

Members' Rules and Regulations



Regulations approved by the Conseil de la bibliothèque Sainte-Geneviève on 9 June 2017 and ratified by vote of the Conseil d'administration de l'Université Sorbonne Nouvelle - Paris 3 in its session on 09/06/2017.

Bibliothèque Sainte-Geneviève

Members' rules and regulations

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APPENDIX 1: TABLE OF PENALTIES

The bibliothèque Sainte-Geneviève is an intervarsity 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 comprise some two million documents. The contents of the collections are divided into three main categories: the General collection for documents published from 1830 to the present day; the Reserved collection for old, rare, and valuable works; and the Nordic library, which comprises one of the most vast collections of Fenno-Scandinavian literature in Europe.

I- The bibliothèque Sainte-Geneviève opening hours

The library is open all-year-round, with the exception of three weeks in the summer, the Christmas and New Year holidays, and public holidays.

During the academic year:

- The General collection: monday to saturday from 10am to 10pm;
- The Reserved collection: monday from 10am to 6pm, tuesday from 2pm to 6pm, wednesday to friday from 10am to 6pm, saturday from 10am to 5pm;
- The Nordic library: monday to saturday from 2pm to 6pm.

Summer hours: reduced hours over the summer period.

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

II- Access to the bibliothèque Sainte-Geneviève

The bibliothèque Sainte-Geneviève is freely accessible, upon subscription, to anyone over the age of 18 and to those who hold 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- Subscription and renewal

3.a Subscription

Before entering the library, the user must complete a form that is available on the library website or on one of the computer stations in the library lobby. This form is to be submitted along with the required documents 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 Subscription renewal

A few weeks prior to expiration, members must present their library card and a valid form of ID to the registration office in order to renew their subscription. The card will then be updated accordingly with the user's data.

Subscriptions and renewals may be submitted every day from 10am to 6.50pm at the registration office.

IV. Obtaining a library card

Upon registration, members are provided with a reading card free of charge.

This card:

- must be retained in order to regularly renew rights of access,
- is strictly personal: any member who lends his or her card to others risks being barred from the library,
- is required to access the library: no member can be granted admission without a card,
- is necessary to access and borrow documents,
- must be presented upon the request of any member of staff.

In case of loss or theft, the cardholder must immediately alert subscription services (bsgpublic@univ-paris3.fr) to cancel the card and thus prevent it from being used fraudulently. The subscription office will issue a replacement card on receipt of a 10 euros payment, payable on the spot by credit card. If the card has been stolen, it can be replaced free of charge upon presentation of a police report.

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

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

V. Standard library cards, priority access cards, temporary passes

5.a White card

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

5.b Pink card

- priority access to the library ;
- a renewable card valid for 24 months ;
- allows members 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 members to immediately access a maximum of 30 documents on library premises at any one time.

The following users are eligible for priority access cards:

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 employed by archives, museums, and libraries	One of the following documents : - Pay slip from within the past 4 months - Official work card
Researchers/ 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 Society of the friends of the bibliothèque Sainte-Geneviève	SABSG document attesting to current membership

Any member who has been temporarily excluded from the library can no longer benefit from a priority access card.

Any member with proof of a change of circumstances that makes them eligible for a priority access card may request a change of card.

5.c Temporary pass

New members who have arrived at the library after the subscription desk has closed may obtain temporary passes, which are valid for one day, while waiting for their subscriptions to be processed, by submitting the necessary 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 library members to open bags, briefcases, and satchels.

From one hour before closing, no new members will be admitted. Any departure from the building is final.

In the General collection, members may leave the library temporarily (either for several 20-minute breaks or for a single 1-hour break per day). They must leave the works which they are consulting in the care of the staff at the Passerelle desk. Any member who is absent for longer than the stated period may not return to the library. Under these circumstances, an additional 15-minute period is allowed for members to collect their belongings. Penalties apply in the case of members falsifying their breaks. On final departure from the library, all works 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 members 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, members must start making their way to the exit.

VIII. Consultation of 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 the case of the consultation of periodicals, members may reserve, 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 that is available at the Centre's office.

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

8.b Reserved collection

Access to special collections is granted on a discretionary basis and is subject to a specific procedure (interview with the reading room manager and ratification of requests). Special collection 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 members are notified of this 10 minutes in advance. Members are then invited to return all documents.

8.c Nordic library

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 a member of staff either on the premises, or via telephone or email. Any member who returns documents late will be prohibited from borrowing documents for a number of days equal to the length of the delay.

Library members are responsible for the documents which are lent to them 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 members' personal data and guarantees the rights to access any information concerning them.

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

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

X. Access, safety

The building does not have wheelchair access. Other members with disabilities are invited to contact the library's disability officer in advance of their visit (bsgpublic@univ-paris3.fr / Tel.: 01 44 41 98 27). Any member already subscribed or wishing to subscribe, who has proof that they have difficulty standing, may inform the duty staff in order to be granted immediate access to the library.

Members must present the contents of their bags for inspection by security officers at the library entrance. For security reasons, it is forbidden to bring large bags or bulky objects into the library.

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

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

A register entitled «Health and safety notebook» is available for all library members in the Labrouste room. This register is intended to collect comments and suggestions for how to improve risk prevention, library members' safety, and user-friendliness. It is consulted by the library's health and safety officer, and presented and made available 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 of Higher education and research.

XI. Rule for the proper use of the library

The library is a place for work and study, where quiet conditions must be maintained. All members are expected to respect the rule of 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 areas of circulation (in particular the hall and the stairways) ;
- refrain from engaging in any political or religious demonstration, and from exhibiting or distributing documents, advertising materials, or propaganda, or conducting business of any nature ;
- turn off mobile phone ringers, leave work areas for any communication, and ensure that personal audio devices are not audible to other library users ;
- refrain from consuming food in reading rooms and common areas. Only sealed water bottles are permitted at reading tables (excluding in the Reserved collection reading room). All 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 areas reserved for library staff without prior authorization ;
- take care of all equipment (furniture, electrical 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

(concerning, 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 documents

Members must comply with legislation concerning intellectual property, particularly with regard to the photocopying, photographing, and printing of documents.

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

Photographs must be taken without flash or direct contact between the camera and the document and without disturbing other users. The manager of a reading room may restrict or prohibit photography of documents which are fragile or easily damaged, particularly large format works (more than 30cm long), works with tight or damaged binding, or with yellowed or brittle paper.

Reproduction of 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 members must show their cards when requested to do so by Library staff. Users who refuse to do so are temporarily excluded from the library.

Any library member in contravention of the regulations may be given a written warning on his/her card 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 an 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 library member, in possession of a document, who activates the anti-theft system 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 subscribing and/or by entering the library, members 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 cards and leave them with duty 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 card	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 card	Exclusion for 1 month
Non-respect of break protocol	Warning on card	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 card	Exclusion for 1 month
Telephone conversation in work spaces	Warning on card	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