



CRDN user charter

Surname:	First name (s):
School name:	Ending date (studies/contract):

PREAMBLE

The *Center for Documentary and Digital Resources* (CRDN) along with the IT Services Department (DSI) are at your service to support teaching and research.

This charter defines user's rights and obligations. Each user, by signing this paper, commits to following the library's internal rules and regulations.

Article 1 – LIBRARY ACCESS

1.1 Access to different spaces and resources

The library provides its users various spaces where they can locate books, work autonomously or in groups thanks to the collective workspaces, relax and refocus in a quiet environment, or make copies. Access to the spaces (lounge area, publications room, digital resources (on site) and library activities is open to everyone provided they respect the regulation stated in this charter.

1.2 On site reference

After consulting books, please place them on the designated cart instead of returning them to the shelves.

The computers available for external users are intended solely for reference and document research, in accordance with the IT policy.

1.3 Opening hours

The library is open every day, except during the holiday season.

Please refer to the CRDN website - <https://www.telecom-paris.fr/en/campus/library/useful-information> for updated opening hours.

Article 2 - LOANING

2.1 Registration

- *Telecom Paris users* :

If you are a Telecom Paris member, you are already registered in our database by default.

- *IP Paris, IMT, HEC, Paris-Saclay users*:

Registration is free of charge and is made on request by filling out the form at the following URL <https://www.telecom-paris.fr/wp-content-EvDsk19/uploads/2020/05/FicheInscription.pdf> and signing this user charter. Please submit these to the staff present at the library Welcome Desk.

Once your registration has been validated, the user is registered for the entirety of their school years or contract.

- *Other users, external visitors*:

Registration is free of charge and is made on request by filling this out the form at the following URL <https://www.telecom-paris.fr/wp-content-EvDsk19/uploads/2020/05/FicheInscription.pdf> and signing this user charter. External users also need to provide supporting documents such as:

- an ID card or passport,
- proof of residence (valid within 3 months).

The user's registration is valid for a year.

2.2 Borrowing terms and conditions

Student and staff badges or an ID card is required for external users if they wish to borrow an item.

The rules and the number of loans allowed depends on the different status:

- *Telecom Paris users*: 12 library items for a period of 4 weeks (which may be renewed 3 times).
- *IP Paris, IMT, HEC, Paris Saclay users*: 12 library items for a period of 4 weeks (which may be renewed 3 times).
- *Other user/external*: 3 library items for a period of 4 weeks (which may be renewed 3 times).

Learn more about the specific conditions <https://www.telecom-paris.fr/en/campus/library/services/borrowing-and-access-conditions>

2.3 Library items that are not available for loan

Some library items can't be loaned (dictionaries, recent issues of a newspaper/journals) and are only available for on-site use.

2.4 Renewal

If you wish to keep the library item after the due date, you can renew your loan in several ways:

- at the self-service station
- at the Welcome Desk
- by phone at 01 75 31 95 50
- by email at bibliotheque@telecom-paris.fr or
- online (through your personal account on Koha <https://catalogue-bibliotheques.imt.fr/> – this service is reserved for Telecom Paris users only).

2.5 Due date

Every user agrees to return the item by the due date. This will give other users the opportunity to borrow the item too. If the user is late, they need to contact CRDN (if they don't, they will receive an automatic email asking them to update their status – meanwhile their account will be suspended).

2.6 Suggestion and purchase on demand

Only Telecom Paris users have the possibility to make suggestions or request purchases. A separate online form is required for these requests: <https://www.telecom-paris.fr/en/campus/library/services/ill-suggestions-purchase-on-demand>.

- Purchase recommendations are open to every Telecom Paris user. The purchase requests are only reserved to Telecom Paris faculties and departments.
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2.7 Inter library loan (ILL)

Only Telecom Paris users have the possibility to ask for an inter-library loan, if the item is not available at the CRDN or school partners. For this, users need to fill out the following form <https://www.telecom-paris.fr/en/campus/library/services/ill-suggestions-purchase-on-demand>

Article 3 - PRECAUTIONS

3.1 Users behaviour

Not returning items, theft, damaging articles or library property, verbal and/or physical aggression can lead to ban on accessing and borrowing library items at CRDN. The user is liable to repair the damage incurred.

The library staff is in charge of monitoring and ensuring that users follow the operating rules mentioned in this charter. Any violation of the rules set forth in this charter can be subject to sanctions.

3.2 Taking care of library items

Users need to take care of the library items that they borrow and to report if they are in bad condition. They also must return them in the same state that they borrowed them. It is forbidden, amongst other things, to cut, write notes or to highlight in books or journals. It is also forbidden to make your own repairs or lasting products on the library items. The last user will be contacted in case the item is missing or damaged.

3.3 – Missing or damaged library items

Items that are missing or damaged must be replaced or refunded.

Replacing an item is recommended instead of refunding it.

➤ Replacement

If a user loses or damages an item, they are required to replace it with the latest edition. This ensures that the staff can promptly return it to the shelf. If the book is out of print or unavailable, the librarians will assist users in selecting an alternative title for purchase.

➤ Refund

If the user prefers to refund an item, they must inform the library. A receipt, reflecting the current value of the lost or damaged document, will be used and sent to the user.

➤ No response to our emails or calls

If a user does not respond to our emails or calls, they will receive a receipt from the Telecom Paris Finance Department requesting the user to pay for the lost item reflecting the current value of the item.

If you have any questions, do not hesitate to send an email to bibliotheque@telecom-paris.fr.

3.4 Printing, copying and using various library items

Printing access is only available for Telecom Paris users. Your student or staff badge allows you to use the various features of the school's printers (scan, print, photocopy, etc.).

French copyright law applies to all materials in French libraries. Copying items provided by the CRDN Library is allowed for personal use only, subject to copyright restrictions. Any copying or use beyond these rights is strictly prohibited and may result in penalties and legal action. The library holds no responsibility for such violations. These laws also apply to the use of extracts or printing of electronic items.

3.5 Using student and staff badges

Access to CRDN services using a student or staff card is strictly personal and granted only to the individual named on the badge. These badges must not be shared or used by third parties. Users who lend their card to others for access or borrowing library items may be excluded from the CRDN.

3.6 Theft and loss

Badge theft or loss should be reported to the school's Dean of studies (for students), or to the school's security department (Division ImLog) for Telecom Paris staff members.

Personal belongings are each user's responsibility. If users need to leave CRDN Library, they should leave their belongings under someone's supervision.

The CRDN Library bears no responsibility in case of theft or loss of personal belongings.

The user is expected to take good care of library items borrowed from the CRDN Library. Users are liable for anything that could happen to those library items.

Anyone attempting to leave with library items without properly borrowing them may face a three-month suspension. A second offense could result in permanent suspension.

If a user is caught attempting to steal and/or damage a library item (such as tearing the barcode paper or cutting the RFID chip), they are required to replace it. During this period, the user's library access will be suspended until the item is replaced.

Article 4 – USERS COMMITMENT

4.1 Leaving school: returning library items

All users must return all library items borrowed from CRDN before leaving the institution. The library will issue a certificate as proof of return which should be presented to various departments (e.g. IT Department, Dean of Studies, etc.).

Please note that student's diplomas cannot be issued until all library items are returned to the CRDN Library.

Reference to Telecom Paris's internal rules and regulations:

« 6.4.8 Conditions for issuing graduation diplomas

To be eligible for a graduation diploma, students must fulfill their academic obligations as defined in the school rules, settle all tuition fees, and return all works borrowed from the library or the Dean of Studies.

4.2 Theft prevention

Users must present their student or staff badge and allow library staff to inspect their belongings (bags) if any CRDN alarm is triggered. Library accounts may also be checked if necessary.

4.3 Consideration regarding people and library spaces

- Respect regarding spaces

In workspaces, users are requested:

- To respect the study and quiet areas;
- To respect the rules and regulations of the collaborative workspaces (priority access is given to group work);
- Not to damage the equipment;
- Not to consume food. The user will be held responsible for any damaged item. Drinks are tolerated if kept in closed recipients (bottles with caps, thermos, etc.);
- To make sure that the library remains clean;
- To use their cell phones on silent mode and having phone conversations only outside the library;
- Not to film or photograph the premises or people without their permission;
- Not to monopolize a space without occupying it; any personal item left unattended in the library for more than an hour will be considered forgotten and handed in to the security division.

Behavior / penalties and sanctions

Any individual whose behavior or attitude disrupts other users, staff or orderly operation of the library may be requested to leave the premises. Access may be temporarily or permanently denied to individuals who fail to comply with library rules and regulations.

City where this document was signed: _____ Date: _____

User's signature along with the written phrase "Read and approved":