



RULES FOR TBS LIBRARIES

ADDRESSES

LASCROSSES LIBRARY

6 Place Alphonse Jourdain
31000 TOULOUSE
Tel.: +33 (0)5 61 29 49 28

ENTIORE LIBRARY

2 Avenue Mercure – Ecoparc 1
31130 QUINT-FONSEGRIVES
Tel.: +33 (0)5 61 29 46 25

Email: bibliotheque@tbs-education.fr

LIBRARY HOURS

LASCROSSES LIBRARY

Monday: 11:00 am – 8:00 pm
Tuesday to Friday: 8:30 am – 8:00 pm
Saturday: 10:00 am – 6:00 pm
Sunday: 10:00 am – 6:00 pm

ENTIORE LIBRARY

Monday to Friday: 9:30 am - 18:00pm

The Libraries are closed for **4 weeks in August and between Christmas and New Year's Day**.

Other closure periods are posted at the front entry and announced on the website.

ACCESS CONDITIONS

1. The Lascrosses and Entiore Libraries are reserved for:
 - Students, teachers, and other trainees enrolled in TBS degree programs
 - Alumni graduates of any TBS program who are members of the Alumni Association
 - Students on postgraduate programs at the Social Sciences University
 - Toulouse Business School administrative staff.
2. These individuals may access and consult documents on site without registration.
3. Registration is required to borrow a document.
4. Some documents may not be available on loan and can only be accessed on-site:
 - Periodicals



- Common reference documents (encyclopedias, dictionaries, professional directories), and books excluded from loan.

REGISTRATION FOR INDIVIDUAL BORROWERS

- To register, the user will be required to present his student or training program enrollment card.
- Registration is renewable annually.
- Any change of status, residence, or phone number must be reported.
- A check for the annual security deposit of €120 is requested from alumni, trainees (on short training courses) and authorized external users.
- The deposit is refunded when all document loans have been properly returned.

LOAN CONDITIONS

- Loan is granted on an individual basis to regularly registered users only and is the responsibility of the borrower.
- Registered student users may borrow up to 5 documents for 30 days.
- Loan is renewable (by phone, by mail or on the spot) if there is no delay penalty or reservation made on the book (a period of ban in the loan is automatically activated on receipt of loans, whose duration is equal to the number of days late).
- When borrowed materials are returned late, the Library reserves the right to take all measures necessary to ensure the return of these documents (written, telephone or e-mail reminders, suspension of borrowing rights).
- Access to C@mpus will be blocked or the deposit check will be cashed for failure to return borrowed materials, beyond 1 month late after the initial return date.
- Any cashed check will not be refunded, even after the materials are returned.
- In case of loss or damage to a document, the borrower must provide a replacement or refund its value (its retail price including all taxes).

DOCUMENT REPRODUCTION RIGHTS

The Library complies with current laws on the reproduction of documents and those relating to copyright. Therefore, it disclaims any responsibility for infringement of the rules stated in the document accessible on the Library website ("Reproduction rights").

USER CONDUCT

- Readers must respect quiet areas on the premises to ensure a peaceful working environment for others, under penalty of exclusion.



- **It is forbidden to smoke, eat, drink and to use a mobile phone on the Library premises.**
- Library users must return documents used to their proper place.
- Theft or damage of materials or equipment will be reported to the Disciplinary Board.

LIBRARY RESOURCES

Library resources are available on the Toulouse Business School website (<http://bibliotheque.tbs-education.fr/en>) or on “C@mpus” under “Library”. You must use your login and personal password provided by the IT department in order to access this site.

You may send messages directly to the Library from the site’s “Contact” page (to ask a question, reserve a book for loan, suggest a purchase, submit a request for an archived document, etc.).

EQUIPMENT AVAILABLE

- There are 8 computers at Lascrosses and 3 at Entiore; each one has access to the Internet and a multifunction copier.
- A free copy machine is available in Lascrosses library and in Entiore hall building.
- Printing from libraries computers and from a USB stick
- Digital scans sent to an e-mail address.
- There are 6 rooms for group work at the Lascrosses Library, including 2 rooms fitted with shared digital monitors.
- iPad is available to consult the libraries catalog and with pre-installed applications (press, audiovisual, games, and practical information).