



Library

Rules of use of the space 24/7 (Update 2023)

Text approved by the IFAO management the 28th of June 2023.

1. Access to the space 24/7

- The 24/7 space includes the reading room;
- The collections are freely accessible 24 hours a day, 7 days a week, except during IFAO's administrative closing periods (one week at the end of the calendar year and during August), and exceptional closures posted at the entrance to the library and posted in the catalogue and on IFAO's Facebook page;
- Requests for access or information should be addressed to the direction (direction@ifao.egnet.net, direction-etudes@ifao.egnet.net) and/or the library (bibliotheque@ifao.egnet.net);
- Readers with a permit are required to report to the library manager or, in case of absence, to librarians during the opening hours of the reading room (Sunday to Thursday, from 9 am to 5.30 pm) in order to register and obtain their access card;
- A form for statistical and communication purposes will be completed by authorised readers. By signing it, readers agree to comply with these rules;
- New users will be taken from an orientation tour of the library; this tour is essential to be introduced to the rules of security of property and people in the library, in the case of readers who may be in the premises outside the hours of presence of qualified staff;
- The access card is strictly personal. Under no circumstances may it be lent to another user. A fee of three hundred Egyptian pounds (300 EGP), at cost price, will be charged for the loss of a badge and for the issue of a new one.
- Access cards will systematically be returned to the library at the end of the stay or at the end of the authorised period.

2. Limited access to certain documents

- Some documents, for reasons of conservation (rare and old books' reserve, call number Res. Prec.), of copyright (CD, DVD, grey literature, call numbers bur. Bibl., CD, DVD), of use (archaeometry documents located in laboratories, call number lab.) and of lack of space (location: room 17) are not in direct access;
- Readers are encouraged to consult the library's online computerised catalogue in order not to omit these documents that may be of interest to them;
- For the documents under right, the consultation will take place in the reading room during its opening hours to the public;

- For the documents of the rare and old books' reserve, consultation of an alternative document (facsimile or document freely accessible on the Internet), where it exists, will be proposed preferably. The request for access to the original document must be strongly argued. In any case, its consultation will take place exclusively in the reading room, during its opening hours to the public, in the immediate vicinity of the circulation desk, with the appropriate equipment (wooden pencil, consultation futons and lead snakes made available);
- Other documents with indirect access will be available for consultation in the 24/7 space;
- To access these documents, 24/7 space readers will fill out a communication form, available in the reading room; they will forward it to the library's employees, who will pick up the document and return it to its place;
- The locked cupboards of the 24/7 space are not intended to be opened by readers: the space is under video surveillance and any user who tries to force them can expose himself to a permanent exclusion from the IFAO library. To access these documents, the reader is invited to contact the librarians.

3. *Consultation of documents, books and journals*

- Readers use the shelves directly and reshelv their documents after consultation;
- A book dummy must systematically be filled in and placed on the shelf instead of the document;
- When the document is returned to its place on the shelves, readers must systematically remove the corresponding book dummy;
- Documents in the **reading room** must be consulted promptly and returned to their place immediately after use; the use of book dummy is not required;
- The documents must be consulted only in the indoor library, which excludes the terrace of room 1;
- The reading room and room 10, which is an extension of it, are reserved for users of the reading room during its opening hours, from Sunday to Thursday between 9 am and 5.30 pm;
- Only IFAO researchers who have an office inside IFAO are allowed to bring documents to their office for a **maximum period of one month** and must return them in case of absence of more than one month. Library staff are authorised to go into the offices to retrieve documents at any time if necessary;
- Documents newly arrived in the library and placed on the base units or on display racks with a signage « Nouveautés » (new arrivals) **must not leave the library** until they are placed on the shelf;
- Readers are allowed to leave the documents consulted on the tables from one day to the next, but only up to a **maximum of 10 documents** (books and journals) and on condition that they are stacked at the end of the day and that they place a paper with their name on the stack;
- Readers who consult documents only in the library must in any case systematically return them to their place if they are **absent for more than 3 days**;
- Readers will be careful to reshelv all the documents on the shelf at the end of their consultation.

4. *Reprography*

- Readers may scan documents up to a maximum of 10% of one book and one article per journal, for private use and for research purposes (copyright law). They can use the scanner provided at the library or their smartphone or their camera, without flash, or still the ScanTent;
- The use of a manual scanner or photocopier/scanner/printer is strictly prohibited for reasons of preventive conservation of the document (preservation of the binding);
- Readers can obtain hard copies of library documents from a USB key, subject to copyright restrictions. This service costs one Egyptian pound (1 EGP) per A4 sheet;
- Photocopying and scanning are prohibited, for fragile or deteriorated works and works marked as such, particularly those in the old and rare books' reserve.



Reminder: the library cannot be held responsible for any fraudulent use of reproductions made from the documents stored in it.

5. Rules of behaviour

- Mobile phones must be switched off or in silent mode;
- It is forbidden to eat or drink in the library rooms, except water which must be in closed bottles, placed on the ground;
- It is strictly forbidden to take a document out of the IFAO. The document must be handled with care and any deterioration of the document is the personal responsibility of its user;
- Readers should ensure that, in the event of a crowd, they occupy only one workstation;
- Leaving documents on a work place does not mean that the place is reserved for the reader. All seats are free to use;
- Readers must not leave any personal belongings in the library at the end of their working day (clothes, paper, notebooks, pens, computers, etc.). If not, the library reserves the right to remove them from the public area. If the owner is identified, he/she will be informed by the library. If the owner is not identified, the found items will be discarded after one week if no complaint is made;
- Boxes are provided to collect used paper for recycling. Readers must not dispose of other types of waste in these boxes;
- Readers should report to library staff any missing or damaged material, and help to ensure compliance with the 24/7 space rules.

6. Computers and databases

- A WIFI connection and electrical outlets are available in the library to work with a laptop computer;
- Open access computer workstations are available to consult the online catalogue, Internet, databases or to work on word processing and spreadsheets (Libre Office installed). Readers are allowed to use a USB key. The computers in the reading room are reserved primarily for its users during public opening hours;
- Some databases can only be consulted on the computers made available to you: the OEB (Egyptology), Trismegistos, JSTOR and the resources acquired under national licence by France (ISTEX);
- CDs and DVDs can be consulted on request and only in the reading room.

Any failure to comply with the regulations will be reported to the IFAO management.