

CHARTER OF THE LIBRARY RESOURCES PROPER USE

Dear Sir or Madam,

When writing reports or miscellaneous documents, you will have to use information extracted from diverse resources (books, magazine articles, documents on internet...)

This use has to respect copyright laws, the utilization of a work without its author's prior authorization representing an offence. However, in the current French law, exemptions to the authorization request exist but require the proper use of these exceptions.

The **right to quote** is one of these exceptions.

Principles to apply :

- Quotes are short
 - Their purpose is to develop a personal thought
 - All words borrowed have to be placed between quotation marks
 - The used resources origin (text, picture, table...) **will have to be** quoted: author, title, newspaper, book, website address... Using the work of other people is a form of plagiarism if the source is not indicated. These references will have to allow readers of your work to easily find, if they are interested, the resource(s) that you quote.
 - These principles apply to ideas as well.
- Juridical sources :
 - Law n°57-298 of 11th March 1957 on literacy and artistic property :
<http://admi.net/jo/loi57-298.html>
 - <http://www.educnet.education.fr/legamedia>
 - How to write and quote bibliographic references:
 - <http://repere.enssib.fr/Repere2010.pdf>

Pierre Charreyron
President de l'UTC