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**CRDN user charter**

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| --- | --- |
| Surname: | First name (s): |
| School name: | Ending date (studies/contract): |

**PREAMBLE**

The CRDN (Digital and Paper Resource center), part of the DSI (IT Service), is part of the departments that support teaching and research. These are the main objectives of the library.

This charter defines user’s rights and obligations. Each user, by signing this paper, commits to follow the library’s rules.

**Article 1 – LIBRARY ACCESS**

**1.1 Access to different spaces and resources**

The library provides to its users various spaces where they can look for books, work alone or in groups (thanks to the collaborative rooms), relax or print. Access to the spaces (lounge area, publication room, digital resources (on site) and library activities is open to everyone.
Everyone is welcome, provided they follow the rules of this charter.

**1.2 On site reference**

After referring books should not be put on the shelves but on the designated cart.
The computers – that are available for external users – are only for reference and for document research, in respect of the IT charter.

**1.3** **Opening hours**

The library is open every day, except for holiday season.
Please refer to the CRDN page - <https://www.telecom-paris.fr/en/campus/library/useful-information> for updated opening hours.

**Article 2 - LOANING**

**2.1 Registration**

* *Telecom Paris users* :

If you are a Telecom Paris member, you are already registered in our database by default.

* *IP Paris, IMT, HEC, Paris-Saclay users ::*

Registration is free and is made on request by filling this form - <https://www.telecom-paris.fr/wp-content-EvDsK19/uploads/2020/05/FicheInscription.pdf> - and signing this user charter, and submitting these to the staff present at the library – at the welcome desk.
After this, your registration will be validated. The user is registered for the entirety of their school years or contract.

* *Other users, external*

Registration is free and is made on request by filling this form - <https://www.telecom-paris.fr/wp-content-EvDsK19/uploads/2020/05/FicheInscription.pdf> - and signing this user charter. External users also need to provide supporting documents as:

* an ID card or a passport,
* a proof of residence (recent – less than 3 months).

The user is registered for a year.

**2.2 Borrowing terms and conditions**

Student, staff or id card is required for external users if they want to borrow an item.

The rules and the number of loans allowed depends on the different status:

* *Télécom Paris users*: 12 library items for a period of 4 weeks (which may be renewed 3 times).
* *IP Paris, IMT, HEC, Paris Saclay users*: 12 library items for a period of 4 weeks (which may be renewed 3 times).
* *Other user/external*: 3 library items for a period of 4 weeks (which may be renewed 3 times).

Learn more about the specific conditions - https://www.telecom-paris.fr/en/campus/library/services/borrowing-and-access-conditions

**2.3 Library items that are not available for loan**

Some library items can’t be loaned (dictionaries, recent issues of a newspaper/journals) and are only available for on-site use.

**2.4 Renewal**

If you want to keep the library item after the due date, you can renew your loan in several ways:

* at the the self service station
* at the welcome desk
* by phone at +33 75 31 95 50
* by email at bibliothe@telecom-paris.fr or
* online (through you personal account on Koha <https://catalogue-bibliotheques.imt.fr/> – this service is reserved only for Télécom Paris users).

**2.5 Due date**

Every user agrees to return item by the due date. This will give other users the opportunity to borrow the item too. If the user is late, they need to contact CRDN (if they don’t, they will receive an automatic email asking them to update their status – meanwhile their account will be suspended).

**2.6 Suggestion and purchase on demand**

Only Télécom Paris users have the possibility to make suggestions or purchase on demand. You need to fill the forms at <https://www.telecom-paris.fr/en/campus/library/services/ill-suggestions-purchase-on-demand>.

* Suggestions are available to every Télécom Paris users. The purchase on demand is only reserved to Télécom Paris faculties and departements.

**2.7 Inter library loan (ILL)**

Only Télécom Paris users have the possibility to ask for an inter library loan, if the item is not available at CRDN or schools partners. Users need to fill the following form <https://www.telecom-paris.fr/en/campus/library/services/ill-suggestions-purchase-on-demand>

**Article 3 - PRECAUTIONS**

**3.1 Users behaviour**

Not returning, theft, damaging, verbal and/or physical aggression can lead to ban on accessing and borrowing library items at CRDN. The user is liable to repair the damage incurred.
The library staff is in charge of monitoring and ensuring that users follow the operating rules mentioned in this charter. Any violation of the rules set forth in this charter can be subject to sanctions.

**3.2 Taking care of library items**

Users need to take care of the library items that they borrow, and to report if they are in bad condition. They also need to return them in the same state that they have borrowed them. It is forbidden, amongst other things, to cut, write notes or to highlight in books or journals. It is also forbidden to make your own repairs or lasting products on the library items. The last user will be contacted in case the item is missing or damaged.

**3.3 – Library items that are missing or damaged**

Items that are missing or damaged need to be replaced or refunded.

Replacing an item is recommended instead of refunding it.

* Replacement

If a user loses or damages an item, the user under whose name it is registered has the obligation to replace it (last edition). Like this, the staff can put it back on the shelf immediately. If the book is sold out or can’t be found anywhere, the librarians will help users purchase another title.

* Refund
If the user prefers to refund an item, they need to inform the library. A receipt – same value as the lost/damaged document (current price) - will be made and send to user.
* No response to our emails or calls
If a user does not respond to our emails or calls, they will receive a receipt from the Telecom Paris accountants asking the user to pay for the lost document (current price).

If you have any questions, do not hesitate to send an email to bibliotheque@telecom-paris.fr.

**3.4 Printing, copying and the using various library items**

Printing access is only available for Télécom Paris users. Your student or staff card allows you to use the various features of the school’s printers (scan, print, photocopy).

French law about author’s rights applies to French libraries. Copying items – provided by CRDN – is allowed for personal use only (subject to copyright).
Any copying and use outside of those rights is strictly forbidden. Offenders are subject to penalties and legal proceedings. Libraries are free of any responsibilities. Those laws apply also if you want to use an extract or print electronic items.

**3.5 Using student and staff cards**

Using student or staff card to get access to different services of CRDN is strictly personal.

Such usage is granted only to the person whose name is on the card. Those cards should not be used by a third party.

Any user that lends their card to provide access or allowed a third party to borrow library items can be excluded from CRDN.

**3.6 Card theft and loss**

Every card theft or loss should be reported to the school management, for students, or to the school’s security (Divison ImLog) for Telecom Paris staff.

Personal belongings are each user’s responsibility. If users need to leave CRDN, they should leave their belongings under someone’s supervision.
CRDN bears no responsibility in case of theft or loss of personal belongings.

The user is expected to take good care of library items borrowed from CRDN. Users are liable for anything that could happen to those library items.

If someone tries to leave with library items without marking them as borrowed, they could be suspended for 3 months. The suspension could be final if it happens a second time.

If a user is caught trying to steal and/or damage a library item (tear the barcode paper or cut the chip rfid), they are required to replace it (meanwhile the user will not have library access until the item is replaced).

**Article 4 – USERS COMMITMENT**

 **4.1 Leaving school: returning library items**

All users need to return all library items borrowed from CRDN before leaving the institution. A certificate is issued by the library as proof that all item have been returned. The certificate should be shown to the different departments (DSI, school’s management).

As a reminder, the diploma cannot be issued until all library items are returned to the CRDN.

*Abstract of Télécom Paris’ rules:*

*« 6.4.8 Conditions de délivrance de l’attestation de diplôme*

*Pour que l’attestation de diplôme puisse être délivrée à un élève ayant satisfait aux obligations scolaires définies dans le règlement scolaire, ce dernier doit avoir également payé l’ensemble de ses droits et frais de scolarité ; rendu tous les ouvrages empruntés à la bibliothèque ou à la direction de la formation initiale. »*

**4.2 Theft control**

Users need to show their student or staff card and open their belongings (bags) to library staff if any alarm of CRDN goes off. Your library account may also be checked (if needed).

**4.3 Consideration regarding people and library spaces**

Users need to be polite and show respect to the staff but also to other library users.

CRDN is a place where you can study and also relax. It is important to maintain the peaceful atmosphere of CRDN.
Eating and drinking is not allowed inside the CRDN (except water).

Signed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature preceded by "Read and approved”: