

Equipment at your disposal

In the library:

- 2 black & white printers
- 2 black & white photocopiers

In the school:

- 1 colour printer (On C1 near the foyer, on C2 in the entrance hall)
- 1 photocopier (C1 near the professors' assistants, C2 in the entrance hall)

Other black & white printers are available in the computer rooms on each campus.

Caution

- **To recharge your printing account or to buy a photocopying card you have to go to the school reception.**

- **In the event of computing problems contact: supportsi@reims-ms.fr**

- Printing:
 - Black & white: 5 cents per page
 - Colour: 8 cents per page
- Photocopying card:
 - €1 = 20 copies
 - €2.40 = 50 copies
 - €4.70 = 100 copies

Minimum credit of €1

Services and contacts

- **Website:**

<http://www.reims-ms.fr/fr/mediatheque/>

or from the RMS website page tab:



- **Reception, Information:**

03.26.77.46.15

- **Information on your loans:** (extensions, date of return)

gaelle.leininger@reims-ms.fr

- **To suggest new purchases:**

mediatheque@reims-ms.fr

- **Help for your research:**

aurelie.duval@reims-ms.fr

- **Database connection problems:**

claire.siroux@reims-ms.fr

- **Training needs:**

claire.siroux@reims-ms.fr

- **To organize an exhibition in the library:**

marianne.gillery@reims-ms.fr



Multimedia Library

59 rue Pierre Taittinger

51100 Reims

03.26.77.46.15



Opening hours:

Monday to Thursday	9 am to 7 pm
Friday	9 am to 6 pm
Saturday morning	9 am to 12 pm

Restricted opening and closures: consult the library website.

<http://www.reims-ms.fr/fr/mediatheque/>

Practical information

To borrow, present your student card.

Maximum Loans:

- **6 books for 3 weeks** (you can extend your loan for one week by contacting the library before the return date)
- **6 academics journals for 1 week** (no extension possible)

Which documents have I borrowed, and when must I return them?

Go to library catalogue, and use the link:



Where can I return the documents?

- At the library reception, or in the book box in the atrium (outside library opening hours).
- On campus 2 in the book box near the reception.

Caution:
X days late = X days library ban



Resources: What do I have access to in the library?

- A collection of **20.000 works** on law, accountancy, financial management, management, marketing, preparation for language examinations (TOEIC, TOEFL, GMAT, HSK) ...
- More than **300 different magazines and journals**, of general interest (l'Express, le Point, les Echos...), professional (LSA, Points de vente ...) and academic (Harvard Business Review, Revue française du marketing...).
- **1500 working papers.**
- **Professional Directories** (consultation on the spot).
- The best **student's work and professional theses** from past years (consultation on the spot).
- **Professors' theses.**
- Documentation about partner universities.
- Access to our **data bases specialized in finance and banking, Bloomberg, Datastream, Stalla (CFA®).**
- And for entertainment, **films, documentaries and fiction.**

Resources: What do I have access to when I am not in the library?

Outside the school you still have access go to the library's website and click on **Off-campus access** on the left of the screen.

- **Library catalogue**, I can look for book references and check their availability before coming to the library.
- **To find a journal in a database or in the library**, I can check whether a journal is available on paper or online on our databases. Go to the homepage of the library's website.
- **2000 eBooks**

- Article databases:

Professional and Current Affairs	Factiva, Delphes, Europresse.
Academic press	Abi, Cairn, Ebsco, Emerald, Sage, ScienceDirect...

- Finance and economics databases:

Company directories	Kompass
Market studies, statistics.	Xerfi, GMID, Datamonitor ³⁶⁰ , Mintel Oxygen
Company financial information	Diane, Orbis, Infionals...

- Legal databases:

Dalloz, Lexis-Nexis, Navis,