

Disciplinary Regulation: ART. 29 of the
Regulation

1. In the study hall and the adjacent rooms silence must be strictly observed, as also an appropriate behavior and decent dressing which suits the environment. Smoking, eating and drinking are forbidden in the halls. Prior entering the study halls the library users must deposit in the indicated place: coats, jackets, umbrellas and/or bulky items.

2. The reading room must only be used for activities pertaining consultation of the library books.

The use of personal books, which must be in any case verified by the library staff at the entrance and exit of the hall, is solely allowed as research support of documents consulted within the library.

3. Users are not allowed to bring in the reading halls: cameras, recorders, scanners, mobile phones, radios, food, drinks, colored liquids, scissors and/or alike. Solely according to the management's unquestionable judgment the use of laptops is admitted, the library will give the electricity supply but declines any responsibility in case of computer or data damage due to the electricity connection. In all cases the single users are responsible of the damage that their devices may cause either to people or to objects.



GENERAL LIBRARY

of the Custody of the Holy Land

Library Users Regulation

BIBLIOTHECA GENERALIS CUSTODIÆ TERRÆ SANCTÆ
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GENERAL LIBRARY of the Custody of the Holy Land

Library Users Regulations

Library **opening hours** and closure must be strictly observed

Monday-Friday

9.00-12.30 am

1.30-5.00 pm

Library Guests can only use the two library reading halls.

ACCESS

What is necessary to access the library :

- Be aware of the *Library Regulations* and acknowledge its articles (art. 1-37);
- Fill in the registration form and request the library user card;
- Communicate what kind of material the user would like to consult (modern records, periodicals, rare and precious archives).

CONSULTATION

What is necessary to consult a book:

- See and acknowledge disciplinary regulation (art. 29);
- Fill in the relative form of the consulted material;
- Ask the librarian to verify the presence in the library archives of the requested material and fetch it for consultation.

Regarding consultation the user takes note:

- A maximum of five books a day can be requested;
- Place on the users table the BUSY sign ruler, thus the user will have the right to use the post for three days following the first day of consultation;
- After consultation the books must be replaced in the indicated place DELIVERED BOOKS;
- Regarding antique book consultation, strictly comply to the recommendations in article 24 of the *Library Regulation*.

COPY

One can request, after filling in the specific photocopy form, to photocopy material, on the user expenses, of parts of the volumes, according to indications in article 30 of the *Library Regulation*.

LOAN

To be able to loan is regulated in article 33 of *Library Regulation* and foresees:

- Registration of the book loan on the user's library card;
- A maximum loan period of 30 days;
- Allowed loan of a maximum of 5 volumes;
- Possibility, allowed exclusively to the members of the Franciscan Friars Minor Order, to borrow books.

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Fr. Lionel Goh ofm
Library Director