

# LIBRARY REGULATIONS

The library of the École Biblique et Archéologique Française is a private library. It is intended in the first place for the professors and students of the École.

Other persons (such as teaching staff of educational institutions or doctoral candidates) can be admitted with the approval of the Librarian.

1. Under no circumstances may a book be taken away from the Library.
2. Except for reference books marked "Usuel", which must be consulted on the spot, books can be borrowed by readers and kept at their own work tables.
3. Every book which is withdrawn from the shelf must be replaced immediately with a "**Fantôme**" on which is printed legibly: the call number of the book, the collection number (if a volume in a collection or a periodical), the last name of the author, title, the volume number, the number of the table, the name of the borrower and the date.
4. Please remember to turn out the lights in the area where you found the book.
5. As the library is intended for the use of all, readers are asked to keep books for their own use only as long as is necessary. Reviews and periodicals are to be borrowed for no more than two weeks.
6. Every reader is personally responsible for the copyrights. An authorization by the Librarian is necessary for making photographs of the books/periodicals.
7. After use, books must not be put back on the shelves by the borrower, but are to be left on the table "**dépôt des documents**" in the entrance room.
8. The Library staff in the "Bureau" is glad to help you in your work in the Library.
9. It is **strictly forbidden** to smoke, to eat or drink (except for water), to use cell phones in the library.
10. You are requested to observe silence in the library.
11. The Librarian will be grateful to receive any suggestions for new books.
12. Please inform the librarian of errors in the computer catalogue or materials you are unable to locate.
13. Any serious violation of the Library Regulations may cause sanctions.

## For Residents of the École

14. Students who will be absent for more than one week must first return to the Library all books which they have borrowed. Professors of the École and members of the Dominican community are asked to return borrowed books if they are going to be absent for more than two weeks.

## For Outside Readers

### Memberships

**Card for one year:**  
500 NIS  
**Card for 6 months:**  
300 NIS  
**Card for 2 months:**  
150 NIS  
**Card for 10 visits**  
(good over one  
year):  
100 NIS

15. The library is open **Monday–Friday from 8:00 am to 5:45 pm, Saturday from 8:00 am to 11:45 am**. It is closed on Sundays and Holidays (cf. list on <http://www.ebaf.edu>).
16. Everybody permitted to use the library will receive a personal admission card. On entering the library the reader must leave this card at the reception desk. The card will be returned on leaving the library.
17. Bags, briefcases and cell phones must be left in the lockers at the library entrance. The Library does not take any responsibility for the items left in the lockers.
18. The only exit from the Library is through the reception. Other exits are to be used only in case of emergency.

Jerusalem, 8 September 2011

*The Director of the Library*