



PARIS-SORBONNE UNIVERSITY—ABU DHABI

RULES AND REGULATIONS OF THE LIBRARY

1 REGISTRATION AND ACCESS CONDITIONS

- 1.1 Access to the library is strictly restricted to students and staff of the University.
- 1.2 External people can obtain a special authorisation with a justified written request addressed to the head librarian. The authorization is delivered after approval by the University director general.

2 GENERAL PROVISIONS – USER’S OBLIGATIONS

- 2.1 Users are required to keep silence in the library and not to disturb other persons present. Mobiles should be switched off on the premises. Walkmans and CD players should not be heard except by their users.
- 2.2 It is forbidden to smoke, eat and drink on the premises.
- 2.3 It is forbidden to leave with documents without completing the check out procedure.
- 2.4 Users are invited to leave their bags at the reception desk prior to entering the book shelves area.
- 2.5 It is mandatory that all users go through the security portal. It is the librarian’s right to ask the users to show the content of any bag.
- 2.6 PSUAD is not responsible for any theft on the premises.
- 2.7 Users are required to handle with care all documents and use them carefully to prevent any damage. They are required to inform the librarian of any noticed damage and not to take the initiative to make any repairs.
- 2.8 Users who will breach the terms and provisions of these rules will be denied access to the library.
- 2.9 In case of theft or attempt of theft or intentional damage of library holdings or equipment, a report will be sent to the University management to take the relevant decisions. The same procedure will apply in case of failure to return any borrowed document to the library. Meanwhile, the head librarian or his representative is entitled to take any measure that he may deem appropriate.

3 LOANS RULES

- 3.1 Borrowing is allowed on an individual basis and under the responsibility of the borrower. It is forbidden to borrow items in the name of another user. It is forbidden to lend borrowed items to another person.
- 3.2 Some items are excluded from loan by the library staff, temporarily or permanently. No special authorization will be given to any type of users.



- 3.3 The registration, check-in and check-out will stop ten minutes before the closing time of the library.
- 3.4 In case of delay of borrowed items restitution, the library will send a reminder to the user's PSUAD email.
- 3.5 Exceeding the deadline on borrowed books will be penalized by a borrowing suspension equal to the number of days overdue.
- 3.6 In case non restitution or damage of any document, the user should pay twice the market price. If the document is no longer available, the librarian will estimate its price.
- 3.7 In case of loss of any document, after the reminder of the library, the document is considered as lost. The borrower is submitted to penalty according to article 3. 6. In case of failure to pay, the library will write a report to the University management which will take the relevant decisions. During the procedure, the user is no longer entitled to borrow books.

4 USE OF IT EQUIPMENTS

- 4.1 Computers and software should not be used for reasons other than those provided for by the University IT charter.

5 FEES – DOCUMENTS PHOTOCOPYING

- 5.1 Photocopying must be paid for. Card payment devices are available in the University.
- 5.2 Temporarily, until the equipment is installed, usage is free.
- 5.3 To reserve copyright, users should not reproduce or copy electronically a book or part of a book except:
 - if the user obtained the written approval of the author or his legal claimants,
 - if the copy or the reproduction is strictly reserved for the private use of the copier.

6 EXECUTION OF THESE RULES AND REGULATIONS

- 6.1 The library staff is responsible for the implementation of the present rules and regulations. The rules are available at the reception desk.

Date :

Daniel Balland, Directeur General

APPENDIX 1

(Rules and Regulations of the University)

TYPES OF USERS

BY RIGHT

- Regular students registered for the current academic year.
- Teachers and permanent and temporary staff of the University.

AUTHORIZED

- Any other user, external to the University, must obtain special authorization by the management. Access to the library is valid only for on-site reading and for a limited duration. Access is free of charge..

LOANS RULES

	Items number	Duration
University staff	30	28 days
University students	6	14 days
External users	0	0