Internal regulations applicable to users

Les Champs Libres is a public access building (ERP) operated directly by Rennes Métropole. This cultural establishment comprises a museum, library, science centre, exhibition space, meeting rooms and a café. As well as being a place for broadcasting, production and conservation, it is also a living space that the public can use every day for a wide variety of purposes.
Contents

CHAPTER 1 - GENERAL PROVISIONS ........................................................................................................ 5
  Article 1. Purpose and Scope .................................................................................................................... 5
  Article 2. Contents of the internal regulations ........................................................................................ 5

CHAPTER 2 - VISITING LES CHAMPS LIBRES ................................................................................. 6
  Article 3. Opening days and times ........................................................................................................... 6
  Article 4. Rates and ticketing .................................................................................................................. 6
  Article 5. Access conditions ................................................................................................................... 7
    Article 5.1. Unauthorised objects and animals ......................................................................................... 7
    Article 5.2. Capacity ............................................................................................................................... 7
    Article 5.3. Access to certain areas ......................................................................................................... 7
  Article 6. Visits by minors, groups and people with disabilities ................................................................. 8
    Article 6.1. Visits by minors ................................................................................................................... 8
    Article 6.2. Groups ................................................................................................................................. 8
    Article 6.3. People with disabilities ...................................................................................................... 9
  Article 7. Users organising participatory activities .................................................................................. 9

CHAPTER 3 - VISITOR AND USER BEHAVIOUR ............................................................................ 10
  Article 8. General provisions .................................................................................................................. 10
  Article 9. Behaviour within the establishment ......................................................................................... 10
    Article 9.1. Behaviour towards staff and other visitors ........................................................................ 10
    Article 9.2. On proper usage of places and visits ................................................................................. 10
    Article 9.3. Behaviour to ensure the safety of people and property ......................................................... 11
  Article 10. Behaviour in the Museum and other exhibition spaces .......................................................... 11
  Article 11. Behaviour in the planetarium and auditorium ..................................................................... 11

CHAPTER 4 - SAFETY AND PROTECTION OF PEOPLE AND PROPERTY ...................................... 12
  Article 12. General provisions ................................................................................................................ 12
  Article 13. Evacuation ............................................................................................................................. 12
  Article 14. Measures in the event of illness or accident .......................................................................... 12
  Article 15. Closure and special arrangements ......................................................................................... 13
  Article 16. Security and confidentiality .................................................................................................. 13
  Article 17. Personal data protection ...................................................................................................... 13
  Article 18. Lost children .......................................................................................................................... 13

CHAPTER 5 - CLOAKROOMS, LOCKERS AND PERSONAL BELONGINGS .................................... 14
  Article 19. Cloakrooms ............................................................................................................................ 14
  Article 20. Lockers ................................................................................................................................... 14
  Article 21. Lost and found items ............................................................................................................. 14
Article 2.1.2. Wi-Fi access

Article 2.2. Provisions specific to the Library

Article 2.2.1. Access to workstations

Article 2.2.3. Self-service access on site

Article 3. Underaged access

Article 3.1. General provisions

Article 3.2. Provisions specific to the Library

Article 4. User liability

Article 5. Compliance with regulations

Article 6. Controls and sanctions

APPENDIX 3

SANCTIONS APPLICABLE BY THE ESTABLISHMENT IN THE EVENT OF FAILURE TO COMPLY WITH THE GENERAL REGULATIONS AND THEIR ANNEXES
CHAPTER 1 - GENERAL PROVISIONS

Article 1. Purpose and Scope
The purpose of these regulations is to set out the conditions for visiting and using Les Champs Libres’ areas. It is designed to ensure the safety of people, the preservation of sites, goods and collections, and the quality of visits and uses.

It is applicable, in its entirety, and without prejudice to any special provisions notified to them, to:
- Paying and non-paying users and visitors,
- Individuals and groups authorised to temporarily occupy the premises for meetings, symposia, conferences, cultural events, receptions or other events,
- Outsiders visiting the premises, including for professional reasons.

These regulations apply to all areas of Les Champs Libres within the public access building (ERP), a 1st category ERP of the following types: S-Y-L-M-N, with a maximum capacity of 2,913 people.

The space operated by the Café des Champs Libres is governed by a public service concession. It is part of the ERP Les Champs Libres and as such applies the articles of the present regulations. In addition, it has specific regulations linked to the very purpose of the concession. These regulations are subject to approval by the director of the establishment, who is responsible for safety at Les Champs Libres, and for monitoring the concession.

Visitors are required to comply with instructions given by the establishment’s staff, in particular the management representative, and the agents in charge of reception, security, building and collection safety, duly identified by a valid badge.

Article 2. Contents of the internal regulations
The internal regulations of Les Champs Libres include:
CHAPTER 2 - VISITING LES CHAMPS LIBRES

Article 3. Opening days and times
Les Champs Libres is open to the public at the times indicated at the building entrances, in the information leaflets and on the website https://www.leschampslibres.fr. We are usually closed to the public on Mondays and public holidays.

Depending on the programme, opening times are subject to change. In such cases, the specific provisions applicable are posted at the building entrances and on the establishment's website.

Evacuation measures begin 10 to 15 minutes before closing time.

Article 4. Rates and ticketing
The following areas may be subject to an entrance fee:

- Musée de Bretagne: the "Georges-Henri Rivière" temporary exhibition room
- Espace des sciences: the exhibition rooms, "Merlin’s Laboratory"; the Planetarium
- The "Anita Conti" Room.

All other areas of Les Champs Libres are open to visitors free of charge, subject to availability.

Admission rates and conditions are approved by the Rennes Métropole Council and can be consulted at ticket offices and on the website at https://www.leschampslibres.fr. For groups, these rates and conditions are detailed on the booking form.

When purchasing admission tickets on site, visitors claiming the benefit of a special rate or free admission must show reception staff the document proving their right benefit from such (Carte sortir, people under 26, people with a disability, etc.).

Access to paying areas is subject to the presentation of tickets purchased on site, online, or from an authorised partner via an agreement specifying the terms and conditions. Tickets specify the date and start time of the session or tour. In view of the capacity of certain areas, tickets issued for activities organised in sessions specify the time at which visitors are required to leave the activity premises.

Ticket checks may be carried out inside paying areas. A user who has benefited from free admission or a reduced rate must be able to justify this situation. All visitors who are not holders of an admission ticket (ticket, season ticket, invitation, badge, etc.) will be redirected to the Les Champs Libres ticket office or, if they do not wish to buy an admission ticket, excluded from paying areas.

Individual admission tickets cannot be returned, exchanged or refunded (Article L.221-28 of the French Consumer Code), particularly in the event of loss, theft or delay. Admission tickets cannot be resold to third parties.

In the exhibition areas and Merlin's laboratory, tickets will not be refunded in the event of cancellation.

If a case of force majeure or technical incident forces Les Champs Libres to cancel all or part of the agreed
engagements, the establishment must, depending on the case, either refund the sums corresponding to the services not provided, excluding all damages and interest, or replace them with another equivalent service.

**Article 5. Access conditions**

**Article 5.1. Unauthorised objects and animals**

For health and safety reasons, and to ensure the comfort of all visitors, it is forbidden to bring in objects which, by their characteristics or purpose, pose a danger to the safety of people, property, collections or the building.

In particular, it is forbidden to bring onto the premises:
- Weapons and ammunition, including dummies, of all categories,
- Explosive, flammable or volatile substances (such as spray paint cans), illicit products and substances containing substances likely to harm people or damage collections, the building or safety equipment,
- Sharp, blunt (e.g. knives, tools) or flying objects,
- Items generating incapacitating (e.g. tear gas canisters) or neutralising products, electric weapons used to neutralise individuals,
- Dangerous, heavy, bulky or foul-smelling objects likely to inconvenience other visitors,
- Bicycles, including folding ones,
- Bags, suitcases and containers larger than: Length 55 cm / Width 20 cm / Depth 40 cm. A gauge may be used at the entrance to Les Champs Libres to check their dimensions, particularly during certain events or busy periods.

Outside this list, it is up to the person in charge of the establishment or their representative to judge the dangerousness of the objects introduced.

Animals are not allowed on the premises, unless expressly authorised by the facility manager or their representative. On presentation of an identification card, guide dogs for the blind and assistance animals accompanying visitors with a disability are permitted.

Any breach of these provisions authorises staff to refuse access to the building, or even to alert the police.

**Article 5.2. Capacity**

Subject to access conditions specific to each area, circulation is free within the building.

However, access and circulation are limited to the capacity of the various levels and of each exhibition or event area. When this capacity is reached, queues are organised by Champs Libres staff in order to respect safety gauges.

**Article 5.3. Access to certain areas**

Les Champs Libres reserves the right to refuse a user access to a space after an activity, show or projection has started, so as not to disrupt the proceedings.

The Planetarium and Merlin’s Laboratory operate in sessions, at fixed times, depending on the day of the week and time of year.

Access to the Planetarium opens 20 minutes before the start of the session. The doors close at the precise time the session in question starts. Exits mid-session are authorised in exceptional circumstances only and are final. Any delay, absence or exit will render the ticket invalid.

Access to Merlin’s Laboratory opens 10 minutes before the start of the session.

**Article 6. Visits by minors, groups and people with disabilities**

**Article 6.1. Visits by minors**

**Article 6.1.1. Liability**

Except as specifically provided for in article 6.2, children visiting the establishment are the sole responsibility of
their parents or legal guardians. The latter are responsible for ensuring that the children they accompany or supervise comply with these regulations.

Some activities at Les Champs Libres may not be suitable for children under a certain age, either in terms of content or duration. Parents or carers must ensure that the spaces and activities on offer are appropriate for the child’s age. If a child takes part in an activity that is unsuitable for his/her age group, he/she remains the sole responsibility of his/her parents or carers, who must ensure that the child’s behaviour does not disrupt the activity in progress or the peace and quiet of the site.

**Article 6.1.2. Age of access to areas**

<table>
<thead>
<tr>
<th>Areas</th>
<th>Age of access</th>
<th>Age below which children must be accompanied by an adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation areas within Les Champs Libres, Library, permanent circuit of the Musée de Bretagne</td>
<td>NA</td>
<td>8 years old</td>
</tr>
<tr>
<td>Exhibition spaces, with the exception of the permanent area at the Musée de Bretagne</td>
<td>NA</td>
<td>13 years old</td>
</tr>
<tr>
<td>Merlin’s Laboratory</td>
<td>NA</td>
<td>13 years old</td>
</tr>
<tr>
<td>Planetarium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard sessions</td>
<td>5 years old</td>
<td>13 years old</td>
</tr>
<tr>
<td>Young audience sessions</td>
<td>2 years old</td>
<td>NA</td>
</tr>
<tr>
<td>Auditorium</td>
<td>NA</td>
<td>13 years old</td>
</tr>
</tbody>
</table>

For safety and evacuation reasons, children under 5 years of age are not allowed to attend standard planetarium sessions. Special sessions are organised for young audiences (2 to 5 years old). For these sessions, access is reserved for children aged 2 to 5, accompanied by a maximum of 2 adults per family.

Certain exhibitions, installations or events may be subject to special rules to protect children’s health and safety. Specific information on these rules is posted on the site and/or on the establishment’s website.

**Article 6.2. Groups**

Group visits are carried out in the constant presence of a group leader, who ensures compliance with these regulations. The Champs Libres mediator intervening with the group can in no case exempt the person in charge from their presence and responsibility.

For groups of children, particularly school and extracurricular activity groups, the child supervision ratio must comply with current regulations.

Groups and their leaders undertake to visit the site with respect for other users, and in particular to avoid causing inconvenience. If necessary, groups can be split up to meet this requirement. In the event of disrespectful behaviour on the part of group members, the visit may be terminated by a Champs Libres agent, duly identified by a valid badge.

Les Champs Libres offers activities for groups of children under the supervision of a mediator. Within this framework, children are entrusted individually to the mediator by their parents or legal guardians. The latter do not take part in the activities. The child’s guardians must be present at the time the activity ends. If no guardian collects the child at the time indicated, the provisions of article 18 of these regulations shall apply.
Article 6.3. People with disabilities
Disabled people and a maximum of one companion per disabled person are given priority access to our facilities, on presentation of an official document proving their disability.

Wheelchairs powered by internal combustion engines are not permitted inside the establishment.

Les Champs Libres staff provide information and help people with disabilities find their way around the establishment. Under no circumstances may they replace companions or carers during visits, when using the toilet or when accompanying guests outside the building.

For safety and evacuation reasons, the number of spaces available for people with reduced mobility is limited in the following areas:
- Planetarium: 3 spaces
- Auditorium: 9 spaces.

People with reduced mobility are defined as those who do not have sufficient autonomy to access areas on their own.

Article 7. Users organising participatory activities
In addition to the establishment's official/partnered cultural and scientific programming, areas (reception halls, specific rooms) can be opened to user groups to encourage times for expression, discussions and participatory activities. These include:
- 4C meetings (conviviality, capabilities, cooperation, commonalities) offering users the chance to meet regularly around a common interest to exchange, learn together and help each other independently,
- Temporary Autonomous Zones (ZAT) open to local players who set up shop in Les Champs Libres to meet visitors.

While these uses are subject to the establishment's prior authorisation, the chosen themes, arrangements for the exchanges and intervention procedures are defined by the users themselves. The latter are free, autonomous and responsible for their activity, in compliance with the provisions of the present regulations. Failure to comply with any of the provisions of the present regulations will result in immediate suspension of activity by the establishment's management or its representative.

CHAPTER 3 - VISITOR AND USER BEHAVIOUR

Article 8. General provisions
As a general rule, visitors are asked to comply with current regulations and safety instructions, and to avoid causing any disturbance whatsoever to the smooth running of events, activities and visits through their behaviour, attitude, attire or words.

Visitors must refrain from any action likely to:
- Threaten the safety of people and property,
- Damage to premises, property and collections,
- Disturb the peace and quiet of other visitors, users and services.

Outside this list, it is up to the person in charge of the establishment or their representative to judge inappropriate behaviour for the premises and activities.

Article 9. Behaviour within the establishment Article 9.1. Behaviour towards
staff and other visitors
Correct and appropriate behaviour is expected towards both staff and any other person present within the establishment.

In particular, it is forbidden to:
- Behave (through words, gestures, attire or attitude) in a rowdy, insulting, violent, aggressive or exhibitionist manner towards other visitors or staff;
- Adopt sexual or sexist behaviour as defined in article R. 625-8-3 of the French Criminal Code (inappropriate remarks, whistling, insults, etc.);
- Make hostile comments or adopt a hostile behaviour towards a person (or group of people) because of their origin, disability, gender, age, sexual orientation, political, philosophical or religious beliefs (Article 225-1 of the French Criminal Code).

The director of the establishment, or his or her representative, or the person in charge of security, are the sole judges of inappropriate behaviour within the establishment.

**Article 9.2. On proper usage of places and visits**

Visitors are asked to refrain from any action that might jeopardise their visit.

In particular, it is forbidden to:
- Spit and satisfy natural needs outside sanitary areas,
- Leave paper, litter, crumbs, food-related waste and, notably, chewing gum on the ground or on furniture,
- Smoke (Article L.3511-7 of the French Public Health Code and implementing decree no. 2006-1386), vape, use electronic cigarettes or any other comparable device,
- Consume or encourage the consumption of alcoholic beverages other than those served in the Café,
- Use or encourage the use of illicit products or psychoactive substances,
- Eat and drink outside communal and traffic areas (hall, glass roof, Museocube, auditorium foyer, Musée de Bretagne entrance area). Non-alcoholic drinks and snacks are permitted in the reading and working areas of the lending library,
- Run, climb, jostle, slide...
- Disturb other visitors through any noisy demonstrations, notably by listening to sound equipment, or by telephone conversations, especially in the reading and work rooms of the lending library and exhibition rooms,
- Engage in any religious or political manifestation, proselytising or propaganda,
- Distribute leaflets, brochures or other literature, engage in any form of trade or advertising, organise paid guided tours within the building and its direct surroundings, unless authorised in writing by the establishment,
- Collect donations and subscriptions, including for those providing entertainment, conferences or shows within the establishment, unless authorised in writing by the establishment.
- Organise any entertainment or show without the establishment’s prior written authorisation.

**Article 9.3. Behaviour to ensure the safety of people and property**

Visitors must refrain from any action that might jeopardise the safety of people, collections or property. In particular, it is forbidden to:
- Use rollerblades, scooters, bicycles and skateboards,
- Clog up traffic and evacuation areas (stairways, emergency exits, etc.),
- Enter staff areas without authorisation,
- Pass through queue-closing devices
- Use external emergency exits and staircases, except in the event of an emergency and/or evacuation orders,
- Handle emergency instruments (fire extinguisher, alarm box, etc.) and technical equipment without reason,
- Use the spaces, equipment and display elements in a way is not in keeping with their function, and perform any act that likely to cause damage;
Use audiovisual and multimedia consoles and tables as workstations or for any other purpose than the proposed access,
Affix tags, graffiti, posters, marks, or dirt.

Furthermore, for safety reasons (height of doors), carrying children on shoulders is prohibited.

Article 10. Behaviour in the Museum and other exhibition spaces
Visitors must refrain from any behaviour likely to compromise the safety of the collections, works and property.
In particular, within the Museum and the other exhibition rooms, visitors are forbidden from:
- Carrying a suitcase or any other bulky bag or object, including in the Museum's documentation centre. These items are deposited in a locker within the establishment;
- Touching collections or works of art except with special tactile devices and express authorisation;
- Leaning on display cases, climbing base frames and other elements used to display collections and works of art;
- Climbing over or sitting on the elements used to distance and protect collections and works of art;
- Pointing at a collection or artwork with any blunt object, particularly a pen, pencil or with any sharp, pointed object.

Article 11. Behaviour in the planetarium and auditorium
Planetarium and auditorium visitors must respect the quiet and smooth running of events and screenings. In particular, the use of a parasitic sound or light source from a cell phone or any other connected object is prohibited.

Visitors are asked to turn off their mobile phones or other connected devices in any situation where these could be harmful to the public or to the activities.

To ensure that the event or screening runs smoothly and that users are able to listen properly, visitors are asked to avoid talking aloud, standing up or making themselves known without being asked to do so.

For safety reasons, visitors may not enter these areas with prams, strollers, luggage, bags or bulky objects. These items must be deposited either in a deposit area or in one of the planetarium's lockers.

CHAPTER 4 - SAFETY AND PROTECTION OF PEOPLE AND PROPERTY

Article 12. General provisions
All accidents, loss events or abnormal events must be reported immediately to a security guard or another member of the establishment's staff.

Article 13. Evacuation
Where a loss event arises, the utmost calm must be maintained. Loss events must be reported immediately:
- Either verbally to a security guard or, failing that, to any member of staff identifiable by the badge they wear;
- Or using the alarm boxes located throughout the building and connected to the central fire station.

If the building needs to be evacuated, an audible alarm will be triggered. Evacuation is then carried out without delay under the supervision of safety personnel and evacuation managers. Visitors must follow the instructions given by staff.

In the event of a fire, the Planetarium's safety landing can accommodate 3 disabled people.
Article 14. Measures in the event of illness or accident

Outside the café, in the event of accident or illness, the victim is first attended to by security staff, who will then contact emergency services. In case of an accident or illness, the ill or injured person must not be moved, made to drink or given any medicine before the emergency services arrive.

If one of the visitors is a doctor, nurse or first- aider, he or she must stay with the sick or injured person until he or she is evacuated. They are asked to leave their name and address with the security guard on site.

Trained and authorised personnel are also authorised to intervene.

A visitor who is the victim of an accident or illness may refuse the above provisions.

In this case, he/she must sign a document releasing the establishment from any responsibility.

In the event of a heart attack, visitors are authorised to use the defibrillators installed in the building, in accordance with the instructions for use.

Article 15. Closure and special arrangements

The establishment may be closed in whole or in part, in particular for technical or safety reasons. Visitors are informed by means of posters and/or via the website.

In the event of overcrowding, unrest, special circumstances (e.g.: Plan VIGIPirate) or any other situation likely to compromise the safety of people and property, exceptional measures may be implemented (total or partial closure of an area, checking of visitors’ bags and packages at the entrance to the building, barring of access to the establishment with bags and luggage of a certain size, installation of gantries or tunnels, etc.). Users are obliged to submit to checks and to comply with the instructions given by security personnel and evacuation managers. Refusal to comply may result in the visitor being denied access or excluded from the premises.

In exceptional circumstances, special restrictions may apply to the use of lockers and cloakrooms.

Suspicious abandoned objects may be destroyed by the appropriate authorities if the owner’s identity is unknown.

Article 16. Security and confidentiality

A video-protection system has been installed inside Les Champs Libres, in areas open to the public and at the delivery bay. Rennes Métropole is authorised by the Préfecture of Ille et Vilaine to use this video-protection system. Recordings are kept for 15 days, in accordance with current regulations, before being destroyed. The right to access these images may be exercised by contacting Les Champs Libres’ management at the following address: contact@leschampslibres.fr

Article 17. Personal data protection

The establishment is authorised to store personal data processing concerning the management of subscriptions (library, newsletter...), in compliance with the provisions of the General Data Protection Regulation (GDPR) (EU) no. 2016/679 of 27 April 2016 and with French Law no. 78-17 of 6 January 1978 as amended on Information Technologies, Data Files and Civil Liberties.

In application of these regulations, the persons concerned by these processing operations may access the data concerning them or request its erasure. They also have a right of objection, the right to rectification and to the restriction of processing.

To exercise these rights, or for any questions regarding data processing, users can contact Rennes Métropole’s Data Protection Officer:
Article 18. Lost children
All lost children are taken, under the responsibility of the head of the establishment or their representative, a receptionist or a security guard, to the central reception desk in the establishment’s lobby, where a call will be made over the microphone. If no one comes to collect the child, notably when the establishment closes, the lost child is handed over to the municipal or national police.

CHAPTER 5 - CLOAKROOMS, LOCKERS AND PERSONAL BELONGINGS

Article 19. Cloakrooms
Cloakrooms are available for groups of visitors to leave objects and belongings that are burdensome or not permitted within the premises.

During events and half term breaks, reception staff can accept deposits within the limits of the cloakroom’s capacity. They may refuse any items whose presence is incompatible with safety or the establishment’s smooth operation.

Under no circumstances should valuables and/or money be left in the cloakrooms.

Numbered tickets are issued individually for each item of clothing or object deposited. If a ticket is lost, users are not entitled to reclaim the items deposited before the cloakroom closes. Belongings and items not removed from the cloakroom when Les Champs Libres closes are considered lost and found. (Article 21).

Article 20. Lockers
A number of lockers are available to the public to store:

- Luggage or objects not authorised in the exhibitions, auditorium or planetarium. For security reasons, the acceptance of a bag or package in the group cloakrooms may be subject to the visitor opening the bag or package. Each locker is locked with a key kept by the visitor.
- Scooters. Each locker can be accessed using a code to be defined by the owner.

Under no circumstances should valuables and/or money be left in the lockers.

If keys are lost or locker codes are forgotten, users may recover the deposited items provided they can prove ownership by any means. Any items not recovered will be considered lost and found items. (Article 21).

The establishment accepts no responsibility for theft or damage to items left in the lockers.

Article 21. Lost and found items
Lost and found items can be handed in to a member of staff to be deposited at the reception desk in the lobby.

Lost and found items are made available to their owner for 15 days. After this period, they are returned to the City of Rennes’ central lost and found office.

CHAPTER 6 - VISUAL IMAGES AND RECORDING

Article 22. Principles
Photography, video and audio recordings are prohibited within the planetarium.

In other areas, in compliance with the French Intellectual Property Code, photographs and video recordings are authorised for the visitor's strictly private use.

In exhibition halls (permanent or temporary) or during conferences or screenings, photographs and video and audio recordings may be partially or totally prohibited in order to meet the specific requirements set out by owners, donors, beneficiaries, artists and other participants. The ban on photography and filming is posted at the entrance to exhibitions and events, or on the collections concerned and/or by verbal message.

Special conditions for photographic, video and audio recordings may apply (e.g. no use of flash). Visitors are informed of these on a notice board.

As a general rule, and in order to respect individuals’ image rights, visitors are forbidden from taking photographs or specifically making video recordings of visitors or members of staff without their explicit consent. They are also strictly forbidden from photographing or filming children without the explicit consent of their legal guardians.

Article 23. Request for authorisation

Unless specifically authorised, photographic, video or sound recordings of collections, lectures, debates, round-table discussions, film screenings, planetarium screenings or live shows, intended for commercial or professional use, or for any purpose other than the visitor’s private use, are strictly prohibited.

Authorisation holders are required to comply with the conditions set out by the local authority and current regulations, and notably the French Intellectual Property Code.

All authorised persons must wear an identification badge issued by the establishment.

CHAPTER 7 - LIABILITY AND SANCTIONS

Article 24. Liability, insurance, theft and damage

The consequences of any damage or theft of any kind affecting the building, furniture, collections or equipment provided (computer media, musical instruments or other objects) committed by users will be borne in full by the identified perpetrator or their legal guardians.

Visitors and users are responsible for guarding their personal belongings (means of payment, mobile phones, jewellery, etc.). Les Champs Libres cannot under any circumstances be held liable for any loss, theft or damage caused by third parties to the personal belongings of visitors or users.

Les Champs Libres is liable for any damage suffered by users as a result of the establishment’s activities, outside of areas conceded (Café des Champs Libres) or made available (Espace des sciences). Any request or claim for liability must be made in writing to Rennes Métropole.

The Espace des Sciences and the Café des Champs Libres are liable for any damage suffered by users in the areas they have conceded (Café) or made available (Espace des Sciences), or as a result of their own activities.

Any request or claim for liability must be made in writing to:

- Either to Espace des Sciences at the following e-mail address: contact@espace-sciences.org
- Or to the Café des Champs Libres at the following e-mail address: cafechampslibres@gmail.com

In the context of participatory activities as specified in article 7, each organisation or individual remains liable for any bodily injury or material damage caused as a result of the activity. These users are responsible for guarding
their own equipment.

Rennes Métropole, l’Espace des sciences and the Café cannot be held liable for the consequences of accidents or damage resulting from failure to comply with these rules.

**Article 25. Sanctions**

Establishment staff, duly identified by a valid badge, may take action in respect of a user, their representative, manager or supervisor if the provisions of these rules (or its annexes) are not complied with.

If a visitor’s behaviour contravenes the provisions of the present rules or the peace and quiet of the premises and activities, the establishment’s staff, duly identified by a valid badge, may ask them to stop their behaviour, or even to leave the premises.

In addition to legal action, any breach of these regulations (or their appendices) that is likely to disrupt the operation of the public service, harm staff and users, or damage property (collections, equipment, furnishings and buildings) also exposes the offender to administrative sanctions in accordance with annex 3. Before any penalty is imposed, the user is given the opportunity to comment, in accordance with article L. 122-1 of the French Code on Relations between the Public and the Administration.

For offences liable to criminal sanctions, (theft, damaged or destroyed equipment, computer fraud, counterfeiting, etc.), Les Champs Libres may file a formal complaint.

Visitors are informed that the forces of law and order are authorised to intervene on the premises if the situation so requires.

**CHAPTER 8 - MISCELLANEOUS PROVISIONS**

**Article 26. Suggestions and complaints**

A complaints register is at visitors’ disposal at the central reception desk and at the Library’s reception desks.

**Article 27. Publicity and enforcement of the regulations**

These regulations are posted in the building lobby. They are also available on the Les Champs Libres website. Any information concerning these regulations or their application can be obtained from the reception staff.

The General Manager of Rennes Métropole’s Services Department and the staff working at the establishment are each responsible for enforcing the present regulations.
APPENDIX 1

BORROWING RULES AND CONDITIONS OF USE FOR THE MUSÉE DE BRETAGNE’S MONA OZOUF LIBRARY AND DOCUMENTATION CENTRE

Article 1. Scope
This annex 1 applies to the Rennes Métropole Library (including the Musée du Livre et des Lettres Henri Pollès) and the Musée de Bretagne documentation centre. It supplements the general regulations applicable to all users of Les Champs Libres.

Article 2. Registration conditions
Library registration is free. The following documents are required for registration:
- A document proving the person’s identity (Surname, first name, photograph): An identity card, passport, driving license or residence permit, student card, transport card and family record book (for children),
- For underaged individuals, authorisation from their parents or legal guardians.

Registration with the Museum’s documentation centre is reserved for students, lecturers and researchers, and heritage professionals, on presentation of proof of enrolment or a research motivation.

Holders of a registration card must report any change of surname or place of residence, as well as any loss of their card.

The registration card is personal and nominative. The holder is responsible for the documents and objects borrowed.

Article 3. Conditions of use of certain areas
Access to the Heritage Centre (6th floor of the Library) and to the Museum’s Documentation Centre is reserved for consultation and research purposes, which require the utmost respect for silence.

Museum Library and documentation centre staff are responsible for regulating usage to ensure the best possible cohabitation of all members of the public. They are the sole judges of acceptable noise levels.

Article 4. Bans
In addition to the provisions of Articles 8 and 9 of the general regulations, visitors are strictly prohibited from:
- Using the documents provided in a way that does not comply with their intended purpose
- Performing any act likely to cause their deterioration,
- Improperly occupying spaces specially reserved for people with a disability.

Article 5. Document reproduction
Any use of documents must comply with current legislation, and notably regulations on intellectual property. Neither the Museum Library nor Documentation Centre may be held liable for any breach of these rules by users.

For documents not yet in the public domain, reproductions are intended for strictly personal use, free of charge and limited to the family circle. Reproduction of sheet music is forbidden.

Readers can use the copiers provided by means of a payment card, according to the rates approved by deliberation of the Metropolitan Council. The scanner is reserved for documents on the 6th floor. This use is free of charge.

Reproduction for commercial use by a publisher is subject to prior agreement with the Library and documentation centre. The publisher may borrow existing plates or have the work done at his own expense through the Library. If the documents concerned have not yet been reproduced, the Library may require a duplicate copy of the work. The Library may require the payment of a fee for the use of its plates, the amount of
which is set by Community decision, and the transfer of 2 to 5 copies of the publication. The publisher undertakes to clearly indicate the origin of the document reproduced. The Library reserves the right to refuse the loan of a document for reproduction.

Article 6. Borrowing and reserving documents and objects

Article 6.1. Loans

All loans of documents or objects are subject to a subscription to the Museum's library or documentation centre, depending on the location. Certain documents are excluded from lending and are indicated in the catalog or on site by staff. Others (musical instruments, for example) are subject to a specific loan procedure.

The Library defines the maximum number of documents and objects that can be borrowed simultaneously, and the loan period.

The borrowing period and the maximum number of documents and items that can be borrowed simultaneously are communicated at the time of registration.

The loan period may be extended once only, unless a reservation has been requested by another reader.

Documents and objects are returned to the place where they were borrowed (library or documentation centre).

Borrowed documents and objects, particularly DVDs and CDs, are loaned exclusively for private use within the family circle.

Article 6.2. Reservation

Subscribers can ask to reserve documents and objects already on loan. Management may decide to exclude certain categories of documents and objects from reservations.

Article 6.3. Late returns

The borrower must return the documents and objects no later than the date specified at the time of loan. After this date, the Library will demande the return of unreturned documents or objects by post or e-mail. Upon notification by post or e-mail, loan rights are suspended.

Article 7. Damage and loss

The borrower is required to inform the library or documentation centre staff of any damage, whether accidental or due to wear and tear, that he/she has caused or simply noticed on documents and objects. Repairs are carried out exclusively by library or documentation centre staff.

As public property is inalienable and imprescriptible, the borrower must return the document and object in its entirety (accompanying items, case, etc....).

In the event of loss, the borrower must contact the library or documentation centre staff to find out how to proceed.

Article 8. Access to documents

Article 8.1. Access to storeroom documents

Documents in the storeroom may be accessed on presentation of either a valid reader’s card or a free access card, issued on presentation of proof of identity. Documents are accessed at the heritage centre. Access ends half an hour before the Library closes.

On-site access to documents stored at a remote site is granted by deferred communication, within a maximum of 48 hours.

Audiovisual equipment is used exclusively to read Library documents. Written and verbal instructions for the consultation of certain documents (assigned place, equipment used, no marking or damaging documents, etc.) must be complied with.

Article 8.2. Access to reserve documents
Access to heritage documents held in the reserve is subject to authorisation by the head of the Heritage Department.

Documents are accessed at a dedicated table, one at a time. They must be returned to the upstairs reception desk no later than 15 minutes before the library closes. Only pencils may be used.

Article 9. Interlibrary loans
The library participates in the interlibrary loan service. The Library reserves the right to examine the admissibility of requests submitted by readers. The latter agree to pay the costs of this service, which are set by community decision. Access conditions are the same as for heritage documents. Reproduction is possible according to the terms and conditions laid down by the lending library.

Article 10. Suggestions
Users may suggest the purchase of documents. The Library will be the judge of how these suggestions are handled.
APPENDIX 2

RULES GOVERNING THE USE OF PUBLIC COMPUTER WORKSTATIONS, DIGITAL READING TOOLS AND INTERNET ACCESS

The use of public computer stations and Internet access on the premises are subject to the following provisions.

Article 1. Proposed offer

Article 1.1. Terms and conditions

Access to public computer workstations is available during opening hours, except in the event of power or network failure, or if the workstations are occupied for a special event.

Internet access is free. Access is for individual use only.

Consequently, the Parties undertake not to:

- Modify the configuration of workstations, reading tools and video game consoles,
- And/or take any action that could impair their operation.

Article 1.2. Content

Subject to compliance with the provisions set out in this article, and in particular those concerning the protection of underaged individuals (Article 5), Internet access allows free use of content.

Article 1.3. Our services

The following services are available:

- Internet access,
- Access to the Library catalogue,
- Access to digital resources to which the Library has subscribed on behalf of its users,
- Reservation of workstations, with the aim of ensuring equal access for all users,
- Use of office software and multimedia file processing tools,
- Printing: this service is subject to applicable fees and conditions

Article 2. Means of access

Article 2.1. General provisions

Article 2.1.1. Access to dedicated workstations

Some workstations are dedicated to specific content: one or more digital resources and/or a number of websites on the centre's documentary theme. Depending on the situation, access to these is either free or subject to reservation.

Article 2.1.2. Wi-Fi access

Les Champs Libres is equipped with a Wi-Fi system, enabling users to connect to the Internet using their own digital tools.

Les Champs Libres cannot be held liable for any connection problems. Agents do not intervene on users’ personal equipment. Before connecting to the Wi-Fi network, users must ensure that their laptop is equipped with anti-virus and firewall software activated and updated with the latest virus definitions. Les Champs Libres cannot be held liable for any damage or intrusion.

Article 2.2. Provisions specific to the Library

Article 2.2.1. Access to workstations

On some floors of the library, users can access the Internet from workstations. Adapted workstations are available for people with a disability on the Library’s 4th floor.

The choice of workstation location depends on workstation availability at the time requested. To guarantee equal access for all, each user has a daily connection time quota defined by the Library Management.

Article 2.2.3. Self-service access on site

The Library offers a number of specific on-site and self-service areas:

- Video game consoles (Mezzanine)
- "Boîte à films" ("Film box") and digital piano (2nd floor)
- Video-conferencing booth (3rd floor)
- Group work room and Lire Autrement space (4th floor).

Information on the terms and conditions of use of these areas can be obtained from library staff.

Article 3. Underaged access

Article 3.1. General provisions

Internet use is the responsibility of the child's parents or other legal guardians, who authorise the child to use the workstations at Les Champs Libres. Under no circumstances will Les Champs Libres be held liable for the productions, content or downloads carried out by users on the digital tools made available (tablets, computers, etc.).

Article 3.2. Provisions specific to the Library

☐ For children under 6
- Children must be accompanied by a parent or an adult who must stay with them.
- Access is carried out using a ticket valid for 30 minutes for the workstations in the "Chez les enfants" area.

☐ For children aged 6 to 11
- Access is carried out via the workstations in the Children's Area
- Access is carried out using a ticket valid for 30 minutes for the workstations in the "Chez les enfants" area.

☐ For children over 11
- Children have access to all library workstations.
- On the Mezzanine, librarians can reserve Internet access workstations for one hour, renewable according to the number of users.

Article 4. User liability

The confidentiality and reliability of information on the Internet are not guaranteed, and browsing is the sole responsibility of the user or their legal representative.

We strongly advise against leaving personal information on the Internet outside of secure areas. The sending of nominative and personal information is done under the user’s or their legal representative’s liability (registration for a competition, administrative formalities, etc.). Under no circumstances may Les Champs Libres be held liable for any fraudulent use made of this information.

On sites requiring identification (by way of an identifier, user name, account number, login and password), users must log off before leaving the site or closing the browser, to prevent another user from accessing one of their accounts or identifiers. Any user the victim of abuse must report it to the establishment’s staff as soon as possible.

Article 5. Compliance with regulations

Internet access and use of computer workstations must comply with current regulations. In this respect, use of the Internet for the following non-exhaustive purposes or effects is prohibited:
- Invasion of privacy (Article 226-1 of the French Penal Code)
- Defamation and insult (Articles 32 and 33 of the French Act of 29 July 1881 on the Freedom of the Press)
- Inciting a minor to commit a crime or offence (Article 227-21 of the French Penal Code), encouraging the corruption of a minor (Article 227-22 of the French Penal Code), pornographic use of a minor’s image (Article 227-23 of the French Penal Code), broadcasting messages of a violent or pornographic nature likely to be seen by a minor (Article 227-24 of the French Penal Code);
- Encouraging consumption of illicit substances (Article L. 3421-4 of the French Public Health Code);
- Provocation of crimes and offences (Articles 23 and 24 of the French Act of 29 July 1881 on the Freedom of the Press), provocation to suicide (Article 223-13 of the French Penal Code), incitement to discrimination, racial hatred or violence (Article R 625-7 of the French Penal Code);
- Apology for all crimes, including murder, rape, war crimes and crimes against humanity; denial of crimes against humanity (Articles 24 and 24bis of the French Act of 29 July 1881);
- Reproduction, representation or distribution of a work of the mind (e.g. musical excerpt, photograph, literary excerpt) or a performance of related rights in violation of the rights of the author, the holder of
related rights and/or the holder of intellectual property rights. (Articles L. 335-2 et seq. of the French Intellectual Property Code);
- Copies of commercial software for any purpose whatsoever;
- Damage to automated data processing systems (Articles 323-1 et seq. of the French Penal Code)
- Identity theft: use of a third party's subscription card or identification codes without their authorisation to access the Internet or carry out actions on the Internet. (Article 434-23 of the French Penal Code)
- Fraud, (Article 313-1 of the French Penal Code)

Article 6. Controls and sanctions
Les Champs Libres has installed filtering software to discourage attempts to access illegal sites.

Staff may put an end to any connection that does not comply with this annex. Any user who contravenes the present provisions or the regulations in force may be barred from accessing the Les Champs Libres public computer stations, in accordance with the sanctions defined in annex 3 of the internal regulations. Certain breaches of the regulations, in particular those referred to in Article 5 above, are punishable by law.

Les Champs Libres is legally obliged to keep connection data for a maximum of one year. They may be communicated to a duly mandated authority as part of legal proceedings.
## APPENDIX 3

**SANCTIONS APPLICABLE BY THE ESTABLISHMENT IN THE EVENT OF FAILURE TO COMPLY WITH THE INTERNAL REGULATIONS AND THEIR ANNEXES**

<table>
<thead>
<tr>
<th>REASONS</th>
<th>SANCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal aggression towards staff or another user</td>
<td>Incident report</td>
</tr>
<tr>
<td></td>
<td>► 3-month ban</td>
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<tr>
<td>Minor voluntary deterioration of heritage documents or collections</td>
<td>Incident report</td>
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<tr>
<td></td>
<td>► 3-month ban</td>
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<tr>
<td>Minor voluntary damage to equipment or premises</td>
<td>Incident report</td>
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<tr>
<td></td>
<td>► 3-month ban</td>
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<tr>
<td>Non-compliance with Annex 2</td>
<td>Incident report</td>
</tr>
<tr>
<td></td>
<td>► Immediate termination of connection</td>
</tr>
<tr>
<td></td>
<td>► 6-month ban on use of computer workstations accessible to subscribers</td>
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<tr>
<td>Attempted theft of heritage documents, collections or equipment</td>
<td>Incident report</td>
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<tr>
<td></td>
<td>► 6-month ban</td>
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<tr>
<td>Physical aggression towards staff or another user</td>
<td>Incident report</td>
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<tr>
<td></td>
<td>► 1-year ban</td>
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<tr>
<td>Indecent exposure</td>
<td>Incident report</td>
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<td></td>
<td>► 1-year ban</td>
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<tr>
<td>Major voluntary deterioration of heritage documents or collections</td>
<td>Incident report</td>
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<tr>
<td></td>
<td>► 1-year ban</td>
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<tr>
<td>Major voluntary damage to equipment or premises</td>
<td>Incident report</td>
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<tr>
<td>Theft of equipment or furniture</td>
<td>Incident report</td>
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<td></td>
<td>► 1-year ban</td>
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<tr>
<td>Theft of heritage documents and collections</td>
<td>Incident report</td>
</tr>
<tr>
<td></td>
<td>► 2-year ban</td>
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