
**UTC Library
Regulations**

I - Missions

Article 1 :

The missions of the Joint Library Services of the Compiègne University of Technology (BUTC) are:

- To gather, administrate and deliver the documents necessary to education and research at UTC (Compiègne University of Technology).
- To provide the most appropriate resources for students, research professors and other UTC staff.

II- Access to collections and services

Article 2 :

Access to the Library is open to all. Registration is compulsory and visitors have to comply with the following rules.

Article 3 :

Considering the incorporation agreement of ESCOM with UTC ; access to the BUTC collections and services as well as their conditions of use are the same for both ESCOM students and staff and for UTC public (except for the electronic resources).

Article 4 :

The BUTC displays its collections and services for external users, in compliance with its missions, which are to meet the UTC public need as a priority.

Article 5 :

BUTC loans and services (interlibrary loans, information retrieval...) are possible under terms of registration.

Article 6 :

A financial contribution of the reader can be asked for interlibrary loans, photocopying and information retrieval. The prices are voted every year by the UTC board of directors ; they are available in the reading rooms and on the BUTC website (http://bibliotheque.utc.fr/medias/medias.aspx?INSTANCE=exploitation&PORTAL_ID=portal_model_instance_PEB&SYNCMENU=PEB)

III - Inscriptions

Article 7 :

Article 7-1 :

Registration to the library is automatic for UTC and ESCOM students (engineering students, masters, PhD students, co-entitled, continuing education...) and staff. The ESCOM staffs that are not registered in the Demeter information system have to provide proof.

Article 7-2 :

Membership will be active, after submission of a deposit, for

- A. Retired UTC staff members (proof is required : old UTC member card...)
- B. Students already members of another university or school which come under the Higher Education and Research Department (a library or student card is required).
- C. Readers from the city of Compiègne libraries.
- D. National Education, Higher Education and Research Departments staff (proof is required : work card...).
- E. Unemployed persons (proof from the National Employment Agency ANPE ; or from the Agency providing information, employment and training opportunities for professionals APEC is required).

Visitors are required to provide a photo ID and justify a home address for registration.

The period of validity of the membership depends on the status of each reader :

A : 12 months

B : Membership expiration date to the libraries of Compiègne

C et D : end of school or academic year

E : 3 months

Membership to the BUTC can be renewed according to the same principles.

Article 7-3 :

Membership to the library is effective for the students and/or high school students registered in a training center and after control of their status. The training center has to be connected to UTC and the library by the signature of an information partnership agreement and is considered as responsible for the borrowed documents.

Article 8 :

Individuals and organizations not mentioned in article 7 have to pay a fee in order to become member of the library.

Prices are voted every year by the UTC board of directors; they are available on the Library website (http://83.145.86.110/medias/medias.aspx?INSTANCE=exploitation&PORTAL_ID=portal_model_instance_Sinscrire_a_la_BUTC&SYNCMENU=INSCRIPTIONBUTC)

This membership period of validity is 12 months.

Article 9 :

The UTC badge serves as library card for the UTC and ESCOM students and staff identified in the Demeter Information System.

A specific library card will be given to the other readers after registration.

Article 10 :

Library cards are issued for the exclusive use of its holder. This person is responsible for all the library transactions made with their card. Loss, theft or damage must be reported to the Library staff immediately in order to avoid unauthorized use for which the borrower could be held responsible.

IV - Consultation and communication of documents

Article 11 :

Loans are dependent on the library registration. Loans can only be registered at the issue desk upon presentation of the reader's library card.

Article 12 :

Library cards must not be used by someone other than the cardholder. The borrower is responsible for the items registered on his card until their return. The item return is attested by the library computer system record.

Article 13 :

The number of items which can be borrowed and the loan period depend on the type of documents and on the borrower's category. The conditions are posted in the BUTC premises, on the website and on the different BUTC brochures (the guide "se documenter à l'UTC").

Article 14 :

Any overdue item is punished by a suspension of borrowing rights for a period equal to the delay period.

If the item is not returned after the 3rd BUTC recall; the UTC and ESCOM 's administration, the UTC formation and educational methods department or the UTC doctoral school will be informed and will decide on the following measures to adopt (blockage during the registration to UTC, suspension or exclusion from the library...)

Payment for the non returned items can be required.

Article 15 :

Any lost or damaged items must be replaced or repaid by the user. If the book is available, the asked price is the current retail price. If the book is sold out, a fee which takes into account the purchase price of the book by UTC will be required.

Article 16 :

Article 14 clauses also apply in the case of a document borrowed through the interlibrary loans.

Article 17 :

Loans are suspended between 30rd of June and 1st of September for external readers, except for those concerned by article 8.

V - Services

Article 18 :

The Library's computers are reserved for persons who, as part of their studies or work, need to research or produce information.

The computers are primarily available for UTC and ESCOM students and staff (except for the computers quoted below).

Franklin library's desk displays two computers for the use of the external public, on presentation of a student card, a library card or an ID. An outside reader is only allowed to use one internet session per day and for a limited period of 2 hours. If it is crowded, students have priority on these computers as well.

The "Charter of the Library resources proper use" specifying the rules and access conditions, is available in all the reading rooms.

The library staff can immediately terminate the internet connection if the charter quoted above is infringed. Moreover, if necessary, the library staff will inform the UTC administration in order to decide on appropriate measures: blockage of the computer system access, suspension or exclusion from the library and other sanctions delivered by the competent authorities.

Hardware and software configurations of the computers must not be modified, which particularly exclude software's installation. In order to meet the needs of temporary data storage of word files, a "storage space" is available from all the computers.

Article 19 :

Access to the university portal is open to all, with consultation conditions which respect copyright laws (especially the prohibition to download an entire item), and the user license signed between UTC and editors.

Article 20 :

Readers have photocopiers, printers and fax available in the reading rooms. They are primarily reserved for scientific interest works.

Readers have to pay to use the equipment. Prices are voted every year by the UTC board of directors; they are available on the BUTC website.

Article 21 :

Readers undertake to respect the legislation in force on the right to photocopy and to keep copies for their private use (rules posted near each photocopier.)

Any other type of copyrighted work's reproduction done without its author's consent or his beneficiaries is prohibited (article L122-4 of the "Code de la Propriété Intellectuelle).

VI - Règles de comportement

Article 22 :

Readers must not disturb the quietness of the place and have to comply with the general regulations as far as hygiene and security are concerned.

Readers must show respect to the public and the BUTC staff members.

Access to BUTC can be temporarily denied to anyone who, by his behavior; would cause inconvenience to the others.

Similarly, the BUTC staff can, each time it is necessary, present a detailed written report to the library's director for any disrespectful behavior, insult or threat noticed from a reader.

Then, the library director, at the sight of this report, can inform the UTC directors who will decide on the measures to adopt.

Readers must leave the premises if the fire alarm sounds (engaged by a siren or the BUTC staff) and respect the given instructions.

Article 23 :

Readers must not write in or damage items.

Inside the buildings, it is also forbidden to :

- Eat or drink. Only water bottles are allowed,
- Smoke,
- Use mobile phones,
- Damage the premises or materials,
- Bring pets, except for animals assisting disabled persons.

Article 24 :

After consulting items in the reading rooms, readers are requested to place the items on a table in order to permit the library staff to replace them on the shelves.

Article 25 :

In case of triggering of the theft detection system, the user has to approach the issue desk staff and consent to any eventual control. If it is proved that he has “unrecorded” books, he will be subject to a warning recorded in the library computer system. Any second offence will lead to the suspension of the borrowing right for 60 days and the UTC or ESCOM administration, the formation and educational methods department or the UTC doctoral school will be informed. If the theft attempt was done by damaging the book, payment of this one will be required in order to replace it in the library collection.

Article 26 :

The library cannot be responsible for thefts or damages of personal property inside the premises.

VII - Exécution du règlement

Article 27 :

As a proxy for the UTC president, the BUTC staff, under the responsibility of its director, is in charge of the application of the present regulation. The BUTC staff has the capacity to take any protective measures concerning discipline and security in the reading rooms.

Article 28 :

This regulation is posted in all the reading rooms and on the BUTC website (http://bibliotheque.utc.fr/userfiles/reglement_interieur.pdf).

Article 29 :

Due to his entrance or his registration to the library, the reader undertakes to comply with this regulation. Any established grave breach of this principle will be subjected to a sanction issued by the UTC or ESCOM administration, or the disciplinary section of the UTC board of directors who will decide according to the reader's category (UTC student, other students, outside public...).

Article 30 :

In accordance with clauses of decree 92-657 of 12th July 1992, UTC students are liable to the following sanctions:

- Warning
- Reprimand
- Suspension from the establishment for a maximum period of 5 days
- Definitive expulsion from the establishment
- Suspension from all public universities for a maximum period of 5 years
- Definitive expulsion from all universities

Regulations approved by the library committee on its meeting of 10th December 2008.