

# Request a document in the Annexe

or another closed stacks location

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- Request a document from the annexe, reserve, front desk, etc.
- Track your request

# Description of the service

Some of the library's documents are not directly accessible from the reading rooms. These documents are held in :

- in the annexe
- in the rare and precious books reserve
- in closed shelving, at reception and in room E

These documents must be requested from library staff, who visit the Annex, Room E and the Reserve once a day before the library opens. Some documents require additional authorisation:

- theses deposited at the EFA, which must be released with the author's permission. It is advisable to allow more than one week between the request and the desired consultation date.

- documents on reserve, which must be authorised by the head of the library, depending on the physical condition of the document.

# Request a document from the annexe, reserve, front desk, etc.

Identify yourself in the catalogue (see corresponding practical information sheet: )

Go to the document record

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Click on "Request" in the box describing the item. The following form will appear:

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The information requested is not compulsory. However, we recommend that you enter the planned consultation date in the "Requested date / note" box.

Click on "Send request". You will receive the following confirmation of registration:

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# Track your request

Requests are recorded and detailed in the reader's account in the library catalogue and can be accessed by clicking on the reader's name in the top menu and clicking on "My requests".

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You can access the list of your requests and follow the progress of their processing by the library.

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"In progress" means that the request has been registered but not yet processed.

Once the document has been removed from the annex and placed at reception to await the reader, the request appears as follows in the reader's account:

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It should be noted that a document from the annex or a microfiche is kept at reception for one week, while a document from the reserve or from the cupboards in room E is kept for 1 day.

An email is also sent when the book arrives at the library reception desk:

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The document is then available to you at the library reception desk. It will be given to you to consult in the library when you request it. Please note that documents from the appendix and microfiches may be put aside in the reading room for consultation at a later date, for a period of one week (with the exception of theses, which must be returned to the reception desk in the evening). Documents in the reserve and the cupboards in room E must be returned at the end of the day and are only entrusted for one day. This period may be renewed on request.

The book will leave the request list when it is given to the reader. It will then appear in the "Communications" list in the reader's account:

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The document is returned to you for consultation in the reading room, the duration of which varies according to the status of your reader account (example here: a teacher-researcher from outside the EFA).

When the document has been returned, the request disappears from the list of requests, but can be found in the "Communication history" list in the "Communication" tab (click on the name of the list and select the desired list):

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