

RULES

This document has been created in order to ensure proper order in the Libraries & Game libraries. We rely on your cooperation.

1. REGISTRATION

Creating an account at the Bibliothèques & Ludothèques publiques d'Ottignies-Louvain-La-Neuve is open to all. A library account is mandatory, as to access the facilities requires presentation of an identity card. When registering, the user will sign the attestation confirming that they have been notified of the General Data Protection Regulation (GDPR) compliance of the public reading network Escapages. By sharing their e-mail, the user agrees to receive information for managing their library loans.

Registration of a minor requires parental consent.

The user is required to notify asbl about any change of postal or e-mail address as soon as possible.

Only one Pass'thèque card is delivered per account. This card must be presented upon request of the librarians.

If the card is lost, it will be replaced for a **2 € fee**.

The account is valid for a year starting at the account creation/renewal date and costs **5 €**.

The Pass'thèque card, with a paid subscription, grants you access to the Libraries & Game libraries of the asbl, as well as all the libraries in the Escapages network.

Registration of and loans to institutions (schools, youth clubs...) are detailed in separate rules.

Rules for the use of the computers are displayed next to the computers.

2. BORROWING

Checking out items is done upon presentation of the Pass'thèque card. The user must be the card holder.

The loan and renewal fees, calculated for a 2-week period, are established as follows:

<u>Libraries</u>		<u>Game libraries</u>	
Books and periodicals – youth section	0,20 €	Games	0,50 €
Comic books, manga & related periodicals	0,40 €	Games tagged with 1 star	1,00 €
Books and periodicals – adult section	0,60 €	Games tagged with 2 stars	3,00 €
Medias PointCulture	1,00 €	Games tagged with 3 stars	5,00 €

An item is loaned for a minimum of 2 weeks and a maximum of 6 weeks.

Renewals, for up to 6 weeks per renewal, are possible at the same cost as the initial fee, as long as the media has not been requested.

In the absence of a renewal, late fees will be applied. No loan will be granted of an amount greater than **10 €** is due, all branches combined.

Responsibility for any item checked out with a Pass'thèque card falls on the card holder.

The user is expected to take care of it, not damage or alter it, and not lend it to any third party.

Periodicals tagged with the « Empruntez-moi » label can be checked out.

Other periodicals and reference books (tagged with a blue sticker on the back) must be consulted in the library and cannot be checked out.

A user can make copies for the following per-page fees:

<u>Black and white</u>		<u>Color</u>	
A4	0,15 €	A4	0,30 €
A3	0,30 €	A3	0,60 €

When making copies, the user assumes responsibility for following appropriate laws and codes concerning copyright.

3. DELAYS

Libraries: any delay triggers an immediate fine of **0,10 €** per book per day of delay, including Sundays, public holidays and days when the library is closed.

Game libraries: any delay triggers an immediate fine of **0,50 €, 1 €, 3 € or 5 €** per game and per week of delay.

Any delay of more than 2 weeks generates reminder fees (letter **2 €**, phone call **1 €**, invoice **2 €**).

If there's no reaction from the user, the user can be temporarily excluded, notwithstanding any action the asbl could be legally permitted to file against them.

4. RESPONSIBILITY AND Demeanor

Minors are under the responsibility of their parents (registration, loans, respect for the facilities and of the other users).

Any media that is lost, damaged, or made useless must be paid for at its original price. For game pieces, the cost of the missing piece will be charged or, by default, 1€ per piece. If the loss makes the game unusable, the cost of the entire game can be requested. Borrowed games are considered complete. Any missing parts must be reported by email within 48 hours.

Any damage to the facilities or to their equipment will be punished by a fine.

In a spirit of community, users are requested to respect the people present along with the calm, order, and cleanliness of the facilities. Eating or drinking is prohibited in the facilities.

5. CHOICE OF MEDIAS

Media available in the Libraries & Game Libraries are organized based on the publisher's audience designation (adult, youth). This age distinction is purely informative. The Libraries & Game Libraries cannot be held responsible for choices made by minors.

6. FINAL DISPOSITIONS

The amounts due to the asbl may be paid in cash, using the Payconiq application, by bank transfer or by tickets Article 27.

Registering as a user of the asbl, materialized by the recording of personal data in the database of the ASBL – for which the user has signed an authorization – implies the knowledge and acceptance of these rules.

The librarians are mandated and have the necessary power to ensure compliance with the rules. Non-compliance with them can lead to the user's exclusion.

If a measure is deemed arbitrary or vexing, appeal can be addressed by letter to the Board, Place Galilée 9A in 1348 Louvain-la-Neuve.

Measures described in these rules have been approved during the 13/06/2024 meeting of the Board.