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

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.
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 one's loans, any reader can **access** his/her reader's account, on the first page of the library web site [https://www.polytechnique.edu/bibliotheque](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](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 1st 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.