

# Internal Regulations of the Media Library - AGOS Bordeaux

(version of 02/06/2024)

## I - General Conditions

- The media library is open to all members of teams and services, regardless of the employer or type of contract, reception staff, fixed-term contracts of more than 6 months, and cafeteria staff.
- Consultation and home borrowing of documents are free of charge.
- Regular opening hours are on Tuesday and Thursday, from 12:30 pm to 1:30 pm, subject to the availability of volunteers.
- The schedules are indicated in the Zimbra calendar, accessible at <https://zimbra.inria.fr/home/bordeaux-mediathèque-agos@zimbra-local.inria.fr/Calendar.html>
- Catalogs and more generally information about the media library are available at <https://agos-bso.gitlabpages.inria.fr/mediathèque/>
- These internal regulations can be consulted at <https://agos-bso.gitlabpages.inria.fr/mediathèque>
- A Nintendo Switch console with a few games, and a piano are usable during opening hours but cannot be borrowed.

## II - Registration

- Registration is done on-site, upon presentation of an Inria badge, and is valid for one entire year, or until the end of the person's contract (if less than 1 year). Signing these regulations will be required when opening the account.
- Renewal of registrations is done annually on the anniversary date.

## III - Borrowing Modalities

- The media library offers for borrowing: comic books, tourist guides, board games and novels.
- The number of documents to borrow and the duration of the loan are as follows:

Type of document	Maximum per individual	Loan Duration
Comics	3	15 days
Books	2	1 month
Games	2	1 month
Guidebooks	2	1 month

- In case of loss or serious damage to a document, the borrower must ensure its replacement or reimbursement of its value. In case of repeated damage, the user may lose their borrowing rights temporarily or permanently.

Done in Talence, on .....

First name / Last name :.....

Signature:

