

Library User Rules

UNIVERSITY LIBRARY BERN

The German version is solely and exclusively valid and legally binding.

Art. 1 Purpose

¹ University Library Bern is a publicly accessible research library and is in principle open to all interested parties.

² The University Library of Bern is a member of the Swiss library network: Swiss Library Service Platform (SLSP). Its services for the use and lending of the collections are based on the requirements of the network catalogue.

Art. 2 Registration

¹ In order to borrow and use the other services of the University Library of Bern, registration with the Swiss Library Service Platform (SLSP) is required. This is done by registering with SWITCH edu-ID via the SLSP registration platform ([Link](#)) and is free of charge.

² The following personal data is stored: Last name, first name, date of birth, address, telephone number, and email address. Additional personal data such as matriculation number, gender, business address, business telephone number and organisational identities can also be recorded. The data is stored on a server in the European Union. The data is only destined for internal use to trace the activities of the University Library of Bern and SLSP and will not be passed on.

³ Users can modify their personal data and delete their account of their own accord via SWITCH edu-ID. Employees of the University Library cannot modify users' personal data. The user guarantees the validity of their data.

⁴ A user card is required for borrowing, which can be issued at any lending and information desk at the libraries of the Bern University Library. For students and members of the University of Bern and PH Bern, the UNICARD is also valid. Similarly, user cards issued by a library that is a member of the SLSP network are considered to be of equal validity.

⁵ Employees of the University Library of Bern can request proof of identity to identify users. Users are allowed to have a maximum of one user account per person.

Art. 3 Business hours

¹ Business hours are posted on the University Library Bern website and in notices.

Art. 4 Liability

¹ Users of media are responsible for handling the media with care and bear strict liability for any damage or loss. The Library will invoice users for the cost of repairing or replacing damaged or lost media.

² Borrowed media and copies of articles are subject to copyright and licensing protections. These must be observed for all forms of media use.

³ Media are used at the client's own risk. University Library Bern accepts no liability.

⁴ When shipping books, University Library Bern bears liability for loss of the book until the postal consignment is received at the client's address. The client bears liability from the time of delivery of the postal consignment to the client's address until the book is returned to University Library Bern (either personally at the service desk or by post).

Art. 5 Borrowing

¹ Borrowing of media from University Library Bern's collections is free of charge.

² Each client may borrow up to 100 media from University Library Bern, Mediothek für Weiterbildung und Medienbildung (IWM), swissmedic library and UPD library at one time.

³ Circulating materials may generally be borrowed for 28 calendar days. This term may be extended automatically for a further 28 calendar days up to five times unless another client has requested the same media. Borrowed media must be returned at the latest on the day of the indicated loan period. Individual sub-libraries may have different borrowing policies, which can be found on location or on the website.

⁴ Clients are responsible for ensuring that materials are returned on time even in their own absence. A client is in default at the end of the lending period.

⁵ Media not returned when due are subject to a fine as specified in the University Library Bern Fee Schedule.

⁶ The return of borrowed documents is due latest on the last day of the loan period. Not received initial reminder/overdue notice (postal or per E-Mail) as an excuse for late return are not accepted.

⁷ Items published in or before 1899 as well as certain book numbers and precious or sensitive works are not lent out for home use, but are made available in the reading rooms.

Art. 6 Reference collections

¹ Reference collections may only be used on site at the designated locations.

Art. 7 Courier service, document delivery and interlibrary loan

¹ Individual faculty libraries of Bern University Library are connected to the Bernese Courier and the SLSP-Courier. Courier deliveries within the courier libraries of Bern University Library and PH Bern IWM are free of charge. SLSP-courier deliveries are subject to a charge.

² University Library Bern offers interlibrary loan and document delivery in certain sub-libraries. Interlibrary loan and document delivery can be used to obtain media not available in UB-libraries or by SLSP courier. University Library Bern also offers to send copies of articles from journals or books. These services are subject to a fee. Requests for international interlibrary loans may only be made through libraries.

Art. 8 Copies and reproductions

¹ Applicable provisions of law, particularly copyright and licensing provisions, apply when copying or otherwise reproducing media in any fashion. The burden of responsibility lies with the customers to find out whether the medium may be legally copied.

² For reasons of conservation, not all materials may be copied. Other reproduction options are available in such cases.

Art. 9 Costs and fees

¹ The fees charged by the University Library Bern are listed in the Fee Schedule. The Fee Schedule is part of the Library User Rules.

² Certain sub-libraries charge additional fees for special services. These are published on the relevant website and are also part of the Library User Rules.

Art. 10 House rules

¹ By using the University Library Bern sub-libraries, clients agree to their house rules as applicable.

² The library staff's instructions must be followed at all times.

Art. 11 Exclusion from use and from the premises

¹ Users who violate the Library User Rules or applicable house rules, disrupt library operations, engage in improper conduct or inflict material loss or damage on the library may be temporarily or permanently excluded from using the Library's services or entering the premises.

Art. 12 Use of University Library Bern software and IT systems

¹ The general principles governing the use of University Library Bern software and IT systems apply. These policies are published on the Internet.

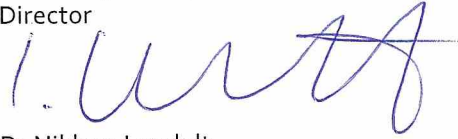
Art. 13 Entry into force

¹ These University Library Bern User Rules enter into force on December 07, 2020 and replace all earlier versions.

Bern, December 07, 2020

University Library Bern

Director

A handwritten signature in blue ink, appearing to read 'N. Landolt', with a stylized flourish at the end.

Dr Niklaus Landolt