

LIBRARY RULES AND REGULATIONS

With a 360 m² area, the library offers innovative, functional, and pleasant spaces that facilitate exchanges, enrichment, learning, and creativity.

The library provides students, researchers, and school staff with multidisciplinary collections, in both paper and digital formats, in engineering, management, marketing, finance, language learning, and literature.

ADDRESS

Institut Mines-Télécom Business School & Télécom SudParis
9, rue Charles Fourier
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FRANCE

➤ **contact : +33 1 60 76 42 66**

➤ **mediatheque@imtbs-tsp.eu**

OPENING HOURS

➤ **School terms**

Monday to Friday: 9:00 a.m. to 8:30 p.m.

➤ **School vacations**

Monday to Friday: 9:00 a.m. to 12:30 p.m. and 2:00 p.m. to 5:15 p.m.

The library will be closed between **Christmas and New Year's Day**.
Other closing periods will be posted on the front door and announced on Moodle.



ACCESS REQUIREMENTS

1. The library is reserved for:
 - Students, teachers, PhD students, and interns enrolled in programs at both schools.
 - Administrative staff of both schools and the General Secretariat.
2. Access to and consultation of documents on site is open to these individuals and does not require registration. Access rights are granted upon arrival on campus by the IT services.
3. A student ID card must be presented when borrowing documents.
4. IP Paris students may come to study on site and/or borrow documents; they must first notify the library staff of their arrival on campus.
5. External users wishing to use the library's services must sign a service contract with the library staff.

INDIVIDUAL REGISTRATION FOR THE LOAN

Registration is valid for the entire duration of the user's studies.

1. To borrow books, users must present their student card.
2. Any change in status, address, or telephone number must be reported.

LOAN REGULATIONS

1. Loans are only available to registered users.
2. Loans are only authorized on an individual basis and under the responsibility of the borrower.
3. Registered students may borrow an unlimited number of documents. The loan period is one month, renewable twice, as well as two journals for eight days. Headphones, calculators, board games, tablets, and e-readers are available for loan for 8 days.
4. Other specific rights are defined for PhD students and faculty members.
5. Loan extension:
 - Loans may be renewed upon request by phone, email, or in person at the front desk, unless the item is overdue or reserved.
 - Extension requests must be made before the scheduled return date. Loans may also be renewed online via the reader account.
 - If a document is returned more than 7 days late, a borrowing ban proportional to the number of days late will be applied.
6. In the event of a delay in the return of borrowed documents, the library reserves the right to take all necessary measures to ensure the return of the documents (written, telephone, or email reminders, suspension of borrowing privileges).



7. In the event of loss or damage to a document, the borrower must replace it or reimburse its value (retail price including tax).
8. Books can be returned outside opening hours in the return box outside the library.
9. Before passing through the anti-theft detection gates, users must ensure that they are not carrying any documents from the library that have not been registered as borrowed or that are not authorized to be borrowed. If the gates trigger an alarm when a user passes through, library staff and security guards are entitled to ask the user to show them their bags.

Any crossing of the anti-theft detection gate with an unregistered or non-borrowable document will be noted on the user's reader card. In the event of a repeat offense, an incident report will be filed. Two repeat offenses will result in the reader's temporary exclusion.

The library is equipped with a library self loan station and a mobile app that allow users to register and renew their loans independently.

DOCUMENT REPRODUCTION RIGHTS

The library complies with current legislation on document reproduction and copyright. It therefore accepts no responsibility for any breaches of the rules set out in the document available on the library's Moodle space.

USER BEHAVIOR

1. Readers are required to **remain quiet** inside the premises in order to respect the peace and quiet and the work of others, under penalty of exclusion.
2. **Eating, drinking (water is allowed), and using your phone to make or receive calls is prohibited.**
3. Users of the library must return documents to their proper place or hand them back to staff.
4. **Theft or damage to documents will result in exclusion from the library.**
5. **Any breach of these rules will result in sanctions.**



LIBRARY RESOURCES

1. The library subscribes to various electronic resources and draws attention to the proper use of article or market research downloads. It is important to read the summary carefully before downloading the PDF and not to download the same document multiple times.
2. The library's resources are available via the schools' Digital Workspace or on the library's Moodle space at:

➤ <https://moodle.ip-paris.fr/course/view.php?id=7732>



3. You can send messages to the library directly from Moodle (ask a question, reserve a book, suggest a purchase, request an archived document, etc.) or by email at:

➤ mediatheque@imtbs-tsp.eu

4. Equipment available:

- 1 study room (60 seats).
- 1 library self loan station.
- 1 computer room with 6 freely accessible workstations.
- 12 tablets and 10 e-readers available for loan for one month.
- Headphones.
- Board games.
- Calculators.
- DVD players.

The Secretary General

Stéphanie COLL

