

First Name: Family Name:

AGOS Multimedia Library: Rules

The AGOS Library allows INRIA employees access to an ever increasing number of books, journals, CDs, DVDs and CD-ROMs. This Library is funded by AGOS (*Association pour la Gestion des Oeuvres Sociales*) and is managed by **voluntaries**.

Registration fees: Subscription rate is 2 euros (please give the **exact change**), and a check amounting to 80 euros is asked for as a deposit.

Registration is to be renewed every 10 months.

- In case the check is undated, January 1st of the current year will be considered.
- If the above conditions are not fulfilled, it is not possible to borrow.

Note: *CDs and DVDs don't last long, so the subscription of 2 Euros will help renew our stock.*

Lending Rules: Maximal number of articles: 2 books + 2 comics (BD) + 2 journals + 4 books for children (categories 890, 892, 895) + 2 DVD + 2 CD-ROMs or playstation games.

Returns: during the library open hours (daily, working days). No media must be returned in the letter box of the library.

Duration of Borrow:

1 month for books, comics, CDs, CD-ROMs, playstation games

2 weeks for journals

1 week for DVDs

Journals: Journals of the current month must be read in the Library. Only "Diapason" Journal may be taken away at once.

Delays: In case the borrower does not return his media in due time, he will receive a mail 1 week after the expected date of return.

At this point, the borrower has 10 days to return his media, and incurs a fine of 30 cents per day (sundays and saturdays included).

- During these 10 days, his borrowing rights are suspended; he will resume his rights only after returning the media and paying the fine.
- At the end of the 10 day period, and without any news from the borrower, AGOS will cash in his surety check. The borrower will be advised and will definitely be excluded.

Note: Of course you may ask for a extended delay. Just don't wait for the mail to do so.

Problems If the media is lost, damaged or returned incomplete, it must be repaid or replaced by the borrower. Otherwise his surety check is cashed in by AGOS.

Note: It is the borrower's responsibility to check the condition of the media before borrowing.

Any borrower **who leaves INRIA without returning his media** will have his surety check cashed immediately. Date of departure from INRIA is defined by the closure of his computer account at INRIA.

Date:

Signature: