the circulation desk and until when they will be kept for you

Please remember to submit your request!

- 10 books for 1 month
- 10 journals for 1 month

- Maximum of 40 items

- 2 DVDs and 2 CDs for 7 days
  [to be borrowed from and returned to the circulation desk]

Renewal via your patron account accessible through the catalogue [only one renewal is allowed].

Reservation of books from the closed stacks currently on loan to another user, as well as items undergoing processing [max. 4 reservations at a time].

Late returns: When materials are returned late, borrowing entitlements are suspended for a period equal to the number of days overdue.

Interlibrary loan: we provide an interlibrary loan [ILL] service for items held by other libraries in France or abroad.

- ILL Book Request (FR) - ILL Article Photocopy Request (FR)

Suggestions: sugg.bib@sciencespo.fr

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**Services**

- **Library card** your student card acts as your library card. Please have it with you at all times when entering the Library.

- **Patron account** check on your requests, loans, reservations and renewal of loans.

- **Off-campus access** almost all our electronic resources are available anytime, anywhere to members of the Sciences Po community [students, academic and non-academic staff]

  Contact: resnum.bib@sciencespo.fr

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**Contacts**

- **2 IDs and passwords**:
  - To open a session on a public workstation, request printing and access electronic resources off-campus:
    - Sciences Po ID + Password
  - For requesting items online, reservations and accessing your user account:
    - Student card nb + BIBLIO [by default]

We offer working spaces for the visually impaired, portable hearing induction loops for the hearing impaired and adjustable tables for persons with limited mobility. Two adjustable tables are reserved for patrons with disabilities on the ground floor 27 RSG - please leave these workspaces open for them.

  Contact: samia.khelifi@sciencespo.fr

- **Group study rooms** information and reservation at the reference librarian desk, 27 RSG, or by phone: 01.45.49.53.00

- **Cable locks for laptops** can be borrowed from the circulation desk and on the ground floor 27 RSG.

- **Unattended workspaces** after 20 minutes of absence, your belongings are considered abandoned and the place is available for another user.

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**Press Clipping files** 18,000 press clipping files, over 4,200 of which are digitized, cover world news from 1945 to 2005. Articles in these files are multilingual – proportions depend on the subject. 1360 biographical press files cover the years 1990 to 2000.

Contact: dossiers.depresse@sciencespo.fr

**Bibliographies and Research Dossiers**

**SPIRE** our institutional repository, offers open access to more than 13,000 references by Sciences Po academics - with partial full text access.
Services

Contacts

Ask a Librarian •

- At the Library: reference librarian desk on the ground floor 27 and 30 RSG and staff throughout the Library
- By phone: 01.45.49.53.00 and 01.45.49.50.96 and for PhD students 01.45.49.56.67 [research Library]
- Online question and answer service

The Library also participates in Rue des facs, a multidisciplinary online question and answer service offered by university libraries in the FACS Paris region

Photocopying and printing

- 27 RSG, on the ground floor, 1st and 5th floor
- 30 RSG, in all reading rooms
- 199 bd St Germain

4 workstations are dedicated exclusively to express-printing:

- 27 RSG, ground-floor in the copy room
- 30 RSG, lower ground floor, 1st and 2nd floor

How to print:

1. Open a session on a public workstation
2. Request printing in the drop-down menu [max. 50 pages and less than 1 Go]
3. Before first use, activate your student card on one of the activation terminals [ground floor 27 and 3rd floor 30 RSG] and log in with your Sciences Po ID
4. In the copy room place your card on the card-reader of any of the printers your documents will be printed automatically

For any printing questions:
Helpdesk 01.45.49.77.99 - sos@sciencespo.fr
Monday to Friday 7.45am to 7.45pm

Vending machines for photocopy cards and for topping up your printing credit • Ground floor 27 and 30 RSG

Calendar and Opening hours | 2014 2015

Student’s guide to the Library

8.00 am - 9.30* pm 27 RSG / 9.00 am - 9h30* pm 30 RSG
9.00 am - 9.30** pm
Saturday 1 9h30 am - 8.00 pm
Summer and Christmas 1 9.30 am - 6.00 pm
Exam time 1 8.00 am - 11.00* pm 27 RSG / 9.00 am - 09:30* pm 30 RSG
Closure

2014 • 2015
27 et 30 rue St Guillaume / 199 bd St Germain 75007 Paris
+33 1.45.49.56.34  
See detailed opening hours
For more information I
http://bibliothèque.sciencespo.fr/en
info.docum@sciencespo.fr