

RULES OF PROCEDURE

Article 01: Access to the school library is free and open to students, permanent and associate teachers, temporary staff, researchers and managers of the school's management.

Article 02: Home loans and the services offered are possible under registration conditions.

Article 03: The library's opening hours shall be communicated by means of posters.

Article 04: each student is responsible for his or her own reader card. Any transfer of the card and any theft or loss must be reported immediately to prevent fraudulent use. To obtain a duplicate, a loss declaration is required.

Article 05: the loan is granted only to registered students, individually and under the responsibility of the borrower.

Article 06: the number of works loaned and the duration of the loan are fixed as follows:

1. Students 1st, 2nd year: two books for a period of (10) ten days, The loan can be extended for a period of (10) ten days, only once for a book, which must be present at the library's loan officers.
2. Students of 3rd, 4th year: two books for a period of 15 days. The loan can be immediately extended for a period of 15 days.
3. Teachers: five (5) books for a period of thirty (30) days.

Article 07: Extension is granted only if the documents are returned on time and have not been requested by other readers.

Article 08: Any work returned may not be resumed on the same day.

Article 09: some books are excluded from the loan and can be consulted on site:

1. The usual ones (dictionaries, encyclopedia)
2. Periodicals: reviews

Article 10: the loan is strictly personal. Borrowers remain responsible for documents registered in their name until they are returned.

Article 11: Readers are asked to take care of the documents that are loaned to them and must not be damaged in any way. They are asked to report any damage they have and not to make any repairs themselves.

Article 12: any deterioration entails the suspension of the lending right, the replacement of the structure and the referral to the school administration.

Article 13: Each day of delay in returning the borrowed documents leads to the suspension of the lending right for an equivalent period (working day). About ten days late the reader is suspended for a period of one month and for the academic year in case of a recurrence.

Article 14: Failure to return documents will result in reminder letters being sent. After the third reminder, the library services reserve the right to forward the names of readers in breach to the Assistant Director of Diploma and Graduation, who will take all necessary measures to return the books.

Article 15: In the reading room, readers are required to comply with the rules of licensing, hygiene and safety.

Article 16: It is strictly forbidden

1. to smoke, eat and drink in the library premises,
2. to go out with the books excluded from the loan; to annotate or mutilate the books,
3. to use any device causing noise pollution.
4. To move furniture away from its initial place of installation.

Article 17: The use of Internet workstations must be in accordance with the missions assigned to libraries and for documentary research. Library officers are responsible for providing assistance and support to new students for bibliographic research on the database.