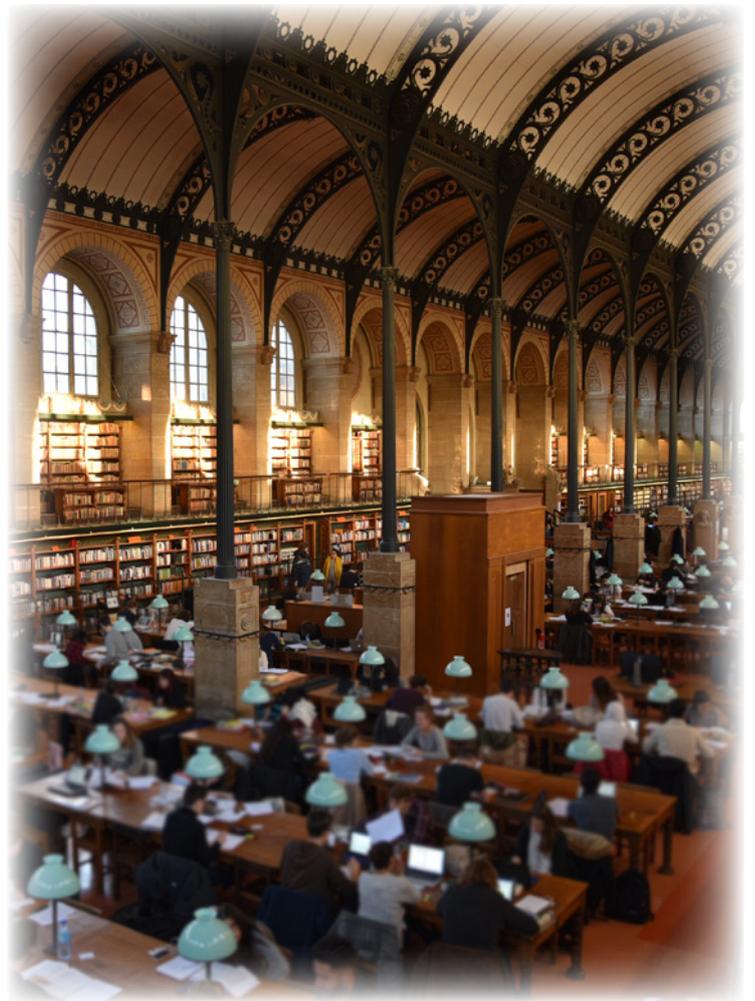


# Rules and Regulations



*Regulations approved by the Conseil de la bibliothèque  
Sainte-Geneviève on december 2017.*

# Bibliothèque Sainte-Geneviève

## Rules and regulations

<b>I- Opening hours</b>	<b>p. 1</b>
<b>II- Access</b>	<b>p. 1</b>
<b>III- Registration and renewal</b>	<b>p. 1</b>
3a- Registration	p. 1
3b- Registration renewal	p. 1
<b>IV- Getting a reader pass</b>	<b>p. 2</b>
<b>V- Standard reader pass, priority access, temporary pass</b>	<b>p. 2</b>
5a- White pass	p. 2
5b- Pink pass	p. 2
5c- Temporary pass	p. 3
<b>VI- Access to the General collection reading rooms</b>	<b>p. 3</b>
<b>VII- Closing of the General collection reading rooms</b>	<b>p. 4</b>
<b>VIII- Access to collections</b>	<b>p. 4</b>
8a- General collection	p. 4
8b- Manuscripts and rare books Department («Réserve»)	p. 4
8c- Nordic Department («Bibliothèque nordique»)	p. 4
<b>IX- Liability of the library</b>	<b>p. 5</b>
<b>X- Access, safety</b>	<b>p. 5</b>
<b>XI- Rules for a proper use</b>	<b>p. 5</b>
<b>XII- Photocopying, photographing, and printing collections items</b>	<b>p. 6</b>
<b>XIII- Penalties and procedures</b>	<b>p. 6</b>
<b>XIV- Distribution and application</b>	<b>p. 7</b>

APPENDIX 1: TABLE OF PENALTIES

The bibliothèque Sainte-Geneviève is an inter-university and public library, open to all people over the age of 18 and to those with a general certificate of education. Its co-contracting universities are: Paris 1 Panthéon-Sorbonne, Paris 2 Panthéon-Assas, Sorbonne Nouvelle - Paris 3, Paris Sorbonne - Paris 4, and Denis Diderot - Paris 7. It is administratively attached to the Sorbonne Nouvelle - Paris 3.

Its collections are multidisciplinary and gather some two million documents. Divided into three main departments: the General collection for documents published from 1830, the Manuscripts and rare books department ( so called «Réserve»), and the Nordic Department (so called «Bibliothèque nordique»), which hosts one of the richest collections of Fenno-Scandinavian literature in Europe.

## I- Opening hours

The library is open all-year-round, except during three weeks in summer, on Christmas and New Year, Sundays and public holidays.

**During the academic year:**

- General collection: Monday to Saturday (10.00 - 22.00);
- Manuscripts and rare books Department : Monday (10.00 - 18.00), Tuesday (14.00 - 18.00), Wednesday to Friday from (10.00 - 18.00), Saturday from (10 - 17.00);
- Nordic Department: Monday to Saturday (14.00 - 18.00).

**During summer :** reduced hours over the summer opening.

The library's website provides a detailed schedule of dates and hours for the current year.

## II- Access

The bibliothèque Sainte-Geneviève provides free access, upon registration, to anyone over the age of 18 or holding a General certificate of education. In exceptional cases, access may be granted by the library Director.

Access to the reading rooms, as well as permission to take out loans from the Nordic library, is vested upon issuance of a library card.

## III- Register for a Reader pass

### 3.a Registration

To enter the working spaces, the user must preregister online, or in situ in the library lobby. This form is to be submitted along with the required documents at the registration desk located in the library lobby. The required documents are then submitted at the registration desk located in the library lobby, including valid proof of identity (national identity card, passport, driving license or residence permit). Other forms of identity – notably student ID cards – are not accepted. Original documents are required; photocopies are not accepted.

### 3.b Registration renewal

A few weeks prior to expiration, Readers must present their pass and a valid proof of ID to the registration desk in order to renew their registration. The pass will then be renewed and the user's data.

Registration and renewal may be submitted every day from 10.00 to 18.50 at the registration desk.

## IV. Getting a reader pass

Upon registration, users are provided with a reader pass free of charge.

This pass:

- is required to access the library: no member can be granted admission without,
- is necessary to access and borrow collection items,
- must be retained in order to regularly renew rights of access,
- is strictly personal: any user who lends or borrow his or her pass risks being banned from the library,
- must be presented in order to renew rights of access.

In case of loss or theft, the reader must immediately alert registration services ([bsgpublic@sorbonne-nouvelle.fr](mailto:bsgpublic@sorbonne-nouvelle.fr)) to cancel the pass and thus prevent it from being used fraudulently. The registration service will issue a replacement pass on receipt of a 10 euros payment, payable on the spot by credit card. If the pass has been stolen, it can be replaced free of charge upon presentation of a police report.

Damaged passes can be replaced. During the first 4 years of issue, a replacement fee of 10 euros applies; after this time, passes are replaced free of charge.

Any lost, damaged, or stolen pass is automatically invalidated when it is replaced.

## V. Standard reader pass, priority access, temporary pass

### 5.a White pass

- standard access pass ;
- a renewable pass valid for 14 months for students ;
- a renewable pass valid for 24 months for all other members ;
- access to a maximum of 20 documents at any one time.

### 5.b Pink pass

- priority access ;
- a renewable pass valid for 24 months ;
- allows users to reserve a maximum of 10 documents from the General collection, either remotely or on library premises (from between 2 months to a day in advance of access) ;
- allows users to immediately access a maximum of 30 documents on library premises at any one time.

The following users are eligible for priority access pass:

Users concerned	Requested documents
Disabled persons	Valid disability card
Persons aged 60 years or older	Original form of ID

Academics engaged in teaching and/or research in higher education or research institutions (universities, state or private grandes écoles, and grands établissements)	One of the following documents: - Pay slip from within the past 4 months - Professional higher education card - Work contract - Certification from the research center/ laboratory
Secondary school teachers	One of the following documents : - Pay slip from within the past 4 months - Work contract
Doctoral students	One of the following documents : - Student card (with mention of the level) - Certification from the university - School certificate
Staff from public archives, museums, and libraries	One of the following documents : - Pay slip from within the past 4 months - Official work card
Curators, archivists and exhibition staff	Proof of valid professional ID
Journalists and press archivists	Valid press card
Publishers, translators, and iconographers	One of the following documents : - Pay slip from within the past 4 months (with mention of the profession) - Official work card - Certificate from the employer
Former bibliothèque Sainte-Geneviève staff members	Pay slip from the time of employment
Members of the board of directors of the Société des Amis de la bibliothèque Sainte-Geneviève	SABSG document attesting to current membership

Any user having been temporarily excluded from the library can no longer benefit from a priority access pass.

Any user able to with proof his or her eligibility for a priority access pass may request for it.

### 5.c Temporary pass

New users reached the library after the registration desk has closed may obtain temporary passes, valid for one day, while waiting for their subscriptions to be processed, by submitting the required documentation.

## VI. Access to the General collection reading rooms (salle Labrouste, salle de la Passerelle, salle de Références)

Staff on duty at the reading room entrances may request readers to open bags, briefcases, and satchels.

From one hour before closing, no readers are admitted. Any departure from the building is final.

In the General collection, users may leave the library temporarily (either for several 20-minutes breaks or for a single 1-hour break per day). They must leave the items which they are consulting

in the care of the staff at the Passerelle desk. Any reader who is absent for longer than the stated period may not return to the library. Under these circumstances, an additional 15-minutes period is allowed for users to collect their belongings. Penalties apply in the case of users falsifying their breaks. On final departure from the library, all collections items consulted are to be returned.

## VII. Closing of the General collection reading rooms (salle Labrouste, salle de la Passerelle, salle de Références)

A first announcement requesting readers to leave the reading rooms is made 30 minutes before the library closes, followed by a second announcement 10 minutes later. From the first announcement, readers must start making their way to the exit.

## VIII. Acces to collections

### 8.a General collection

The General collection may only be consulted on library premises. Requests stop 1 hour and 10 minutes before closing. Documents should be returned at least 15 minutes before the public is asked to leave the reading room.

In case of consultation of periodicals, readers may book, at the latest one day in advance, access to 10 to 30 volumes or fascicles, which will be made available for their use. Transmission requests must be submitted via a paper form available at the Centre's office.

Printing and photocopying services end 15 minutes before the final closing of the reading rooms.

### 8.b Manuscripts and rare books department («Réserve»)

Access attendant is subject to a specific procedure (interview with the librarian and ratification of requests). Items may only be consulted on library premises. To consult documents from the special collections, members must deposit a proof of identity with staff as a security.

Consultation of documents ends 20 minutes before closing time, and readers are notified of this 10 minutes in advance. Readers are then invited to return all items.

### 8.c Nordic department («Bibliothèque nordique»)

Part of the Nordic collections may be borrowed: up to 5 documents for white cardholders, and up to 8 documents for pink cardholders. Loans are for one month but may be extended by contacting staff either on the premises, or via telephone or email. Any reader who returns items late will be prohibited from borrowing items for a number of days equal to the delay.

Borrowers are responsible for the lent items and Penalties apply if documents are not returned once a reminder has been sent.

Reminder letters are sent according to the following terms and schedule:

Reminder	Due Date	Type of Reminder
1st reminder	7 days after the return date	Default email, or printed letter
2nd reminder	7 days after the first reminder	Default email, or printed letter
3th reminder	14 days after the second reminder	Printed letter informing that the account has been blocked and automatically blacklisted

## IX. Liability of the library

The library undertakes to respect the confidentiality of its readers' personal data and guarantees the access to them.

The library cannot be held responsible for any theft, loss, or damage to members' personal belongings.

The staff is responsible for any necessary intervention in the case of incidents, accidents, or fires.

## X. Access, safety

The building has no wheelchair access. Disabled readers are invited to contact the library's disability officer prior to their visit ([bsgpublic@sorbonne-nouvelle.fr](mailto:bsgpublic@sorbonne-nouvelle.fr) / Tel.: 01 44 41 98 27). Anybody able to prove a difficulty standing, may inform the staff, in order to be granted immediate access to the building.

Readers must present the contents of their bags for inspection by security guards at the library entrance. For security reasons, large bags or bulky objects are forbidden inside the library.

Animals are not permitted, with the exception of guide dogs.

Readers must comply with all applicable safety regulations, and closely follow the instructions of library staff, particularly in case of evacuation.

A so-called «Health and safety notebook» is available for all library members in the Labrouste reading room. It aims to collect comments and suggestions for improving risk prevention, readers' safety, and user-friendliness. It is consulted by the library's health and safety officer, and kept to the Committee for health, safety and working conditions (CHS-CT) at the Sorbonne Nouvelle - Paris 3, as well as to the inspectors of occupational health and safety of the ministry for Higher education and research.

## XI. Rules for a proper use

The library is a place for work and study, where quiet conditions must be maintained. All readers are expected to respect silence and not to cause any disturbance by their attire or behavior, including in circulation spaces.

Users are particularly requested to:

- be respectful and courteous to staff and other users ;
- respect others' working conditions by avoiding talking loudly in the hall and the stairways ;
- refrain from smoking (including electronic cigarettes) within the perimeter of the library ;
- avoid blocking circulation spaces (specially hall and stairways) ;
- refrain from engaging in any political or religious demonstration, from exhibiting or distributing documents, advertising materials, or propaganda, from conducting any kind of business ;
- turn off mobile phones, leave reading rooms for any call, and ensure that personal audio devices are inaudible to other users ;
- refrain from consuming food in reading rooms and public spaces. Only sealed water bottles are permitted at reading tables (excluding in the «Réserve» reading room). Any other food and drink must be consumed exclusively in the cafeteria ;
- refrain from marking or damaging documents ;
- return documents belonging to the library before leaving the reading rooms ;
- cause no hindrance to access control and security procedures ;
- refrain from entering staff areas without prior authorization ;
- take care of all equipment (furniture, sockets, *etc.*) made available to them ;

- refrain from photographing library premises and/or persons on these premises outside visiting hours unless prior permission has been granted ;
- use IT equipment and internet connection in accordance with library recommendations (For example: length of use; prohibition of changes to software and of access to unauthorized networks or websites) and in accordance with RENATER's charter (trusty use; use for research or educational purposes only; no illicit content; confidentiality) ;
- refrain from connecting power strips.

## **XII. Photocopying, photographing, and printing of collections items**

Readers must comply with the intellectual property laws.

Photography using personal cameras for personal reference or/research is authorized under certain conditions.

Photographs must be taken without flash or direct contact between the camera and the item and without disturbing other users. Librarians may restrict or prohibit photography of fragile or easily damaged items, particularly large format works (more than 30cm long), tight or damaged bindings, or yellowed or brittle paper.

Reproducing the following documents is prohibited: unpublished theses, self-published documents, software, documents held in trust, or any other document requiring authorization by copyright holders.

In accordance with the agreement between the library and the Centre français d'exploitation du droit de copie (French centre for the application of copyright), reproductions using library equipment (photocopiers and scanners) are authorized up to a limit of 10% of a book and 30% of a periodical.

## **XIII. Penalties and procedures**

Library users must show their cards when requested by Library staff. Users who refuse will be temporarily excluded from the library.

Any user infringing the rules may be given a written warning on his/her pass or informed by a member of staff that he/she is being referred to be considered for temporary or permanent exclusion from the library by written notice from the management. Offenders may be prosecuted in case of theft, damage to property or attack on a person or persons. In addition, students may be reported to their university so that they may be subjected to its disciplinary procedures.

Any reader, activating the anti-theft system of a item will receive a warning. Repeat offenders incur penalties (see Appendix 1).

## **XIV. Distribution and application**

These regulations are made available to library members on posters and the library website.

By registering and/or entering the library, users agree to be bound by these regulations.

The director and library staff are responsible for applying these regulations.

## APPENDIX 1: TABLE OF PENALTIES

These penalties are cumulative and immediately applicable.

Users are requested to present their passes and leave them to staff if necessary.

Depending on the nature of the offense and in accordance with the application of the penalties provided below, the bibliothèque Sainte-Geneviève may file a complaint to the police.

Grounds	First offence	Subsequent offences
Physical violence towards a person or persons	Permanent exclusion	
Incivility	Warning on pass	Exclusion for 1 month
Disorder or verbal abuse	Exclusion for 3 months	Exclusion for 1 year
Damage to documents	Replacement of document and exclusion for 3 months	Replacement of document and permanent exclusion
Failure to return borrowed documents (Nordic collection)	Suspension of borrowing rights: definitive exclusion after 3rd reminder	
Unauthorized digital photography of documents, and/or infringement of article 12 of the regulations	Exclusion for 1 month	Exclusion for 3 months
Theft of documents or any other library property	Permanent exclusion	
Refusal to show card to a member of staff	Exclusion for 1 month	Exclusion for 3 months
Borrowing or lending card	Warning on pass	Exclusion for 1 month
Non-respect of break protocol	Warning on pass	Exclusion for 1 month
Refusal to comply on being reminded of the regulations: consumption of food or jumping over barriers, entering with unauthorized persons, entering with animals, improper use of equipment, unauthorized photography (premises and persons), etc.	Warning on pass	Exclusion for 1 month
Telephone conversation in work spaces	Warning on pass	Exclusion for 1 month
Smoking on library premises	Exclusion for 3 months	Exclusion for 1 year
Criminal use of the bibliothèque Sainte-Geneviève internet connection	Exclusion for 3 months	Exclusion for 1 year

