

# LIBRARY REGULATIONS

The following regulations shall be posted for the benefit of library users both on the library premises and on its website: <http://www.sciencespo.fr/bibliotheque/en>  
Copies are also available by request at the library's reception desk.

## 1 - The library's mission

The Sciences Po library is committed to providing all of the document and information resources needed for research and study at Sciences Po. As the CADIST library in the field of political science and an associated library of the BNF (French national library), it is the principal library in France for the acquisition and dissemination of resources in political science. The library's specialized collection is made available to academics and professionals, from France and abroad, under the conditions outlined below.

## 2 - Conditions of access

Access to any of the following library facilities requires prior authorization:

- 27 rue Saint Guillaume 75007 Paris
- 30 rue Saint Guillaume 75007 Paris
- 199 boulevard Saint Germain 75007 Paris
- Six regional campus libraries (Dijon, Le Havre, Menton, Nancy, Poitiers, Reims)

### 2.1 Sciences Po readers

Library services are primarily intended for Sciences Po students (in degree programs and executive education), faculty, researchers, and staff. Sciences Po student and faculty cards also serve as library cards. Other readers will be issued a card after having paid any applicable fees and provided all necessary documentation. Library fees for Sciences Po students are paid along with their tuition fees. Sciences Po scholarship students, faculty, researchers and staff are exempt from library fees.

### 2.2 Outside readers

Eligibility requirements:

- Individuals: IEP de Paris alumni; members of the Association Française de Science Politique; researchers and university teachers; students at master's level and above whose research warrants use of the library's collections; persons having need in their professional capacity of the library's specialized collections, within the limits of the library's capacity at any given time.
- Groups: institutions, organizations, and research centers, upon approval of their request by the library's Office of User Services.

### 2.3 Access procedure

Library access requests can be made in person at the library, upon presentation of the following:

- Proof of address, less than three months old: (water, electricity, gas, or telephone bills, including mobile phone bill), tax return, housing insurance policy (fire, rental, or liability), rent receipt. Identity cards do not constitute proof of address.
- A student card, accompanied by certification of research or a bibliography; a faculty card; or a professional card.

Access requests are approved at the discretion of the library.

### 2.4 Fees

Library fees are set by Sciences Po and are posted in the library and on its website:

<http://www.sciencespo.fr/bibliotheque/en/practical/admissions>

The following persons are partly or wholly exempt from paying library fees:

- Students receiving need-based financial aid as determined by the French government, foreign scholarship students, recipients of RSA (Revenu de Solidarité Active), recipients of social assistance or CMU (Couverture Maladie Universelle), persons with disabilities and their guides. Students benefitting from this exemption must still provide documentation of their research and need to access to the library's collections.
- Members of the Association des Sciences Po, librarians and archivists, retired members of the Sciences Po community.

Requests for a refund of library fees, full or partial, will not be granted, except in cases of library error.

### 2.5 Library cards

Library cards are non-transferable. Sharing of library cards is strictly forbidden and may result in sanctions for the cardholder. Readers may only hold one library card and are responsible for all library materials borrowed using this card.

The loss or theft of library cards, as well as any change of address, must be reported as soon as possible to the Sciences Po student or faculty secretary, or to the library itself, in the case of outside readers. The issuance of a replacement card is subject to a fee.

The library respects the confidentiality of all user data and guarantees users the right to consult and correct all information concerning them, in compliance with the Law on Data Protection of August 6, 2004.

## 3 - opening hours

The library's days and hours of operation shall be posted in the library and on its website:

<http://www.sciencespo.fr/bibliotheque/en>

## **4 - Access to collections**

The modes of access to library materials (open shelf, remote access, storage) are made available to the public. Remote access of digital resources is exclusively reserved to the Sciences Po academic community. These services are not available for outside readers. Outside readers may access digital resources on library premises only. User names and passwords for remote access of digital resources are non-transferable and may not under any circumstances be shared with other parties. Failure to respect this condition may result in sanctions.

## **5 - Borrowing library materials**

### **5.1**

The library card is essential for borrowing library material. Borrowing privileges vary according to the reader's status (student, faculty, outside reader).

### **5.2**

Certain books and periodicals, CD ROMs, press kits, and microforms do not circulate and may only be consulted on library premises.

### **5.3**

Material that is not available at Sciences Po may be borrowed from another library or photocopied through interlibrary loan (PEB). The availability of this service is subject to conditions based on the kind of card the reader holds. It is also subject to the conditions determined by the lending library and there may be a limit on the number of items a reader may borrow at any one time.

### **5.4**

Returning materials after their due date will result in a suspension of the reader's borrowing privileges for a number of days equal to the number of days late.

### **5.5**

In the case of loss or damage of library materials, the cardholder is responsible for replacing the material or reimbursing the library for the cost of replacing it. For out-of-print or rare materials, the cardholder is liable for a fine calculated based on their estimated value plus handling charges.

### **5.6**

For lost or damaged doctoral dissertations, the borrower will be liable for photocopying costs, as well as binding and handling charges.

## **6 - document Reproduction**

### **6.1**

Photocopiers and printers using rechargeable cards for payment are available in the library for the use of all readers.

## 6.2

All document reproduction is for personal use only and must respect applicable copyright law. For example, the reproduction of documents in their entirety is prohibited.

## 6.3

Use of digital resources (CD ROMs, electronic periodicals, databases, etc.) is strictly reserved to library-cardholders. Users must respect license agreements, which prohibit, for example, any commercial use. Authorized readers may consult materials on screen, print, or download them, within the limits of reasonable, non-commercial, and strictly personal use.

## 6.4

It is strictly prohibited to transmit or otherwise circulate copies (paper or electronic) to third parties, whether in exchange for payment or otherwise.

## 6.5

Userstake full responsibility for their use of electronic resources and commit to not engaging in any illicit activity, such as improper downloading. As the database provider, Sciences Po may pursue legal or disciplinary action in the case of wrongdoing.

## 7 - Digital resources

Access to digital resources and equipment is reserved to authorized readers who respect Sciences Po's acceptable use policies for computer and digital resources. These policies are available on Sciences Po's website.

## 8 - Respecting persons, premises, and equipment

All library staff are empowered by Science Po to administer the current regulations. All readers, by the fact of registering for library privileges, commit to respecting them. The library is a place of work and study where a calm and tranquil environment must be maintained at all times. In order to ensure the quality of the work environment, the following is strictly prohibited:

- Behaving in a discourteous or disrespectful manner toward library staff or other readers
- Consuming food or beverages (with the exception of water in a closed container)
- Using mobile telephones or any other devices that might disturb other users
- Reserving a library workstation for more than 30 minutes by leaving behind personal belongings. Any belongings left for more than 30 minutes will be considered abandoned and may be subject to removal by library staff, in accordance with Article 10.3 below
- Damaging or defacing library premises and equipment, or marking, annotating, underlining, highlighting or tearing library materials. Any intentional damage may result in disciplinary or legal action, as the case may be
- Using library premises in any way contrary to the spirit of the current regulations, especially for purposes of financial benefit
- Displaying or distributing documents without the library's prior express written consent
- Smoking or using electronic cigarettes

- Consuming any alcoholic beverages or illicit substances
- Bringing animals into the library, with the exception of service animals for disabled persons
- Using roller skates, rollerblades, or skateboards
- Entering areas of the library reserved for library staff and document storage without authorization
- Engaging in religious proselytizing or political propaganda, distributing pamphlets, soliciting subscriptions, or collecting signatures. Commercial activity, advertising, and promotion are also prohibited
- Taking photographs or making recordings of any kind, without express authorization from the library
- Using library equipment, especially computers, in any way that is not in line with its intended purpose or engaging in any activity that might cause damage

## **9 - Monitoring and supervision**

The library staff is responsible, under the supervision of the director of library services, for monitoring the library's premises and supervising services and access. Library staff have the authority to inspect readers' bags and briefcases and to check that readers hold a valid library card. Any persons not respecting the current regulations, for example failure to present a valid library card, will be asked by library staff to leave the premises immediately.

## **10 - Safety**

### **10.1**

Safety and evacuation instructions given by members of the library staff must be strictly respected.

### **10.2**

Users must take care of their personal belongings at all times and not leave them unattended. The library is not responsible for their theft, loss, or damage. Users may not in any way leave their belongings in the care of library staff, who are not authorized to hold them, even for short periods.

### **10.3**

Library staff shall deposit all objects and belongings left behind or abandoned in the reading rooms at the security office at 27 rue Saint Guillaume.

### **10.4**

For safety reasons, it is forbidden to settle in corridors and high-traffic areas, and to obstruct emergency exits.

### **10.5**

Failure to respect the current regulations may result in disciplinary action according to applicable Sciences Po rules and policies, including permanent or temporary revocation of library privileges.

Regulations in effect as of 22 mai 2014

Approved by Mr. Frédéric Mion, President of Sciences Po