

# Rules & Regulations

*Médiathèque Simone de Beauvoir / Alliance Française de Bangalore*

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## 1. Membership

- Membership is open to the residents of Bangalore and its suburbs interested in French, France and Francophony.
- Registration is **FREE** for AFB students (valid for their course duration) and members of the Alliance Française de Bangalore. Students and Members have to produce their respective card for Library registration.
- For general public, a Non-refundable Annual fee is charged (tariffs below)
- Only persons adhered to the library, called **subscribers**, can borrow the documents.
- Documents required for registration:
  1. A valid Photo ID (Passport, DL, Voter ID, Pan Card etc.)
  2. Proof of local address: (photocopy of: Ration card, lease or rental agreement, bank passbook etc.)
  3. 2 recent stamp sized photographs.
- Any change of address, phone number, email ID must be intimated to the librarian
- Foreign Nationals should also provide a domicile resident proof issued by FRRO.
- In the case of minors, it is the parent's/guardian's responsibility to ensure the security of the documents borrowed.
- Non-adherence to the rules of the library, habitually returning the documents late despite several reminders from the library, damaging the documents (books & audio-visuals), tearing pages, writing meanings in the books or underlining regularly despite warnings would result in the cancellation of the library membership temporarily or permanently.

## 2. Lending and other Services

- Documents will not be lent without the Library Membership Card.
- Duration of loan is 2 weeks. A late fine of Rs.1 per working day per document will be levied.
- Extension of loan period is permitted **once**, for another 3 weeks, on request by the member in person, over the phone or by E-mail provided the document is not already overdue / or it is not reserved by others.
- You may reserve a document which is out on loan.

- The subscriber cannot borrow a document before all the documents that are already overdue from him/her have been returned, with necessary fine, if any.
- While borrowing, the subscriber is required to check for any damages in the document(s) and inform the librarian immediately or else while returning; it would be presumed that the concerned member has damaged the document.
- If the document required by a subscriber is available in another library of our network, an inter-library loan could be made, on a payment of Rs.50 towards shipping charges.
- AFB Members, Students & Professors can access **Internet** at **FREE** for 20mn only. Rs.30 per hour will be charged for general public. It is strictly prohibited to chat or to visit unwanted web sites. For usage of USB or any other device the librarian permission is required.
- Watching French films or documentaries and listening to the French audio documents are **FREE for the library subscribers only**. Photocopying of documents can be done through the library at prevailing rates.

### **3. Lose or damage of library documents/equipments**

- Lost or damaged document has to be compensated at current cost + 30% of it towards shipping charges
- Scribbling or underlining would be considered as damage. The member will be asked to pay a full fine.
- Any damage to the library equipments due to negligence has to be reimbursed to its current cost as fine.

### **4. Code of conduct inside the Library**

- The users must respect the peace and tranquillity of the library. Mobile phones must be switched off or kept in silent mode. Mobile conversation is prohibited inside the library.
- It is strictly forbidden to smoke, drink or eat inside the library.
- The bags have to be deposited at the entrance of the library. You may carry your mobile, purse, laptop or any other valuables with you. Library will not be responsible for the loss or theft of any of your belongings inside the library.
- Group discussions, tuitions or private classes are not allowed inside.
- After the reference, the users are advised to leave the document(s) on the table itself. Do not put them back on the shelves.
- Taking Photographs or video shooting are not allowed.
- The users must respect the copyright of the borrowed document. The library is not liable for any such violations caused by the subscribers.

- Librarian permission should be obtained for usage of laptop or personal audio equipment inside the library.
- We reserve the right to search the bags on exit, if needed.
- The violation of these codes can result in loss of rights temporarily or permanently.

## 5. Tariffs

	Types of Membership	Tariffs	Documents to borrow & Loan period
01	Students & Members of AFB	<b>FREE</b> <i>valid for the duration of the course</i>	*2 Books + 1 Magazine = <b>for 2 weeks</b> *1 film DVD + 1 Music cd = <b>for 1 week</b>
02	General Public	<b>850/-</b> Non-Refundable Yearly fees	*2 Books + 1 Magazine = <b>for 2 weeks</b> *1 film DVD + 1 Music cd = <b>for 1 week</b>
03.	INSTITUTIONAL	<b>4000/-</b> Non Refundable Yearly fees	*4 Books + 2 Comics + 2 Magazines = <b>for 2 weeks</b> *2 films + 2 Music Cds = <b>for 1 weeks</b>

### Note:

1. If Categories 1 & 2 wish to borrow a French film it can be done by making a caution deposit of Rs. 2000/- (refundable).
2. You can loan one film per week or at a time and no extension is permitted.
3. In case of loss / damages, the deposit will not be refunded.
4. Films & Music CD's are lent out only for ONE week.