

**Alliance Française de Penang**  
**46 Jalan Phuah Hin Leong**  
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## **LOANS AND REGISTRATION**

The library of the Alliance Française de Penang is opened from Tuesday to Friday, from 10am to 1pm and from 2:30pm to 6pm and Saturday from 10am to 2pm.

To borrow books or CD, DVD, the Library registration is required and can be done with the Alliance. Registrants also have the right to consult the books on site.

Any loan is made on an individual basis and under the responsibility of the borrower.

To register, you must complete the registration form and provide:

- a copy of an (original show at registration) ID
- a photo ID
- a deposit (80RM). Cancellation of registration and refund can be obtained at any time upon presentation of identification card.

**Registration for the library of the Alliance Française de Penang is free for Alliance members and amounts to 50RM per year for non-members. This fee is not refundable under any circumstances.**

If a person does not return the document he/she borrowed, the deposit will not be returned to him/her.

In a period of one year or more, if the person doesn't borrow anything and show no clear intention to get back the deposit, it will not be returned to him/her.

## **LOAN CONDITIONS**

The holder of the library card can borrow at one time **5 documents**:

- 3 books or comics (**loan period: 3 weeks**)
- 2 multimedia documents: CD, CD-ROM, DVD (**loan period: 1 week**)

The term of the loan may be extended only once, on the spot, before the day of the scheduled return date.

## **DELAY AND DAMAGE**

**In case of delay, a fine of 5RM will be claimed per document per day of delay.**

If a document is lost or damaged borrowed by a reader, the deposit will be used and the user will have to pay another deposit in order to again borrow books.

## **USER BEHAVIOR**

To preserve the condition of the collections, it's forbidden to mark, annotate or highlight the documents, to write signs and marks of any kind, or do tearing or soiling.

In the library, it is strictly forbidden:

- to bring drinks or food
- smoking
- to disturb other users

Children are under the responsibility of their parents. The Alliance staff can not be held responsible for their care.

## **APPLICATION OF REGULATION**

Every user agrees to comply with these rules.

Serious or repeated negligence can result in temporary or permanent removal the loan service or even access to the library.

The staff of the Alliance Française is responsible for the implementation of this regulation, a copy is given to the user upon registration, another copy is permanently displayed at the Alliance.

At ....., on .....

Signature :