

LIBRARY RULES AND REGULATIONS

1. The Academy of Fine Arts library is accessible free of charge to:

- **students of the Academy of Fine Arts of TOURNAI (day and evening)**
- **Erasmus or temporary students**
- **students from the Pôle Hainuyer (Hainaut Hub) and from the ARES (Federation of French language higher education institutions in Belgium)**
- **members of the administrative and academic personnel of the ACT**
- **the alumni of the Academy of Fine Arts (ACT)**
- **ACT external lecturers**

2- Borrowing of any kind of materials (books, newspapers, magazines, digital devices, etc.) and internet access are authorised to the students of the ACT **who are duly registered with the administration and have paid their DAC (Additional Administrative Fees).**

Once the above conditions are met, the library will offer the following:

- a. rental of digital devices (digital camera, video camera, microphone, rangefinder, video projector, etc.)
- b. loan of documents (publications, books, newspapers or magazines, etc.)
- c. consultation of electronic resources (databases, internet)
- d. on-site use of computer equipment (scanners) and various software
- e. the computer equipment is provided to the readers for the purposes of literary and educational research. It is therefore rigorously forbidden to use this equipment for games or other personal non-academic use and to modify its configuration
- f. printing of documents and use of a photocopier upon presentation of the "ACT student card"
- g. possible viewing of audiovisual documents
- h. loan of crafts materials exclusively for internal use
- i. research on document resources (bibliographies, etc.)
- j. suggestion of titles of publications or other for the library collection
- k. reservation of equipment

3- No documents or **equipment of any kind will be available for borrowing before 17 October for first year Bachelors. In general, loans end towards 15 May of the current school year (end of the theoretical lessons)**

4 - The reader may not borrow more than **three publications at the same time**. The duration of the loan is **two weeks** starting from the day of borrowing. A loan renewal may also be obtained at the library reception desk. If loans are regularly and successively overdue, the library reserves the right to suspend the loan of books for a period of one month.

For all members of the Pôle Hainuyer and the ARES, the publications may not be borrowed but may be consulted on site.

5 – The reader is responsible for any loss or damage to the borrowed equipment. In this case, the reader will reimburse the current cost of the material.

6. The rental of digital material will be limited to a period of three days.

Exceptionally, the duration of the loan can be extended upon request from the professors as well as in function of the nature of your work (night photography, weekend recording, etc.)

7. For any access to the library, the reader must be able to present their access card (for students, this is the current school year student card).

8. Any person visiting the ACT library agrees to respect the facilities, equipment and collections as well as respecting the work of other readers and the work of the personnel

9. The computer equipment is provided to the readers for the purposes of literary and educational research. It is therefore rigorously forbidden to use this equipment for games or other personal non-academic use and to modify its configuration

10. The readers agree to respect the applicable legislation on copyright, and in particular, not to photocopy an entire publication. The library declines all responsibility in the case of any infringement of this rule

11- In addition, acts of vandalism or theft will lead to a complaint being filed with the police and, for ACT students, a report being made to the appropriate academic authorities or, in the case of students external to the ACT, to the head of institution

12- Visiting the ACT library implies unequivocal compliance with its rules. These are available at the library and on the ACT website

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