



Regulations

Espace Jean-Pierre de Launoit, Resource Centre

Our Resource Centre provides conceptual, pedagogical, documentary and cultural materials to assist the language students, language instructors and student teachers of the Alliance française de Bruxelles-Europe.

Use of the Resource Centre is restricted to current Alliance française students and instructors.

Information and searches

Our researcher is available to help you with your research needs and to answer your requests for information. Feel free to ask him for advice on reading materials, films, etc.

Registration

On-site consultation of all the materials in the library is freely accessible and free of charge.

In order to borrow materials, you need only to complete a registration form and pay a refundable deposit (in cash).

Registration at the Resource Centre is valid for the entire session for which the registration deposit has been paid.

Conditions for borrowing

Language students

Materials may only be borrowed after payment in cash of a refundable deposit of 30 €. The deposit allows you to borrow 2 MATERIALS:

- 1 multi-media document (DVD, music CD, audio book) and 1 book
- or 2 BOOKS.

Loans are for a period of:

- 1 week maximum for DVDs and CDs.
- 3 weeks for books, audio books, magazines and CD-ROMs.

Student teachers

Materials may only be borrowed after payment of a refundable deposit (in cash) of 30 €.

This allows you to borrow 3 MATERIALS (including 1 multi-media item) for a maximum of 1 week. No extensions allowed.

Materials that can be borrowed: all materials, except those with a red dot.

Registration at the Resource Centre is valid for the entire session for which the inscription refundable deposit has been paid (from September to June).

Refund of the deposit

The deposit will be fully refunded when your registration at the Alliance française ends and all materials borrowed from the Resource Centre have been returned. Students who wish so may take advantage of an additional month's extension at the Resource Centre.

Any refund not requested within 2 YEARS after the end of classes will become the property of the Resource Centre and the user's account will be deleted.

Resources

The accent is on all aspects of teaching and learning French as a foreign language (FFL) in a European context. (Note: Some of these documents may not be taken out):

- **General and specific FFL teaching materials:** Teaching methods, reference books and books of exercises (grammar, vocabulary, spelling, game-type activities, phonetics, oral and written expression, dictionaries, etc.)
- **The European Union, France, Belgium, the World:** books, directories, audio materials, etc.
- **The French-speaking world:** reference books, brochures...
- **Tourism and cultural heritage** (including gastronomy)
- **Press:** general (*Le Monde*, *Le Soir*, *Courrier International*, *Management*, etc.) and specialised (*Authentik en français*, *Bien-Dire*, *Le Français dans le Monde*)
- **DVDs:** films from France, Belgium and Quebec, documentaries, plays
- **French songs** (from Belgium, France and Quebec): CDs, reference books, clips, transcriptions and teaching materials
- **Francophone literature:** novels, easy reading, audio books, poetry, plays, biographies, etc.
- Comic books
- **A basic collection on Belgium and Brussels:** magazines, brochures, books, audio CDs, DVDs, etc.

Services and instructions

We request that you please take good care of any materials borrowed and not write in the books.

It is possible to make photocopies. You should not photocopy more than 15 pages per book (due to copyright laws). Each A4-size photocopy costs 0.10€ (0.20€ for an A3-size page). Please ask our staff to make photocopies for you.

In addition, it is strictly **forbidden** to photograph books using a mobile phone, a digital camera or any other electronic device (per the Law of 30th June 1994: Law on Copyright and Related Rights of 1994, Art. 22.4) or to copy a music CD or DVD onto a computer.

When you arrive at the Resource Centre, please leave your bags and coat at the entrance.

The Resource Centre is a place for you to work and read. Please talk quietly and do not use your mobile phone inside the Centre.

Food is absolutely forbidden. Drinks are admitted.

Contact

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