



## **La Bibliothèque Terms of Use**

### **Can I join?**

Our library is open to everyone, adults and children of all ages and to members of the Alliance Française French Institute of Michigan.

### **What can I borrow?**

Registration to the library gives access to a collection of books, magazines, DVD and comic books in French as well as to the Culturethèque e-library in French.

### **How can I register?**

To register, you must become a member of the Alliance Française French Institute of Michigan, 71000 Lindenmere Drive, Bloomfield Hills Michigan 48301.

Note Children under 18 must have their application completed and signed by a parent or guardian, who can provide the above identification/address validation on their child's behalf.

### **Any documents to bring to register?**

Yes, make sure to bring along a valid identification document.

### **How do I use my membership card?**

As soon as you become a member, you will receive your membership card. With the membership card, you will have access to the library's collection of material including the Culturethèque e-library in French, receive invitations to our events and programs, benefit from a membership fee at our events.

Membership is good for one year from the date of registration.

### Membership Fee

Borrowing material - books, magazines, comics and DVD's - is free.

The membership fee to the Alliance Française French Institute of Michigan is:

Individual	\$ 40
Family	\$ 60
Student or Teacher	\$ 30
Ami de l'Alliance	from \$250
Benefactor	from \$500
Corporate	from \$1000



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### **Loan Time & Material**

Duration: 1 month.

Number of material: 10 maximum.

### **"1 Week Loan"**

Some material may be restricted to a 1-week loan. You will recognize them easily with the words "1-week loan" on the material. You can borrow a maximum of two "1-week loan" material.

### **Extending a loan**

Library materials may be renewed by phone (248) 538 5440, per email at [info@frenchinstitute.org](mailto:info@frenchinstitute.org) or in person. Popular items may only be renewed one time, providing there are no holds on the item. You will be prohibited from checking out materials if you have overdue items on your account.

### **Fine**

Cardholders are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the Alliance Française French Institute of Michigan. In case material is past due, a late fee of \$1.00 will be charged and a \$ 0.10 per day and per material will be charged. Payment is due the day material is returned to the library.

### **Loss**

When you borrow books from the Alliance Française French Institute of Michigan library, you accept responsibility for all items on the card, all use made of the card and all charges made against it until your card is reported lost. The library must have a record of your card having been reported lost, or it is not considered lost. Therefore it is to the user's benefit to report the loss or theft of a card immediately. A new card will be issued free of charge. Report lost cards by phone at (248) 538 5440, by e-mail at [info@frenchinstitute.org](mailto:info@frenchinstitute.org) or in person.

### **Lost or damaged material**

- Minor Damages: Item can be returned to collection for repair. A \$2 repair fee will be charged at user's expense.
- Replacement: Item cannot be repaired or is lost; it will be replaced at user's charge at current market value when available or average cost for similar item in the same classification, whichever is higher.