

## **General principles concerning the use of software and IT equipment of the University Library of Bern (UB)**

The software made available for use by the University Library (UB) is subject to the licence conditions of the manufacturer and is protected by copyright. Unauthorised access into data processing systems, unauthorised data acquisition, damage to data, fraudulent misuse of data processing systems as well as fraudulent use of services provided by data processing systems are prohibited by the Swiss Criminal Code. In order to maintain the licensing regulations and to avoid violations of copyright and criminal offences, the following general principles apply to the handling of the software products and IT systems used at the University Library (in addition to the [Directive on the use of IT resources of the University of Bern](#) dated from 20.12.2016):

### **1. Software copies**

The complete or partial copying of the mentioned software (programmes and documentation) is prohibited.

### **2. Distribution of software**

The distribution of software to other registered customers or to third parties and the use of the software on other workplaces is not permitted.

### **3. Tampering and modifications**

The software may not be tampered or modified in any way.

### **4. External software and data**

Clients may not install any software on the IT systems of the University Library.

### **5. Use of IT facilities**

Clients are only authorised to use the IT facilities and IT workstations within the University Library, which have been made available to them for the completion of their tasks. Modifications to the IT facilities provided are prohibited, this applies in particular to modifications of the desktop. If a client uses the services of third parties without the express permission of the person responsible for the IT system, he/she must bear all related costs himself/herself, or the UB may charge the costs to the client.

#### **5.1 Use of the UB research stations**

The UB research stations provided by the UB Bern are intended for catalogue queries and database searches and it is at the discretion of the UB libraries that they may be used exclusively for these purposes. Access authorisation is granted by registration in swisscovery. For the purpose of short-term research, persons without a library card may apply for a guest account for a limited period of time. The request by the library staff to release the research stations must be complied with immediately.

#### **5.2 Renting of notebooks**

In some libraries, notebooks can be rented upon presentation of the library card and an identity card. Use is only permitted within the respective library.

### **6. Responsibility of the customer**

Each customer is responsible for ensuring that his/her use of software and IT facilities does not violate

licensing regulations or copyrights, violate data protection laws or commit or support criminal acts. This also applies in connection with the use of the Internet, inter alia with regard to unauthorised copying of software and other works protected by copyright, unauthorised gambling, money laundering, dissemination and/or retrieval of material with unlawful or indecent content such as depictions of violence, pornography, incitements to crime or violence, disturbances of freedom of religion or worship or racial discrimination (see Articles 125, 197 clause 3, 259, 261, 261 bis and 305 bis of the Swiss Criminal Code).

#### **7. Consequences of Infringements**

By using the IT facilities of the UB, customers automatically accept these principles and are aware that violations of these principles will result in exclusion from library use and may have civil and criminal consequences.

Bern, 30th June 2022  
University Library of Bern  
The Director



Dr. Sonia Abun-Nasr