

REGULATIONS OF THE HEC MONTRÉAL LIBRARY

In this document, the use of the masculine gender refers to both women and men, where applicable. The use of the masculine gender is used to facilitate the reading of the text.

1. DEFINITIONS

- 1.1 **Fine** : sanction that is imposed upon the user for each document that is returned past its due date or hour.
- 1.2 **User card** : one or the other of two cards mentioned below.
 - 1.2.1 Institutional member card : card that is issued by HEC Montréal to instructional staff, non-instructional staff and to students.
 - 1.2.2 External user card : card that is issued by the Library to external users.
- 1.3 **Replacement cost** : purchase or photocopy cost of the document as well as administrative costs related to the search, acquisitions, processing and preparation of the document for circulation and binding.
- 1.4 **Document** : all documents that the Library acquires through purchase, donation, repository, or borrowing from another organisation or another library and intended for consultation or borrowing, notably monographs, serials, microforms, diskettes, optical disks, databases and DVDs.
- 1.5 **Administrative fees** : administrative fees to cover the costs related to issuing invoices.
- 1.6 **Course Reserves** : collection of documents located at the circulation desk upon request by professors, part-time lecturers, reference librarians, and which must be consulted on-site, for a maximum of 3 hours, upon presentation of a piece of identity.

2. TERMS OF ACCESS

- 2.1 Access to the Library and its services is granted as a priority to the HEC Montréal : active students, instructors, non-instructor staff, alumni, and retirees of the School.
- 2.2 The Library Director's Office can grant certain privileges to external users. In these cases, fees may be charged.
- 2.3 At all times, library staff or a security agent may request to see a student ID card or a piece of identity.
- 2.4 The Library Director's Office reserves the right to restrict or prohibit access to the Library and its services.

3. RESPONSIBILITIES OF THE USER

- 3.1 The user must contribute to the maintenance of order and cleanliness of the premises.
- 3.2 The user may consume bottled water as well as other non-alcoholized drinks as long as they are contained in a lidded container.
- 3.3 The user must abstain from consuming food in the Library.
- 3.4 The user must maintain the order of the collections.
- 3.5 The user must keep documents in good condition and avoid adding annotations, highlighting text or damaging them by any other means.
- 3.6 The user must not reshelved consulted documents themselves, but rather, must place the documents in designated areas for reshelving by Library staff.
- 3.7 The user must abstain from disruptive behaviour and notably, from speaking loudly or from speaking on a phone within the Library premises.
- 3.8 The user must not install software, or modify the configuration of installed software, or run programs on the workstations of the Library. The user must respect the [Politique de sécurité de l'information](#) of the School.

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- 3.9 The user must respect the *Copyright Act* when using the information resources of the Library. This law permits a fair use of works for educational purposes, private study and research.
 - 3.10 A user can gain access to the Library's databases upon authentication by ID and password.
 - 3.11 A user may only use the Library's databases for educational and non-commercial research purposes.
 - 3.12 A user cannot enter the Library premises accompanied by animals, unless the animal is trained to assist the user with an impairment.
 - 3.13 The user cannot enter the Library on inline skates or on a skateboard.
 - 3.14 The user must necessarily walk through the security and detection barriers and must allow, upon demand, an inspection of his bags and belongings when exiting the premises.
 - 3.15 The user is solely responsible for the protection and security of his belongings. The School declines all responsibility for lost objects or any damaged personal effects.

4. BORROWING CONDITIONS

- 4.1 The user card must be presented in order to borrow documents.
- 4.2 The Library Director's Office determines the length of the loan periods and the number of documents that can be borrowed according to user categories and document categories. They also determine the fees and fines related to the borrowing of documents.
- 4.3 The user is responsible for borrowed documents recorded in his user account until the time the document is discharged in the library system.
- 4.4 The Library Director's Office imposes fees and fines for overdue documents according to the Fees and Fines structure of the Library (see [website](#)).
- 4.5 Borrowed documents can be renewed under certain conditions :
 - 4.5.1 The document cannot be on hold for another user;
 - 4.5.2 The document cannot have undergone a change in status, for example, such as being placed on Course Reserves by an instructor; and

4.5.3 The user's account must be in good standing.

- 4.6 All borrowed documents can be placed on hold. The circulation desk notifies the user when the document becomes available. The user must collect the document at the circulation desk within seven (7) days following the availability of the document.
- 4.7 A user that retains documents beyond the due date cannot borrow other documents before returning the document and paying any overdue fees.
- 4.8 The user receives notices from the Library by email or phone. However, the user remains responsible at all times to return or renew the documents within the prescribed periods.
- 4.9 When a document is recalled to the Library, the user must return it no later than 48 hours after having received the notice. Fees are applied for each document that is not returned within the prescribed period.
- 4.10 Users are responsible for any deterioration or loss of a document registered to their accounts. They must assume the replacement cost for the document as well as administrative fees.
- 4.11 All borrowed documents are considered missing beyond 56 days overdue and the user must assume the replacement cost for the document as well as administrative fees and any outstanding overdue fees. A user that returns a document after the bill has been sent is still expected to pay the administrative fees as well as any outstanding fees.
- 4.12 A document that is borrowed through the interlibrary loan service is subject to the borrowing conditions of the library that is loaning the document.
- 4.13 The Library's borrowing conditions apply to interlibrary loans, as required, with adaptations.

5. VIOLATIONS AND SANCTIONS

5.1 Consists of violations according to the following acts of this regulation :

5.1.1 Failure to respect the terms of access, circulation and the policies in force;

5.1.2 Refusal or omission to pay imposed fees and fines; and

5.1.3 Theft, attempted theft and acts of violence with regards to the documents and resources of the Library.

- 5.2 A user in violation may be denied access to the Library and its various services, following the decision of the Library Director.
- 5.3 A user that refuses or omit to pay imposed fines to the School, will not be permitted to borrow other documents until all fees and fines have been settled in their totality. Furthermore, all unpaid fees can be added to the student invoice, with consequences in case of non-payment as stipulated in the School's regulations.
- 5.4 Any user responsible for damaging library goods may be denied user privileges until all costs related to the damages are repaid to the School.