



## User regulations

### Library Am Guisanplatz (BiG)

#### Art. 1 Scope

<sup>1</sup> These user regulations apply to the Library Am Guisanplatz (BiG). The BiG is the main library of the federal administration and the Swiss Armed Forces.

<sup>2</sup> The BiG is a public library that is open to all interested persons.

<sup>3</sup> By using the BiG's services, users accept these regulations and the BiG's house rules.

#### Art. 2 Registration

<sup>1</sup> Anyone who registers using valid and up-to-date information is entitled to borrow from the Library and to use its other services. Registering with the BiG is only possible for persons permanently resident in Switzerland.

<sup>2</sup> Legal entities must indicate a private person who will accept non-transferable liability for all obligations resulting from the legal entity's use of the BiG's services.

<sup>3</sup> The following personal information is stored electronically in the BiG's user database as part of the registration process: name, first name, date of birth, address, phone number, email address. This information is used for internal purposes only and never shared. Any changes to personal information should be reported to the BiG immediately or updated online.

<sup>4</sup> Users must ensure their information is up to date at all times.

#### Art. 3 Hours

<sup>1</sup> The BiG is open from Monday to Friday, 8.30am to 11am and 2pm to 4.30pm.

<sup>2</sup> Any changes to these hours are announced on the BiG's website and/or through notices.

#### Art. 4 Liability

<sup>1</sup> Users are responsible for the documents made available to them. They are fully liable for any damage to or loss of these documents and for any costs associated with their replacement, restoration or repair.

<sup>2</sup> Borrowed media and copies of articles are subject to copyrights and licensing agreements that must be observed regardless of how the media is used.

BiG employees cannot provide users with any advice in this area. Users use the media at their own risk. The BiG does not accept any liability.

<sup>3</sup> Users are liable for items sent to them by post from the moment these items reach the address to which they were mailed to the moment they are returned to the BiG (either by post or in person at the desk).

#### Art. 5 Orders and lending

<sup>1</sup> Users registered with the BiG can order media on [www.alexandria.ch](http://www.alexandria.ch). Orders without an article or accession number may take longer to process and, depending on how extensive they are, may be rejected.

<sup>2</sup> The lending period is generally 28 days or 14 days for journals. The lending period may be extended up to five times. This is done automatically by the library system, unless a conflicting reservation has been made.

<sup>3</sup> Reservations may be made for media that are currently on loan and are usually made automatically.

<sup>4</sup> Users may not pass on borrowed media to third parties.

<sup>5</sup> Media may be delivered by post (or by courier in the case of federal employees) to the user's address, or picked up in person at the BiG.

<sup>6</sup> In the case of overriding interests, the BiG reserves the right to recall media early (before the end of the lending period), or to refuse to lend out certain media.

<sup>7</sup> The following may not be lent out:

- Works that are part of the BiG's reference collection
- Works published before 1914
- Works with a corresponding classification
- Works that are considered especially valuable

These works can be viewed at the BiG. For special collections that are particularly valuable or difficult to replace, different or additional instructions may be given.

<sup>8</sup> Shipping to private addresses outside Switzerland is not possible. Users living abroad can place orders through the inter-library loan service at their local library.

### **Art. 6 Interlibrary loans**

<sup>1</sup> The BiG can arrange interlibrary loans for employees of the Federal Administration and the Swiss Armed Forces exclusively (exceptions possible). Media that are not part of the BiG's own collection may be ordered via an interlibrary loan from other libraries in Switzerland and abroad, free of charge.

<sup>2</sup> The terms for lending media are set by the library from which the media is borrowed.

### **Art. 7 Conference rooms**

<sup>1</sup> There are two conference rooms at the BiG that employees and visitors can use.

<sup>2</sup> Either room can be reserved free of charge through User Services, who can provide information on the terms of use. Users must agree to follow the existing rules on conference room reservations, as well as the house rules.

<sup>3</sup> The Library may not be used to host art viewings or other private events, or for events hosted by a business.

<sup>4</sup> Food is prohibited in the conference rooms, whereas drinks are allowed.

<sup>5</sup> The BiG's cafeteria is open from 10am in the morning and from 3.30pm in the afternoon (for groups of up to 15 people); coffee, drinks and snacks can be purchased from the vending machines.

### **Art. 8 Food**

<sup>1</sup> The cafeteria with coffee, snack and beverage machines is available for catering during opening hours.

### **Art. 9 Parking spaces**

<sup>1</sup> The BiG has a small number of parking spaces outside the building. These are reserved for users.

<sup>2</sup> Bicycles must be parked in the bike shelter.

### **Art. 10 Copies / reproductions**

<sup>1</sup> The BiG can make free copies of the works in its collection, as long as there are no conservation or copyright concerns. If a user is requesting a large number of copies, they may make these copies themselves free of charge at the BiG.

<sup>2</sup> If a reproduction is published, the following source must be cited: Library Am Guisanplatz, Bern. For information on how to correctly name a collection as your source, contact the BiG directly.

<sup>3</sup> Any user who creates a reproduction or who orders a reproduction to be made by the BiG is liable and must comply with copyright and personality rights.

#### **Art. 11 Workstations**

<sup>1</sup> Visitors are free to use the BiG's catalogue search station and the four workstations, which are equipped with the standard Office applications and free internet access. By using the BiG's IT resources, visitors agree to the terms of use. All visitors must register at the desk before using the workstations.

<sup>2</sup> Users who bring their own devices (laptops/smartphones) can log into the gov-public WiFi.

<sup>3</sup> There is a free printer/copy machine for visitors. Reservations cannot be made.

<sup>4</sup> It is prohibited to consume food or drinks at the workstations.

#### **Art. 12 Cost / fees**

<sup>1</sup> To cover its costs, the BiG may charge fees for its services after prior notice.

#### **Art. 13 Exclusion from services and house ban**

<sup>1</sup> Users who violate the user regulations or house rules, who are disruptive, behave inappropriately or cause material damage to the Library may be, either temporarily or permanently, excluded from using the BiG's services or banned from entering the premises.

<sup>2</sup> It is prohibited to bring animals into the BiG. Excluded from this are service dogs assisting people with disabilities.

<sup>3</sup> Cell phones must be set to silent at the workstations; phone conversations are prohibited. In general, electronic devices must not make any noise.

<sup>4</sup> There is no smoking anywhere in the building. Smoking is permitted in the area outside of the building.

#### **Art. 14 Soliciting**

<sup>1</sup> The peddling of goods or services is not permitted anywhere in any of the Federal Administration's buildings.

<sup>2</sup> This includes the sale of goods for private use, newspaper or magazine subscriptions, or the collection of signatures for initiatives, referendums, petitions, etc.

<sup>3</sup> Exceptions may be approved by the Head of Services GS-DDPS.

#### **Art. 15 Entry into force**

These user regulations enter into force on 10.05.2021.

Berne, 10.05.2021  
Library Am Guisanplatz  
The Head of the Library



Daniel Kohler