

Rules and regulations of the HEC Paris Library

The main mission of HEC Paris Library is to facilitate access to documents for students, teachers, and researchers, and to help meet their needs with regards to preliminary and ongoing training and research.

1. USE OF THE LIBRARY

1.1 Opening hours and dates

The library's opening hours and dates are up on our website: <http://www.hec.edu/Library/About-us/Hours> and are also available on MyHEC app.

1.2 Registration

Readers are registered with the library as per their status, thus granting them the necessary rights of access.

HEC Paris students

Students enrolled at HEC for a course are automatically registered with the library, thus authorizing them to directly borrow items from the collection by using their student card. However, certain students profiles may need specific registration, with the subsequent allocation of a library card. Registration to the library is valid for the entirety of the course.

HEC Paris professors and staff

Professors and staff are registered at the Library welcome desk.

Paris-Saclay students

Students from Paris-Saclay must check in to register with their student card.

External borrowers

External borrowers can register for the day or year, subject to a fee. To register, an official piece of identification is required. Students need to present their student card or certificate of attendance, while companies need to present a business card or receipt.

1.3 Access to documents, resources, and documentation services

The general conditions of access to documents and documentation services are available on our website at: <http://www.hec.edu/Library/About-us/Policies>.

1.3.1 On-site consultation

The library is open to on campus students, professors, researchers, staff, and external readers who have paid fees to access documentation (see pricing per profile available at the library welcome desk and on our website). An information help desk is available to readers in the main reading room.

1.3.1.1 Books and periodicals

- The open-access books in the reading rooms can be consulted freely.
- After consultation, readers are advised not to put them back on the shelf, but to put them in the bins provided for this purpose.
- The re-arranging of books is provided by the staff.
- After consulting the open-access reviews, they must be returned to the welcome desk.
- To access collections held in store (books, dissertations, and periodicals), a request slip is required to be filled in and brought to the welcome desk.
- Reference books stored behind the welcome desk may be borrowed by leaving a student card or piece of identity at the desk, which is then returned after the retrieval of the documents to the desk.

1.3.1.2 Electronic documentation

The library has a collection of databases available to consult for registered borrowers. These databases are accessible to the HEC Paris public (students, professors, researchers, and staff) and to external readers having paid the registration fee (daily or annual tariff). A login and password are provided to users who are responsible for their use and should comply with the IT charter of HEC.

Consultation and data replication are permitted only for strictly private use, study, teaching, and research.

1.3.2 Home loan

Only registered users have access to the library loan. All loans are issued upon the presentation of a student or library card.

1.3.2.1 Borrowing rules

The duration of the loan and the number of documents borrowed depends on the profile of the borrower and the type of documents. These conditions are up on the library website and are displayed at the welcome desk.

1.3.2.2 Special rules for DVDs

Under the Act of 11th March 1957 on literary and artistic property, the borrower must agree to only use the DVD from the library for their own private use. Therefore, it is prohibited to use the DVD for any use other than personal, particularly in public places such as auditoriums, clubs, nightclubs, and cafeterias. The borrower must not reproduce it by any means whatsoever. Any violation of the law is liable.

1.3.2.3 Specific rule for tablets and e-Readers

To borrow a tablet or e-Reader, one must fill-out a “liability form” which commits one to reimburse the costs in case of loss, theft or damage. In addition, compensation will be requested if the device configuration is changed.

1.3.2.4 Documents excluded from loan

The following are unavailable for loan:

- An example copy of each course textbook
- Other documents reserved for reference only
- Periodicals and reviews

1.3.3 Photocopies

Self-service photocopiers, printers and a scanner are available to readers. They work with cards, which are to be bought in advance. **Reproduction is strictly reserved for private use and must not violate the code of intellectual property.**

1.3.4 Remote access

During the opening hours, the campus library provides access to the bouquet of services as well as a chat system to instantly respond to readers' questions.

Registered readers have personalized access after identification (login and password) to access most databases and the catalog. Some databases are not accessible remotely.

1.4 Interlibrary loans

The interlibrary loan service is available to all professors, researchers, and students of HEC Paris. This service gains loans from other libraries or photocopies of review articles which are otherwise unavailable at HEC Paris library.

2. DISCIPLINARY RULES

2.1 Safekeeping of collections

It is asked of students to take care of documents that they are consulting or borrowing and to let a member of staff know if there is any damage to the document. It is prohibited to annotate or mutilate any documents (as stated in Articles 322-1 and 2 of the Penal Code)

2.1.1 Penalties for late or unreturned books

Any delay results in a suspension of the right to loan equal to the number of days late. The lost, unreturned, or damaged books must be replaced, in the same edition or a later version, or refunded (by check made payable to EESC HEC Paris) at the listed retail price or a flat rate when the work is no longer commercially available. Any situation left uncorrected results in the suspension of loan rights.

2.1.2 Penalties for failure to return books at the end of the course

Failure to return HEC Paris library books by the end of the course year results in **the granting of their certificate of successful graduation being blocked**. Any exterior reader who returns books after the end-date of their subscription will be excluded permanently from the library.

2.1.3 Penalties for attempted theft or deterioration of documents

Any violation will be subject to a penalty. Attempted theft or deterioration of documents result in:

- Temporary or even, in cases of repeated offenses, permanent suspension with a record in the computer system.
- A required refund or replacement of any deteriorated document.
- Any attempted theft or damage done to documents made by exterior readers will result in their permanent exclusion from the library.

2.2 Respect for the premises and equipment

2.2.1 Behavior

Users must respect the silence so that everyone can work in good conditions. Mobile phones must be turned off. Users must also comply with the cleanliness of the premises and equipment, including the reading desks. It is forbidden to smoke, consume food, beverages or any substance that might sully the documents or damage the equipment. Only water bottles are allowed.

2.2.2 Monitoring and control

The library staff is responsible for assuring the surveillance of the reading rooms and the control of services and access. Readers must show their student or identity card upon request. Staff who controls the access to the reading rooms also has the right to ask any reader to open their bags for inspection.

The staff has the right to make users aware and respect the rules of the library. Users are to conform to these instructions. If refused, the user may be immediately expelled and even banned from the library for a period of time later established.

2.2.3 Security

It is imperative that any safety and evacuation advice given by the staff is to be respected. In addition, as the library is a public place, it cannot be held responsible for any thefts committed in the surrounding environment. Readers are urged to keep an eye on their personal affairs and to not leave them unattended, even for a brief moment. They may under no circumstances request to leave their

possessions behind the library welcome desk. Under the responsibility of Heads of the Library, the staff is responsible for the application of these rules and regulations which is permanently displayed in the premises. Failure to comply with these rules results in the temporary or permanent exclusion from the library.

The library's rules and regulations can be found on the Library website: (<http://www.hec.edu/Library/About-us/Policies>).