

MÉMO Consult a document described in Calames

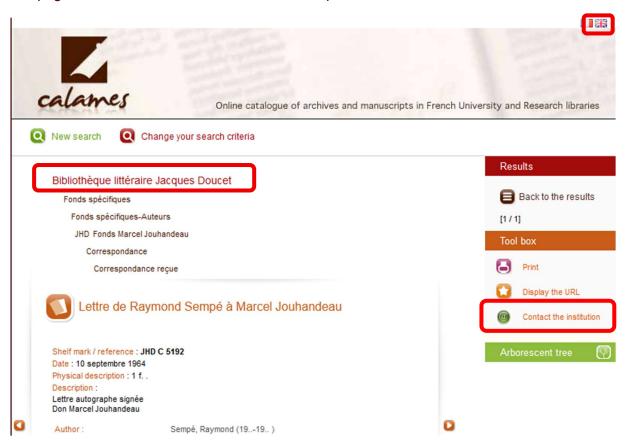


Calames is an application for describing the archival material and the manuscripts of the higher education network in France. Developed by the Abes, this application is not responsible for the described documents. Here are the instructions to access to the documents described in Calames.

Where are the libraries contact details in Calames?

Did you find in Calames the description of a document or of a collection which may interest your research? To consult this document or to access this collection, **you have to contact the library or the institution charged with its conservation**.

How to find the library's or institution's contact details: when you are on the webpage of the document's or collection's description in Calames:

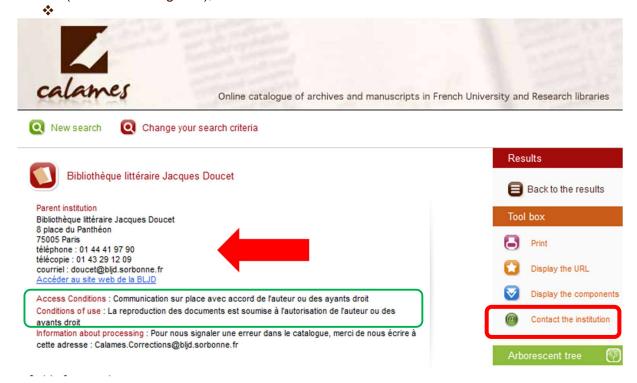


Click on the first link appearing in red above the document's or collection's description (here circled in red).

In this screenshot example, the link to click on to access the contact details of the library is « Bibliothèque littéraire Jacques Doucet » in red above the document's description.

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❖ This link in red opens another webpage with the contact details of the library (here indicated by a red arrow) and with the conditions allowing access to the documents (here circled in green), as follows:



How to send an e-mail to a library from Calames?

The toolbox (entitled « Boîte à outils ») on the right on the contact details webpage (see above on the second screenshot, circled in red) enables you to send directly an e-mail to the library or to the institution charged with the document's conservation. To send directly an e-mail:

Click on « Contacter l'établissement » to open a new e-mail in your default mailbox

or

If you can not open your default mailbox, click right on « Contacter l'établissement » and then on « copy the e-mail address » (in the language of your operating system) to copy the e-mail address of the library and to paste it as the recipient of a new e-mail in your mailbox.

Conditions of access and conditions of use

The specific conditions to access to the documents or collections described in Calames and to (re)use them could change from a library or an institution to another and from a document or a collection to another.

You have to contact a library or an institution to know under which conditions you could consult and (re)use the requested documents or collections.