

RBINS library regulations

Article 1 – General

1. These regulations set out the rules for use of the services of the RBINS library.
2. Registration implies acceptance of these regulations, which are available for viewing on notice boards and on the website.

Article 2 – Missions

1. The library is first and foremost for RBINS scientific staff, but is also open to anyone who applies.
2. The library supports the RBINS in its four fundamental missions: scientific research in the natural sciences; scientific support for public authorities; the conservation and management of heritage and scientific collections; and the communication of scientific knowledge to society.

Article 3 – Reading room access and opening times

1. The reading room is open to all for the purpose of study and research, but solely during normal opening times.
2. The reading room is open every weekday from 9 a.m. to 12 p.m. and from 1.30 p.m. to 4 p.m., including Mondays (the museum's closing day, access via reception).
3. The reading room is closed on public holidays (1 January, Easter Monday, 1 May, Ascension Day, Whit Monday, 21 July, Assumption Day, All Saints' Day, 11 November and 25 December), as well as the week between Christmas and New Year.
4. The reading room is also closed on 2 November, 15 November (King's Feast Day) and on library staff training days.
5. Access to the depositories and offices is restricted to library staff.
6. Users of the reading room are requested to refrain from any kind of activity that may disrupt the normal operation of the library or that may disturb other readers.
7. To protect the freely available documents, no eating, drinking or smoking is allowed in the reading room.
8. Coats, bags and other such items must be left at the entrance to the reading room. Visitors may also leave their belongings in the museum cloakroom which also has lockers (except on Mondays, the museum's closing day).

Article 4 – Registration

1. RBINS staff do not require a Reader's Card to benefit from the library's services. This also applies to retired staff members and scientific staff, and to resident doctoral students.
2. External users and visitors must apply for a Reader's Card from the library staff. The card costs €2.50 for one year (from date to date).
3. Card renewals costs €2.50, but cards lost before the card expiry date will be replaced free of charge.

Article 5 – Borrowing and consulting publications

1. Borrowing facilities are restricted to RBINS staff (see art. 4 §1). However, certain works may only be consulted in the reading room:
 - works that have undergone deacidification;
 - works that are too damaged.

2. External users and visitors may consult as many publications as they wish in the reading room. Articles and excerpts may be photocopied in compliance with current legislation relating to the photocopying and reproduction of documents.
3. Publications are made available for users for a period of one month, after which time, if no request for extension has been received (by email or telephone) from the reader, publications will be refilled.
4. Publications located in the reading room are freely accessible.
5. The majority of the publications are located in the depositories. There may be a waiting time. To avoid waiting, the librarians recommend that you send an email (bib@naturalsciences.be) containing a list of the desired publications and the date on which the users wish to consult them.
6. After consultation, the publications must be returned, in person, to the librarians.
7. Reservation may be made via www.bib.belgium.be and bib@naturalsciences.be.
8. Users must handle consulted or borrowed volumes with care and must not mark, highlight or damage them in any way whatsoever.

Article 6 – Library services

1. The librarians are available to assist and guide the user in their search for relevant information.
2. Interlibrary loans are possible for external users at the rates applied by the suppliers. A deposit will be requested.

Article 7 – Reproduction of documents

1. Photocopies of consulted documents may be made with prior approval from the librarians (use of the photocopier requires a code).
2. Complete reproductions of a work are not permitted.
3. Reproductions may be made for non-commercial, private research or personal study purposes only.
4. Photocopies are made by users at the following rates: €0.10 per A4/B4 copy (€0.15 double-sided) and €0.20 per A3 copy (€0.30 double-sided).
5. Colour copies cost €1.00 per A4 copy.

Article 8 – Computers and Internet access

1. Modifying the settings of the computer programs or installing new ones is not permitted.
2. Wi-Fi Internet access is free of charge (ask the librarians for the access code).
3. Use of the Internet is for documentary research only.

Article 9 – Exclusion

1. In the event of any breach of these rules of use, management may refuse access to the library and temporarily or permanently suspend the registration of the user concerned.