



MEDIATHÈQUE JULES VERNE

26 Mirpur Road, Corner of Road 3,
Dhanmondi, Dhaka 1205

Contact: +88 01678 031 400
Hotline: 096 3866 2266

mediatheque@afdhaka.org
www.afdhaka.org

LIBRARY HOURS

Monday to Friday
11 am–7 pm

Monday to Friday (During Ramadan)
9 am–4 pm

Closed on Saturday and Sunday

RULES AND REGULATIONS OF THE LIBRARY

How to become a member of the Alliance Française Library?

Membership

Membership is open to everybody subject to identification and a valid proof of address such as a 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 passports and valid proof of address in Bangladesh and their country.

Aside from proof of identity, minors require a letter of authority from their parents/guardians.

Members agree to adhere to the library 's rules and regulations by signing the membership application.

NB: Submitting a false or wrong proof of residence will cancel membership without notice.

Membership forms are available at the reception.

Members must submit two copies of their recent photographs (one passport and one stamp size).

Annual fees:

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| • Bangladeshi | BDT 2,500 |
| • Language course students of AFD | BDT 1,000 |
| • Associate member / Full member | BDT 2,500 |

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

Lending Procedures:

- A member can borrow four books, one magazine and one journal (back issue) for two weeks. Complimentary cardholders can borrow two books and one magazine for two weeks.
- A member can borrow three multimedia items: two audio CDs and one DVD for one week.

Membership card:

- All members are required to present their membership cards when borrowing and returning books or media.
- Any change of address must be informed in writing to mediatheque@afdghaka.org as soon as possible.
- Any loss of a membership card must be reported promptly. Replacement cards are available at a fee of BDT 500 per card.

Renewals:

- The documents ' due date can be extended for another loan term. Renewals can be done over the phone. Documents can be reissued once. Renewals must 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.
- Please do not return a book to the shelf after consulting it; instead, keep it on the table.

General Notice:

- In case of delay in the return of borrowed items, a fine of BDT 50 will be charged per document after crossing double due dates.
- In case of loss or damage of borrowed items, the member will be charged the price of the lost item + 30% of the price (shipment and processing charges).
- USB pen drives cannot be used in library computers.
- If multimedia items such as DVDs or audio CDs are damaged, a fee of BDT 300 will be levied for each copy.
- All bags and personal belongings must be deposited at the entrance.
- Use of cell phones is prohibited inside the library.
- The library reserves the right to inspect any personal items and assumes no responsibility for their loss or destruction.
- All members are asked to respect the library 's peace and calm. In the event of misconduct, the Director or staff has the authority to remove the individual and revoke their membership.