

RULES AND REGULATIONS

FOR THE SCIENTIFIC AND ACADEMIC LIBRARIES OF GENEVA

1. General

The present regulations determine borrowing rules for the Geneva Library Network (GLN). It also stipulates the rights and obligations of users.

The Geneva Library Network brings together libraries which are part of the Library Network of Western Switzerland (RERO) as listed in annex F.

2. Use of libraries

Any holder of a valid reader card (henceforth The card) is entitled to borrow documents.

Access to documents is free of charge for registered users, either for on-site consultation or for borrowing.

Card holders may also access the collections of other libraries within the BibliOpass network (see annex G)

3. Admission

The Card is issued by the libraries upon presentation of a valid identity document and/or a valid student or staff card when the following conditions are fulfilled.

3.1. Standard rights

a) Each person residing in Switzerland and 18 or over is entitled to obtain a card and benefit from standard borrowing rights (see annex A), subject to article 5 hereinafter.

b) Persons belonging to one of the following categories are also entitled to register :

- students and staff
 - of the University of Geneva (UNIGE)
 - of the University of Applied Sciences and Arts in Geneva (= Hautes écoles spécialisées de Genève) (HES-GE)
 - of the Graduate Institute of International and Development Studies (= Institut de hautes études internationales et du développement) (IHEID)
 - of Genevan institutions whose libraries are members of RERO
 - of post-compulsory secondary schools not members of RERO (see annex H)
 - of institutional members of the Confederation of Genevan Music Schools (= Confédération des écoles genevoises de musique) (CEGM) (see annex I)
- employees of institutions of the City of Geneva
- users of libraries which are members of the BibliOpass network
- registered users of libraries in cities benefiting from a reciprocal agreement with the City of Geneva (see annex E) ; users must register in one of the City of Geneva libraries.
- registered users of institutions benefiting from a specific agreement with UNIGE (see annex E) ; users must register in one of the UNIGE libraries.
- visiting teachers or researchers recommended by teaching staff of UNIGE or of another member of the GLN; users must register in one of the UNIGE libraries, or the library of the GLN institution concerned.

c) From the age of 15, minors residing in Switzerland or belonging to one of the categories listed above in paragraph b can benefit from standard rights, following acceptance of the present regulations by a parent or guardian.

3.2. Extended rights

The following categories of individuals benefit from extended rights (see annex B):

- Academic staff and PhD students of the University of Geneva, of the University of Applied Sciences and Arts in Geneva, of the Graduate Institute of International and Development Studies, of Genevan institutions which are members of RERO
- curators of the institutions of the City of Geneva
- Genevan researchers who are not members of the University of Geneva staff (upon request addressed to one of the libraries)

3.3. Deposit

Persons who do not belong to any of the above-mentioned categories may, in certain cases, borrow documents by leaving a deposit; the terms and conditions of which are stipulated by each library.

The deposit serves as guarantee in case of loss or damage to the document or in case of late return of borrowed documents.

4. Obligations

4.1. Obligations of users

Readers must show their card each time they borrow documents or renew loans. The card is non-transferable and should only be used by the registered card holder.

Users are responsible for their card and for all material borrowed on their card.

Users must inform the libraries of any change concerning personal data and/or status. Users must immediately report lost or stolen cards to one of the libraries.

Documents must be returned to the library from which they were borrowed.

Users are responsible for the use of resources at their disposal. It is their responsibility to ensure in particular that copyright law is respected.

4.2. Obligations of libraries

In accordance with legal provisions on the protection of data, libraries are not allowed to divulge information concerning registered users or loan transactions to any third party.

5. Restrictions

Libraries are authorized to restrict loans or exclude documents from loan for reasons of availability, conservation or to avoid infringement of copyright law as well as for any other major reason.

6. Costs and sanctions

6.1. User card

There is a charge for the issue of the card and its replacement (see annex C).

6.2. Fines, reminders

Late return of documents will lead to a fine, in accordance with the published tariff (see annex D). Fines are charged per day and per document, even if no reminder has been received, regardless of the user's status.

If documents are not returned on time, reminder notices will be issued (see annex D), after which a handling charge will be imposed in addition to the fine.

The fine and the handling charge, if applicable, are still due if the renewal of the loan is requested after the initial loan period has elapsed.

6.3. Damage, loss

In case of damage to or loss of documents, readers will be liable for repair or replacement costs, including any handling expenses which may ensue.

Where the lost item forms part of a series and cannot be acquired separately, the user may be liable for the cost of replacing the entire set. The library determines the price of documents which are no longer in print.

6.4. Theft

Unauthorised removal of library materials will be reported to a penal authority. Sanctions described in Article 6.5 can also be taken.

6.5. Suspension of borrowing privileges

Borrowing privileges may be withdrawn for the entire RERO network, in case of non-payment of charges or fines, or of failure to comply with the present regulations, including with complementary documents mentioned in article 7, or of misuse of resources.

7. Complementary documents

The present regulations are supplemented by user guides, rules or other local regulations specifying individual library policies.

8. Final and absolute provisions

8.1. Implementation

The present regulation comes into effect on 1 October 2013 and replaces all previous provisions.

8.2. Approval

The present regulations were approved by the Rector of the University of Geneva at the session dated 23 September 2013 and by the Administrative council of the City of Geneva at the session dated 28 August 2013.

8.3. Modifications

Any modification of the present regulations must be approved by the authorities mentioned in article 8.2.

GLN libraries are consulted if the present regulations need to be modified.

Annex to regulations for the scientific and academic libraries of Geneva

A. Standard rights

Borrowing entitlements	20 volumes for all libraries
Loan period	28 days
Renewals	3 renewals of 28 days, provided the document is not requested by another user

B. Extended rights

Borrowing entitlements	40 documents for all libraries
Loan period	items due back at the end of the semester 28 days of loan guaranteed any document requested by another user may be recalled
Renewals	Renewals are not permitted

C. User card

Cost : Fr. 10.-

Administrative charges for replacement card: Fr. 10.-

UNIGE, HES (the University of Applied Sciences and Arts) and IHEID supply students and staff with a legitimization card acting as user card,

D. Fines

Fr. -.50 per day and per document for each day overdue (exception for “reserve” documents : Fr. 2.-)

2 reminders, followed by a final demand

E. List of partner cities

Cities which have a reciprocal agreement with the City of Geneva:

- Ambilly
- Annemasse
- Communauté de Communes des Collines du Léman (Armoy, Cervens, Orcier, Perrignier)
- Divonne-les-Bains
- Evian
- Gex
- Lucinges
- Nyon
- Saint-Cergues
- Saint-Genis-Pouilly
- St-Julien-en-Genevois
- Thonon-les-Bains
- Veigy-Foncenex

There is currently no institution benefiting from a specific agreement with UNIGE.

F. List of libraries which are members of the Geneva Library Network

- Archives d'Etat de Genève (AEG)
- Bibliothèque Filigrane
- Centre d'art contemporain (CAC)
- Conseil œcuménique des Eglises / Institut de Bossey (COE) = World Council of Churches / Institute at Bossey (WCC)
- Fondation Hardt pour l'étude de l'Antiquité classique
- **Hautes écoles spécialisées de Genève (HES-GE) = University of Applied Sciences and Arts of Geneva**
 - Haute école d'art et de design (HEAD)
 - Haute école de gestion (HEG)
 - Haute école de santé (HEdS)
 - Haute école de travail social (HETS)
- Hôpitaux universitaires de Genève (HUG) – chirurgie, pédiatrie.
- Institut de hautes études internationales et du développement (IHEID) = Graduate Institute of International and Development Studies
- Pouvoir judiciaire
- **Université de Genève = University of Geneva (UNIGE)**
 - Site Uni Arve : anthropologie, astronomie, biologie, chimie, informatique (CUI), mathématiques, physique, sciences de l'environnement (ISE), sciences de la Terre et de l'environnement, sciences pharmaceutiques
 - Site Uni Bastions : allemand, anglais, arabe, arménien, espagnol, français, grec moderne, histoire de l'art, histoire de la Réformation (IHR/MHR), histoire générale, italien, langues orientales, linguistique, littérature comparée, philosophie, portugais, romanche, russe, sciences de l'Antiquité, théologie protestante
 - Site Uni CMU : médecine, Centre de documentation en santé (CDS), éthique biomédicale (IEB), histoire de la médecine et de la santé (IHMS)
 - Site Uni Mail : archives Institut Jean-Jacques Rousseau (AIJRR), archives Jean Piaget, droit, études européennes (IEUG), langue et civilisation françaises (ELCF), gérontologie et études des vulnérabilités (CIGEV), Médiathèque, musicologie, psychologie et sciences de l'éducation, sciences économiques et sociales, traduction et interprétation
 - Service de coordination (CODIS) : archives d'architecture, archives de l'Université, Dépôt des bibliothèques universitaires (DBU)
- **Ville de Genève**
 - Archives de la Ville de Genève (AVG)
 - Bibliothèque d'art et d'archéologie (BAA)
 - Bibliothèque de Genève (BGE)
 - Bibliothèque musicale de la Ville de Genève
 - Conservatoire et Jardin botaniques (CJB)
 - Institut et Musée Voltaire (IMV)
 - Musée Ariana
 - Musée d'ethnographie (MEG)
 - Musée d'histoire des sciences (MHS)
 - Musée d'histoire naturelle (MHN)

G. BibliOpass network libraries :

See <http://www.bibliopass.ch>

H. Post-compulsory secondary schools

See <http://www-ge-ch/po/etablissements/>

I. Confederation of Genevan Music Schools (= Confédération des écoles genevoises de musique) (CEGM)

See <http://www.cegm.ch/>

English translation based upon the French original text which holds exclusive legal validity.