

Usage and fee regulations for the SBB Historic library

Valid as of 1 August 2011

1. Authorisation

The SBB Historic library in Berne is a publicly accessible library and part of the Informationsverbund Deutschschweiz Basel Bern (IDS Basel Bern, the information association for German-speaking Switzerland in Basel and Berne). In principle, it is open to anyone wishing to use it.

2. Registration

In order to borrow books or use other IDS Basel Bern library services, users must obtain a library card.

The following personal details will be saved electronically in the IDS Basel Bern user database when new members are added to the system: full name, date of birth, address, phone number, e-mail address, user group. This information will be stored in IDS' joint user database and will be available to all IDS libraries as required. It will only be used for internal purposes and will not be circulated further.

3. Loans and deadlines

Documents may be ordered at the SBB Historic library counter or online. The loan period lasts 28 days. If no other loan request has been submitted, loans may be extended to a maximum of 84 days. If a loan request is submitted, the current user will receive a free reminder once his/her loan period has come to an end.

Members wishing to obtain a document that is currently out on loan can reserve this electronically or in the library itself.

Reference materials (current journals, dictionaries, bibliophilic publications and works published before 1930) may not be borrowed. They may be consulted at the library and photocopied provided the original is in good enough condition.

Once an online order has been received, the library will send the requested documents by post for a fee. The documents must then be sent back to the library in advance of the deadline at the borrower's expense or brought back in person.

4. Liability

Members consulting or borrowing media are responsible for handling these carefully and are liable for any damage or loss. It is not permitted to distribute materials to third parties. The library will determine the cost of repairing or replacing lost or damaged media. Media are used at members' own risk. In particular, no liability will be accepted for damage to electronic devices.

5. Other provisions

Exceptions from these usage regulations will be approved solely by library management. Library management reserves the right to forbid members to use the library – either temporarily or permanently – in the event of a breach of these regulations.

Copying or any other kind of reproduction of media must be subject to the applicable legal provisions, in particular copyright and licensing laws.

6. Costs and fees

6. 1. Basic services

Loans

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|---|-------------------|----------------|
| • Loan of media from the SBB Historic library | Member collection | Free of charge |
| • Postage of media from the SBB Historic library – within Switzerland | Per item | CHF 10.00 |

One-off library card fee

- | | |
|----------------------------------|-----------|
| • For persons aged 20 or over | CHF 22.00 |
| • For young people aged under 20 | CHF 6.00 |

Fines

- | | |
|---|----------------|
| • Reminder upon expiry of the loan period (28 days) | Free of charge |
| • First warning (after eight days) | CHF 10.00 |
| • Second warning (after a further eight days) | CHF 10.00 |
| • Third warning (after a further eight days) | CHF 15.00 |

After the third warning, Art. 6.2 of these regulations (Compensation) will apply.

Collection costs

As incurred

6. 2. Compensation

For damaged media: repair costs

As incurred

For lost media:

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|--|--------------|
| • Any previous fines | See Art. 6.1 |
| • In the event of replacement by the user (administration fee per title) | CHF 30.00 |
| • In the event of replacement by the library (additional administration fee per title): | CHF 50.00 |
| • If still available from retail bookseller | Retail price |
| • If a book is out of print: administration fee (cost of reproduction, binding, copying) | CHF 50.00 |

6. 3. Additional services subject to a fee (collections, library and archive)

See price list entitled "SBB Historic collections, library and archive: additional fee-paying services".

SBB Historic is entitled to reduce or waive fees in certain justified cases, specifically when the use of materials is also in its own or in the public interest, e.g. for educational purposes.

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