

RULES AND REGULATIONS OF THE LIBRARY – ALLIANCE FRANÇAISE DE KUALA LUMPUR

1. Safety Measures

Please bring your membership card when you visit the library. The Library is not responsible for any loss or damage to items in its premises.

2. General instructions

- Food & drink, or smoking is strictly prohibited inside the library.
- Cellphones must be switched off before entering the library.
- All members are requested to observe silence in the library.
- In case of any misbehaviour the staff is authorised to evict the person.
- Use of personal audio equipment inside the library is prohibited.
- Damage or unauthorised removal of material constitutes a serious offence and may lead to a fine or disciplinary action.

3. Library Membership

Membership is open to all. Membership form is available with the Librarian in charge.

Only library members may borrow documents from the library after depositing a security or use the multimedia facilities.

Two kinds of membership are available, valid for one calendar year:

–Student membership (Free) or Yearly Individual membership (RM 100): Can borrow 3 books + 3 magazines + 2 CDs for 2 weeks)

–Yearly Family (RM 160), benefactor (Individual RM 300 or Company RM 500) or Teacher of French in Malaysia (Free): Can borrow 6 books + 6 magazines + 4 CDs for 2 weeks.

Members of the library have to deposit a refundable security of RM 50 (Malaysian) or RM 100 (Non-Malaysian).

Membership forms are available at the librarian desk. After completing the form and upon payment, a membership card will be issued which allows immediate use of library facilities.

The security will be refunded upon presentation of the original receipt, any time within the membership validity, on demand but will lead to cancellation of membership. The security will be refunded by cheque only to the member himself/herself, after all documents are returned and the member's account cleared. Library security will be forfeited if it is not claimed within three months following the date of lapse of membership.

Loss of membership card must be reported immediately. Duplicate card will be issued on payment of RM 5 after one week.

4. DVD Library

DVDs are available with a separate membership. Due to censorship regulation, DVDs can be borrowed by non-Malaysians only. Non refundable annual rental fees for DVD, in addition to the Library membership and deposit :

Individual (2 DVDs for 2 weeks): RM 80

Family (4 DVDs for 2 weeks): RM 100

5. Copyright declaration for documents.

The videos/Music CDs/DVDs are solely for home viewing and will not be screened/ played for public viewing or used for any other commercial purpose. Copying of any document is governed by copyright act and is prohibited.

6. Classification of Documents

Books have been arranged alphabetically according the Dewey Decimal Classification system, which is divided in 10 major categories. The classification number given to each document using this system is printed on the spine of the book.

Documents in English / subtitled in English/ are coded with a bright orange sticker on their spine.

7. Reservation of Documents

Documents will be issued for a period of 2 weeks within which they have to be returned to the library. If the documents you wish to borrow are out, you may reserve them. Their availability will be communicated either via telephone or e-mail. Only two different types of documents can be reserved at a time.

8. Extension/Renewal of Documents

The borrowing term of the documents is renewable ONCE for another term of 2 weeks provided they have not been reserved. Renewals can be done over the phone or e-mail. This regulation does not apply to the DVD.

9. Audiovisual

If you wish to watch a film, or a video documentary, the library is equipped with a video cassette/DVD player. Audio-visual viewing is open to members only. No films can be viewed without permission. Only one film can be viewed at a time. Adult films are not to be viewed in the library.

DVD/cassettes should be rewound and should not be left in the player but returned to the librarian.

10. TV5 Transmission/ RFI

A television has been reserved for continuous transmission of TV5, a channel relaying programmes in French, including news, cooking shows, fashion, soap operas, and educational shows sponsored by some of the French speaking countries across the world. RFI and French radio stations can be listened to on their respective web sites, as marked as favourite (headphone available).

11. Internet Access

Internet access facility is available. Downloading of messengers or files is not allowed. Floppies or any recording medium from outside are not allowed. Visiting/browsing objectionable sites/ chatting is strictly prohibited.

12. CD-ROM Consultation

Computers are pre-set for consultation of CD-ROMS. CD-ROMS are with the librarian and if you want to watch them you have to ask the librarian. After use they have to be returned to the librarian. No CD-ROM will be issued for home viewing.

13. Photocopying/Reprints

Photocopying facilities are available at RM 0.20 per A4 and RM 0.40 for A3 size paper. Photocopy is subject to copyright restrictions.

14. Fine/delay in return of documents

In case of delay in return of documents a fine of 20 cents per document, RM 1 for DVD, per working day will be charged. A maximum of 3 reminders by post / e-mail are sent. In case of failure to return documents, the library has the authority to take necessary action as per rules & regulations of membership, including cancellation.

15. Loss/damage of documents

In case of loss of documents, the member will be fined. The amount charged is replacement price, and will include the price of the lost item + 30% of the price for shipment and processing charges.

Unpaid fines will be deducted from the security deposit. No document will be issued unless all pending fines are cleared.

In case of damage to the books or magazines, a minimum fine of RM 10 will be charged. Depending on the extent of damage the final decision of the amount to be charged is at the discretion of the librarian. If the damage is irreparable, then the document will be considered lost and the same rules as for loss apply.

In case of damage to the video films or the music CDs, the amount will be deducted from the security deposit. If the amount of damage is more than the deposit amount, then the member will have to pay the remaining balance.

16. Change of address

Any change of address/telephone/e-mail should be notified to the librarian forthwith.

17. Assistance

Please contact the staff of the Centre for any further assistance. A suggestion form is available at the librarian desk. All suggestions are welcomed.