**LIBRARY RULES**

The library of the École Biblique et Archéologique Française is a private library. It is, above all, intended for the use of the professors and students of the School.

External persons (professors, doctoral students) may be admitted after agreement with the librarian.

1. Under no circumstances may a book be removed from the library.

2. With the exception of the USUELS, which must be consulted at their places on the shelves, books may be borrowed by users and placed on their work tables.

3. Any volume that is removed from its shelf must be replaced immediately by a "fantôme" (ghost card), on which must be written legibly: the call number, the volume/issue number (if it is a periodical or a volume from a collection), the name of the author, the title, the table number and the name of the borrower, as well as the date of borrowing.

4. Remember to turn off the lights when you leave the area where you have found your books.

5. As the library is a tool of research for all users, the reader is requested to keep borrowed books only for as long as necessary.

6. Each user is responsible for following copyright laws when photocopying documents. If you wish to photograph a document, please ask the librarian for permission.

7. After use, books must not be placed back on the shelf by the borrower, but at the entrance of the library, on the shelf marked "dépôt des documents".

8. The library team in the "Office" is at your disposal to help you make the best use of the library's resources.

9. It is strictly forbidden to smoke; eat or drink (including coffee and bottled water); use a mobile phone.

10. Please respect the silence.

11. The librarian will be grateful for any suggestions for the purchase of new books.

12. Please report any errors in the online catalogue or items not found on the shelves.

13. Violation of the library rules may result in sanctions.

**For residents of the School**

14. Students who are absent for more than one week must return all books borrowed to the “dépôt des documents” before leaving. It is requested that the teachers of the School and members of the convent who are absent for more than two weeks return any books borrowed to the library.

**For people from outside the school**

15. The library is open from Monday to Friday from 8:00 am to 5:45 pm and on Saturdays from 8:00 am to 11:45 am with the exception of public holidays (see list on http://www.ebaf.edu).

16. For our statistics: each external or internal researcher will receive a personal admission card. Before entering the library, he/she must hand in this card to the person in charge of the reception. He/she will receive it back when they leave.

17. Bags, briefcases and mobile phones must be left in the library's lockers.

**RATES:**

Annual pass: 500 NIS

6 Months: 300 NIS

2 Months: 150 NIS

10 Visits (valid for 6 months): 100 NIS