

Library rules

All users are required to abide by these rules.

Opening and Membership

- The Library (Médiathèque, in French) is open as follows:

Monday to Friday 12 to 8 pm
Saturday 10am to 5pm

- Consultation of materials on site is open to all and is free of charge.
- Borrowing of books and other items is restricted to members of the library.
- To become a member, a registration form must be filled in.
- Students of the Alliance Française de Hong Kong are granted membership automatically. University or Hong Kong schools students may become members upon payment of **HK\$100**. Anybody else may join the Mediatheque by becoming a member of the Alliance Française i.e. upon payment of an annual subscription of **HK\$350**.
- At the end of the registration process, a membership card is issued.

Borrowing and return

- A valid *Alliance Française* membership card must be presented when borrowing items.
- Items marked “consultation sur place” cannot be borrowed.
- The lending period is 3 weeks for printed books and periodicals, 2 weeks for CDs and 1 week for DVDs.
- The maximum number of items that can be borrowed in each account is as follows:

Books	6
Magazines (except for the 2 most recent issues)	
Comic books	
CDs	2
DVDs	2

- 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 HK\$10 per item per week. All further borrowing rights are suspended whilst any late returns remain outstanding.
- The library staff reserve 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 a lost item. The various lump sums into force are as follows:

Item type	Lump sum
Magazine	HK\$40
Book	HK\$100
Comic book	HK\$100
Album	HK\$100
CD	HK\$100
Audio book	HK\$100
Method / Grammar	HK\$200
Art book	HK\$300
DVD	HK\$400

Discipline

- The use of mobile phones in the library is strictly forbidden.
- Food and drinks are forbidden.
- Silence must be respected.

Others Services

- Internet access and TV5 are available.
- A Wifi connection is also available. The librarians can provide access codes.
- The library provides information on contemporary France and a multimedia service for Alliance française's students.
- Telephone enquiries may be made during office hours (Monday to Friday from 12 pm to 8 pm, and Saturdays from 10 am to 5 pm).
- Delivery system operates between the library and the Wanchai centre, thereby enabling users to collect and return items there.

23 August 2018