

## Behaviour in the library

**The library is a place of work and study where silence must be preserved**

**In order not to disturb the other users, readers are asked to:**

- ◆ work calmly, avoid noisy conversations
- ◆ be respectful to the library staff and to other readers
- ◆ respect the equipment provided

**It is forbidden to:**

- ◆ speak loudly through mobile phones
- ◆ consume food or drinks (only bottled water and Thermos are allowed)
- ◆ move furniture
- ◆ use computer equipment in a manner not in accordance with their intended use

**Personal belongings of users are under their full responsibility.**

**The fraudulent exit of documents, damages and the no-respect of the regulations will be sanctioned:**

- ◆ incidents can entail penalties up to exclusion from the library and legal proceeding
- ◆ in case of no return or return of damaged documents, replacement will be required

*All information about the lending is strictly confidential and protected; it cannot be shared with anyone. In compliance with the 1978 law on IT and freedom of information, every reader has a right of access to, rectification, modification, and deletion of data relating to him. He can exercise this right by contacting the library at 01-69-33-35-35.*



# Central Library

**Admission to the library, the BCX, is free.**

Children not accompanied by an adult are not allowed to enter the library.

**Users need to register prior to borrowing documents.**

**Users listed below are allowed to borrow documents:**

- ◆ *Students and teachers from the school*
- ◆ *Personnel in civilian or military activity on the school campus or in laboratories*
- ◆ *SABIX members*
- ◆ *Students and staff of Institut Polytechnique de Paris (IPP), IOGS, INRIA DIGITEO, Thales and Campus Paris-Saclay*
- ◆ *Persons temporarily in the School - 3 months minimum unless given a special authorization by the library manager*

**The school badge serves as a reader's card.**

Any change of badge must be reported to the circulation desk and **its presentation is required to borrow.**

A badge must be validated at the library after registration or when being renewed.

The loan is strictly personal. **Any reader is responsible for documents borrowed under his/her name.**

Library Rules



## Loan terms

Each reader can borrow up to a maximum of **12 documents**.

Books may be borrowed for **1 month**; DVDs and CDs for 15 days.

Loans may be renewed **up to 90 days** if the documents are not reserved and if the borrower has no documents overdue.

To check and renew ones loans, any reader can **access his/her reader's account, on the first page of the library web site** <https://www.polytechnique.edu/bibliotheque>

**Renewals can be done at the circulation desk  
- no need to bring the documents -, or by phone,  
or by using the reader's account on the BCX web site.**

Readers can **reserve document(s) already out on loan**, either at the circulation desk or on line:

<https://bibli-aleph.polytechnique.fr>

- ◆ It will be notified of its/their availability by e-mail
- ◆ The document(s) will be kept on hold for 10 days

Most documents in stack rooms can be borrowed; however a **request called "une demande de communication" must be made through the online catalogue.**

- ◆ The requested document(s) will be kept on hold for 10 days

### **Some documents cannot be borrowed:**

- ✓ Periodicals, reference books
- ✓ X courses before 1901, some students' works called « travaux d'options »
- ✓ Some DVDs and CDs
- ✓ All books older than 1850 and the archives

## Non-respect of the rules

➔ **From the 1<sup>st</sup> day overdue, the borrower loses his/her right to borrow.**

➔ To straighten out his/her position, he/she may **contact the library or renew the document(s) directly on his/her reader's account** on the BCX web site within 10 days from the original due date.

➔ E-mailed notices are sent to the borrower who has not returned document(s) within the due time.

➔ Any situation not set right will result in a **suspension of borrowing** for a period equal to the number of days overdue.

➔ In case of **loss or damage**, the reader will have to **replace the document.**

