



## 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 and use

<sup>1</sup> The BiG is part of the Swiss Library Service Platform SLSP.

<sup>2</sup> Anyone who registers on the SLSP using valid and up-to-date information is entitled to borrow media from the Library and to use its other services.

<sup>3</sup> To register, users require an email address and their own SWITCH edu-ID account. It is recommended that employees of the Federal Administration and of the Swiss Armed Forces register with their work email address. In order to benefit from the special conditions for employees, they should contact [bibliothek@gs-vbs.admin.ch](mailto:bibliothek@gs-vbs.admin.ch) and ask to be allocated to this special user group (see Art 12, para. 1).

<sup>4</sup> All individuals and institutions (libraries, companies, and organisations) may register with the BiG. When registering, legal entities must name an individual who will accept non-transferable liability for all obligations resulting from the legal entity's use of the BiG's services.

<sup>5</sup> The following personal information is stored electronically in the BiG's user database as part of the registration process: surname, first name, date of birth, address, phone number, email address. This information is stored on a server in the European Union and is used for internal purposes only and never shared.

<sup>6</sup> Users should update their personal information as necessary via their SWITCH edu-ID account. Users must ensure their information is correct at all times.

#### Art. 3 Orders and lending

<sup>1</sup> Users registered with the BiG can order media on [www.alexandria.ch](http://www.alexandria.ch). Only persons permanently resident in Switzerland may use the lending service. Institutions may borrow items if they give the name and address of a private individual. Orders for which insufficient details are given 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 more than 80 years ago
- Works with a corresponding classification
- Works that are considered especially valuable

These works can be viewed on site during the library's opening hours. For special collections that are particularly valuable or difficult to replace, different or additional instructions may be given.

<sup>8</sup> Items cannot be shipped to private addresses outside Switzerland. Users living abroad can place orders through the inter-library lending service at their local library.

<sup>9</sup> Users must ensure that borrowed media are returned on time. Fines for late returns are issued in accordance with the current fees and charges schedule (see Art. 1, para. 1).

#### **Art. 4 Interlibrary loans**

<sup>1</sup> The BiG can arrange interlibrary loans for employees of the Federal Administration and the Swiss Armed Forces free of charge (exceptions possible). A limited service is also available at cost to registered users from outside the Federal Administration. Media that are not part of the BiG's own collection may be ordered from other libraries in Switzerland and abroad via the interlibrary lending service.

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

#### **Art. 5 Copies, scans and digitisation**

<sup>1</sup> The BiG can make copies of the works in its collection provided there are no conservation or copyright concerns. This service is free of charge to employees of the Federal Administration and Swiss Armed Forces. A charge is made to all other library users. Users requiring a large number of copies may make the copies themselves free of charge on the library premises.

<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, please contact the BiG directly.

<sup>3</sup> Any user who creates a reproduction or who asks for a reproduction to be made by the BiG is liable and must comply with statutory rules.

#### **Art. 6 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 incl. processing fee associated with their replacement, compensation, 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. 7 Conference rooms**

<sup>1</sup> There are two conference rooms available for use by employees and library users.

<sup>2</sup> The rooms can be reserved free of charge through User Services, which can provide information on the terms of use. Users must comply with the rules on conference room reservations, as well as the house rules.

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

<sup>4</sup> Food may not be consumed in the conference rooms; drinks are permitted.

#### **Art. 8 Opening 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 notices displayed.

#### **Art. 9 Refreshments**

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

<sup>2</sup> As space is limited, larger groups of up to a maximum of 15 persons may only use the cafeteria up to 10am and 3.30pm.

## **Art. 10 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. 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. It is not possible to reserve workstations in advance.
- <sup>2</sup> Users who bring their own devices (laptops/smartphones) can log into the gov-public WiFi free of charge.
- <sup>3</sup> There is a printer/copy machine available for use by visitors free of charge. Reservations cannot be made.
- <sup>4</sup> Food and drinks may not be consumed at the workstations.

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

- <sup>1</sup> Fines charged by the BiG and charges for copy orders and other services are published in the BiG fees and charges schedule on the BiG website. For employees of the Federal Administration and the Swiss Armed Forces, the services are in principle free of charge. Charges for employees are waived once they have been allocated to the federal employees' customer group.
- <sup>2</sup> Invoices are sent out via swisscovery or SLSP. Cash payments on the premises are not possible.

## **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> Users who fail to return items on loan and do not pay the subsequent reminder fees will be blocked from all libraries in the Alexandria library network.
- <sup>3</sup> It is prohibited to bring animals into the BiG. Excluded from this are service dogs assisting people with disabilities.
- <sup>4</sup> Mobile phones must be set to silent at the workstations; phone conversations are prohibited. In general, electronic devices must not make any noise.
- <sup>5</sup> Smoking is not permitted anywhere in the building, only 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 Communication DDPS.

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

These user regulations enter into force on 1.6.2025.

Library am Guisanplatz  
The Head of the Library

Daniel Kohler