

WIFI

The library provides free wireless Internet access to students, employees, guests and UniNe business partners.

All university buildings have WIFI connectivity !

Which wireless networks are available at UniNE ?

- Unine : UniNe students and employees
- Public-unine: Students and employees of other Swiss Universities
- Eduroam : Guests from other Swiss or international universities

For more information, please visit:

<http://www2.unine.ch/sitel/page-17577.html>

VPN

What is VPN ?

VPN is a secured way to connect to UniNE's network remotely. Your computer will recognize you as a member of the University network and enable you to use databases, to which UniNe libraries subscribe, and wherever you want.

How to install VPN ?

To install the free VPN software (Cisco AnyConnect VPN Client) on your computer, smartphone or tablet, please follow instructions on the webpage indicated below:

<http://www2.unine.ch/sitel/page-17583.html>

IMPORTANT: Choose the profile « **unine-interne** » (and not « unine »).

Library: practical guide

Faculty of Economics and Business

	Work space (independent access with Capucine card)	InfoDesk
Regular timetable	Monday to Sunday 8:00 – 24:00	Monday to Friday 9:00 – 17:00

The Library of the Faculty of Economics and Business (BFSE) is a specialized library in economics. It is also one of the nine EU Information Centers in Switzerland:

www.netvibes.com/europebse.

The work space provides 120 workspaces and the library 34 workspaces.

Website : www.unine.ch/bibliotheque

Address : Rue A.-L. Breguet 2, CH-2000 Neuchâtel

Phone : ++41 (0)32 718 13 40

Fax : ++41 (0)32 718 13 41

Email: biblio.se@unine.ch



LENDING POLICY

Loans are free of charge for everyone.

As a UniNE student, you are automatically registered in the library's database. Your student card is also your library card.

How many documents can I borrow and how long may I keep them ?

Maximum: 30 documents for a period of 28 days, which can be extended 3 times.

SELF-SERVICE MACHINE

The self-service machine is available near the InfoDesk and can be used at any time during opening hours of the library.

What can you do with the self-service machine ?

- Borrow documents (You need your library card)
 - Return documents (Library card is not necessary)
- ❗ If there is a request for the document, it must be taken to the Library InfoDesk. Some cards (UniL, UniGE, etc.) don't work on the self-service machine. Ask a librarian!

DOCUMENT RENEWAL

You can renew your documents on your online account, which is located on following webpage: <http://opac.rero.ch/gateway?skin=rbnj&lng=fr-ch>. You can also ask a librarian.

- ❗ It's necessary to know your card number and your password given by the librarians to extend your documents online.

What kind of document cannot be renewed ?

- Requested documents
- Documents that have already been renewed 3 times
- Inter-library loans from other networks (Nebis, IDS, etc.)
- Billed documents

INTER-LIBRARY LOAN

How can I request an inter-library loan ?

To request an inter-library loan, you can either use the RERO/RBNJ catalogue or use the online form on the webpage below:

http://ill.rero.ch/help/form/fr-ch/index_t1.html

How much does an inter-library loan cost and how long does it take for my request to arrive ?

It usually takes between 1 and 7 days for requested documents to arrive.

RBNJ (Neuchâtel and Jura Library Network)

Free lending (except CD, DVD)

RERO (Library Network of Western Switzerland) /
other libraries

Lending fees apply

- RERO Documents: CHF 3.–
- Swiss or international documents: from CHF 3. –

ARTICLE COPIES

- CHF 8.- for copies up to 20 pages
- CHF 0.20.- for each additional page

FINES

What are the fines for overdue documents (within RBNJ) ?

Overdue fines begin the 5th day after the documents are due: CHF 0.20.– per document per day!

An invoice will be sent 50 days after documents are overdue (for replacement of the material itself, fines and processing fees).

- ❗ Fines may vary according to the location (=canton) of the loaned document.

