



Ministry of Higher Education and Research

Library - Operating rules of the reading room

Tariffs approved by the Board of directors of the IFAO on June 30, 2016

1. Opening hours and registration

- The reading room opens at 9:00 and closes at 17:30, from Sunday to Thursday included. It is closed during the official holidays of the IFAO. It is accessible to persons holding a card of the library or a temporary authorization from the curator of the library or, alternatively, one of the librarians.
- Registration is free. The card is strictly personal, it provides access to the reading room for one academic year (from first September to the end of July of the following year), it must be presented every year with the documents required for the renewal of the request. The loss and the establishment of a new card is charged 10 EGP.
- The closures and the exceptions to regular opening hours are posted on the door of the reading room, on the online catalogue website and on the IFAO facebook page.

2. Circulation of library documents

- The circulation of library documents is stopped from 16:30. The documents are consulted only in the reading room.
- Readers can request 3 documents at the same time, to a limit of 10 documents per day. During rush hours, library staff reserves the right to limit the number of circulating documents in the day. In case of consultation of the same documents for more days in the current month, they may be placed on reserve.
- For getting a library document, all sections of the request form must be completed and respect the original language of the book. The name of the reader must be written in transcription (the same way as on the reader's card).

3. Reprography

- In order to obtain a photocopy, an application form must be completed. The library reserves the right to refuse any request, especially for reasons of preservation of documents. The fragile, the very tight binding or the patrimony documents and, in any case, documents published before 1920, are prohibited from photocopying.
- Readers can request photocopies, to a limit of 20 pages per day (A4 : 25 pts / unit, A3: 50 pts / unit) to the limit of 10% of the entire book, or an article in a journal. A scanner is available for the readers in order to scan documents themselves under the supervision of the staff and in respect of copyright.
- The use of digital cameras is authorized without flash in compliance with Intellectual property law (within the above mentioned limits).

- The rules of the 10 % or one article, are applied to the digital camera usage.
- The use of handheld scanners is prohibited.

4. Behaviour in the Library

- Arriving at the library, readers must deposit their card to the member of the staff in the reading room and sign the attendance register.
- Mobile phones must be turned off. Bags must be deposited in the lockers.
- It is forbidden to eat or drink in the library, except bottled water, which should be placed on the floor. It is requested to respect the cleanliness of the place.
- Readers are required to respect the calm inside the premises.
- Readers are asked to handle documents with the utmost care. It is forbidden to take the documents out of the library or damage it. In case of proven damage, the user responsible will be required to charge the full replacement value of the document, assessed as follows :

- New document or periodical available for purchase : purchase price

- New document or periodical not available for purchase : substitution rate of 60 € for a document and 45 € for a periodical.

5. Interlibrary loan

- It is possible for the readers to get a 10 % or an article of a document which is not available at IFAO library, but in another library in the world. For that, the readers have to follow the rules of the interlibrary loan and ask a librarian to access this facility.

6. Computer access

- A wireless network is available in the library to allow you to work with your laptop.
- Computer with free access are reserved for the consultation of the catalog and electronic databases.
- CD-ROMs are consulted on request and only on the library's computers.
- The USB keys are authorized for downloading articles and scientific documents available on the library's computers.

For any questions or problems, please contact the staff of the library

Any disregard of these rules can result in suspension or expulsion from the library