

# WHAT is it ? WHERE to find it ?

How to identify a document in order to find the appropriate resource to search for it

## Characteristics

## Nature of the information

## Where can I find it?

### Books

- Title
- Author(s): whether it is a juridical or a natural person
- Publisher
- Editorial collection (sometimes)
- Edition number (sometimes)
- Publication date
- Page numbering
- ISBN

**Scientific**  
**Technical**  
**Technological**  
**Economic**  
**Legal**

[Archipel](#) (hard copy+ebooks)  
[Sudoc](#)  
[IMT Mines Albi Library Website](#) (Resources > Platforms for e-books)  
[Google Books](#) (excerpts)

### Encyclopaedias (general or specialized)

- Made up of different articles/entries
- Each has its own author(s) and publication date
- Publisher

**Scientific**  
**Technical**  
**Technological**  
**Economic**  
**Legal**

[Archipel](#) (to find "Techniques de l'ingénieur," add "TI" to your search)  
[Sudoc](#)  
[IMT Mines Albi Library Website](#) (Resources > Encyclopaedias)

### Periodical publications (journal, newspaper, magazine)

- Title
- Period of publication (Quarterly, monthly...)
- Year, volume and issue numbers
- Table of contents
- Publisher
- Editorial board
- ISSN

**Scientific**  
**Technical**  
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**Economic**  
**Legal**

[Archipel](#) (hard copy+electronic format)  
[Sudoc](#)

### Periodical articles

- Can be found in the table of contents
- Has its own title/author(s)
- Abstract
- For scientific articles: keywords and bibliography
- Page numbering

**Scientific**  
**Technical**  
**Technological**  
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**Legal**

[Archipel](#) (electronic format)  
[IMT Mines Albi Library Website](#) (Resources > Articles/Bibliographic databases)  
[Open Archives \(HAL\)](#)  
[Google Scholar](#)

### Reports (report, study, note, barometer,...)

- Somewhat like a book BUT:
- Frequent numbering (sometimes an ISSN number)
  - Requester/organisation/agency undertaking the report or study is mentioned

**Scientific**  
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[Sudoc](#) (electronic format)  
Requester/organisation/agency websites (you may have to pay)

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### Dissertations

- A single author
- Dissertation director and jury
- Awarding body (university, school)
- Doctoral/graduate school
- Date of dissertation defence

**Scientific**  
**Technical**  
**Technological**

[Archipel](#) (look for « IMT Mines Albi dissertations »)  
[Sudoc](#)  
[Theses.fr](#)  
Open Archives (HAL, TEL)  
Google Scholar

### Standards

- A single number
- ISSN
- Publication date
- Publisher

**Technological**

[IMT Mines Albi Library Website](#) (Resources > Standards/Tool kit)  
Standards organisations' website

### French laws, decrees

- A single number
- Date of the decree/law
- Date it was published in the "Bulletin Officiel"
- The different articles it is made up of
- Approval by a competent body (National Assembly...)

**Regulatory**

[Legifrance.gouv.fr](#)

### Patents

- 2 letters & a unique number
- Name of an Intellectual property organisation (INPI, WIPO, USPA...)
- Filing date
- Publication date
- International Patent Classification (IPC) number
- Names of: inventor, applicant, agent
- 4 mandatory sections: bibliographical data, description, claims, diagrams
- 1 optional section: research report

**Technical**  
**Regulatory**  
Indirectly:  
**Economic**  
**Strategic**

[IMT Mines Albi Library Website](#) (Resources > Patents)

### Conference proceedings (proceedings, symposium, academic conference)

- Title
- Date and place of the conference
- Editors
- Summary of communications
- Publisher, publication date
- ISBN (sometimes)

**Scientific**  
**Technical**

[Archipel](#)  
[Sudoc](#)  
[IMT Mines Albi Library Website](#) (Resources > Bibliographic databases: WOS ou SCOPUS)