



## *Library*

# Interlibrary loan (ILL) regulations

### *Presentation*

The ILL is a service free of charge offered by the library of the Institut français d'archéologie orientale.

It allows to make available to the user of the library the photocopy or the electronic medium, according to the copyright, only one article of a journal or a part of a book requested, not available within the library of the Ifao, but present in another library in France or abroad.

To do so, it is necessary to check the catalogue of the university library network (SUDOC) via the following link: <http://www.sudoc.abes.fr/> or on Worldcat: <http://www.worldcat.org/>

Thanks to these networks, the Ifao can then identify the libraries that have the article or book required.

In addition, the ILL is able to respond to requests from other libraries around the world to provide materials to a researcher who cannot travel to Ifao.

### *Organization*

The ILL service is managed by the IFAO library.

### *Beneficiaries*

The request for reproduction by the PEB is addressed to IFAO researchers, students from the first year of master, professors, doctors, inspectors registered at the Ifao library, or members of a mission and IFAO fellows.

### *Conditions*

For copyright reasons, only one article from a journal or 10% of a book may be requested by the ILL. If the document cannot be provided, the applicant shall be informed of the reasons for this impossibility. If necessary, the applicant may be referred to another library in the area.

### *Terms and Conditions*

Registration at the Ifao library is mandatory. Requests are made through the library team.

Due to copyright, the library may only be able to provide the applicant with the article or book in paper format and not in electronic format. In this case, the applicant must pay the photocopy fees according to the IFAO library's own rules.

### *Processing of applications*

The ILL requests are made as soon as the applicant solicits the library.

The time it takes to receive the document it depends on how long it takes the library receiving the request to process it.

The applicant is informed of the receipt of the document by telephone or by email.

### *Removal of documents.*

Documents requested in ILL must be collected at the reception desk of the Ifao library.

### *Rates*

The reproduction service for the PEB is free of charge, excluding any photocopy fees.

### *Application of European data protection regulations*

In accordance with the General Data Protection Regulation (GDPR) promulgated on 25 May 2018, the library informs you that the personal data collected on this admission form have two purposes:

- The statistical processing. These data are kept only for the time necessary to produce the reports, so for a maximum of 6 months after the end of the calendar year. In any case, no personal data appears as such in these reports;
- The communication between the library and yourself: for example, you have made a suggestion for an acquisition or a request for an interlibrary loan; the library will be able to contact you.

By registering with the library, you have agreed to abide by these rules.