



Bibliothèque Saint-Étienne de Jérusalem

École Biblique et Archéologique Française

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 exceptions of the USUELS, which must be consulted at their places on the shelves, books may be borrowed by users and places 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 any library rules may result in sanctions.
14. On leaving the library, if necessary, please allow the reception to check your bags and books.

For residents of the School

15. Students who are absent for more than one week must return all borrowed books 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 borrowed books to the library.

For external users

RATES

Annual pass:

500 NIS

6 Months:

300 NIS

2 Months:

150 NIS

10 Visits

(valid for 6 months) :

100 NIS

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>).

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.

Bags, briefcases and mobile phones must be left in the lockers at the entrance. The library is not responsible for items left in these lockers.

The library can only be exited through the reception area: the other doors are emergency exits.

Jerusalem, April 24, 2023
The Director of the Library