

Library Rules

All users are required to abide by these rules.

Opening and Membership

The Library (Médiathèque, in French) is open from Monday to Saturday, from 10.00 am to 6.30 pm.

To become a member, a registration form must be filled in, with a passport size photograph of the applicant

Students, teachers and members of the Alliance Française du Bengale are granted free membership to the library on demand. University and school students and teachers may become members upon payment of an annual subscription of 200 INR along with 500 INR of security deposit. A proof of identity confirming student or teacher status is necessary in this situation. This security deposit is refundable subject to normal surrender of library membership card at the end of the membership tenure, without any loss or damage effected to the library stocks. Anybody else may join the Médiathèque by upon payment of an annual subscription of 500 INR along with 500 INR of security deposit. At the end of the registration process, a membership card is issued.

Borrowing and return

A valid library membership card of the Alliance française du Bengale must be presented when borrowing items. Items marked "consultation sur place" and "accès restreint" cannot be borrowed.

The lending period is three (03) weeks for printed books, periodicals, CDs and DVDs. The maximum number of items that can be borrowed in each account is a total of five (05), which can include a maximum of two (02) DVDs.

Items may be reserved in advance.

The lending period may be extended once only, on the user's online account, by email, phone or at the library, as long as another person has not already reserved the item. The request for an extension must be made no later than the original due date.

All late returns will be subject to a fine of 02 INR per item per day. All further borrowing rights are suspended whilst any late returns remain outstanding.

The library staff reserves the right to refuse further lending to members who have returned items in poor condition. A fine may also be levied.

The borrower must repay for a lost item, including the cost of import in any.

Others Services

Internet access, PS4 and France 24 are available.

The library provides information on contemporary France and a multimedia service for Alliance française du Bengale's students.

Regular workshops (usually two – three times a week) concerning the French and francophone languages and cultures are conducted by the library which are free and open to all.

Telephone enquiries may be made during office hours (Monday to Saturday from 10 am to 6:30 pm).

Kolkata, 07/11/2018


Fabrice Plançon

Director

