RULES & REGULATIONS
CENTRE FOR DOCUMENTARY AND DIGITAL RESOURCES (CRDN LIBRARY)
TÉLÉCOM PARIS

PREAMBLE
The CRDN, which is part of the Télécom Paris It Department (DSI), plays a vital role in supporting teaching and research activities.

The mission statement of the library can be found on the school's website : https://www.telecom-paris.fr/en/campus/library

The CRDN internal regulations define the rights and responsibilities of users regarding the use of the services and documentary resources made available to them.

Each user, by virtue of their presence on the premises, their registration or their use of the library resources and services of the CRDN, commits to following these rules. Serious offences or repeated negligence may result in the temporary or permanent withdrawal of lending rights and, where applicable, temporary or permanent access to the library.

ARTICLE 1 – LIBRARY ACCESS
1.1 Opening hours
The library is open every day except during the holiday season. The CRDN opening hours are posted both on-site and online, including on the school's website :
https://www.telecom-paris.fr/en/campus/library/useful-informations

1.2 Access to spaces and resources
Access to the CRDN is conditional and free of charge for everyone, subject to compliance with these rules. Access details can be found on the school's website :
https://www.telecom-paris.fr/en/campus/library/useful-informations

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, on-site documentary resources and events is free of charge but may be limited to certain users, depending on the library's capacity. Access to events may require prior registration.

1.3 Access to computer workstations
Computer workstations connected to the Internet are available to users. To log in, users who are part of Télécom Paris must use their Télécom Paris username and password. External users must contact the CRDN reception desk to use the two designated workstations. The CRDN's public computer workstations are reserved for document consultation and research, in compliance with the school's IT charter.

1.4 Access to the school WIFI network
External users from the higher education and research sector (such as students, faculty, and researchers) may access the Wi-Fi via the EDUROAM network, provided they have already connected to it on their home campus.

External visitors without a connection or who are unable to connect to the EDUROAM network can request the creation of a guest WIFI account at the CRDN reception desk. A form of ID is required to create this account.

1.5 On-site consultation
After use, books and other materials should not be re-shelved but placed on the designated carts.

ARTICLE 2 - LOANS
2.1 Registration
> *Télécom Paris members :*

Registration is free of charge and automatic. A Télécom Paris student and staff badge can be used to borrow library materials. User are registered for a period of one year, or three years for engineering students and staff members on permanent contracts.
> *IP Paris, IMT, HEC, Paris-Saclay members :*

Registration is free and can be completed by filling out the online registration form upon request : https://www.telecom-paris.fr/wp-content-EvDsK19/uploads/2024/07/Fiche-inscription_2024_ANG.pdf and signing these rules. Once your registration has been approved, access is valid for one year.
> *Other external visitors :*

Registration is free and can be completed by filling out the online registration form upon request : https://www.telecom-paris.fr/wp-content-EvDsK19/uploads/2024/07/Fiche-inscription_2024_ANG.pdf and signing these rules. The following supporting documents are also required :
- An ID card or passport,
- proof of residence dated within the last three months.

Once registration has been approved, access is valid for one year.

Please submit the completed form, signed rules and registration documents to the staff present at the library Welcome desk.

Please note :
Once registered, users are required to immediately notify library staff of any change of postal address, e-mail address or telephone number.

2.2 Borrowing terms and conditions
Student and staff badges or an ID card for external users is required if they wish to borrow an item. Loan rules and limits vary according to the member's access status :
> *Télécom Paris, IP Paris, IMT, HEC, Paris-Saclay users :*
> 12 library items for a period of four weeks (which may be renewed three times, provided the item has not been reserved by another user)
> *Other external visitors :*
> Three library items for a period of four weeks (which may be renewed 3 times).

Loans are granted to individuals. Items checked out on a borrower's account are their responsibility until they have recorded their return. If the borrower lends the items to a third party and the items are damaged or lost, the library will require the borrower to reimburse or replace them. For more information on loan conditions:
https://www.telecom-paris.fr/en/campus/library/services/borrowing-access-conditions

2.3 Materials not available for loan
Some materials are excluded from loan (printed theses, dictionaries, the latest issue of a journal, newspapers, etc.) and can only be consulted on site.

2.4 Renewal
If a material is not reserved by another user, it can be renewed beyond the loan period at the library via the self-service terminal, with library staff, by phone (+33 1 75 31 95 50), or by email (bibliotheque@telecom-paris.fr) or online through the user's account for Télécom Paris members : https://catalogue-bibliotheques.imt.fr/

2.5 Due date
Users agree to respect the loan period to allow others to borrow the material in turn. In case of delay, borrowers must notify the CRDN; otherwise, email reminders will be sent, and their account will be suspended until the situation is resolved.

2.6 Suggestions and purchase requests for materials
Only Télécom Paris members can make purchase suggestions or requests. To do this, various online forms depending on the request are available here : https://eole.telecom-paris.fr/vos-services/bibliotheque-crdn/services/suggestion-dachat

> ➢ Purchase suggestions are open to all Télécom Paris users
> ➢ Purchase requests are reserved exclusively for internal services and department

2.7 Interlibrary loan (ILL)
Only Télécom Paris members can ask for an inter-library-loan if the items are not available at the CRDN. To do this, please fill out the following online form : https://eole.telecom-paris.fr/vos-services/bibliotheque-crdn/services/demande-de-pret-entre-bibliotheques-peb

ARTICLE 3 – IMPORTANT USAGE GUIDELINES

3.1 Taking care of library items
Users must take good care of the materials they borrow, report any damage when checking them out, and return them in the same condition. It is strictly prohibited to cut pages, write notes, or highlight passages in the materials. Users are also forbidden from making repairs themselves or using cleaning products. The last borrower will be contacted if an item is missing or damaged.

3.2 Missing or damaged library items
Lost or damaged materials must be paid or replaced by the user. The CRDN prefers that users replace the item rather than reimburse its cost.
> ➢ *Document 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.
> ➢ *Payment for lost or damaged items*
>
> If you choose to reimburse, please inform the library. An invoice for the value of the item (including all taxes based on the current retail price at the time of replacement, or, if unavailable, at the original purchase price) will be issued and sent to you for payment.
> ➢ *Failure to respond to reminders*
>
> If a user does not respond to reminders from the library regarding the return of materials, they will receive an invoice (corresponding to the value of the lost or damaged items) issued by the accounting officer, which must be paid promptly.

3.3 Printing, copying, and using various library items
Printing access is only available to Télécom Paris members. 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 libraries. Reproductions of materials from the library's collections are reserved for the personal use of the borrower and are subject to literary and artistic property rights. Copyrights is limited to no more than 10% of a book or musical score, and 30% of a newspaper or journal. Bibliographic references of the original work must appear near the copied excerpt. Any reproduction or use outside these limits is strictly prohibited. Offenders may face a legal action. The CRDN assumes no responsibility for violations of the applicable legislation. This regulation also applies to the extraction or printing of electronic documents. For more information on the use of book content, press materials, and images in compliance with copyright law : https://www.cfcopies.com/secteurs/pedagogiques/enseignants-formateurs

3.4 Conditions for using electronic resources
The electronic journals, books and databases to which the Télécom Paris library subscribes have terms of use defined in license agreements that the school signs with each supplier/publisher. It is the responsibility of each user to ensure that their use of electronic resources respects copyright and the conditions specified in these license agreements.

Anyone failing to comply with the conditions of use of the digital resources runs the risk of having their access temporarily or permanently suspended.
https://eole.telecom-paris.fr/vos-services/bibliotheque-crdn/condition-dutilisation-des-ressources-electroniques

3.5 Posting and photography
Posting and distributing materials within the library premises is prohibited. Photography, recordings, filming, and interviews require prior authorization from the library manager. For information on the procedures, please contact the library.

3.6 Unauthorized sharing of the student or staff badge
The use of the student or staff card to access CRDN services is strictly personal and non-transferable. The cardholder is responsible for its use. Any user who lends their card to a third party to borrow materials risks sanctions, including temporary or permanent suspension of borrowing privileges and, if applicable, access to the CRDN.

3.7 Theft and loss
  - Any loss or theft of a card must be reported immediately not only to the CRDN, but also to the Dean of studies (DE) and Academic Services for Students, or the Logistics Department for other internal users.
  - Materials borrowed by users are their responsibility from the moment the loan is registered. If an item is lost, it must be replaced or, failing that, reimbursed.
  - Any attempt to remove unregistered materials may result in temporary suspension of borrowing privileges. Repeated offenses will lead to permanent suspension.
  - In case of attempted theft involving damage to the item (such as removal of barcode or labels), replacement of the item will be required.
  - Users are responsible for their personal belongings inside the library. The CRDN cannot be held liable for loss or theft of personal items within its premises.

ARTICLE 4 – USER OBLIGATIONS
4.1 Material return requirement for graduating or departing users
All users must return all borrowed materials to the CRDN before permanently leaving the institution.

As a reminder, the issuance of a diploma or certificate is suspended if the student (or doctoral candidate) has not returned all borrowed materials to the CRDN. Refer to the Télécom Paris internal regulations : https://eole.telecom-paris.fr/formation/reglements-scolaires :

5.4.8 - Conditions for issuing a diploma certificate

To be granted a diploma certificate, a student who has fulfilled the academic requirements defined in the school regulations must also :
- Have paid all tuition fees in full
- Have returned all materials borrowed from the library or the Dean of Studies

4.2 Anti-theft alarm
If the anti-theft alarm is triggered, users must identify themselves and open their bags for inspection by library staff. Borrowing validity and registration will also be checked.

4.3 Code of conduct

Users must :
> ➢ Respect quiet zones suitable for study;
> ➢ Follow the rules for collaborative workspaces (priority is given to group work);
> ➢ Ensure the library remains clean;
> ➢ Keep mobile phones on silent mode and take calls only outside the library;
> ➢ Report any malfunctions or damages to library reception staff.

Users must not :
> ➢ Consume food. Users will be held responsible for any damage to materials. Water is allowed only in sealed containers (bottle with caps, thermoses, etc.);
> ➢ Damaging library property or equipment;
> ➢ Post flyers or distribute documents;
> ➢ Film or photograph the premises or people without authorization;
> ➢ Reserve a seat without occupying it. Any personal belongings left unattended for more than 20 minutes will be considered abandoned and handed over to security;
> ➢ Do not rock back and forth on chairs, as this may damage the furniture.

Behavior towards others
To maintain a pleasant environment, users must behave courteously and respectfully towards other users and library staff. Anyone whose behavior or condition disrupts other users, staff, or the proper functioning of the library may be asked by library staff to leave the premises. Any verbal or physical aggression towards others may result in temporary or permanent bans from the CRDN.

ARTICLE 5 - RESPONSIBILITY OF THE CRDN
5.1 Personal data
User identity and borrowing records are strictly confidential. They are used solely to manage loans and to evaluate and analyze library services.

5.2 Enforcement of regulations
Library staff, under the responsibility of the service manager, are charged with enforcing these regulations. A copy of the regulations is permanently displayed on-site for public reference. The document is also available online via the school's website : https://www.telecom-paris.fr/en/campus/library/services/borrowing-access-conditions. All CRDN users agree to comply with these regulations. Serious violations may lead to temporary or permanent loss of borrowing privileges and, where applicable, access to the CRDN.

SIGNATURE REQUIRED

City where this document was signed: _____ Date: _____

User's signature (preceded by the written phrase "Read and approved") :