

MEDIATHÈQUE JULES VERNE

26, Mirpur Road, Dhaka-1205

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mediatheque@afdhaka.org

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LIBRARY HOUR:

Monday to Thursday

4:00 PM – 9:00 PM

Friday and Saturday

9:00 AM – 12:00 PM and

5:00 PM – 8:00 PM

Closed on Sunday



RULES AND REGULATIONS OF THE LIBRARY

Membership:

Membership is open to everybody subject to: identification and a valid proof of address such as passport, national ID card, driver's licence, student ID card or any government card issued as proof of identity. Tourists and foreign residents must present their passport and a valid proof of address in Bangladesh and in their country.

For minors, a letter of authority from their parents/guardians is also required besides a proof of identity. The signature of the membership form is an undertaking by the members that they will abide by the rules and regulations laid down by the library.

Submitting a false or wrong proof of residence will lead to cancellation of membership without any notice.

Membership forms are available at the reception. Two copies of recent photographs (1 passport size & 1 stamp size) are required for the membership.

Annual fees:

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| • Bangladeshi | 2500 BDT |
| • Non-Bangladeshi | 5000 BDT |
| • Language students of AFD | 1000 BDT |

Note: Language students of AFD will get a yearly complimentary card for borrowing books, magazines and journals.

Lending Procedures:

- A member can borrow 4 books, 1 magazine & 1 Journal (back issue) for 2 weeks. **Complimentary card holders** can borrow 2 books, 1 magazine & 1 Journal (back issue) for 2 weeks.
- A member can also borrow 3 multimedia items (VHS Cassette, Audio CDs or CDROM) at one time for 1 week and 1 DVD for 3 days.

Membership card:

- All members have to produce their membership card at the time of borrowing and returning books or multimedia items.
- Change of address must be reported immediately, in writing.
- Loss of membership card must be reported immediately. Duplicate card can be issued on payment of **100 BDT** per card.

Renewals:

- The due date of the documents can be extended for another loan term. Renewals can be done over the phone. Documents can be reissued once. Renewals have to be done on or before the date of return.

Classification of Documents:

- Books and audio-visual items have been classified according to the Dewey decimal classification system. The classification numbers are printed on the spine of the books. Please ask the librarian for further information.

- After consulting a book, please do not put it back in the shelf by yourself but keep it on the table.

General Notice:

- **In case of delay** in return of documents a fine of 50 BDT will be charged per document after crossing double due dates.
- **In case of loss or damage of documents**, the member will be charged the price of the lost item + 30% of the price (shipment and processing charges).
- **USB Pendrives** cannot be used in the library computers.
- **In case of damage** of multimedia items like DVD or Audio CD, **300 BDT** will be charged for each copy.
- All bags and personal belongings must be deposited at the gate.
- Personal computer like Laptop or Notebook cannot be used in the library.
It may be used only in a case of emergency with the authorisation of the Librarian.
- Using of Cell phones is prohibited inside the library.
- The library reserves the right to search any personal items and does not accept liability for loss or damage of these items.
- All members are requested to respect the peace and tranquillity of the Library. In case of any misdemeanour, the Director or the staff is authorised to evict the person and possibly cancel his/her membership.