

Library regulations of the Institut d'astrophysique de Paris

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1. Authority

1. The Library is a part of the Institut d'astrophysique de Paris (IAP). Its governing body is the Library Committee appointed by the director of the IAP.
2. The present regulations have been adopted by the Library Committee. The regulations shall apply to all users of the Library and may be enforced by all the members of the Library staff.
3. The regulations shall apply to all users of the Library and may be enforced by all members of the Library staff.
4. Users are requested to acquaint themselves with the present regulations, the organisation of the Library, the location of Library materials and the Library's services.

2. The Library

1. The Library is specialised in the science fields of astronomy and astrophysics, physics and mathematics serving the Institut d'astrophysique de Paris, as well local users including researchers, faculties and national government organisations with a special interest of our fields.
2. The library is also entered into partnership with the libraries of the University Pierre et Marie Curie (UPMC).
3. The Library's holdings shall focus principally on materials relevant to astronomy and astrophysics.
4. The main purpose of the Library is to provide a reference and research facility.

3. Users

1. Because of the Library's specialised nature, the users of the Library are divided into different categories with different levels of access.
 - A. Internal users
 - 1) Members and associated members of the IAP ;
 - 2) Doctorates et post-doctorates of the IAP;
 - 3) Graduate students in the Master 2 Recherche, Spécialité « astronomie, astrophysique & ingénierie spatiale ».
 - B. External users
 - 1) Participants in seminars or proceedings of the IAP;
 - 2) Representatives of national government organisations.
2. All users are required to present an identity card or similar document before using the Library.
3. As a rule, external users should announce visits to the Library at least one week in advance, indicating the purpose of the visit and their needs.

4. Visits to the Library can be arranged at the discretion of the head librarian.

4. Use of library materials

1. Users shall be responsible for all Library materials in their care and are required to replace them or to pay for any damage to or loss of such materials.
2. It is strictly prohibited to annotate Library materials in any way.
3. Consultation shall take place on the premises of the Library. Any temporary removal of items from their designated place must be recorded.
4. After use, Library materials may not be replaced on the shelves by users. They must be placed on the trolley near the office for re-shelving.
5. Users must observe copyright laws and regulations in respect of all Library materials.
6. Photocopying for internal users is free of charge.
7. PC for external visitors are set to only two functions : search the Library catalogue and the Portal « Jubil » of the University Pierre et Marie Curie.
Laptops/notebooks may be used in the library.

5. Borrowing

1. Library materials may be borrowed only by internal users. The loan of any item must be authorised and recorded by a member of the Library staff.
2. The items borrowed must remain within the IAP building and the Library staff may request the borrowed items at any time if required for short consultation or photocopying.
3. No user may borrow more than 10 items at a time.
4. The loan period for books is 28 days and 14 days for periodicals and small publications. In exceptional circumstances the library staff may authorise limited extensions.
Reference books and loose-leaf editions may not be borrowed and are specially labelled to this effect.
5. Borrowers may not lend borrowed items to third persons.
6. Borrowed items are the responsibility of the borrower.
7. Users must inform the Library immediately of any relevant changes in their contact data.
8. The Library offers interlibrary loan service to other libraries (ILL).

6. Behaviour in the library

1. The Library is a place for study. Users' behaviour should reflect this fact and respect the needs of others.
2. Smoking and the consumption of food and drink on Library premises are prohibited.
3. Personal possessions should not be left unattended in the Library. The Library accepts no responsibility for loss of, or damage to, users' property.

4. Mobile telephones must be switched off before entering the Library and may not be used anywhere within the Library premises.

7. Opening hours

1. The Library is open for internal and external users from 9.00 a.m. to 5.00 p.m. The Head Librarian may exceptionally authorise presence outside these hours on an individual basis.

2. External users can access the Library by appointment.

3. The opening hours of the Library may be changed, according to the needs and resources available, by decision of the Library Committee.