

Rules on the Use of the 24/7 area

Approved by the Ifao Board on 15 May 2025.

Any proven breach of these rules will be reported to the Ifao management, who may decide to exclude the user temporarily or permanently.

1. 24/7 access conditions

The 24/7 area is open 24 hours a day, 7 days a week, except during Ifao's annual closures (one week at the end of the calendar year and throughout August) and exceptional closures. These will be announced at the library entrance, on the online catalogue and on social networks.

Free registration is required to access the 24/7 area.

24/7 access is authorised to:

- Ifao & EFE researchers, members of French and foreign research centres in Egypt,
- Ifao fellows & members of Ifao scientific operations,
- directors of foreign archaeological missions.

Anyone else requiring 24/7 access must apply to the Head of Library (bibliotheque@ifao.egnet.net).

Registration for the 24/7 area is carried out only from Sunday to Thursday, from 9am to 5.30pm, with the head of the library or, in her absence, with the librarians.

Registration is valid for a limited time only (mission duration or academic year) and must be renewed.

The library is committed to respecting the confidentiality of personal data held solely for administrative purposes. Each reader can access their own personal data (Reg. UE 679/2016 GDPR).

The access card is strictly personal. Under no circumstances may it be lent to another user.

The card must be returned at the end of the authorised period. A fee of 300 EGP will be charged if a card is lost or stolen.

New library users will be given a guided tour of the library (rules of use and safety).

2. Access to collections

It is strictly forbidden to take any document out of the Ifao library.

Any damage to a document will be charged to the user.

2.1. Open access collections

Only on-site and indoor consultation is permitted.

Any document must be replaced by a phantom record, clearly indicating the borrower's name, the date and the book's identification details.

Readers must put the books back on the shelves themselves and remove the phantom record.

Documents may be kept on the workstations for up to 7 days. After this period, the books will be returned to the shelves. A note with the reader's name and the last date of consultation must be placed on the pile of books left in the centre of the table.

Exemption for scientific members and other Ifao researchers:

Ifao researchers may borrow open-access documents (except for 'new titles') in their offices for up to 3 months. All documents must be replaced by a phantom record.

In case of more than 15 days absence, documents must be returned before departure. All books must be returned to the shelves at the Ifao's annual closures.

2.2. Indirect access collections

Collections in storerooms (*Bur. Bibl., Lab., Rés., TH., UMI* collection) are only accessible during Reading Room opening hours.

Documents kept in the Reserve (*Rés. Préc., Plac.*) are accessible with the agreement of the Head of the library. Their consultation will take place exclusively in the Reading Room, during its opening hours, with the appropriate equipment provided (wooden stylus, consultation mat...).

Documents must be returned to library staff at the end of the consultation day.

3. Preservation and reproduction

The collections in the Ifao library represent a unique documentary heritage in Egypt. They must therefore be handled with care and protected from any deterioration.

Users are invited to report any missing or damaged items.

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).

Only open-access documents may be reproduced only if their state of preservation permits.

In order to preserve the collections, the use of portable scanners or scanners/photocopiers is prohibited.

A scanner (office corridor) and a ScanTent (balcony room 1) are available to readers.

Readers can obtain paper printouts of the Library's electronic resources from a USB key (1 EGP / A4 page).

The library cannot under any circumstances be held responsible for the fraudulent use of reproductions made from documents held in the library.

4. Behaviour

Readers should maintain strict silence inside the library. Phones must be switched to silent mode.

Smoking, eating and drinking are prohibited in the library, apart from carefully sealed bottles of water left on the floor.

No personal belongings should be left in the library once the user has left (computers, bags, clothes, notes, pens, etc.).

The library may withdraw left items from the public area and return them to the Ifao Reception.

The library shall not be held responsible for any loss, theft or damage to personal property left unattended.

Each room is provided with two bins: one for ordinary waste and one for paper only. All users undertake to respect this selective sorting.

The 24/7 area is under CCTV surveillance for the safety of users and collections.

5. IT and databases

A Wi-Fi connection ('Ifao-Bibliothèque') and electrical outlets are available in the library.

This Wi-Fi network provides access to *OEB*, *JSTOR*, *Trismegistos* databases, and to other resources acquired under national licence by France (*ISTEX*).

Computer workstations are available to consult the online catalogue, the Internet, databases or to work (*Libre Office* installed). Readers are allowed to use a USB key.

