Library Rules – April 2011 v4

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.

**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
- behave correctly with respect to the library staff and other readers
- respect the equipment provided

It is forbidden to:
- use mobile phones
- consume food or drink, only bottled water is 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

Admission to the library is free. 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 IOGS and Thales
- Persons temporarily in the School - 3 months minimum unless given a special authorization by the curator

A rapid procedure is possible at the circulation desk on pre-registration.

The school badge serves as a reader’s card, its number is used as ID and password.

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 reader’s card has to be renewed every 4 years, at the request of user, provided everything is in order with the library.

The loan is strictly personal; any reader is responsible for documents borrowed under their name.

Children must be accompanied by an adult if they want to enter in the library.
Borrowing terms

Each reader can borrow up to a maximum of 12 documents; these loans can be checked on their reader account.

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

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

Renewal can be done at the circulation desk - no need to bring the documents - by phone, or by Internet using the reader’s account.

Readers can reserve a document already out on loan, either at the circulation desk or on line (http://bib.polytechnique.fr/ALEPH):

- They will be notified of its availability by letter or e-mail
- The document will be held on reserve for 10 days

Most documents in closed stacks can be borrowed; however a request for them has to be done through the online catalogue:

- The documents will be kept on hold for 10 days

Some documents cannot be borrowed:

- Periodicals; Reference books
- X courses before 1901; students’ works called « travaux d’options »
- Some videos and CDs
- All books older than 1850 and the Archives

Non-Respect of the Rules

- From the 1st day overdue, the borrower loses his right to borrow.

- Overdue letters are sent to the borrower who has not returned the document within the due time.

- To straighten out his position, he may contact the library or renew the document directly through the Internet on his reader’s account within 10 days from the original due date.

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

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