

# Lib4RI user and fee regulations

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Version 1.1, effective from 01 January 2023, approved by the Lib4RI Steering Group on 12 January 2021

## 1. Definition and functions

Lib4RI - Library for the research institutes within the ETH Domain: Eawag, Empa, PSI & WSL - is the joint library of the research institutes within the ETH Domain. The Lib4RI library serves to provide information and literature to members of the research institutes within the ETH Domain. In addition, it offers comprehensive services related to the publication process.

## 2. Application and Scope

These library regulations apply to the Lib4RI library at the Birmensdorf, Dübendorf and Villigen locations and to the library's web-based services.

## 3. Right of use

Members of the four research institutes Eawag, Empa, PSI and WSL are authorised to use the library. In addition, the library is open to external visitors. Anyone aged 16 or older is entitled to use the resources and services of Lib4RI. For minors and people not legally capable of acting, written consent from parents or legal guardians is required.

## 4. Facilities

At the library sites in Dübendorf, Birmensdorf and Villigen, the regulations and directives of the respective research institute shall apply. On the premises of the library, the library staff has the authority to give instructions.

## 5. Internet access and use of electronic resources

All users are required to use the Internet in a legally permissible manner. The IT terms of use of the respective research institute apply. The freely available discovery computers are used exclusively for querying Lib4RI's online resources and for conducting scientific, technical, professional or educational research.

Access to licensed electronic resources is subject to the terms of use contained in licence agreements between the Lib4RI library and the respective providers. Special restrictions, if any, are listed in the description of the electronic resources on the Lib4RI website.

The licensed electronic resources are available to all members of Eawag, Empa, PSI and WSL. Most licence agreements also allow visitors to use electronic resources on Lib4RI's discovery computers.

In general, it is not permissible to store electronic resources systematically, e.g. all articles from an issue of a journal or an entire e-book. In addition, it is not permissible to use electronic resources commercially, i.e. to resell, redistribute or republish licensed content.

Lib4RI does not guarantee uninterrupted and continuous access to electronic resources. Lib4RI accepts no liability for any damage resulting from the use or impossibility to use the resources.

## 6. User account and user card

Generally, access to electronic media is possible within the IP areas of the four research institutes without further registration. Exceptions are listed on the library's website.

A user card and a user account are required to borrow media from Lib4RI's holdings. Lib4RI is a member of the "Swiss Library Service Platform" (SLSP). All processes related to borrowing are handled by SLSP AG via the swisscovery portal. The user card and user account are valid for all libraries participating in SLSP.

Library users can obtain a library card at the lending desk. External users are requested to present a valid official ID. The library card is not transferable. Users are responsible for adequately securing the access data to their account and for updating their personal data. The users themselves must make changes of address through the user account. The loss of the user card must be reported to the library immediately. The user is solely liable for any damage caused by loss of the user card.

## 7. Borrowing

The majority of Lib4RI holdings can be borrowed. Non-lendable holdings specifically listed as such in the catalogue can only be used on site. Media can be reserved for pick-up via the swisscovery research portal. Media that have been placed in the pick-up shelves must be collected within 10 days.

The loan periods can be found on the swisscovery search portal. The loan period for books is usually 28 days. If there are no reservations from other users, the loan period is automatically renewed twice. After expiry of the automatic renewal(s), the loan period can be renewed manually three more times via the user account.

Should the maximum possible loan period have expired, the item must be returned and borrowed again upon request.

The media can be reserved by other users at any time. In this case, the media shall be returned after the loan period has expired.

Media can be returned at the lending desk or by post. Please ensure that the media are returned on time. The date of return is the date on which the borrowed media are booked back in to the library system. If the media are sent by post, it is advisable to take into account the delivery time.

## 8. Media delivery and interlibrary loans

Media from other SLSP member libraries participating in the SLSP courier service can be ordered to the Lib4RI libraries via the swisscovery research portal (see fees). For members of the four research institutes, the fees for this are covered by Lib4RI. For borrowing and use of external holdings, the terms of use of the supplying libraries apply.

Media that have been placed in the pick-up shelves must be picked up within 10 days. Uncollected media will be returned to the supplying SLSP member library. In case items are not picked up, an expense allowance for the SLSP courier may be charged.

Media from other SLSP member libraries can be returned to Lib4RI libraries if they were delivered via the SLSP courier service. The courier transfer receipt of the media must be enclosed with the return. Otherwise, an expense allowance may be charged for return shipping. Third-party media

that were not originally delivered via the SLSP courier service may be returned by Lib4RI to the supplying library by mail for a fee (see fees).

Certain media may be excluded from delivery by SLSP courier and/or mail.

For members of the four research institutes, Lib4RI offers a free interlibrary loan service and document delivery service for obtaining documents from holdings of other domestic and foreign libraries.

## 9. Reminders

After the loan period has expired, a reminder is sent by email free of charge. Each subsequent overdue notice is subject to a fee (see fees).

Reminder: 1 day after expiry of the loan period

1<sup>st</sup> overdue notice: 7 day after expiry of the loan period

2<sup>nd</sup> overdue notice: 14 day after expiry of the loan period

3<sup>rd</sup> overdue notice: 21 day after expiry of the loan period

The third overdue notice will be sent by registered mail. At the same time, the user account will be blocked. If the item is not returned after the set deadline, it will be replaced. The ensuing costs, including processing charges as set out in the fee regulations, shall be borne by the user. Non-receipt of notices shall not be accepted as a reason for late returns. The status of borrowed items must be checked regularly in the user account.

Payment of overdue notice fees is made by invoice issued by the SLSP fee office on behalf of Lib4RI.

## 10. Data protection

Personal user data are used in accordance with Swiss data protection regulations.

SLSP imports your personal data (names, addresses, telephone numbers, etc.) from your SWITCH edu-ID account into the new research portal swisscovery when you register, see the SLSP privacy policy [https://registration.slsp.ch/privacy/Swiss\\_Library\\_Service\\_Platform\\_AG\\_ENG.pdf](https://registration.slsp.ch/privacy/Swiss_Library_Service_Platform_AG_ENG.pdf).

Personal data can be changed at any time in your SWITCH edu-ID account or via the institution/university. Changes are automatically transmitted to swisscovery. Library-specific data such as loans, orders and fees are stored directly in swisscovery.

User accounts can be deleted at any time, provided there are no open transactions (loans or fees). To do this, SLSP must be contacted via [swisscovery@slsp.ch](mailto:swisscovery@slsp.ch). Transaction data of completed processes are stored for statistical evaluations, but are regularly anonymised for this purpose. Accounts in swisscovery are deleted after 10 years of inactivity.

## 11. Liability

Users are responsible for treating the media and facilities of the Lib4RI library with care.

Upon receipt, users shall check the condition of media to be borrowed and report any damage immediately. If no report is made, it is assumed that the media were in faultless condition at the time of lending. Users are responsible for the media borrowed and used on site and are liable for

the full costs incurred in the event of loss or damage. Damage also includes entries and markings of any kind.

## **12. Exclusion**

Repeated or serious violations of the library regulations or the instructions of the library staff may result in immediate expulsion and, if necessary, exclusion from use of the library.

## **13. Fees**

The use of Lib4RI is free of charge with the exception of certain specific services. Costs and fees are regulated in the appendix to these user regulations.

## **14. Final provisions**

These regulations enter into force on 18 January 2021.

## Appendix: Fee regulations

### Overdue notices

Reminder (1 day after expiry of the loan period)		free
1 <sup>st</sup> overdue notice: 7 day after expiry of the loan period	per document	CHF 5
2 <sup>nd</sup> overdue notice: 14 day after expiry of the loan period	per document	CHF 5
3 <sup>rd</sup> overdue notice: 21 day after expiry of the loan period	per document	CHF 10

### Replacement acquisitions

Media / material costs		effective costs
Processing fee	per item	CHF 40

### Document delivery

Interlibrary loan and document delivery service for members of the four research institutes		free
Mail (books, audiovisual media, etc.)	CH/FL	CHF 12
	Europe	CHF 24
	outside Europe	CHF 36
SLSP Courier		
for members of the four research institutes		free
for externals		CHF 8
Copy delivery for members of the four research institutes		free
for externals PDF	max 50 pages	CHF 5
for externals Post	max 50 pages	CHF 7.50