

## Lucerne Central and University Library Regulations (Zentral- und Hochschulbibliothek / ZHB Luzern)

dated 1 February 2021

### The management of the Lucerne Central and University Library,

based on Section 6 (2) of the «Verordnung über das kantonale Bibliotheksangebot (SRL 421)» of 30 November 2007, as well as on the applicable service agreements between the Lucerne University of Applied Sciences and Arts – Lucerne School of Business, the Lucerne University of Applied Sciences and Arts – Information Technology, the University of Lucerne, and the University of Teacher Education Lucerne and the Lucerne Central and University Library,

#### decides:

#### 1. Purpose and scope

<sup>1</sup>These regulations govern the use of the Lucerne Central and University Library, its inventories, infrastructure and services.

<sup>2</sup>These regulations apply to all locations of the Lucerne Central and University Library. The specific locations and departments may issue additional regulations.

<sup>3</sup>By using the Lucerne Central and University Library, users acknowledge these regulations and the applicable location-specific regulations.

#### 2. Opening hours

The opening hours are set by the management and published on the website.

#### 3. Fees and charges

The Lucerne Central and University Library can generally be used free of charge. The Lucerne Central and University Library can provide certain fee-based services. All fees and charges are published on the website.

#### 4. Enrolment and user pass

<sup>1</sup>ZHB Luzern is connected to the library management system of the Swiss Library Service Platform AG (SLSP). To manage the library account, its functions and the SWITCH edu-ID service are used.

<sup>2</sup>A personal SWITCH edu-ID user account and online registration on the SLSP registration platform are required for ordering and borrowing materials and for using certain other services of ZHB Luzern. Users are responsible for providing accurate and complete personal data, for updating this data themselves and for ensuring that the access data to their account is

adequately secure. Only *one* personal library account may be held. By registering on the SLSP registration platform, consent is given to the transmission and processing of personal data as part of the library management system, which includes the supplementation of this data with further data such as transaction data or information on administrative measures. SLSP's terms of use and its privacy policy are decisive.

<sup>3</sup>A free user pass is issued upon registration. The user pass is a personal document and its loss must be reported immediately. The substitute pass is subject to a fee.

<sup>4</sup>User passes of all libraries affiliated to SLSP and other Swiss libraries, which are part of the BibliOPass network, are valid.

<sup>5</sup>Persons residing in Switzerland who do not set up a SWITCH edu-ID user account may be enrolled by ZHB Luzern. This registration only entitles you to use the local services of ZHB Luzern.

## **5. Lending and use of media**

<sup>1</sup>Registered users are entitled to borrow and take items home, if the items are not subject to any lending restrictions. Registered users can also make use of the electronic media service. By way of reasoned exception, the lending of non-lending items may be permitted.

<sup>2</sup>Users are responsible for the timely return or extension of the borrowed media, IT gadgets or other resources. The deadlines can be found in the online library account. This must be checked regularly. Penalty will be due for any late return. Reminders, recalls and penalty that have not been received do not exempt you from paying the fees due.

<sup>3</sup>The detailed lending conditions are published on the website. Users are personally responsible for their compliance with these conditions.

<sup>4</sup>The Borrowing and use of media marked accordingly in the catalogue is limited.

<sup>5</sup>Users are responsible for the careful handling of all media. Loss and damage must be reported to the library staff. Expenses, in particular for replacement, repair and related activities can be charged.

<sup>6</sup>Fees are collected directly by ZHB Luzern or by SLSP on behalf of ZHB Luzern.

## **6. Copies and reproductions**

When copying, downloading or engaging in any other type of use and reproduction of media wholly or partly, users must comply with the statutory provisions, in particular the copyright and licensing provisions.

## **7. Courier**

ZHB Luzern offers two courier services: a central Swiss courier with free delivery and a chargeable, Switzerland-wide courier (SLSP courier).

## **8. Interlibrary loans**

<sup>1</sup>The Lucerne Central and University Library offers the fee-based service of interlibrary loans, i.e. it arranges, as far as possible, loans of media from Switzerland and abroad that are not listed in its catalogue or cannot be ordered by users via a courier.

<sup>2</sup>Loan periods and terms of use are subject to the regulations of the lending library.

<sup>3</sup>Any costs and fees arising from this service must be paid by users even if they do not collect ordered and correctly delivered items.

## **9. Document delivery service**

<sup>1</sup>The Lucerne Central and University Library procures media and copies from its own collection to users at cost.

<sup>2</sup>The document delivery of media and copies abroad can only take place as an international interlibrary loan via supplying libraries.

## **10. Study spaces and group work rooms**

<sup>1</sup>Study spaces at the Lucerne Central and University Library cannot be reserved. At some locations, specially designated study areas may be reserved for individual users or user groups for which special regulations may be issued.

<sup>2</sup>ZHB Luzern offers group study rooms that can be reserved at individual locations.

## **11. Use of IT resources of Lucerne Central and University Library**

<sup>1</sup>Users commit themselves to use IT resources in accordance with the regulations and legal requirements. The users are responsible for their use, in particular, for the internet use and for the use and safeguarding of data.

<sup>2</sup>Users must immediately report any loss or damage to the library staff. They are responsible for all damages resulting from misconduct and may be held fully liable, including compensation. The amount of the financial compensation is determined by the Lucerne Central and University Library.

<sup>3</sup>In all other respects, the «Nutzungsbedingungen ZHB-Notebooks», the «Instructions for the use of IT resources at the University of Lucerne», the «Directive on the use of IT resources of the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz» and the «Verordnung über die Informatiksicherheit und über die Nutzung von Informatikmitteln (SRL 26b)» shall apply.

## **12. Behaviour**

<sup>1</sup>Mutual consideration is the basic prerequisite for a pleasant and undisturbed stay at the Lucerne Central and University Library. Safety, tidiness and cleanliness must be maintained, and disturbances, hazards and damage of all kinds must be avoided. Failure to comply with these requirements may result in persons who are guilty of misconduct being subject to financial compensation.

<sup>2</sup>The instructions of the library staff and other authorised persons must be obeyed. Upon request, users shall identify themselves by presenting valid documents. The contents of users' briefcases and bags can be checked.

## **13. Ban from entering and using the library**

<sup>1</sup>The management has the right to take individual measures in the event of violations of these regulations or the additional location-specific regulations. In particular, it may refuse to lend media or provide other services and may expel offenders from the library and its vicinity. It delegates this competence to the responsible staff on site.

<sup>2</sup>The management of the Lucerne Central and University Library reserves the right to wholly or partly and temporarily or permanently expel anyone, who repeatedly, seriously or maliciously violates these regulations or the location-specific regulations, disrupts the operation of the library, behaves improperly towards staff or users or otherwise makes it unreasonable to continue using the library inside and in its vicinity, and the person may be refused lending or other services.

<sup>3</sup>Initiation of disciplinary and criminal proceedings shall be reserved in all cases.

#### **14. Liability**

The Lucerne Central and University Library excludes any liability, in particular

- (1) for damage and loss of items that users bring with them or store at the Lucerne Central and University Library,
- (2) for damage caused to users by third parties,
- (3) for the consequences of the use of the inventory, infrastructure and services or the use of information, data or IT resources, as well as the consequences of technical malfunctions which may affect users or third parties,
- (4) for any copyright or licence infringements by users,
- (5) for losses, possible delays or other problems in the dispatching of media and copies.

#### **15. Final provisions**

<sup>1</sup>The instructions and the relevant location-specific regulations may be amended at any time. The currently valid version is published on the ZHB Luzern website in German. The english translation is provided for information purposes only and has no legal force.

<sup>2</sup>These instructions replace the instructions on the use of the Central and University Library Luzern (ZHB Luzern) of 1 July 2019.

<sup>3</sup>They come into force on 1 February 2021.



Benjamin Flämig

Lucerne Central and University Library  
Director