

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

dated 1 March 2024

### The management of the Lucerne Central and University Library (Lucerne ZHB),

based on Section 6 (2) of the «Verordnung über das kantonale Bibliotheksangebot (SRL no. 421)» of 30 November 2007, as well as on the applicable service agreements between the Lucerne University of Applied Sciences and Arts (HSLU), the University of Lucerne (UniLU), and the University of Teacher Education Lucerne (PHLU) and the Lucerne ZHB,

**decides:**

#### 1. Purpose and scope

<sup>1</sup>These regulations govern the use of the Lucerne ZHB, the inventories, infrastructure and services.

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

<sup>3</sup>The house rules of the buildings of the respective locations apply in addition to these regulations on the use of the Lucerne ZHB.

<sup>4</sup>By using the Lucerne ZHB, users acknowledge these regulations and the applicable location-specific regulations.

#### 2. Opening hours

<sup>1</sup>The opening hours are set by the management in consultation with the Canton of Lucerne respectively with the three universities and published on the website of the Lucerne ZHB and on the websites of the HSLU, UniLU and PHLU.

<sup>2</sup>Different opening hours may apply for certain user groups at all locations.

#### 3. Fees and charges

The Lucerne ZHB can generally be used free of charge. The Lucerne ZHB can provide certain fee-based services. All fees and charges are published on the website of Lucerne ZHB or on the websites of HSLU, UniLU and PHLU.

#### 4. Enrolment and user pass

<sup>1</sup>Lucerne ZHB 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 and infrastructures of Lucerne ZHB. 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.

<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>Identification cards issued by Lucerne universities are also valid as user cards for the Lucerne ZHB. Even after the end of studies or employment at a Lucerne university, they can continue to be used as a user card for the Lucerne ZHB.

<sup>6</sup>Persons residing in Switzerland who do not set up a SWITCH edu-ID user account may be enrolled by Lucerne ZHB at the library location Sempacherstrasse. This registration only entitles you to use the local services within the SLSP Institution Zone "Central Switzerland Region".

#### 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.

<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. 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 borrowing and use of media marked accordingly in the catalogue is limited.

<sup>4</sup>Users are responsible for the careful handling of all media. Loss and damage must be reported to the library staff. In the event of media loss, users are obliged to bear the costs of replacement, regardless of whether the medium is later found or purchased. Expenses, in particular for replacement, repair and related activities will be invoiced.

<sup>5</sup>Fees are collected directly by Lucerne ZHB or by SLSP on behalf of Lucerne ZHB.

<sup>6</sup>The detailed lending conditions are published on the website of Lucerne ZHB or on the websites of HSLU, UniLU and PHLU. Users are personally responsible for their compliance with these conditions.

## **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. Media, copies and digitization requests**

<sup>1</sup>The Lucerne ZHB procures media, analog and digital copies from its own collection to users at cost.

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

## **8. Courier**

Two courier services are offered: a Central Switzerland courier with free delivery and a chargeable, Switzerland-wide courier (SLSP courier).

## **9. Interlibrary loans**

<sup>1</sup>The Lucerne ZHB 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.

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

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

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

## **11. Use of IT resources of Lucerne ZHB**

<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 ZHB.

<sup>3</sup>Furthermore, the «Nutzungsbedingungen ZHB-Notebooks», the «Terms of Use for IT Resources - Instructions on the use of IT resources at the University of Lucerne», the «IT regulations of the Lucerne University of Applied Sciences and Arts, UAS Central Switzerland» and the «Verordnung über die Informatiksicherheit und über die Nutzung von Informatikmitteln (SRL no. 26b)» shall apply.

## 12. Behaviour

<sup>1</sup>Mutual consideration is the basic prerequisite for a pleasant and undisturbed stay at the Lucerne ZHB. 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 their briefcases and bags can be checked.

## 13. Ban from entering and using the library

<sup>1</sup>The management of Lucerne ZHB 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 ZHB 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 ZHB excludes any liability, in particular

- (1) for damage and loss of items that users bring with them or store at the Lucerne ZHB,
- (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 (digital) 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 will be published on the Lucerne ZHB 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 Lucerne (ZHB Luzern) of 1 November 2023 as well as the terms of use of the HSLU libraries (Terms of Use of the Lucerne School of Engineering & Architecture Library dated 17 March 2021; Terms of Use of the Lucerne School of Social Work Library dated 1 March 2021; Terms of Use of the Lucerne School of Music Library dated 30 March 2021).



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