

REGULATIONS - USING SPECIAL COLLECTIONS

Ref. RÈGLEMENT INTERIEUR DE LA BIBLIOTHÈQUE MUNICIPALE DE LA VILLE DE DIJON (n° 54 -24/06/2013-01/09/2013): special regulations for use will apply for the sake of protecting special holdings and other media whose conservation is jeopardized.

- ◆ [Bibliothèque patrimoniale et d'étude](#) 3, rue de l'École de droit 21000 Dijon
- ◆ Contact: bmdijon-bpe@ville-dijon.fr / 03 80 48 84 16
- ◆ Website: www.bm-dijon.fr / <http://patrimoine.bm-dijon.fr>

ADMISSION AND APPLICATION FORM

(Pre-)Registration: [free pass valid for 1 year](#)

- ✓ 1st inscription ? [pre-register online](#)
- ✓ Reader pass delivered for free (original id. showing proof of your identity and address required)

Finding Material / online databases: <http://www.bm-dijon.fr/explorerlescollections.aspx>

Any copy available to be consult rather than the original

- ✓ Use the databases to precise your research
- ✓ Make sure any copy is available (digital copy, [microform...](#))

Request / order before your coming: bmdijon-bpe@ville-dijon.fr

The Library may have to reschedule or to refuse any order

- ✓ Present a reasonable explanation justifying your need to use the special collections (ca. 15 days before)
- ✓ Make sure that the documents are available

Using special collections items require: respect the stipulation of use / contract valid for 1 year

- ✓ Complete & sign the application form (valid for 1 year)
- ✓ On-site interview with a librarian (ca. 20 min.) during opening [schedules](#) except between 1:00 and 2:00 pm
- ✓ Any documents justifying your need to use the special collections (form online for [Students](#))



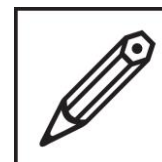
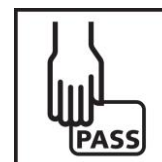
RULES GOVERNING THE USE OF SPECIAL COLLECTIONS / SPECIAL AREA

Schedules of special collections area / planning a visit

- ✓ Afternoon only from Tuesday to Saturday (details & information [here](#))
- ✓ Last return time of special collections: 30 minutes before the Library closes
- ✓ Last request of special collections: 1 hour before the Library closes
- ✓ Consult only one book at a time; fill in a *Store Request Slip* for each title requested

Using/handling special collections

- ✓ Being accredited (application form valid for 1 year)
- ✓ Present ID card and reader pass (given back once books returned checked by the staff)
- ✓ Store loose articles of clothing, briefcases, book bags, lap top computer cases, and any other personal property in the lockers provided for this purpose. All papers or computers are subject to examination upon leaving the Reading Room. Pencil only for note-taking (No ink or felt tip pens or markers, colored pencils, crayons, etc.).
- ✓ Wash and dry hands before working with Library material; wear gloves when handling photographs.
- ✓ All materials consulted must be handled with great care.
- ✓ Non-flash photography is permitted for private research use. Scanners are not permitted.



Staff BM Dijon

- ✓ Any available substitution medium is communicated first and foremost
- ✓ May have to refuse or to reschedule any order
- ✓ Check the condition, content and completeness of each item before and after
- ✓ Provide orientations and all necessary material; answer questions about proper handling

©Collection Care Icons by The British Library Board are licensed under a Creative Commons License

We thank you for your attention and cooperation necessary to preserving and conserving our heritage.

Marie-Paule Rolin, Directeur de la bibliothèque municipale de Dijon

APPLICATION FORM - USING SPECIAL COLLECTIONS

Please complete the form in full / checked by the staff.
Valid for 1 year. By signing application form, you agree to regulations governing the use of special collections.

First visit **Renewal**

FAMILY NAME	
First Name	
Date of birth Nationality	
Reader Pass BM Dijon <i>(completed with the staff)</i>	Card n°: 2 2100 00 Validity (date) :
Proof of Identity <i>(checked by the staff)</i>	<input type="checkbox"/> ID Card <input type="checkbox"/> Passport <input type="checkbox"/> Other: N°: Issued at: Validity (date):
Address	Home/permanent address, postcode, count:
	Temporary address in Dijon (if applicable):
	Telephone/EMail:
RESEARCH PROJECT <i>Please provide any Recommendation by (e.g. Ph.D. adviser, head of a scientific workgroup/team)</i>	<input type="checkbox"/> Academic Research Level: Field: University: Teacher: Subject: <input type="checkbox"/> Professional Research (please precise) <input type="checkbox"/> Publication envisaged
SIGNATURE <i>(engage yourself to observe the Regulations for Using Special Collection Items - cf. overleaf)</i>	
<u>RESERVED TO STAFF</u>	DATE : (validity 1 year) Admission granted by:

