



## Fees and charges schedule, Library am Guisanplatz BiG

Valid from 11 April 2022

SERVICE	FEDERAL ADMINISTRATION/ARMED FORCES	PRIVATE INDIVIDUALS
<b>Borrowing/returning items</b>		
Registration	Free of charge	Free of charge
Loans from BiG holdings on premises	Free of charge	Free of charge
Loans from BiG holdings sent by post	Free of charge	Free of charge
Returning items and interlibrary loans	Free of charge <i>Return shipping label enclosed</i>	Free of charge <i>Return shipping label enclosed</i>
<b>Reminder fee/lost items</b>		
Reminder fee per item	Free of charge	Recall: First reminder CHF 5 Second reminder + CHF 5 (Total CHF 10) Third reminder + CHF 10 (Total CHF 20)
Loss, damage, after third reminder	Replacement cost	Replacement cost + processing fee CHF 50.00
<b>Copy orders</b>		
Copy orders from documents in the BiG holdings	Free of charge	Digital: CHF 5 (per 20 pages) Paper: CHF 7.50 (per 20 pages)  Companies: Digital: CHF 25 (per 20 pages) Paper: CHF 27.50 (per 20 pages)
Ebooks on Demand (EOD)	Free of charge	CHF 10 + CHF 0.20 per page
Copying and scanning in the BiG	Free of charge	Free of charge
<b>Interlibrary loans</b>		
Interlibrary loans from the SLSP holdings	Ordering free of charge via BiG	Not available for private individuals
Interlibrary loans not from SLSP holdings	Ordering free of charge via BiG	Switzerland: CHF 12 per item Europe: CHF 24 per item UK and overseas: CHF 36 per item
<b>Other services</b>		
Documentation requests	Free of charge	Free of charge
Guided tours of the library	Free of charge	Free of charge
Guided tours of the special collections	Free of charge	Free of charge