Library
Rules of use of the reading room
(Update 2023)

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

1. Opening hours and registration

- The reading room opens at 9.00 AM and closes at 5.30 PM, from Sunday to Thursday included, except for special times during the year. 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. A registration form must be completed in Latin letters for each new academic year, on presentation of supporting documents;
- The library 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 registration. Lost cards and new cards are charged at fifty Egyptian pounds (50 EGP) at cost price;
- 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 one hour before closing time. 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

- 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;
- 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 documents and documents 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.

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 rooms, with the exception of water, which must be bottled and placed on the floor;
- It is strictly forbidden to take any document out of the library. Books and journals must be handled with care, and anyone who damages a document is personally liable;
- Readers are required to respect the calm inside the premises;
- 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;
- Readers must report any damaged documents to the library staff and help to ensure that the library rules are respected;
- Boxes are provided to collect used paper for recycling. Readers must not dispose of other types of waste in these boxes.

4. Computer and databases 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.

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