

# 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 section F of the Annex.

### 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 section G of the Annex).

### 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 section A of the Annex), 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 section H of the Annex)
  - of institutional members of the Confederation of Genevan Music Schools ( = Confédération des écoles genevoises de musique) (CEGM) (see section I of the Annex)
- 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 section E of the Annex) ; users must register in one of the City of Geneva libraries.
- registered users of institutions benefiting from a specific agreement with UNIGE (see section E of the Annex) ; 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 section B of the Annex):

- 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.

### 3.4. Authorisation to a third party

An authorisation to another person can be given using the appropriate form. This is possible for any person providing proof of difficulties in visiting a library due to illness, disability or other valid reasons.

All authorisations to a third party are submitted to the library management for approval.

## 4. Obligations

### 4.1. Obligations of users

Readers must show their card – or its digitised version on an appropriate mobile application - 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.

Generally, documents must be returned to the library from which they were borrowed. Some libraries accept the return of documents borrowed elsewhere (see section J of the Annex).

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 section C of the Annex).

## 6.2. Fines, reminders

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

Fines and handling charges must be paid within 30 days after the date they are added to the reader account, which is accessible online.

If documents are not returned on time, reminder notices will be issued (see section D of the Annex), 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 can not 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 November 2018 and replaces all previous provisions.

### 8.2. Approval

The present regulations were approved by the Rectorate of the University of Geneva at the session dated 15 October 2018 and by the Administrative council of the City of Geneva at the session dated 17 October 2018.

### 8.3. Modifications

Any modification of the present regulations must be approved by the authorities mentioned in article 8.2, except for modifications to sections E and J of the Annex which can be approved by the Administrative council member in charge of culture for the City of Geneva, and by the director of the Scientific Information Division (DIS) of the University of Geneva.

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
- Bellegarde-sur-Valsérine
- 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-Foncénex
- Ville-la-Grand

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
- 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)
- 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)**
  - Archives - archives de l'Institut Jean-Jacques Rousseau (AIJRR), archives Jean Piaget
  - Dépôt de la Bibliothèque de l'Université (DBU)
  - Site Uni Arve anthropologie, astronomie, biologie, chimie et biochimie, informatique, mathématiques, physique, sciences de l'environnement, sciences de la Terre
  - Site Uni Bastions : allemand, anglais, arabe, arménien, chinois, coréen, espagnol, français, français langue étrangère, grec moderne, histoire de l'art, histoire de la Réformation, histoire générale, italien, japonais, linguistique, littérature comparée, musicologie, philosophie, portugais, romanche, russe, sciences de l'Antiquité, théologie
  - Site Uni CMU : éthique, histoire et sciences humaines en médecine, médecine clinique, médecine fondamentale, patients, sciences pharmaceutiques
  - Site Uni Mail : droit, études européennes, finance, gérontologie et études des vulnérabilités, management, psychologie, relations internationales, science politique, sciences de l'éducation, sciences économiques, sciences sociales, statistique, traduction et interprétation
- **Ville de Genève**
  - Archives de la Ville de Genève (AVG)
  - Bibliothèque d'art et d'archéologie (BAA)
  - Bibliothèque de Genève (BGE) : Bastions, La Musicale, Musée Voltaire
  - Conservatoire et Jardin botaniques (CJB)
  - Fonds d'art contemporain de la Ville de Genève (FMAC)
  - 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://ge.ch/formation/etablissements/>

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

See <http://cegm.ch/>

## J. Libraries accepting the return of documents borrowed elsewhere

- Documents belonging to the **University of Geneva Library** can be returned at any of its sites, regardless of their initial location.
- Documents borrowed in libraries of the GLN network can be returned in **some libraries located in other cantons** that are part of the Library network of Western Switzerland (RERO network).  
[https://www.rero.ch/pdfview.php?section=pret&filename=mutualisation\\_des\\_retours.pdf](https://www.rero.ch/pdfview.php?section=pret&filename=mutualisation_des_retours.pdf)

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