



# Rules of use of the reading room

Approved by the Ifao Board on 09 July 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. Reading room access conditions

The reading room is open from 9 AM to 5.30 PM, Sunday to Thursday, 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.

During Ramadan, the reading room is open from 9 AM to 3.30 PM.

Free registration is required to access the reading room. It is valid for the entire academic year (from 1 September to 31 July) and must be renewed.

The reading room is open to researchers and students with a *Tamhidi* or Master degree, upon proof of professional or academic affiliation for the current year (letter from the university, student or professional ID card). Anyone else requiring reading room access must apply to the Head of Library ([bibliotheque@ifao.egnet.net](mailto:bibliotheque@ifao.egnet.net)).

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

A fee of 50 EGP will be charged if a card is lost or stolen.

New library users will receive training in searching the catalogue and, upon request, searching databases.

Each time they visit, users must present their library card at the reception desk and sign the visitor register.

## 2. Access to collections

Request forms are available at the reading room reception desk.

For each item consulted, users must complete a request form in full, in the original language of the item. The call number and the reader's name must be written in Latin characters.

Readers may consult three items at a time, up to a maximum of ten items per day.

If you wish to consult items over several days during the current month, they can be held aside and reserved.

The circulation of library documents is stopped one hour before closing time.

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

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

### *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 prints from a USB key (1 LE / 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 reading room 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*, *Trismegistos* and *JSTOR* databases, and to other resources acquired under national licence by France (*ISTEX* database).

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.