

IFAO

LIBRARY



Reader's Guide

English



PRACTICAL INFORMATION

IFAO Library: 1st level of the Mounira Palace.
Access by metro from Saad Zaghloul station or Sayyeda Zeinab station (blue line: El Marg - Helwan).



Opening hours of the reading room

Sunday to Thursday, 9 am to 5:30 pm (3:30 pm during the month of Ramadan).

Documents can only be viewed on site at the library. Communication of documents stops one hour before closing time.



Closures

The entire library is closed for a week during the Christmas and New Year's holidays and throughout August.

The reading room is also closed on certain days indicated on the IFAO catalogue and Facebook page.



Registration

- The reading room is open to researchers and students from the tamhidi/master with a letter from their university, and to any researcher, upon presentation of supporting documents. See opposite. An identity photograph will be required to establish the card, which will be valid for one academic year (September 1st to July 31st).
- 24/7 access is restricted to readers authorised by Ifao management. The access card is returned at the end of the stay.
- Registration is done during the opening hours of the reading room.



Contact us or ask your questions:
bibliotheque@ifao.egnet.net

CONDITIONS OF ACCESS

All readers must be registered with the library and have a valid card. They must systematically bring it along every time they visit the library.

The access card is strictly personal: it is strictly forbidden to give it to an unregistered third party or to provide them access to the library.

The renewal of a lost card in the reading room will be charged 10 EGP.

The reading room is open to:

- University scholars and lecturers (with proof of affiliation).
- Inspectors from the Egyptian Ministry of Antiquities (with professional card).
- Holders of a reader's card from the libraries of the *Réseau des ÉFÉ*.
- Students from tamhidi/master with a recommendation letter from their supervisor and a valid university card.

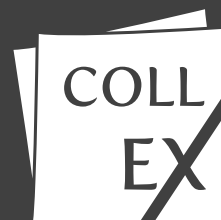
24/7 access is allowed for:

- IFAO researchers.
- Former scientific members of IFAO.
- Members of French Schools Abroad (*ÉFÉ*).
- IFAO Fellows.
- Members of Ifao's archaeological missions and scientific programmes.
- Leaders of foreign archaeological missions and members of French and foreign research centres in Egypt.

Users are invited to respect the library's internal regulations in order to guarantee good working conditions for all and the preservation of documents.

COLLECTION

- More than 92,000 books, journals, CDs and DVDs; electronic resources; an old collection, reprints, PhD and master's theses.
- The collection covers all fields of Egyptian history up to the 1960s: prehistory, egyptology, papyrology, Greek and Roman history, Coptic studies, Arabic studies and contemporary Egyptian history. They are also well stocked in related disciplines, such as archaeology, philology, numismatics, archaeometry, ceramics, anthropology or art history.
- Access to electronic resources on dedicated workstations or via the library's wi-fi: JSTOR, Online Egyptological Bibliography (OEB), resources acquired under national license.
- The online library catalogue lists many resources available free of charge on the Internet, full-text Open Access documents, databases and websites (<http://bib.ifao.egnet.net>).
- The IFAO collections are partly mentioned in the SUDOC, the union catalogue of French higher education libraries www.sudoc.abes.fr, and in the Worldcat international catalogue: <http://www.worldcat.org/>
- The egyptology and papyrology collections have been labelled collections of excellence by the Ministry of Higher Education, Research and Innovation and aim to be exhaustive.



SERVICES

III Reprography

- A self-service USB flash drive scanner. Photography of documents is allowed, without flash.
- Paper printing of library documents from a USB flash drive (25 p. A4 sheet, 50 p. A3 sheet).

Any digital or paper reprography must be within the limits of copyright, i.e. a maximum of 10% of one monograph and one article per journal.

Manual scanning and photocopying are prohibited due to preventive conservation of documents.

III Interlibrary Loan (ILL)

If the document you are looking for is not at the library, it is possible to obtain from another library the electronic sending of an extract to be printed on site.

This service is free of charge: you will only be charged for paper prints of the documents sent electronically, at the current rate.

Any request for ILL should be addressed to:
peb@ifao.egnet.net

III Suggestions boxes

Suggestions boxes are available for any document to acquire or any idea to submit to improve the services provided to researchers.

III Training in documentary research

- Training session on catalogue research for all new readers and, on request, databases search.
- Specific training courses: Zotero, Open Access, in-depth documentary research...



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