



European Centre for Modern Languages (ECML) / Council of Europe

Rules of the documentation and resource centre (DRC)

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I. Rôle of the DRC

1. The services of the documentation and resource centre can be used by experts involved in ECML projects and by all interested members of the public.
2. Its collections cover the field of language education, particularly language didactics.
3. The main task of the documentation and resource centre is to ensure an information and documentation service. It contributes to the production of publications and CD-ROMs resulting from ECML projects and coordinates their distribution.

II. Opening hours

1. The documentation and resource centre is open Monday to Friday, from 9.00am to 12.00 and from 2.00 pm to 5.00 pm.
2. Other opening times can be arranged upon request.

III. Access

1. Visitors to the ECML and users of the documentation and resource centre can access the centre without need for prior agreement.
2. Visiting groups are asked to contact the centre at least one week beforehand in order to explain the object of their visit.



IV. Consulting documents

1. Users are responsible for the resources placed at their disposal and will be obliged to replace or reimburse them in the case of significant damage.
2. It is strictly forbidden to write on the publications.
3. Publications must be consulted within the resource and documentation centre, except in the case of those made available to participants during workshops taking place at the ECML.
4. Users should not put documents back on the shelves after use. They should either be left on the desks or deposited at the entrance desk of the documentation and resource centre.
5. Users must respect copyright laws in regard to all documents.

V. Loans

1. Loans of resources are granted to staff of the ECML and participants in ECML workshops while they are in Graz.
2. All loans must be authorised and registered by a member of the documentation and resource centre staff.
3. The staff of the documentation and resource centre may at any time demand the return of a borrowed item if it is needed for consultation or photocopying.
4. The length of a loan is one month for books and one day for reference books. These loan times can be extended by members of the documentation and resource centre staff.