

Library rules



Alliance Française
Brisbane - Australie

General Provisions

1/ The facilities and resources of the library of the Alliance Française de Brisbane (AFB) are primarily for the use of the members, students with membership cards and staff of the AFB. The missions of the library are to contribute to the transmission of French and the francophone cultures and to provide information, resources and enjoyment for all.

Opening Hours

2/

Monday to Friday	9.00am to 6.30pm
Saturday	8.00am to 12.30 pm (during teaching terms)

Access to library items

3/ On site consultation of library items is open to the public. After consultation, items must either be returned to the reception or be placed back on the shelves.

Borrowing

4/ Patrons must have a valid AFB membership to borrow items (whether they are a student at the AFB or not).

5/ The selection of items borrowed by under-aged members must be approved by their parents or guardians. The AFB receptionist or other employee cannot be held responsible for their choice of borrowed items.

6/ Library patrons are responsible for all library items borrowed. They are required to take care of the items in order to keep them in good condition. It is strictly forbidden to write or to draw on the items or to fold or turn down the corner of the pages.

7/ In order to avoid any dispute, it is advised to mention all faults/damage on items at the time of borrowing.

8/ Extension of borrowed items is possible only when:

- The item(s) has (have) only been borrowed once.
- The item(s) has (have) not already been reserved by another patron of the library.

Apart from these specific conditions, all borrowed items can be extended once.

Request for an extension must be made before or by the due date.

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Borrowing allowances

	AFB ADULT or CHILD	FAMILY MEMBERSHIP
BOOKS * For 4 weeks	3	6
MAGAZINES For 2 weeks	2	4
DVDs For 1 week	1	2
CDs For 1 week	2	3

*Please note that teaching and learning resources (“Manuels”; “Références”; “Bibliothèque de l’Apprenant”) can be borrowed for only 2 weeks and are non-renewable.

Return of library items

9/ Items must be returned by the due date and directly given to the receptionist or placed in the returns chute at the reception desk. If patrons have borrowed items from the library and have not returned them, they will not be able to borrow any other items.

Penalties

10/ Library patrons are responsible for all library items issued to them. In the event of loss, failure to return library items or damaged items, patrons may be charged with the replacement cost of the items, plus loss of his/her library privileges temporarily or permanently.

11/ Patrons who do not return items on time can be charged penalty fees:

- A notice will be sent via email 3 days after the due date. The patron will then have 3 days to return the item(s). If items haven’t been returned 7 days after the original due date, a penalty fare of \$ 0.50 per item per day will apply.
- A final notice: “Final notice for overdue library items” will be sent via email, 10 days after the first notice advising the borrower that if the item(s) is/are not returned within 7 days following receipt of the email, the borrower will be requested to pay for the replacement item(s).

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Application of the rules

12/ Any patron joining the library agrees to abide by the present rules. Repeated breaches or negligence may cancel temporarily or permanently borrowing rights.

13/ The present rules are displayed in the library and at the reception desk.

The team of the AFB is in charge of ensuring that the present rules are applied and observed by all library users

For more information, please contact us by email at: info@afbrisbane.com.