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Federal Department of Home Affairs FDHA
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Swiss National Library NL

Regulations on the Use of the Swiss National Library (General Collection)

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In accordance with the Ordinance on the Swiss National Library (Swiss National Library Ordinance, SNLO) of 14 January 1998,¹

the Swiss National Library Management hereby makes the following Regulations:

Article 1 Scope

The present Regulations govern the use of the General Collection of the Swiss National Library ("SNL"). Special arrangements apply to use of the holdings of the Swiss Literature Archive and Graphic Collection (including the Federal Archive for Monument Preservation) and of the Dürrenmatt Centre in Neuchâtel.

Article 2 Opening times

¹ The library is open daily except on Sundays, public holidays, and designated holidays for the Federal Administration. Exceptional closures will be announced in advance.

² Opening times are as follows:

	Lending	Information and reading rooms
Monday to Friday	0900 – 1800	0900 – 1800
Saturday	0900 – 1300	0900 – 1600

Article 3 Public access

¹ The Library is open to the public.

² Access to the stacks and administrative offices is permitted only to Library users escorted by an authorized member of the Library staff.

Article 4 Conduct in the Library

¹ The conduct of Library users must not disturb those around them, especially other Library users.

² It is forbidden to bring animals into the Library.

³ In work and study areas, mobile phones must be muted and their use to make calls or carry out conversations is prohibited. In general, the use of any electronic device should not cause any noise.

⁴ Library users must leave all briefcases, bags, coats, umbrellas and other large objects in the cloakroom or in the lockers provided for this purpose.

⁵ Eating and drinking is prohibited in the Library except in designated areas.

⁶ Smoking is not permitted anywhere in the Library.

⁷ Filming or photographing the NL's premises is permitted provided other users are not disturbed and that the images are for personal use only.

⁸ The following activities are not allowed when you use the Internet facilities in the Swiss National Library: taking part in illegal games of chance, searching or disseminating illicit or immoral content such

¹ SR 432.211.

as depiction of violence or pornography; instigating violent or illicit acts; attacks on freedom of worship or conscience, racial discrimination

⁹ In addition to these Regulations, instructions issued and published by the Library staff for special circumstances have full force and effect.

Article 5 Fees

The fees for Library services are set out in the Ordinance of 31.1.2007 and the FDHI Ordinance of 17.1.2007, both concerning the fees of the Swiss National Library.

Article 6 General terms of Library Use

¹ In general, use of the Library and its services is free. The Ordinances, mentioned herein at Article 5, govern exceptions.

² All individuals aged 15 and over, as well as public and private institutions may use the Library.

³ A user card is required in order to take Library items out on loan.

Article 7 Registration

¹ User cards are issued upon registration with the Library. A valid identity document, and where applicable a residence permit and/or a written guarantee must be produced when registering. If registering online outside the Library, please send a copy of an official ID via email or post.

² By signing the Library registration form, applicants undertake to obey the Regulations on the Use of the Swiss National Library.

Article 8 User card

¹ A user card is issued to any person aged 18 years or over who is a permanent resident² of Switzerland.

² Persons aged under 18 or who are not permanent residents of Switzerland must produce a written guarantee signed by a person over the age of 18, who is a permanent resident of Switzerland and who must prove his/her identity pursuant to Article 7.1 above.

³ Upon registration, a collective body (other than a library) must nominate a private individual who accepts liability for the user cards and obligations arising from use of the Library by the collective body.

⁴ User cards are free. The Library must be notified immediately if a user card is lost. The user card holder will otherwise be liable for any items loaned through the use of his or her user card. A charge will be levied for a replacement user card.

⁵ A user card is personal and non-transferable.

⁶ Library users should immediately notify the Library in writing of any change of address.

² Permanent residents in Switzerland are defined as:

- Swiss citizens registered at a residents' registration office/commune in Switzerland
- Foreign nationals with a valid C residence permit
- Foreign nationals with a valid B residence permit.

Article 9 Use of research tools and information media

¹ The Library catalogues, general and specialist bibliographies, reference works and other research tools in the Library's public rooms are freely accessible. A Library user may be asked to leave his or her user card or official proof of identity before he or she is permitted to use individual research tools or information technology (IT) tools (e.g. free Internet access, laptops, videos, etc).

² For Internet use by persons aged under 18 years, the Library requires that written consent from the minor's legal representative be presented to the Library in addition to the minor's user card.

³ Removal of or marking in any way the catalogue cards in the card index systems is prohibited.

Article 10 General loan conditions

¹ Printed works published less than 50 years ago may be released by the Library on home loan.

² References' items, journals and magazines, items published more than 50 years ago, loose-leaf collections, documents printed on paper larger than A4 size sheets, art prints, works with RES signature and electronic audio-visual media must be consulted in the Library.

³ Valuable Library items and special-format items, requiring careful handling, may only be used under supervision at designated workstations in the Library.

⁴ Certain Library items may only be loaned for one day, even on Library premises. Library users consulting such items must leave an official identity document or user card or a money deposit at the loan counter.

⁵ The use of originals is not permitted where the Library provides a substitute copy. Exceptions may be made upon written request to the Library's Management.

⁶ The Library is authorized to prohibit the use of Library items for reasons of conservation or compliance with copyright, artistic and literary property legislation (Swiss Federal Copyright Act Articles 33 ff.), or for other reasons.

⁷ Duplicates of Library items, acquired by the Library for the purposes of archiving, may not be released on loan.

⁸ Upon deposit of an official identity document, persons who are not permanent residents of Switzerland may borrow Library items for one day to consult in the Library's reading room.

⁹ Library items on loan may not be transmitted to third parties.

¹⁰ Library items ordered 30 minutes before closure of the loan counter may be collected on the same day.

¹¹ A Library user may have no more than a total of 50 items on loan at any given time.

¹² Applications for special loans, particularly for exhibitions, must be submitted at least three months before the exhibition begins.

Article 11 Duration of loan

¹ The Library loan period is 28 days.

² Library users may apply for renewal of a Library loan before this period expires. Renewal will be granted unless a request for reservation has been made for the loaned Library item. No correspondence is exchanged regarding renewals and the Library user has control over his or her requests in his or her use account.

³ A maximum of five renewals may be granted. Thereafter, the document must be returned or presented at the loan counter where it may again be released on loan.

⁴ The Library may limit the Library loan period or recall the Library item before expiry of the loan period.

Article 12 Reservation

Library users may request reservation of Library items. They are notified as soon as the reserved Library items become available.

Article 13 Inter-library loans

¹ For a fee, the Library may obtain items that are not available in the Library's collection.

² The duration of the loan and restrictions on use of Library items are governed by the rules of the lending library.

³ The costs and fees incurred by the Library for an Inter-library loan request must be paid by the Library user regardless of whether or not the Library user borrows the requested item.

Article 14 Recall

¹ A recall notice addressed to a Library user for a loaned Library item must be obeyed immediately. Late returns shall not be excused where the reason for delay is late receipt or lack of receipt of recall notices sent by regular mail or e-mail.

² If the user fails to return the loaned item after the fifth unsuccessful recall notice, the Library shall replace the loaned item and the Library user shall be liable for replacement costs and expenses.

Article 15 Items sent by regular mail

¹ Library items available on home loan may be sent to the Library user by regular mail, provided that the Library items are in an appropriate condition and that the Library user is not domiciled in or around Bern.

² Library users must carefully package Library items to be returned and, if possible, should package such Library items in the Library's original packing. Library users are liable for any loss and/ or damage to Library items sent or returned by regular mail.

³ Library users returning Library items by mail are responsible for the postage and handling costs.

Article 16 Use of items

¹ Library users must treat Library items with care.

² Making written entries in Library items or otherwise damaging them is prohibited. Library items made available in the Library's public rooms must be returned to their designated repository after use.

³ The supervisory staff of the Library is authorized to check which Library items Library users are using or removing from the Library.

Article 17 Use of digital documents

¹ Digital documents in e-Helvetica subject to copyright law are freely available for personal use. Any other use requires a written agreement with the rights' holder(s). Documents in e-Helvetica that are no longer in copyright may be used without restriction. Users must check the copyright status of documents before any use other than personal use.

² By accessing e-Helvetic digital documents, the user agrees to accept the conditions of use indicated above.

³ When accessing other databases made available to the public by the Swiss National Library, the user agrees to accept the conditions of use specific to each database.

⁴ When the Library's databases are accessed, the following data are recorded: the user's IP address, the date, time, the navigation system's number as well as information typically transmitted by the operating system or navigation system. This data is recorded for statistical purposes and in order to protect the intellectual property personality rights related to the documents used.

⁵ The Library assumes no liability for the use of digital documents from its collections by users or third parties. Users or third parties free the Library of any claim addressed to it by third parties, in particular concerning the violation of intellectual property rights or personality rights arising from the use of such documents.

Article 18 Use of computer programs and computers

¹ All users may use the IT tools. However, a PC card is needed to use certain facilities in the Library. To obtain a PC card, a personal identity document or user card must be deposited at the loans' counter.

² Use of the Internet to search for documents or information is restricted to a limited period of time and can be charged.

³ The user agrees to abide by any applicable regulations such as copyright, the penal code, data protection etc. In addition, the user agrees to refrain from consulting or distributing any indecent content or that which infringes the law.

⁴ The staff of the Library has the right to carry out checks if misuse is suspected and to forbid the user internet access on the Library's premises.

⁵ The Library is not responsible for content, availability or quality of services provided by third parties. The Library is not responsible for obligations arising from contractual relations between Library users and Internet service providers.

⁶ The Library does not guarantee the operation of the network or of the computers.

⁷ Applications on Library computers must be shut down after use.

⁸ Computer programs made available by the Library are protected by limitations on their use, manufacturers' licenses and copyright

Article 19 Restrictions on the use of IT tools

¹ Tampering with the Library's computers, programs or data is prohibited and may result in removal of the Library user's Library privileges. Importing or spreading virus-infected data and programs is also prohibited.

² The following conduct is forbidden during use of the Library's IT tools:

- a) copying all or part of copyright-protected software (programs and supporting literature);
- b) using workstations and work spaces which are not open to the public; and
- c) modifying public workstations in any way.

³ PC cards may be loaned for a maximum of two hours. Requests for extensions must be made to the Library staff.

Article 20 Ascertainment of damages

¹ Upon return of Library items, the Library will verify that loaned items are not damaged or incomplete.

² Library items are presumed to have been loaned in perfect condition. It is the responsibility of Library users to verify the condition of Library items upon issue and to immediately report any damage to these items.

Article 21 Damage during use and loss

¹ Library users must report any damage to the Library items, which occurs during the loan, to the Library.

² Library users are liable for any such damage or for loss of Library items and must assume the costs and expenses incurred.

³ Users are responsible for any damage they may cause to material put at their disposal by the Library

Article 22 Repairs and replacement

¹ The Library undertakes to repair damaged items and to replace lost items.

² Library users may not arrange for repairs to be made or carry out repairs themselves.

Article 23 Copying

¹ Users may make copies of documents using the photocopiers and the overhead scanner supplied by the Library, within the limits of copyright. For conservation reasons, documents that are more than fifty years old may only be copied using the scanner or personal copying or photography devices (cameras, video cameras, mobile phones etc.).

² The use of personal copying or photography devices is permitted for strictly personal use, within the limits of copyright and as long as it does not threaten the physical integrity of the document. The copying device must not touch the document in any way and the use of a flash or additional lighting is strictly prohibited. The Library will provide the appropriate book supports to ensure the correct and safe manipulation of documents when taking photographs.

³ For conservation reasons, users must inform the reading room staff if they wish to make copies of items that are more than fifty years old. The Library may limit the right to make copies if the document is considered too fragile or in danger of being damaged.

⁴ Only library staff may make photographic, analogue or digital copies of documents whose physical integrity is considered to be at risk.. A written order for such copies must be made.

⁵ The Library may refuse that a reproduction be made ::

a) for conservation reasons,

b) for reasons of copyright,

c) for reasons related to the protection of neighbouring rights (art.33 ss LDA),

d) for other important reasons.

Article 24 Liability with respect to copyright and moral rights

¹ Whether users make a reproduction themselves or request that the Library make one, they, the users, are responsible for ensuring that intellectual property rights are respected, in particular copyright and personality rights. In particular, users must obtain the appropriate permissions from the authors or other rights holders for any use beyond the strictly personal.

² The Library assumes no liability for the use of documents from its collections by users or third parties. Users or third parties free the Library of any claim addressed to it by third parties, in particular concerning the violation of intellectual property rights or personality rights arising from the use of such documents.

Article 25 Publication of duplicates

¹ Duplicates must only be used once, for the purpose stated in the request form.

² Upon publication of a duplicate, the source must be stated as Swiss National Library/SNL.

³ A bibliographical reference is also necessary in case of duplication of works held by the Library.

Article 26 Record copies

¹ The Library must be given two free copies of publications produced using its holdings.

² Where publications produced using the Library's holdings are very expensive, the Library must be granted a reduction of the sale price of such publications.

Article 27 Breach of the Rules and liability

¹ If the Library finds that Library users are in breach of these Regulations, it may impose the following sanctions:

- a) a verbal or written warning, possibly imposing sanctions b) and c) of this paragraph, or
- b) restrictions on rights of use, or
- c) exclusion from the Library.

² In addition to the sanctions set out at paragraph 1 of this Article 26, the Library reserves the right to initiate civil proceedings and to make criminal complaints in addition to imposing the sanctions enumerated at paragraph 1 of this Article 26.

³ A Library user against whom measures have been taken by the Library pursuant to paragraphs 1 or 2 of this Article 26 remains bound by all of the obligations arising from his or her status as a Library user.

⁴ In the event of a dispute, the Library shall impose sanctions pursuant to the provisions of paragraph 1. The decision to impose sanctions is appealable pursuant to the Administrative Procedure Act of 20 December 1968 (Law Reports 172.021, status as of 1st May 2013).

Article 28 Entry into force

These Regulations come into force on 1st September 2014 and repeal the Regulations on the Use of the Swiss National Library (General Collection), dated 1st September 2013.

Swiss National Library NL

Marie-Christine Doffey
Director
Bern, 1st September 2014