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Regulations governing the Use of the Main Library of the University of Zurich

(Dated 9 June 2016)

Based on §§ 31 Sections 2 and 4, 42b, 43 of the University Act, dated 15 March 1998 (UniG) as well as § 56 Section 3 of the University Statutes of the University of Zurich, dated 4 December 1998,

The Executive Board of the University has resolved:

Section 1: General

Subject and Scope

§ 1. These regulations govern the use and the fees of the Main Library of the University of Zurich (HBZ). By making use of HBZ, users accept the terms of these regulations.

Purpose

§ 2. HBZ is a university library open to the public. HBZ renders library services for teaching and research at the University of Zurich, particularly in the fields of mathematics, natural sciences, medicine, and medical therapeutic health professions. HBZ coordinates and maintains the electronic information resources available through the network of the University of Zurich (UZH), in consultation with the Zentralbibliothek Zürich and the ETH-Bibliothek.

Locations

§ 3. HBZ manages a number of branch libraries.

Fees

§ 4. ¹In principle, use of HBZ is free of charge.

²For specific services and activities performed by HBZ, fees and fines, as regulated by the attached list of fees, may be charged.

³Fees and fines are set by the Executive Board of the University, on behalf of the Management of HBZ.

Section 2: Use of Media

Non-Circulating Collections

§ 5. ¹Parts of the library's holdings, including single works, may be allocated to a non-circulating collection (value due to rarity, safeguarding and preservation, ensuring availability at all times). Such works may only be used in the library areas designated for that purpose.

²When using holdings that are usually stored in locked areas, (e.g. rare works, Master's theses), an official identification card may be required as a security deposit.

Lending

§ 6. ¹Natural persons and juridical persons domiciled in Switzerland, as well as libraries that take part in Swiss and international interlending activities, are entitled to borrow items.

²In order to place orders and borrow media, a recognized library card as well as an online user account are required.

³Users are personally responsible for adhering to the lending terms.

⁴Items collected from HBZ by the user may be borrowed free of charge or, for items sent to the user, at a fee, in accordance with the attached list of fees.



⁵ Detailed lending terms as well as the lending periods are determined by the Management of HBZ and are published on the HBZ website.

⁶ When borrowing media from other libraries, both in Switzerland and abroad (interlibrary loan), the terms and lending periods of the library from which items are borrowed apply, as does the list of fees attached to these regulations.

Reservations

§ 7. Users may reserve media. Should a reserved item not be collected within the time allocated, HBZ has the right to otherwise lend the item.

Reminder Process

§ 8. ¹ Borrowed items must be returned by the due date. Users are personally responsible for adhering to lending periods. Returning borrowed media by the due date must also be ensured in case of absence.

² Reminders, overdue notices, and demands for payment must be responded to within the allocated time. Undeliverable reminders, overdue notices, or demands for payment are not accepted as a valid reason for late returns.

³ On expiration of the lending period, users are automatically registered and the reminder process is activated. A maximum of three demands for payment, with fees, will be sent in accordance with the attached list of fees. The third demand for payment will be sent as a registered letter.

⁴ Non-returned media will be invoiced to the amount of the actual acquisition costs and will include additional costs, in accordance with the list of fees.

⁵ Should demands for payment be ignored, or fees not paid, HBZ may refuse the user the borrowing of further media as well as the use of other library services and may block the user's account. Subject to HBZ's right to initiate collection proceedings and §§ 17 and 19.

Library Card and User Account

§ 9. ¹ Registration is required to obtain a library card and to create a user account. Registration may be carried out either online or on site in a branch library. For activation of the user account and the provision of a library card, an official identification card that is valid for at least another month must be presented as proof of identity.

² Natural persons 16 years of age and older who live or study in Switzerland as well as members of the higher education institutions in the Internationale Bodensee-Hochschule network are eligible to register.

³ The library card is personal and is not transferrable. The holder is liable for lending activities carried out with the card and for the associated fees.

⁴ Users are responsible for the adequate safeguarding of access data (user number and password) for their user account.

⁵ Changes to personal details must be reported to HBZ promptly.

⁶ Library cards from other libraries may be accepted. The list of accepted library cards is published on the HBZ website.

⁷ The loss of a library card must be reported to HBZ immediately.

Data Storage and Data Protection

§ 10. ¹ HBZ may store and process the following user information for the purposes of registration, lending, mailing of copies, and use of the computer workstations:

a. User information: First name, last name, address, date of birth, gender, library card number, student ID number, e-mail address, telephone number, admission date, password for the online user account, expiration date, modification date, user status, user group.

b. Usage data: Medium, lending date, due date, renewal date, return date, reservations and orders with dates, reminders, demands for payment, fees, blocked accounts with comment.

² HBZ may save user data in user databases that are maintained jointly with other Swiss libraries within the framework of its membership in the Swiss library networks. In order to carry out library services, the data may be processed by all libraries that are members of a specific library network, as required.



- ³ Users can at all times see what personal information is saved in their online user account.
- ⁴ Once a year, all personal information that was recorded more than three years previously, and which is no longer required for the purposes mentioned in § 10 Section 1, is deleted.
- ⁵ Users' personal information is subject to the cantonal data protection regulations.

Section 3: Use of Library Areas

User Authorization

- § 11. ¹ Natural persons are permitted to use the HBZ premises.
- ² Management of HBZ determines which user groups have priority to use HBZ.
- ³ In the HBZ branch libraries, designated areas may be reserved for use of specific groups or of individual users.

Opening Hours and Access

§ 12. The Management of HBZ sets the opening hours of the branch libraries and determines eligibility for access via the electronic access system. Access terms are published on the HBZ website.

House Regulations

- § 13. ¹ The General House Regulations of UZH apply to all HBZ premises.
- ² The library holdings in the open stacks are accessible to all users. Before the user leaves the library, the media must be issued, returned to the shelves, or placed in one of the containers marked for returns.
- ³ The study areas are intended for the purposes of teaching, studying, research, and scholarly work.
- ⁴ The study areas may not be reserved and must be cleared if vacating them for a few hours and before leaving HBZ for the day.
- ⁵ The group study areas serve as learning and work areas. The reservation rules are published on the HBZ website. If the group study areas are not reserved, they may be used freely.
- ⁶ Coats and bags may be taken into the library. Animals are not permitted, with the exception of assistance and service dogs. Eating and the use of mobile phones are only permitted in the areas designated as such. Drinking is only permitted when drinking from re-sealable bottles.
- ⁷ Quiet must be maintained in the library. Discussions and group work are only permitted in the areas designated for that purpose.
- ⁸ Garbage must be sorted and disposed of in the correct containers.
- ⁹ Signage must be observed.
- ¹⁰ Requests by library staff and other competent persons must be complied with.
- ¹¹ Found property is to be handed in at the information desk of the relevant branch library. These items will periodically be passed on to the responsible lost-and-found office of UZH.
- ¹² Persons who do not comply with the house regulations may be denied access to the library.

Oversight

§ 14. HBZ has the right to introduce the supervisory measures necessary to safeguard the library's holdings or for operational purposes, as required. Users may be requested to reveal the contents of their folders or bags.

Computer Workstations and Internet Access

- § 15. ¹ The computer workstations in the branch libraries are intended for the purposes of teaching, studying, research, and scholarly work. Their use for entertainment purposes is not permitted.
- ² HBZ provides Internet access for users with a recognized library card at the available computer workstations via the UZH network. Use of the computer workstations requires authentication. By logging in to the UZH network, users accept the applicable rules and regulations of UZH as well as the HBZ disclaimer.



³ HBZ accepts no liability for the content of third-party websites, even for those accessible via a link. HBZ is not liable for third-party data, data corruption, loss of data, or for any other consequences that may arise from the activities of the user on the Internet. HBZ is not liable for misuse by third parties. The HBZ disclaimer published on the HBZ website applies in all cases.

Lockers

§ 16. ¹ Day lockers are available to HBZ users. The lockers must be handled with care, safeguarded against damage, and kept clean. The simultaneous use of numerous lockers is not permitted.

² Day lockers may only be used during opening hours of the relevant branch library and must be emptied, at the latest, when the library closes.

³ Special lockers are available for the longer-term storing of personal work materials.

⁴ For unauthorized use or use that does not comply with regulations, library staff may open and empty lockers without prior notice. Items that are removed during this process will be passed on to the responsible lost-and-found office of UZH. Perishable items will be disposed of immediately. Users are responsible for the associated costs, in accordance with the attached list of fees.

⁵ Details regarding the use of lockers are determined by the Management of HBZ and are published on the HBZ website.

Section 4: Liability, Copyright, and Suspension

Liability for Damage, Loss, and Information

§ 17. ¹ Media, as well as equipment and furnishings belonging to HBZ must be handled with care. Notes or marks made in media are considered damage. These as well as any other existing damage or missing supplements discovered at the time of borrowing, must be reported to the information desk without delay; this applies equally to any damage to equipment and furnishings.

² Users bear full responsibility to replace any damage or loss they have caused. In addition, fees and fines for administrative costs, in accordance with the attached list of fees, will be invoiced. HBZ expressly reserves the right to initiate criminal proceedings.

³ HBZ is not liable for items brought into the library, nor for those stored in lockers. This disclaimer particularly applies to the loss of, or damage to, items removed from lockers following unauthorized use.

⁴ HBZ waives all liability for any consequences of the use of information, data, and information storage devices.

Copyright Regulations

§ 18. ¹ All borrowing of media, and the making, sending, and use of copies are subject to copyright law and are intended exclusively for personal use by users. Passing items on to third parties, as well as any commercial use, is not permitted.

² Clarification of copyright issues is the responsibility of users. HBZ is not liable for any possible copyright infringement.

Restrictions or Suspensions

§ 19. ¹ Persons severely or repeatedly infringing the regulations, in particular through the non-payment of overdue fees, not following instructions, or otherwise adopting behavior that makes the continuation of the user relationship untenable, may be suspended from using the library and the services of HBZ, either partially or completely, on a limited or an indefinite basis, by the Management of HBZ. In cases of suspension, all obligations resulting from the user relationship remain valid.

² Violations by members of UZH may result in prosecution, in accordance with standard UZH rules and regulations.

³ In justified cases, a ban on access may be issued.

⁴ To protect the libraries within the library networks, HBZ has the right to inform these libraries of an infringement.

⁵ HBZ expressly reserves the right to initiate criminal proceedings in all cases.



Section 5: Final Provisions

Implementation Regulations

§ 20. The Management of HBZ may issue implementation regulations to supplement these user regulations.

Entry into Force

§ 21. ¹ These user regulations enter into force on 1 August 2016.

² The user regulations of HBZ of 14 October 2010 are revoked.

On behalf of the Executive Board of the University

The President:
M. Hengartner

The Secretary General:
R. Stöckli



Appendix to the Regulations governing the Use of the Main Library of the University of Zurich

1. Library Cards

Library card		Free
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2. Lending Fees

2.1 Lending of media from HBZ holdings

Collection by the user		Free
Delivery by post, per item	CHF	12.-

2.2 Lending of media from holdings of other libraries, in Switzerland and abroad (interlibrary loans)

From Swiss libraries, per item	CHF	12.-
From libraries in Europe (excl. GB), per item	CHF	30.-
From libraries in GB and outside of Europe, per item	CHF	45.-

3. Overdue Fees

Reminder		Free
First demand for payment	CHF	10.- / per item
Second demand for payment	CHF	20.- / per item
Third demand for payment	CHF	35.- / per item
Non-returned items	CHF	Acquisition costs + processing fee 50.-

Overdue fees must be paid in cash at the information/circulation desk. Non-paid fees will be invoiced.



4. Reprography

4.1 Copies/printouts from self-service devices, available in the HBZ branch libraries

With HBZ copy card

Copy/print, format A4, b/w	CHF	0.20
Copy/print, format A4, color	CHF	1.40
Copy/print, format A3, b/w	CHF	0.40
Copy/print, format A3, color	CHF	2.80

4.2 Delivery of ordered copies

Delivery of ordered copies from HBZ holdings to non-commercial clients

(Members of the University of Zurich, libraries, universities of applied sciences, public sector institutions, private persons)

Digital copy, delivery via e-mail	CHF	5.- / per 20 pp of original
Copy, format A4/A3, b/w, delivery by post	CHF	10.- / per 20 pp of original
Express orders, digital copy, delivery via e-mail	CHF	15.- / per 20 pp of original

Delivery of ordered copies from HBZ holdings to commercial clients

Digital copy, delivery via e-mail	CHF	25.- / per 20 pp of original
Copy, format A4/A3, b/w, delivery by post	CHF	25.- / per 20 pp of original
Express orders, digital copy, delivery via e-mail	CHF	40.- / per 20 pp of original

Delivery of ordered copies from the holdings of other libraries, in Switzerland and abroad, to non-commercial clients

(Members of the University of Zurich, libraries, universities of applied sciences, public sector institutions, private persons)

From Swiss libraries, (digital) copy Delivery via e-mail or by post	CHF	5.- / per 20 pp of original
From libraries in Germany (Subito), (digital) copy Delivery via e-mail or by post	CHF	12.- / per 20 pp of original
From other libraries abroad, (digital) copy Delivery via e-mail or by post	CHF	25.- / per 20 pp of original
Express orders from Swiss libraries, digital copy Delivery via e-mail	CHF	20.- / per 20 pp of original
Express orders from libraries in Germany (Subito), digital copy Delivery via e-mail	CHF	20.- / per 20 pp of original



Delivery of ordered copies from the holdings of other libraries, in Switzerland and abroad, to commercial clients

From Swiss libraries, (digital) copy Delivery via e-mail or by post	CHF	25.– / per 20 pp of original
From libraries in Germany (Subito), (digital) copy Delivery via e-mail or by post	CHF	25.– / per 20 pp of original
From other libraries abroad, (digital) copy Delivery via e-mail or by post	CHF	30.– / per 20 pp of original
Express orders from Swiss libraries, digital copy Delivery via e-mail	CHF	40.– / per 20 pp of original
Express orders from libraries in Germany (Subito), digital copy Delivery via e-mail or by post	CHF	40.– / per 20 pp of original

5. Requests for Research in Databases

Hourly fees	CHF	100.– / per hour
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Billing is calculated in half-hour increments.

6. Other Fees

Loss of media	CHF	Acquisition costs + processing fee 50.–
Damage to media: Repairs	CHF	Repair costs
Emptying of lockers	CHF	Processing fee 10.–
Courses (external client groups), costs per lesson	CHF	150.– (including preparation)
Presentation by external presenters	CHF	Costs according to price quote

** Members of the University of Zurich, the University's hospitals (USZ, PUK, Balgrist, KISPI), the Careum Training Center, and the Kalaidos University of Applied Sciences, Department of Health Science, are considered internal client groups.*

All prices exclude VAT.