

## THE NATIONAL THEATRE SCHOOL OF CANADA LIBRARY MEMBERSHIP

### OUTSIDE USERS

#### REGULATIONS

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

Tel.: 514 842-7954, ext. 125

Email: [biblio@ent-nts.ca](mailto:biblio@ent-nts.ca)

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

<b>Librarian :</b>	Simon Barry	ext.129
<b>Personnel :</b>	Marianne Boudreau	ext.112
	Nathalie Fontaine	ext.125
	Manon Garneau	ext.147
	Marie-Claude Verdier	ext.136

#### Annual subscription fee

- \$35 for students with a valid student I.D.
- \$70 for all other individual subscriptions; \$60 for teachers who are members of a teachers' association)
- \$120 for corporate memberships (2 persons can borrow up to 20 documents)

A proof of address is required to become a member.

#### Business hours during the school year

- Monday 10:00 a.m. to 8:00 p.m.
- Tuesday 10:00 a.m. to 6:00 p.m.
- Wednesday 10:00 a.m. to 6:00 p.m.
- Thursday 10:00 a.m. to 8:00 p.m.
- Friday 12:00 p.m. to 3:00 p.m.

The loan of documents ends 15 minutes before the library closes.

For summer hours, please consult our website where our schedule will be posted in the spring.

#### Borrowing documents

- Maximum number of documents: individual members → 10; corporate members → 20
- Length of the loan: 3 weeks
- Renewal: for 3 weeks, with a maximum of two renewals.  
Renewal is not possible if the document has been reserved by another user. Moreover, the library can request the return of a document when it has been requested by another member.
- A document cannot be taken out on behalf of someone else.  
The membership card is not transferable and has to be presented at the circulation desk when asking for help.
- Anyone borrowing a document is responsible for its return.  
A prompt return of all documents enables other users to take them out.

#### Returning documents (during the school year only)

- Every weekday 9:00 a.m. to 22:00 p.m.
- Saturday 9:00 a.m. to 5:00 p.m.
- Sunday 12:00 p.m. to 8:00 p.m.

When the library is closed, please leave the documents in the blue book-return box, located near the entrance of the library. The deadline for returning books must be respected.

### **Late returns and lost or damaged documents**

- For each document returned late, there will be a fine of \$0.25 per working day, up to a maximum of \$20. **A document is considered late when returned after the closing of the library on the due date.**
- Fines must be paid before another document can be taken out.
- Late documents must be returned before another document can be taken out.
- A user who refuses to return a document or pay a fine can no longer borrow from the library.
- Any damage to a document will bring a fine for its eventual replacement.
- The cost for lost or damaged document is the current cost of replacing the document, to which a \$20 handling charge is added.

### **Other fees**

- Fee for lost library card replacement: \$5
- Fee for reserving a document, and then never borrowing it without informing us: \$1

### **Mailed documents (for members from outside the Montreal metropolitan area only)**

- For individual members, a maximum of 5 documents can be sent by mail at a time. The maximum is 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, for corporate members only)
- The length of the loan period for mailed documents is 4 weeks instead of 3. An extension of the loan period should be requested to avoid late fees.
- In order to prevent damage to or loss of the document(s), appropriate envelopes should be used for the return of documents. Members do not have to pay for postage when returning items, by simply using the Canada Post return label provided on the return envelope.

### **Other services**

- Our online catalog is available via <https://thalia.ent-nts.ca> or through the school's website.
- Reference service
- Reservation of documents already in circulation (PLEASE cancel reservations for documents you no longer need.)
- Watching DVDs or VHS tapes in the library (with headphones). Please inquire with library staff.
- Consultation within the library only:
  - reference books
  - periodicals and newspapers
  - archives
  - compilation of French-language audition scenes
- Photocopying (\$0.10 per page in black and white / \$1 per color copy). Copyright rules must be respected.
- New acquisitions section

### **Important**

- The library is a working area. Out of consideration for others, please keep your voice down.
- **It is strictly forbidden to eat or drink in the library.**
- **Out of consideration for other library users, please use your cell phone outside of the library.**
- Please inform us of any change of address, phone number, or email address.
- A member cannot be accompanied by more than two (2) non-members.
- Library users must respect the position of documents on the shelves, or better still leave them on the assigned book trucks for re-shelving.
- The library is equipped with an anti-theft system. If you trigger the alarm system, please return to the counter.
- When the fire alarm rings, users must evacuate the library immediately, leaving the building through the nearest exit.
- The staircase door leading to the back-alley is under alarm. It is strictly forbidden to open this door except in case of emergency or if directed to do so by an employee of the library.
- Beware of theft: please don't leave your personal effects unattended.

Revised in September 2019