

# Race 2.

## Library Catalog

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**Module.** Work Methodology and Terminology 1  
1st year SNV degree University  
of Béjaia (2024/2025)

Presented by:  
Dr. Fatima BENAÏSSA  
(MCA at UAMB)

# Introduction

## Sources of information

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Primary sources	Secondary sources -	Tertiary sources
<p>Articles, reports, conferences, theses, dissertations written in from original data relevant to discoveries, of experiences...</p> <p>Example: Newspaper article detailing an original study done on a fish species</p>	<p>Reformulation -</p> <p>Reinterpretation of ideas in articles (reviews), reports, etc. - books taking up and discussing discoveries, experiments, etc.</p> <p>-Literature review of recent articles concerning <b>catfish</b></p>	<p>- Reporting of these books, reports, articles, etc. in catalogs , <b>bibliographies</b>, indexes, databases, etc.</p> <p>- Comments or critiques on published books</p> <p><b>BioOne</b> Abstracts &amp; Indexes, a compilation of research abstracts</p>

# Introduction

## Research strategy

I am looking for...		I consult...
<b>Books</b>	Which are located in the UAMB library	<b>My Library Catalog</b> ( OPAC)
	Which are found in other libraries in Algeria	The <b>Algerian Collective Catalogue</b> (CCdz)
<b>Theses</b>	To see the theses defended at UAMB	My Library Catalog (OPAC)
	To see the theses supported in Algeria	<b>The PNST Catalog</b>
<b>Articles by Periodicals</b>	To find articles on a subject	Bibliographic databases <b>PUBMED</b>
	To access the full text in electronic form	My library catalog or electronic journals
	To access the full text in paper form	CCdz/ <b>CERIST Catalog</b>

# Introduction

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ü **National bibliographies** are **databases** particular.

ü They are funded by the **legal deposit** (obligation to deposit the share of all publishers).

ü They are considered as catalogues **because** they contain **the list of documents** present in national libraries.

# Educational objectives

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ü **know how to use the tools** made available by libraries to find information

ü know how to search for document references in a library catalog and locate them

ü know how to **read a**

**notice** ü know how to **use a list of results**

ü know the two universal classification systems for documents in libraries (CDU and LCC) ü know the services offered by

a library portal site. ü know the regulations within the Béjaia library

# Course outline

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1. Definitions (the catalogue, the rating, the cataloguing, the notice)
2. Consult the catalog on site or online
3. Search the catalog
4. Library regulations
5. Advantages and limits of the catalog

# 1. Definitions

## 1.1. Catalog

---

**A library catalog is a descriptive list of the documents** that a library has:

- books, - periodicals, - government publications,

-

audiovisual

documentation, - dissertations,

theses, - reports, etc.

# 1. Definitions

## 1.1. Catalog

---

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- books, - periodicals, - government publications,

-

audiovisual

documentation, - dissertations,

theses, - reports, etc.

# 1. Definitions

## 1.1. Catalog

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**A library catalog allows you to :** ücheck the availability of documents, ülocate documents by author, title, subject, etc.

**Library catalogs are very often automated** and accessible via the Internet. They are then considered databases.

# 1. Definitions

## 1.2. Rating

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### Side

Set of **symbols, numbers and letters**, which allows you to **locate a document**, that is to say to find it and then reclassify it, whether it is freely accessible or in store.

A digitized document also bears a rating which is used to identify it.

# 1. Definitions 1.2.

## Rating

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**Bibliographic classifications** are tools for thematic organization of works.

They allow you to represent the subject of a document in a synthetic way, and to group the works on the shelves by content affinity.

Among the classification methods:

- ü Universal Decimal Classification (UDC)
- ü Library of Congress Classification (LCC)

## 1. Definitions 1.2.

### Rating

#### 1.2.1. Universal Decimal Classification (UDC)

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### **1. Universal Decimal Classification (UDC)**

The CDU is an international system for classifying all documents by major disciplines.

# Universal Decimal Classification

57 languages

summary

English (English)

TOP SIGNS AUXILIARIES 0 1 2 3 4 5 6 7 8 9

ABOUT EXPORTS TRANSLATIONS

expand all | collapse all

TOP

⊕- AUXILIARY TABLES

⊖- MAIN TABLES

- 0 SCIENCE AND KNOWLEDGE, ORGANIZATION, COMPUTER SCIENCE, I
- 1 PHILOSOPHY, PSYCHOLOGY
- 2 RELIGION, THEOLOGY
- 3 SOCIAL SCIENCES
- 5 MATHEMATICS, NATURAL SCIENCES
- 6 APPLIED SCIENCES, MEDICINE, TECHNOLOGY
- 7 THE ARTS, RECREATION, ENTERTAINMENT, SPORT
- 8 LANGUAGE, LINGUISTICS, LITERATURE
- 9 GEOGRAPHY, BIOGRAPHY, HISTORY

click on a class  
to the left to  
display records

The UDC Summary (UDCS) provides a selection of around 2,600 classes from the whole scheme which comprises more than 70,000 entries. Please send questions and suggestions to [udcs@udcc.org](mailto:udcs@udcc.org)

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UDC  
CONSORTIUM

For complete UDC schedules see [UDC Online Hub](#)

UDC  
online

# Universal Decimal Classification

57 languages

summary

English (English)

TOP SIGNS AUXILIARIES 0 1 2 3 4 5 6 7 8 9

ABOUT EXPORTS TRANSLATIONS

expand all | collapse all

**5** MATHEMATICS. NATURAL SCIENCES

- ⊕ **502/504** Environmental science. Conservation of natural resources. Threats
- ⊕ **51** Mathematics
- ⊕ **52** Astronomy. Astrophysics. Space research. Geodesy
- ⊕ **53** Physics
- ⊕ **54** Chemistry. Crystallography. Mineralogy
- ⊕ **55** Earth Sciences. Geological sciences
- ⊕ **56** Palaeontology
- ⊕ **57** Biological sciences in general
- ⊕ **58** Botany
- ⊕ **59** Zoology

SCOPE NOTE: Class here general and comparative studies of populations, biocoenoses and ecosystems

- ⇒ [581.5](#) Habits of plants. Plant behaviour. Plant ecology...
- ⇒ [591.5](#) Animal habits. Animal behaviour. Ecology. Ethology...

- 575** General genetics. General cytogenetics  
Including: Immunogenetics. Evolution. Phylogeny
- 576** Cellular and subcellular biology. Cytology
- 577** Material bases of life. Biochemistry. Molecular biology. Biophysics
- 578** Virology
- 579** Microbiology
- 579.2** General microbiology  
Including: Biochemistry and physiology of microorganisms. Microbial morphology, cytology, genetics. Bacterial variation. Microbial mutations. Microbial ecology, symbiosis
- 579.6** Applied microbiology  
Including: Medical, veterinary, sanitary, agricultural microbiology. Cosmic microbiology. Space microbiology  
⇒ [663.1](#) Microbiological industries...
- 579.8** Classification and systematics of microorganisms

The UDC Summary (UDCS) provides a selection of around 2,600 classes from the whole scheme which comprises more than 70,000 entries. Please send questions and suggestions to [udcs@udcc.org](mailto:udcs@udcc.org)

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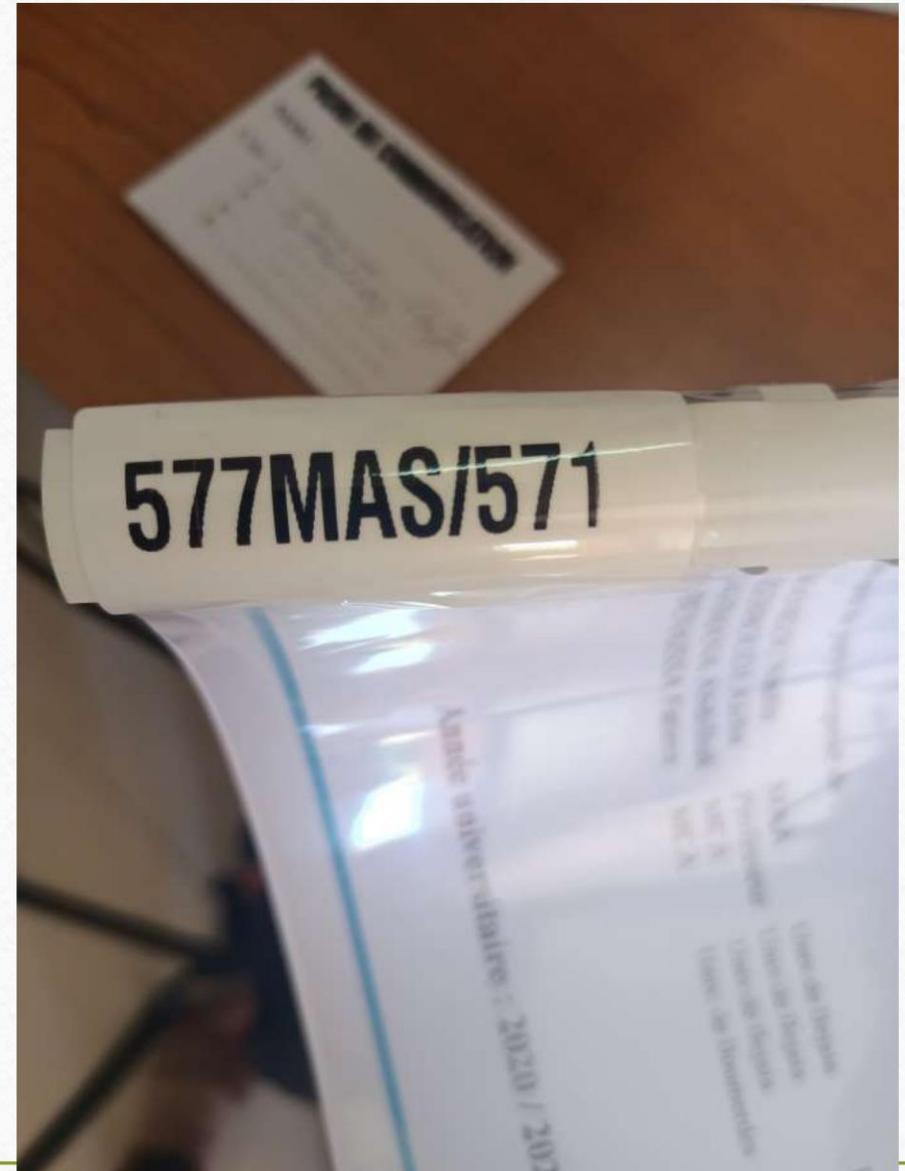
UDC  
CONSORTIUM

For complete UDC schedules see [UDC Online Hub](#)

UDC  
online

# 1. Definitions 1.2. Rating

**Universal Decimal Classification (UDC)**



# 1. Definitions

## 1.2. Rating

### 1.2.2. Library of Congress Classification (LCC)

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The classification of the Library of Congress (Library of Congress Classification, abbreviated as LCC)/

A CCL rating consists of two parts:

- a classification index that accurately renders the main subject of the resource
- an additional element for storing the book (usually letters to identify the author, the year of publication and possibly a volume number).

# 1. Definitions 1.2.

## Rating

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This classification system:

was developed and is used by the Library of Congress (LC) of Washington,

üallows documents to be physically and logically organized on shelves,  
üclassifies

knowledge into 21 major categories, themselves subdivided into more specific subjects.

### Abrégé de la classification de la Library of Congress

Pour avoir une idée plus précise des sujets, cliquer sur la discipline choisie

<b>A</b>	Ouvrages généraux
<b>B</b>	Philosophie, psychologie, religion
<b>C</b>	Sciences auxiliaires de l'histoire
<b>D</b>	Histoire (sauf Amérique)
<b>E-F</b>	Histoire de l'Amérique
<b>G</b>	Géographie, anthropologie, loisirs
<b>H</b>	Sciences sociales et administratives
<b>J</b>	Science politique
<b>K</b>	Droit
<b>L</b>	Éducation
<b>M</b>	Musique
<b>N</b>	Beaux-arts
<b>P</b>	Linguistique et littérature
<b>Q</b>	Sciences
<b>R</b>	Médecine
<b>S</b>	Agriculture
<b>T</b>	Technologie
<b>U</b>	Sciences militaires
<b>V</b>	Sciences navales
<b>Z</b>	Bibliothéconomie, bibliographies

P - Linguistique et littérature

Q - Sciences

#### Q - SCIENCES

Q	Sciences (en général)
QA	Mathématiques
QB	Astronomie
QC	Physique
QD	Chimie
QE	Géologie
QH	Sciences naturelles
QK	Botanique
QL	Zoologie
QM	Anatomie humaine
QP	Physiologie
QR	Microbiologie

R - Médecine

## Subclass QM

QM1-695

Human anatomy

QM1-511

General

QM531-549

Regional anatomy

QM550-577.8

Human and comparative histology

QM601-695

Human embryology

## Subclass QR

QR1-502

Microbiology

QR1-74.5

General

QR75-99.5

Bacteria

QR99.6-99.8

Cyanobacteria

QR100-130

Microbial ecology

QR171

Microorganisms in the animal body

QR180-189.5

Immunology

QR355-502

Virology

# 1. Definitions

## 1.3. Cataloging and bibliographic description

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üCataloging is the basis of the technical and professional work of the documentation.

**ült concerns the development of catalog records.**

# 1. Definitions

## 1.3. Cataloging and bibliographic description

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The bibliographic description is governed by rules.

A general **ISBD** (International Standard Bibliographic Description) scheme concerns the elements of the description and **prescribes an order** for these elements.

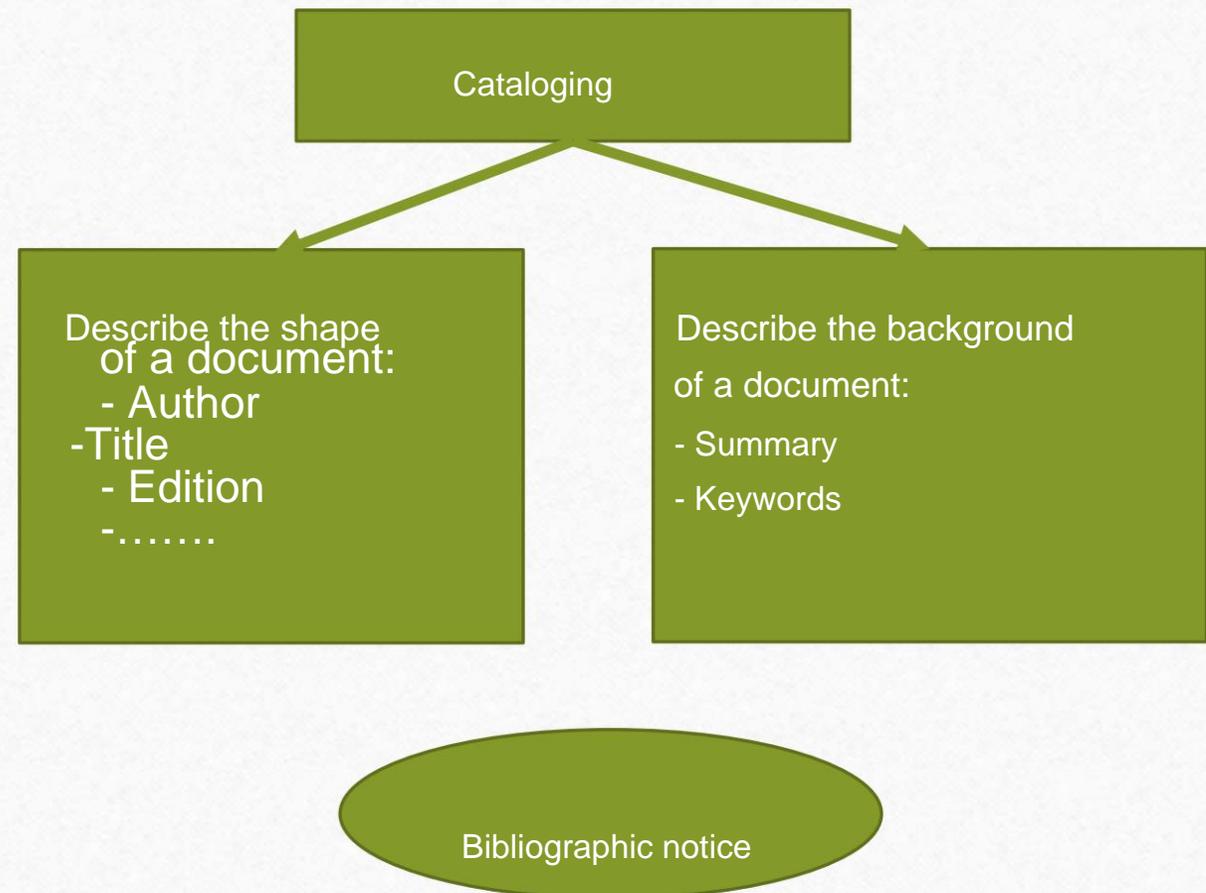
# 1. Definitions

## 1.4. Notice

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When we catalog **we establish a catalog notice**

which is the description **of the background** and **the form** of the document, and we add the information of location.



# 1. Definitions

## 1.4. Notice

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A **bibliographic record** (cataloguing or signage) **is a file describing in a unique and unambiguous manner** a documentary resource handled in a library.

# 1. Definitions

## 1.4. Notice

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Each notice describes a document according to its main bibliographic and physical characteristics.

- Bibliographic characteristics: author, title, place of publication, publisher, collection, year of publication,
- Characteristics: number of pages and dimensions. This is followed by the list of subject headings (topics) that describe the content of the document.

The catalog contains as many records as the library has titles.

## 2. Consult the catalog on site or online

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The Bibliography of the University of Béjaia is integrated into the catalog of Algerian Libraries (<https://www.pdoc-dz.com/catalogue-bibliotheque-algerienne#>) and you can access the catalog of the Béjaia library via its site: <http://recherche.univ-bejaia.dz/opac/>



ACTUALITES

BASES DE DONNÉES ▾

ARCHIVES OUVERTES ▾

LIVRES ▾

PARTAGER MES DOCUMENTS ▾

SE CONNECTER

LES BIBLIOTHEQUES ▾

الأحداث

قواعد البيانات

الارشيف المفتوح

كتب

مشاركة البحوث

S'INSCRIRE

فهارس المكتبة

Accueil > Catalogue des Bibliothèques Algériens

## Tout les Catalogues Algériens : 51

ETABLISSEMENTS	STRUCTURES	URL	THEMATIQUES
Université de Boumerdès - M'hamed Bougara	Bibliothèque centrale	<a href="http://catalogue.univ-boumerdes.dz/collectif/">http://catalogue.univ-boumerdes.dz/collectif/</a>	Pluridisciplinaire
Université de Saida - Tahar Moulay	bibliothèque centrale	<a href="https://pmb.univ-saida.dz/bucopac/index.php?lvi=index">https://pmb.univ-saida.dz/bucopac/index.php?lvi=index</a>	pluridisciplinaire
Université de Tlemcen - Abou Bekr Belkaid	Bibliothèque centrale	<a href="http://bibfac.univ-tlemcen.dz/bibcentrale/opac_css/">http://bibfac.univ-tlemcen.dz/bibcentrale/opac_css/</a>	Pluridisciplinaire
Université d'Adrar - Ahmed Draya	Bibliothèque centrale	<a href="http://opac.univ-adrar.dz/opac">http://opac.univ-adrar.dz/opac</a>	Pluridisciplinaire
Université de Tiaret - Ibn Khaldoun	Bibliothèque centrale	<a href="http://opacbu.univ-tiaret.dz/opac/">http://opacbu.univ-tiaret.dz/opac/</a>	Pluridisciplinaire



Choisir votre genre s'il vous plait



ENSEIGNANT

ETUDIANT

BIBLIOTHECAIRE

AUTRE

ETABLISSEMENTS	STRUCTURES	URL	THEMATIQUES
Université de Boumerdès - M'hamed Bougara	Bibliothèque centrale	<a href="http://catalogue.univ-boumerdes.dz/collectif/">http://catalogue.univ-boumerdes.dz/collectif/</a>	Pluridisciplinaire
Université de Saida - Tahar Moulay	bibliothèque centrale	<a href="https://pmb.univ-saida.dz/bucopac/index.php?lvl=index">https://pmb.univ-saida.dz/bucopac/index.php?lvl=index</a>	pluridisciplinaire
Université de Tlemcen - Abou Bekr Belkaid	Bibliothèque centrale	<a href="http://bibfac.univ-tlemcen.dz/bibcentrale/opac_css/">http://bibfac.univ-tlemcen.dz/bibcentrale/opac_css/</a>	Pluridisciplinaire
Université d'Adrar - Ahmed Draya	Bibliothèque centrale	<a href="http://opac.univ-adrar.dz/opac">http://opac.univ-adrar.dz/opac</a>	Pluridisciplinaire



ACTUALITES

BASES DE DONNÉES ▾

ARCHIVES OUVERTES ▾

LIVRES ▾

PARTAGER MES DOCUMENTS ▾

CATALOGUES DES BIBLIOTHEQUES ▾

الأحداث

قواعد البيانات

الارشيف المفتوح

كتب

مشاركة البحوث

فهارس المكتبات

## INSCRIPTION ENSEIGNANT

Nom et Prénom

Email

Mot de passe

Confirmer votre mot de passe

type d'etablissement \*

Etablissement \*

Grade \*

Specialite

## 2. Consult the catalog on site or online

---

A few years ago, bibliographic research was carried out using **manual files** that were very difficult to manage, update and, above all, use.

Currently, students and teachers can do their research using the computer tool.

Several possibilities for accessing the databases are offered. ü 10 Microcomputers

in single-user mode with the use of the module of

research (SYNGEB) ü

Intranet at the address: [bibliotheque/opac bejaia/opac](#) ü Internet at

the address: <http://recherche.univ-bejaia.dz/opac>

## 2. Consult the catalog on site or online

The screenshot displays the 'Portail de la bibliothèque centrale' website. At the top, there is a date 'Mardi, 24.10.2023' and a search bar labeled 'recherche...'. Below the header is a navigation menu with links: 'Accueil', 'Catalogue', 'Règlement', 'Thèses et mémoires en ligne', 'Proposition d'ouvrage', and 'SNDL'. A 'Menu principal' sidebar on the left lists: 'Home', 'Règlement', 'Catalogue', 'Catalogue collectif' (highlighted), 'Services', 'Infrastructure et ressources', 'Bibliothèques', and 'Contact'. The main content area is titled 'Catalogue collectif' and features the 'Espace professionnel' and 'عربي' (Arabic) options. The 'Catalogue Collectif d'Algérie' logo and 'cerist' logo are visible. A secondary navigation bar includes 'A propos', 'Recherche' (active), 'Services aux bibliothèques', 'Espace de validation', 'Formations', and 'Assistance'. The search interface is titled 'Recherche > Recherche document > recherche avancée' and includes a 'type de document' dropdown, a 'Localisation' dropdown, and a vertical 'HISTORIQUE' sidebar. The search criteria are: 'Mot(s) titre', 'Mot(s) auteur', 'Mot(s) sujet' (selected), 'Mot(s) éditeur', and 'Mot(s) résumé', each with an 'Et' dropdown and an input field.



## 2. Consult the catalog on site or online

### INSCRIPTION ENSEIGNANT

Nom et Prénom

BENAISSA Fatima

Email

fatima.benaissa@univ-bejaia.dz

Mot de passe

.....

Confirmer votre mot de passe

.....

type d'établissement \*

Université ▾

Etablissement \*

Université de Béjaia - Abderrahmane Mira ▾

Grade \*

Enseignant chercheur ▾

Specialite

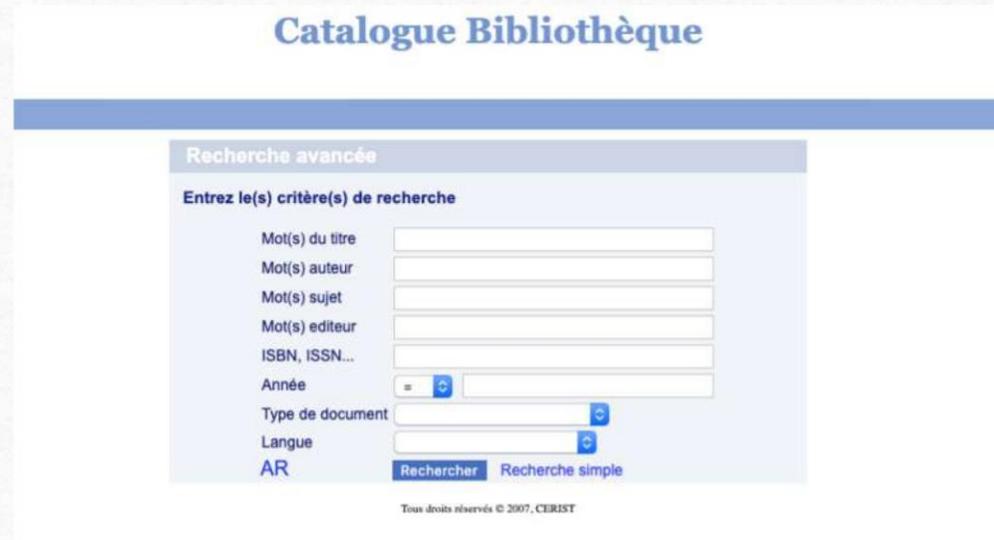
Analyse de l'Environnement et Biodiversité

Inscrivez-vous

# 3. Search the catalog

Fill in the boxes displayed in with keywords.

For example, in the “one word from the title” box, we put the term “cellular”



**Catalogue Bibliothèque**

**Recherche avancée**

Entrez le(s) critère(s) de recherche

Mot(s) du titre

Mot(s) auteur

Mot(s) sujet

Mot(s) editeur

ISBN, ISSN...

Année

Type de document

Langue

AR

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Then we click on search, we obtain the following result:

# Catalogue Bibliothèque

## Recherche avancée

### Entrez le(s) critère(s) de recherche

Mot(s) du titre

Mot(s) auteur

Mot(s) sujet

Mot(s) editeur

ISBN, ISSN...

Année

Type de document

Langue

**AR**

**Rechercher**

Recherche simple

# 3. Search the catalog

**Catalogue Bibliothèque**

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Recherche simple

Entrez le(s) critère(s) de recherche

Mot(s) du titre

Mot(s) auteur

Mot(s) sujet

AR   [Recherche avancée](#)

N°	Titre	Auteur	Type	Année
1.	900 QCM de biologie cellulaire, histologie et embryologie, UE 2	Ghorbal, Mounaïm	Livre	2015
2.	Acteur de contrôle et régulation du cycle cellulaire.	Djahida, Berkani	Thèse	2011
3.	Activités antiproliférative, génotoxique et antigénotoxiques extraits de deux plantes médicinales sur le cycle cellulaire de <i>Allium cepa</i>	Baaziz Fatma	Thèse	2013
4.	Activités génotoxique et anti-génotoxique d'extrait éthanolique des bourgeons de <i>Populus nigra</i> sur le cycle cellulaire de <i>Allium cepa</i>	Kadi-Ayouaz, Linda	Thèse	2014
5.	Aide mémoire biologie cellulaire	Tourte, Monique	Livre	2011
6.	Aide-mémoire de biologie cellulaire : classes préparatoires, 1er cycle universitaire	Geneves, Louis	Livre	1989
7.	Apoptose et sénescence cellulaire.	Naima, Ourari.	Thèse	2011
8.	Atlas Biologie cellulaire	Roland, Jean-Claude	Livre	2007
9.	Bases thermodynamiques de la biologie cellulaire	Thellier, Michel	Livre	1992
10.	Biochimie : études médicales et biologiques. 1, Biologie cellulaire et moléculaire	Kruh, J.	Livre	1982
11.	Biochimie générale et médicale : structurale, métabolique, sémiologique. Vol.4, Catabolismes, énergétique cellulaire, biosynthèses, hormones	Louisot, Pierre	Livre	1983
12.	Bioénergétique cellulaire	Bernard, Jean-Jacques	Livre	2002
13.	Biologie cellulaire : aide-mémoire	Tourte, Monique	Livre	2003
14.	Biologie cellulaire	Julien, Raymond	Livre	1997
15.	Biologie cellulaire : 300 QCM	Maillet, Marc	Livre	2002
16.	Biologie cellulaire	Maillet, Marc	Livre	2006
17.	Biologie cellulaire : des molécules aux organismes	Callen, Jean-Claude	Livre	2005

# 3. Search the catalog

To browse the list, click on next at the bottom right.

Catalogue Bibliothèque				
72.	Dictionnaire de biologie cellulaire	Waugras, Michel	Livre	1990
73.	Dictionnaire de biologie cellulaire et moléculaire	Cailliez, Jean-Charles	Livre	2004
74.	Electrophysiologie élémentaire : méthodes et techniques, propriétés électroniques de la membrane cellulaire en au repos, propriétés électriques de la membrane cellulaire en activité.	Benguerrah, A.	Livre	1984
75.	Eléments de biologie cellulaire	Robert, Daniel	Livre	2004
76.	Enzymologie moléculaire et cellulaire : Tom 2	Yon-Kahn, Jeannine	Livre	2005
77.	Enzymologie moléculaire et cellulaire.T.1	Yon-Kahn, Jeannine	Livre	
78.	Etude de l'infrastructure du réseau cellulaire de la ville de Bejaia	Kernou, F.	Thèse	2007
79.	Etude de l'infrastructure du réseau cellulaire de la ville de Bejaia	Kernou, F.	Thèse	2007
80.	Evaluation de performances et fiabilité d'un réseau cellulaire cas du réseau WLL de Bejaia	Sedda, hakmi	Thèse	2008
81.	Exercices corrigés et commentés de biologie cellulaire	Cau, Pierre	Livre	2010
82.	Exercices corrigés et commentés de biologie cellulaire	Cau, Pierre	Livre	2008
83.	Exercices corrigés et commentés de biologie cellulaire	Cau, Pierre	Livre	2000
84.	Fiches de revision biologie cellulaire et moleculaire : rappels de cours, QCM et QROC corrigés	Rangarajan, Desikan	Livre	2010
85.	Génétique du développement et de la différenciation cellulaire	Abdelli, Ahmed	Thèse	2004
86.	hormones thyroïde ,mécanisme cellulaire et controle génétique	s.loualia, n.makhloufi	Thèse	2002
87.	Introduction à l'étude de la chimie cellulaire	Barker, Geoffrey R.	Livre	1976
88.	Introduction a l'ultrastructure cellulaire	Messier, Paul Emil	Livre	1974
89.	Introduction du massive MIMO au réseau cellulaire 5G	Nacera ,Aoughlis	Thèse	2020
90.	Isolement et étude des virus dans l'oeuf embryonné et en culture cellulaire	Cateigne, Geneviève	Livre	1965
91.	La biologie cellulaire en 1.001 QCM et QROC	Cailliez, Jean-Charles	Livre	2003
92.	La cellule : biologie cellulaire étude structurale et moléculaire	Chevallier, Philippe	Livre	1981
93.	La construction en béton cellulaire : conception et mise en oeuvre	Guegan, Christian	Livre	2013
94.	la fusion cellulaire	Harris, Henry	Livre	1974
95.	La relation entre la numération cellulaire et la qualité du lait : Relations entre numération cellulaire du lait, les paramètres physico-chimiques et le stress oxydant.	Hamed , Houda	Livre	
96.	Le cancer du col de l'utérus : alterations du cycle cellulaire	Amel, Dahdouh	Thèse	2007
97.	Le cycle cellulaire	Galas, Simon	Livre	2008
98.	Le métabolisme cellulaire et sa régulation	Cohen, Georges	Livre	1971
99.	L'épreuve de biologie au baccalauréat D.1. Biologie cellulaire génétique	Désiré, Charles	Livre	1984
100.	Les factures de restriction cellulaire	Hamza, Titeli	Thèse	

# 3. Search the catalog

## Catalogue Bibliothèque

Recherche simple

N°	Titre
1.	Cytobiologie
2.	Cytobiologie . Tome 2
3.	Cytobiologie .Tome1
<b>1 - 3 de 3 (2.66 min)</b>	

recherche.univ-bejaia.dz/opac/notice.php?id=5151

Non sécurisé | recherche.univ-bejaia.dz/opac/notice.php?id=5151

Public ISBD UNIMARC

Type de document	Livre
Langue	Français
Titre	Cytobiologie [texte imprimé]
Auteur(s)	Alliet, Jacques Lalegerie, Pierre
Edition	Nouv. éd. mise à jour et ref
Adresse bib.	Paris : Ellipses, 1998
Collation	860 p. : ill. ; 26 x 18 cm
Collection	Les cours du PCEM
Notes	Lexique. Index
ISBN	2729847014
Sujet(s)	Biologie Cytologie
Résumé	Introduction à la biochimie structurale et aux principales méthodes d'étude de la cellule. Etude des principales formes de vie sur Terre. Données ultrastructurales et biochimiques des divers organites intracellulaires et de la matrice intercellulaire et des diverses pathologies qui s'y rapportent. Destiné aux étudiants des sciences de la santé.
Indices	574

En attente de recherche.univ-bejaia.d...

Type	Année
Livre	1998
Livre	1985
Livre	1983

Pages : 1

## 4. Library regulations 4.1. External loans

The duration and number of documents for external loan is fixed as follows:

Reader Category	Number of documents authorized	Loan duration
Students	03	15 days
Permanent teachers 06	02 months	
Part-time teachers 04		01 month
Associate teachers	04	01 month
Students in P - G	04	15 days
Officials	02	15 days

# 4. Library regulations

## 4.2. Sanctions

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Regulations on penalties applicable in the event of loss or damage to library works

Price of the work	Increase in %
From 01 to 1000 DA	+ 100%
From 1001 to 2000 DA	+ 80%
From 2001 to 3000 DA	+ 50%
From 3001 to 4000 DA	+ 40%
From 4001 to 5000 DA	+ 25%
Beyond 5001 DA	+ 20%

## 5. Advantages and limitations of CB

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A library catalog has several advantages that make it essential to consult.

ü Availability of documentation. ü

Quality of resources.

ü Ease of location.

Limitations of the library catalog: ü Limited documentation.

ü No newspaper or periodical (magazine) articles. ü

Information not very recent.

## 5. Advantages and limitations of CB

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Library catalogs do not list periodical **articles** .

They only allow you to identify the **titles** of the periodicals they own.

# Quiz

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## Question 1

The best way to find periodical articles is to consult:

the library catalog

a bibliographic database such as SndI

# Quiz

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## Question 2

To find monographs (books) available in the library, consult: üScience direct

üThe catalog.

# Quiz

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## Question 3.

All available documents on a subject can be found in the library catalog.

üTrue

üFalse

# Quiz

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## Question 4.

It is sometimes necessary to consult several databases to be sure of locating all the documentation.

üTrue

üFalse

# Webography

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<http://recherche.univ-bejaia.dz/index.php/services/services-aux-usagers.html>