

RULES AND REGULATIONS

FOR THE SCIENTIFIC AND ACADEMIC LIBRARIES OF GENEVA

1. General

The present regulations determine borrowing rules for the Geneva Library Network (henceforth The Libraries, see annex). It also stipulates the rights and obligations of users. The libraries are part of the Library Network of Western Switzerland (RERO).

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.

3. Admission

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

3.1. Standard rights

Each person residing in the canton of Geneva and 18 or over is entitled to obtain a card and can borrow documents according to the standard rights (see annex), subject to article 5 hereinafter.

Following acceptance of the present regulations by a parent or guardian, individuals between the ages of 15 and 17 will be entitled to the same rights.

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

- students and staff
 - of the University of Geneva
 - of Genevan institutions which are members of RERO
 - of Universities of Applied Sciences, professional and advanced schools of Geneva which are not members of RERO
- 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).

3.2. Extended rights

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

- Academic staff and PhD students of the University of Geneva, 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 libraries retain the card. 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 any infringements they might commit against copyright law¹.

4.2. Obligations of libraries

According to the provisions of the cantonal Act relating to data treated automatically by computers (LITAO)², 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 (see annex).

6.2. Fines, reminders

Late return of documents will lead to a fine, in accordance with the published tariff (see annex). 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), after which a handling charge will be imposed.

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. Disciplinary actions may follow.

6.5. Suspension of borrowing privileges

Non-payment of fines and failure to comply with other library regulations may result in suspension of borrowing privileges.

7. Complementary documents

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

¹ Loi sur le droit d'auteur (LDA)

² Loi sur les informations traitées automatiquement par ordinateur

8. Final and absolute provisions

8.1. Implementation

The present regulation comes into effect on 16 January 2006 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 10 January 2006 and by the Administrative council of the City of Geneva at the session dated 1 February 2006.

8.3. Modifications

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

Annex to regulations

Standard rights

Borrowing entitlements	15 volumes for all libraries
Loan period	28 days
Renewals	2 renewals of 28 days, provided the document is not requested by another user

Extended rights

Borrowing entitlements	30 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

User card

Cost : Fr. 10.-

Free for students and employees

- of the University of Geneva
- of Genevan institutions which are members of RERO

Administrative charges for replacement card: Fr. 10.-

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

List of libraries

Link: <http://opac.rero.ch/ge>

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
- Nyon
- St-Julien-en-Genevois
- Thonon-les-Bains
- Veigy-Fonceney

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