



Médiathèque
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Distance Loan for Institutions : Conditions

The Médiathèque of the Institut Français offers an **annual institutional loan membership for £ 50.**

The subscription will be nominative (adult student, teacher or librarian) and the nominated individual will be responsible for documents borrowed.

Library membership entitles you to :

- receive a monthly programme of the activities of the Institute
- **be able to borrow 20 books, 4 documentary video cassettes, 4 CDs, 2 talking books, all for a period of 4 weeks. Only books can be renewed (requests to be made by fax or e-mail)**

Postal expenses:

Postal expenses will have to be met by your organisation.

(reimbursements for postal expenses, by cheques should be made out to 'Institut Français')

Overdue items :

Every document returned late will be fined 10 pence per day for books and 50 pence per day for all other documents (cheques to be made out to 'Institut Français')

Loss or damage of a document:

All documents should be returned in the state they were taken out. In case of damage, the individual/institution is responsible for the replacement of these items.

Please send us the following, should you wish to become a member: :

- a recent passport size photograph of the card holder,*
- the attached form, duly completed,*
- your document requirements,*
- and a cheque for £ 50 (made out to 'Institut Français').*

(All further requests to be made by e-mail, fax or post).

The on-line catalogue of the Médiathèque:

<http://www.institut-francais.org.uk> (library- catalogue)

Distance Loan for Institutions : Application Form

Name of the borrowing institution:

For official use:

N° de carte de groupe :

Address:

Date d'inscription :

Date limite de validité :

Postcode:

City:

Person responsible for this collective loan:

Name:

Surname:

Designation:

Tel. 1 :

Tel. 2 :

e-mail :

Material to be used by

- English speaking readers
 French speaking readers

Signature of the card holder:

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