



KEDGE LIBRARY RULES AND REGULATIONS

This Regulation is available to users on the KEDGE website : <https://library.kedge.edu/> or by request.

The staff of the library is responsible, under the responsibility of management, for the application of these rules.

All users of the KEDGE Library must agree to comply.

I. MISSIONS

The KEDGE Library (Bordeaux / Marseille / Toulon Libraries) offers students, teachers and administrative staff of the school access to numerous specialized sources of information mainly in the fields of management: books, academic and professional journals, Student work, teacher publications and various databases.

II. WORKING

1. OPENING HOURS

The opening times and dates of each library are posted on site, on their Facebook page and on the website [Opening hours](#)

2. REGISTRATION AND ACCESS

Access to the resources of the KEDGE Library (on-site and remote) is reserved exclusively for students, teachers and administrative staff of KEDGE BS.

KEDGE BS students:

Students training at KEDGE BS are automatically enrolled at the KEDGE Library. The student card is the library card. This registration is valid for the duration of all courses, to which is added an additional 6 months of access to KEDGE Library resources.

KEDGE BS faculty and administrative staff:

Faculty members and administrative staff of KEDGE BS are registered ex officio at the KEDGE Library. To be certain to have an activated reader account, they can come and check this point at the reception of the library concerned.



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Concerning the temporary staff and the doctoral students, it is necessary to approach the reception of the library of the campus to know the modalities of access to resources.

For reasons of security and computer identification, the KEDGE Library is not able to accommodate external audiences.

Remote access:

Registered students, faculty and administrative staff of KEDGE BS have access to the online resources of the KEDGE Library website. Connection is done through the identifiers provided by the school for faculty and staff and Campus Virtuel identifiers for Students.

All subscription-based databases are available remotely from the KEDGE Library site, but their use may be restricted in some companies due to computer firewalls.

3. LENDING CONDITIONS

3.1 / Quantity

Valid students, professors and KEDGE BS administrative staff may borrow 33 documents.

3.2 / Lending period

All documents (books, DVDs, magazines and board games) are borrowable for a period of 1 month.

IPads are loaned for a maximum of one day and must be returned in the evening before the library closes.

Student work and some books marked with a red sticker are excluded from loan.

3.3 / Renewing a loan

Loans may be renewed upon request, by phone, email or directly at reception, unless there is a delay or a reservation on the document.

The request for extension must be made before the scheduled return date.

3.4 / Consultation

Most documents are freely accessible.



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Documents are arranged according to the library's classification. To find them easily, it is imperative that the initial order of storage be maintained and respected by everyone.

Any document consulted should be stored in the same place from where it was taken.

Consultations of archived journals (which are not on the displays) must be the subject of a precise written request either via a form available at the reception or via the documentary portal (section Services> Documents requests).

Magazines are available within 24 hours from the reception desk.

3.5 / Overdue loans

From 7 days late when returning a document, a loan ban proportional to the number of days of delay is applied.

After more than 21 days of delay, after recovery and without return of the documents concerned, the reader account and access to the documentary portal (databases, etc.) are blocked, pending the return of the documents.

Over 90 days late, despite alerts, the library and the Accounting Department of KEDGE BS initiate a process of invoicing for non-return of the borrowed documents in order to proceed with their redemption.

The issue of the diploma is subject to the restitution or the reimbursement of the borrowed documents.

3.6/ Theft, loss, deterioration

All documents are secured.

In case of unauthorized release of documents, the reader will be excluded from lending and immediately summoned for an interview with the head Librarian. Any recurrence or deliberate degradation of documents or material will be the subject of a referral to the disciplinary council.

In case of loss or deterioration of a borrowed document, the cardholder undertakes to replace or refund it based on the publisher price.

For any problem concerning board games (loss of a piece, deterioration of the game, ...), a solution of replacement or refund will be considered according to the damage.



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4. REPROGRAPHY

Self-service photocopiers, color printers and scanners are available to students at the KEDGE Library.

They work with the student card, credited each year with 200 copies. Once the stock is exhausted, the purchase of new credits is possible at the reception of the library (3 euros for 100 credits).

For reprographic services (color printing, binding, etc.), students must go to the Reprography department (available in Bordeaux and Marseille).

The reproduction of the documents is reserved for the private use and must not contravene the code of the intellectual property.

5. LOAN OF TABLETS

Tablets may be borrowed depending on the campus. To find out how to do this, you should consult reception or on the KEDGE Library website.

6. RESPECT FOR PEOPLE PLACES AND EQUIPMENT

6.1 / Behaviour

Users must respect the silence in the work areas reserved for this purpose, so that everyone can work in good conditions. The staff at KEDGE Library is responsible for ensuring calm and reserves the right to exclude anyone who interferes with other users.

For group work, workrooms are available. These rooms can be booked directly on the portal of the KEDGE Library (Services Section) or on the Virtual Campus. They are intended for groups of several people only.

Cell phones must be silenced and calls must be placed outside the library.

Users must also respect the places and equipment available to them, including computer stations. It is forbidden to eat and drink (with the exception of closed water bottles) outside the relaxation areas available to the public in Bordeaux and Marseille.

Computer workstations used at KEDGE Library are exclusively for the consultation of sources of information and work. They must not, under any circumstances, be used for a playful use.

6.2 / Control and security

Staff are entitled to invite the reader to present their open bag and to check the validity of their registration.



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KEDGE Library staff are authorized to provide users with the necessary observations to comply with the regulations. Users must comply with the instructions of the staff. In case of refusal, the user can immediately be expelled or excluded from the library for a certain period.

The safety and evacuation instructions given by the personnel must be strictly observed.

As the library is a public place, KEDGE Library staff can not be held responsible for theft inside its premises. Readers are asked to look after their personal belongings and not to leave them, even for a short time.

The KEDGE Library has a personal computer file of readers. It is possible to consult it at the reception and ask for rectifications (articles 36 and 38 of the law "Informatique & Libertés" n ° 78-17 of January 6, 1978). These corrections will be made immediately under control.