

LOAN SERVICE FROM SCIENCES PO LIBRARY IN PARIS TO REGIONAL CAMPUSES

ACCESS TO ELECTRONIC RESOURCES

2018-2019

We do our best to ensure that you have all the materials you need at your regional campus. If this is not the case, you may use our **Prêt Campus en Région (PCR)** service to:

- a. **Request a book** from the Sciences Po Library in Paris
- b. **Place a request for copies of journal articles** held in the Sciences Po Library in Paris

✓ **How to make best use of this service**

Check that the book is not available in your local campus library, or another local library (academic library, public library)

Make sure the item is available for lending (items marked "book excluded from loan" (Exclu du prêt) or located at the "Paris Research Library" (Paris Bib. de recherche) cannot be provided)

Read the abstracts to ensure that the item really matches your need.

Normal post office service applies (allow up to one week for delivery). Take this into account when you prepare your essays

You can also request the online copy of the book you need for 7 day loans through Proquest EBook Central : [EBook Central](#) .

✓ **How many items may I borrow?**

Unlimited number of loans
It is not possible to reserve items

✓ **Where are my requests delivered?**

Items are available for retrieval at your local campus library. You will be informed by e-mail.

You will have three days to collect your items, after which they will be returned to Paris

✓ **How long can I keep items from the Paris Library?**

- 30 days with 2 renewals of 15 days for books from the closed stacks ("Magasins" or "Annexe")
- 15 days with 2 renewals of 5 days for books from the reading room ("Salle Accès Direct")

Articles do not need to be returned.

Please return books to your local Sciences Po campus library

For renewals contact: pcr.bib@sciencespo.fr

✓ What happens if books are overdue?

You are responsible for returning books on time. Your borrowing privileges will be suspended for a period which is equivalent to the amount of time the book was late (1 week late = 1 week suspension)
The due date is indicated in the bookmark included in the book.

Sign in under "My Patron account" through the online catalogue to check your current loans

✓ How can I request an item?

Sign in under "My Patron account", and click on the link [Local Campus Loan Request \(PCR\) - Books](#) or [Local Campus Loan Request \(PCR\) – Photocopied articles](#) situated on the right of the *Local campus* page

Requests received after 13:30 will be handled the next day

If you have any questions on your request, contact : pcr.bib@sciencespo.fr

✓ More materials are available online 24/24

You may also find the information you are looking for in our online resources available 24 hours a day

For more information, see:

[Electronic resources](#)

[Online journals](#)