

House rules for the Münstergasse Library

The German version is solely and exclusively valid and legally binding

The following house rules outline the types of behaviours expected in the Münstergasse Library building. The instructions of the library staff must be followed. Violations of the house rules, the regulations of the University Library of Bern, or wilful damage to the building and facilities of the Münstergasse Library may result in temporary or permanent exclusion from library use or a ban from the premises.

1. Stay in the library

- a) All interested are permitted to stay in the Münstergasse Library during opening hours.
- b) Contamination and damage to the building, the premises and the furnishings are not permitted. Any contamination or damage of any kind must be reported to the library staff.
- c) Peddling and soliciting are prohibited.
- d) Sitting in the stairwell is not permitted.

2. Behaviour in the library

- a) All persons must show consideration for others within the Münstergasse Library. Disturbances to library operations (e.g. through loud talking or unpleasant odours) must be avoided. Harassment of other customers or library staff will not be tolerated.
- b) Books and other media, as well as the facilities and the library building, must not be damaged or soiled.
- c) Each customer is liable for any damage or loss caused by them. The library reserves the right to take legal action and assert civil claims in the event of unauthorised removal of library property.
- d) Workstations, group rooms and lockers must be left in a clean condition.

3. Lockers and personal belongings

- a) Daily or monthly lockers are available for storing belongings. The library is not liable for customers' personal belongings. Media from the reading rooms may not be stored in the lockers (see also the regulations on lockers).
- b) Bags and jackets are permitted in all rooms of the library, except for the special reading room for historical collections in the basement. Passageways and escape routes must be kept clear of objects and luggage.

4. Food, drinks, smoking

- a) The consumption of food or drinks from non-sealable containers is prohibited, with the exception of the lounge on the upper floor and the 'Lesbar' on the ground floor. Drinks in sealable bottles are permitted. In the special reading room for historical collections, the consumption of drinks from sealable containers is also prohibited.
- b) Smoking tobacco products (including cigarettes, cigars or pipes) and the use of e-cigarettes or vaporisers (e.g. vapes) is not permitted anywhere in the Münstergasse Library building. Smoking is permitted outside the building on the grounds (garden, arbours).

5. Use of mobile phones in the reading rooms

- a) In the interests of maintaining a working atmosphere that is as free from disruption as possible, mobile phones may only be used in silent mode (without ring tones). Telephone calls are only permitted in the foyer on the ground floor, in the lounge on the upper floor and in the telephone booths on the upper floor.

6. Filming and photography

- a) Photography, filming and television recordings of the library rooms for commercial purposes require special permission.
- b) The production of reproductions of historical holdings using personal equipment is governed by the information sheet 'Rules for the production of reproductions by customers using their own equipment (photography, scanning)'.

7. Behaviour in the reading rooms

- a) Reserving workspaces in the reading rooms with clothing or other items is not permitted.
- b) The reading rooms are reserved for concentrated study. Loud conversations are to be avoided; brief conversations may only be conducted in a whisper.

8. Information materials from third parties

- a) Information materials from third parties may only be displayed or laid out with the consent of the library management

and only in the designated areas.

9. Lost property

a) Lost property must be handed in at the lending and returns desk. Losses can be reported there. Unclaimed lost property and all items removed from lockers that have not been cleared by the deadline will be kept in temporary storage and taken to the City of Bern's lost property office after three weeks.

b) The Münstergasse Library accepts no liability for personal valuables stored in the library.

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10. Inspections

a) The library is authorized to install monitoring equipment. It also reserves the right to carry out inspections by library staff; this applies in particular to items brought into the library.

11. Bringing animals

a) Animals are not permitted, with the exception of assistance dogs/guide dogs.

12. Vehicles, bicycles and vehicle-like devices (e.g. scooters)

a) Vehicles, bicycles and vehicle-like devices (e.g. scooters) may only be parked in the marked parking spaces. Bicycles and vehicle-like devices parked in escape routes will be moved to a public car park. The use of vehicle-like devices in the library is prohibited.

The following documents and guidelines apply: Rules of Use and Fees for the Bern University Library, General House Rules of the University of Bern.

14. Entry into force

The House Rules of the Münstergasse Library shall enter into force on 15 August 2024.

15.08.2024

Bern University Library The Director

Sonia Abun-Nasr