

**THE NATIONAL THEATRE SCHOOL OF CANADA
LIBRARY MEMBERSHIP
FOR OUTSIDE USERS**

RULES

**The NTS library is private and open to registered members only,
even for consultation**

Phone: 514 842-7954 Ext. 125

Access to the online catalogue from outside of NTS: <http://thalia.ent-nts.ca>

Staff	Head Librarian:	Wolfgang Noethlich	Ext. 129
	Staff:	Marianne Boudreau	Ext. 112
		Nathalie Fontaine	Ext. 125
		Monique Forest	Ext. 136
		Manon Garneau	Ext. 147

Annual subscription fee

- \$30 for students with a valid student I. D.
- \$60 for all other individual subscriptions
- \$110 for corporate memberships (2 persons can take out up to 16 books)

A proof of address is needed. The membership is renewable each year. Please do not discard the plasticized membership card.

Business hours during the school year

Monday 9:00 a.m. to 9:00 p.m.

Tuesday 11:00 a.m. to 6:00 p.m.

Wednesday 9:00 a.m. to 6:00 p.m.

Thursday 9:00 a.m. to 7:00 p.m.

Friday 11:00 a.m. to 5:30 p.m.

Loan service finishes 15 minutes before the library closes.

Summer hours will be posted in the spring of each year.

Taking out documents

- Maximum: 8 books, no more than 3 books on the same subject.
- Length of loan: 3 weeks.
- Renewal: twice at most, at the desk, for 3 weeks if the books have not been reserved. No renewals by telephone.
- The return of a renewed book can be requested, should the book be required by another member.

- No book can be taken out on behalf of someone else. The membership card has to be presented at the circulation desk for any service. This card is not transferable and only the holder of the card is entitled to use the library's services.
- Anyone signing out a book is responsible for its return. A quick return of all documents enables other users to take them out.
- It is strictly forbidden to write in or on books or to cut, tear or damage library material in any way.

Returning documents

- Every weekday, from 9:00 a.m. to 22:00 p.m. (school period only).
- Saturday, from 9:00 a.m. to 5:00 p.m. (school period only).
- Sunday, from 12:00 p.m. to 8:00 p.m. (school period only).

Please leave the books due in the blue book return box in front of the library when the library is closed. The deadline for returning books must be respected.

Late returns and lost documents

- There is a fine of 25 cents per working day for each document handed in late. A document is considered to be late if handed in after the closing of the library on due date.
- If you do not claim a document reserved or if you do not cancel your reservation during the five-day period, you will be charged a \$1 fee for not honouring the reservation.
- Maximum fine per document is \$20.
- Fines must be paid before any other document can be taken out (the library will give no credit).
- Late documents must be returned before any other document can be taken out.
- The cost of a lost or damaged document is the current price of the document / book to which a \$20 handling charge is added.
- Anyone refusing to return a book or pay an amount due can no longer borrow from the library.
- Fee for lost library card replacement: \$5.

Mailed documents

- A maximum of 5 documents is sent by mail at a time (10 documents for corporate members).
- Postal and handling fees are as follows:
 - \$5. for 1 or 2 documents
 - \$10. for 3, 4, or 5 documents
 - \$15. for 2 envelopes (up to 10 documents)
- An additional week is added to the regular loan period. The loan period can be renewed, provided an official request is made to the library before the documents are due.
- Appropriate envelopes should be used for the return of documents to prevent loss or damage in the mail. Members don't have to pay postage when returning documents; simply tape the provided label supplied by Canada Post on the envelope, strictly following instructions.

Other services

- You can access our online catalog via <http://thalia.ent-nts.ca> or by using the school's website.
- Reference.

- Reservation of books in circulation (please cancel reservations of documents you no longer need).
- Videos can be viewed in the reading room (with headphones). Please inquire with the library staff.
- Use (within the library only) of:
 - reference books
 - periodicals and newspapers
 - archives
 - compilation of French-language audition scenes
 - information on world-wide internships and workshops
 - list of theatre schools' productions
 - videos
- Internet.
- Photocopy (10¢ per page /\$1 per color copy). Copyright rules must be respected.
- New acquisitions shelves.

Important

- A member cannot be accompanied by more than two (2) non-members.
- When the fire alarm rings, every user is obliged to evacuate the library immediately and to leave the building by the nearest exit.
- Library users must respect the position of the documents on the shelves or leave them on the specially assigned book trucks for re-shelving.
- The library is a working area where silence should be observed.
- Eating and drinking are prohibited in the library.
- The use of cellular phones is prohibited in the library.
- Please inform us with any change of address or phone number.
- The library is equipped with an anti-theft system. If you trigger the alarm, you must go back to the counter.
- The staircase door leading to the back alley and the reading room door towards the passage are under alarm. It is strictly forbidden to open those doors except for an emergency or if indicated by an employee of the library.
- Beware of theft: never leave your personal effects unattended.

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