



University of Strasbourg **library** service

The University of Strasbourg Library Regulations

Introduction

The University of Strasbourg library service consists of 25 integrated libraries and other libraries belonging to the university.

The Service implements the University's information policy, supporting teaching and research, manages and promotes collections and produces specialist information that is shared with the public.

University libraries are places of leisure, culture and study, and an ideal setting for academic study and research. Staff strive to provide the most appropriate resource services for users' needs.

The purpose of these regulations is to inform users of their rights and obligations in the library.

1 / Access and registration

Article 1.1: University libraries are public places to be used primarily by students and academic and non-academic staff. Any external visitors who can provide evidence of a need for university documentation may also visit a library within the Service.

If capacity is limited, priority will be given to users associated with the academic discipline covered by the library. The CFVU (Training and Student Life Committee) must be informed of any filtering systems other than those used on an ad-hoc basis to manage busy periods.

Article 1.2: Unless otherwise stated, users must register to access library services. Students and University staff are registered automatically. Other categories of users may register if they are at least 16 years of age or hold a baccalaureate. Legal guardians are liable for items borrowed by minors. The registration procedure, user categories and current prices are set out in Appendix 1. Special provisions governing access to electronic resources are stipulated in the "University digital resources acceptable use policy" (Appendix 4).

2 / Terms and conditions of access to services and collections

Article 2.1: The Service offers the resources and equipment required for carrying out document-based research. Qualified staff are available to advise and assist users and teach them how to use the tools and resources.

Article 2.2: The libraries offer an Inter-Library Loan (ILL) service. Users may be asked to pay a fee in line with the current rates set out in Appendix 2. Users cannot borrow documents located in other libraries within the Service, in Strasbourg and the surrounding area, and the National University Library (BNU) of Strasbourg via the ILL scheme. They must physically attend these sites to borrow items.

Article 2.3: Photocopiers are available within or near libraries for copying, printing and scanning documents. A Pass Campus card or a card purchased from the photocopier management company is required to use the equipment. Prices can be found in Appendix 3.

Any copies made, irrespective of the source, are to be used solely for research or personal or private study. They must not be used for commercial purposes. Users are not permitted to reproduce entire documents (*French Intellectual Property Code, L122-5*).

Article 2.4: Library computers are available and should be used primarily for carrying out document-based research and academic study. Staff reserve the right to end the session of any user in breach of the "University digital resources acceptable use policy" (Appendix 4).

Article 2.5: Users may consult on-site resources freely. However, special regulations govern the access to and consultation and reproduction of special collections.

Article 2.6: Access to electronic resources is reserved for the users described in licensing agreements to which the University is a party. Such resources may be used solely for study, teaching, research and administration purposes. Users shall comply with the "Online information resources acceptable use policy" (Appendix 5).

Article 2.7: Users require a student card or library card to borrow documents. For Campus Pass holders, the default email address registered is the University of Strasbourg email.

Article 2.8: Items are borrowed by individual users. Borrowers remain responsible for documents registered in their name until the items are returned. If a card is lost or stolen, the user must inform the library as soon as possible. Users remain responsible for the use of their card until it is registered as lost or stolen. Any changes in contact details (address, email, telephone) must be made known to the relevant department as soon as possible (University students must notify the school office, University staff must inform the human resources department and other users must inform the libraries).

Article 2.9: Any items borrowed must be registered at the library reception, or self-service machines where available, before passing through the security gates. Staff may ask users to empty the contents of their bag if the security alarm sounds. Users must not remove or attempt to remove documents via an unauthorised exit route. Failure to adhere to the correct procedure for borrowing documents shall result in an incident report.

Article 2.10: Documents can be returned to any library that accepts items borrowed from other libraries within the Service. Otherwise, they must be returned to the library from which they were borrowed. Overdue returns shall result in the suspension of borrowing rights for a time period equal to that of the delay.

Article 2.11: Users shall immediately report the loss, damage or theft of borrowed items and replace them. If the item is not, or no longer, available for purchase, librarians will suggest another title. With regard to the service suspension period, the document shall be deemed to have been returned on the date the replacement item is provided.

Article 2.12: Failure to return items and damaging and stealing documents, including those obtained via the ILL service, inconveniences other users and libraries. In any event, the user shall immediately lose any borrowing and dispensation rights (see article 2.13 of these regulations) in all libraries within the Service until the document is returned or replaced. Users may be unable to obtain evidence of registration from the University and lose the right to re-register if items are withheld for long periods. In this case, they may also be invoiced for the documents.

In the event of damage or theft, an incident report shall also be produced. The same procedure shall be followed in the case of attempted damage or theft.

The provisions of articles 2.9, 2.11 and 2.12 also apply to borrowing equipment from libraries (for example headphones, chargers, laptops, projectors, etc.)

Article 2.13: Dispensations, necessary when students apply to transfer to another university, are mainly issued online, via the university libraries website. Alternatively, students may send a request by email to scd-dsp@unistra.fr. Dispensations are subject to the return of all documents borrowed, including inter-library loans, and the payment of any amounts owed for this service.

3 / Library rules

Article 3.1: Users shall respect silent reading rooms, which are places of work, study and research, and keep noise to a minimum elsewhere. In some libraries, conversations and group work are permitted in specific rooms and/or areas. Each library will have its own terms of use for such rooms.

Mobile telephones must be set to silent prior to entering the libraries and users must not take calls in reading rooms.

Article 3.2: Users shall respect the premises, including in terms of cleanliness and the equipment made available to them.

Article 3.3: Users shall treat staff and other users with respect. They shall not engage in any political or racial discrimination. Users behaving inappropriately or acting in a disruptive manner will be asked to leave the library.

Article 3.4: Smoking, vaping and eating are not permitted in the libraries, except in designated areas. Non-alcoholic drinks in screw-topped bottles are allowed.

Article 3.5: The use and recharging of electronic or digital devices must not inconvenience or pose a danger to other users.

Article 3.6: Library walkways and fire exit routes must remain clear. If a warning signal is given by a member of staff or an alarm sounds, users must quickly and immediately evacuate the premises.

Article 3.7: Users are responsible for the security of their own property. The library shall not be held liable for any damage, theft or loss.

Article 3.8: Users must seek prior authorisation from the library manager before displaying posters, distributing leaflets, taking pictures, carrying out surveys or performing any other activities within the libraries.

Article 3.9: By entering the libraries, users undertake to comply with these regulations. Should users fail to adhere to the rules, staff may request their student or library card and the user must provide it, in accordance with the University regulations. In any event, an incident report will be sent to the Service Management and the user may face disciplinary proceedings.

The provisions of these regulations also apply to users who take part in training courses provided by the libraries.

All library staff, responsible to the Service Management or the relevant line management for associated libraries, must apply these regulations.

These regulations are on display to users in each library. They are also available on the University of Strasbourg Library Service website.

Approved by the resources and information council ("Conseil Documentaire") of 13/09/2018

Approved by the CFVU on 19/03/2019

Approved by the University Board of Directors on 02/07/2019

APPENDICES:

1. Registration procedure and prices
2. Inter-library loan (ILL) service rates
3. Price list for copying, scanning and printing (COREP)
4. University digital resources acceptable use policy
5. Online information resources acceptable use policy

Last updated 28 May 2018