

Lucerne Central and University Library	
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Document

Terms of Use of the Library of Lucerne School of Business

1 January 2008 (Status: 13 June 2012)

The Director of Lucerne Central and University Library hereby enacts the following Terms of Use for the library of the Lucerne School of Business at Frankenstrasse 9, Lucerne:¹

1. Characteristics of the library

The library is managed by Lucerne Central and University Library and offers specialised literature on the content of courses taught at Lucerne School of Business, besides a range of general introductory materials on business. Its collection includes materials on controlling and accounting, finance and banking, real estate, communication and marketing, management and law, public management and economics, tourism and mobility, international management and economics, and business information technology.

2. Use of the library

The library is available to members of Lucerne School of Business as a place of study and for borrowing materials. It is a public library and is open to anyone in need of specialised information, also to those who are not members of Lucerne School of Business.

The library ensures that visitors with physical disabilities can access its materials.

The library staff is available to assist visitors during regular opening hours.

The library offers a range of materials, workspaces, copy machines and computer systems, as well as wireless internet access (for students and staff members of Lucerne School of Business). Use of and access to the IT systems is subject to separate terms and conditions of Lucerne Central and University Library and Lucerne School of Business.

¹ The Terms of Use of the Library of Lucerne School of Business are based on the ordinance for Lucerne Central and University Library [Verordnung über die Zentral- und Hochschulbibliothek Luzern] of 4 September 2001 (in force since 1 October 2001), on the directives that are based thereon and issued by its management [Weisungen der Direktion zur Benutzung der Zentral- und Hochschulbibliothek Luzern] regarding the use of Lucerne Central and University Library of 1 October 2001, and on the service agreement between Lucerne School of Business and Lucerne Central and University Library of 20 October 2007.

3. Opening hours

Library opening hours are:

- Monday to Friday from 08:00 – 18:30, Saturday from 9:30 – 14:00
- Reduced hours during semester breaks: Monday to Friday from 9:30 – 17:00
- Sunday and general public holidays: Closed

Members of staff of Lucerne School of Business can access the library with their HSLU Card 24 hours a day.

The library may close for approximately one week during a semester break to allow for updating the materials and cleaning the facilities.

4. Borrowing materials

In general, visitors may borrow materials from the library. This does not, however, apply to journals and newspapers, reference materials, diploma theses, and standard items of the reference section. Visitors who wish to borrow or reserve materials or to extend the period for items they have already taken out must register with the Information Network of German-Speaking Switzerland (IDS) and present an IDS or a HSLU ID card. Visitors without an ID card may obtain one at the library counter for a fee. Students can use their HSLU ID to register with IDS in the library.

Visitors can contact the library staff during opening hours when borrowing or returning materials. Staff members of Lucerne School of Business may borrow items outside of regular opening hours by checking them out on their own. Borrowing materials is free of charge. At the request and cost of registered IDS (Library and Information Network of German-speaking Switzerland) users, materials from the lending stock of Lucerne School of Business will be delivered by post.

The borrowing period is 28 days. It can be renewed for an additional 28 days, unless someone else has made a reservation. All materials must be returned after a maximum of 5 extensions of the borrowing period. The borrowing period may be reduced in special cases.

Borrowers will receive a reminder or an instruction, without charge, to return the item after the borrowing period has expired. If an item is not returned within 7 calendar days, additional reminders will be sent that are subject to a charge in accordance with the library's regulations on fees. Users of the library are expected to observe the return slips and user account information from the Online Public Access Catalogue. Claiming not to have received a reminder (by post or e-mail) is an unacceptable reason for returning an item late. In the case of items that are lost or not returned after the third reminder, the borrower will be charged their replacement cost at the purchase price, the reminder fees, as well as a processing fee of CHF 60 per item.

5. Using reference materials

Specialised journals, daily newspapers and other print materials are available in the library. Department heads and lecturers can ask to be informed by e-mail when new magazines and journals arrive.

Electronic journals, databases, e-books, and other electronic materials can be accessed online from the library. They are also available to staff members of Lucerne School of Business at their workstations and to students via special PC terminals in the buildings of the school or over the wireless system. Students and staff members of Lucerne School of Business also have the possibility to use the electronic resources from their home over their VPN.

Members of the Lucerne School of Business can view students' nonconfidential degree theses from the past three years in the library; theses from earlier years can be ordered for inspection one day in advance. The library maintains a separate database for research for degree theses.

Printed materials and printouts of electronic materials can be copied only if doing so complies with intellectual property rights.

The library and its staff cannot be held responsible for the consequences arising from materials that are made available or from information or other services the library provides.

6. Book security and video surveillance

The library is equipped with an anti-book theft system. Removing items from the library without permission is prohibited.

7. House rules

In order to ensure that all visitors can concentrate fully while in the library and use its materials without being disturbed, it is not permitted to smoke, eat, or use mobile phones on the premises. Moreover, it is not permitted to bring pets into the library. The upper floor is reserved as a quiet zone, and conversations and noise of any kind must be avoided.

The instructions of the library staff, in their absence, of Lucerne School of Business staff must be followed. All visitors to the library must show their ID if asked to do so by a member of the staff. The library staff has the right to conduct spot checks of the contents of visitors' folders and bags. The house rules of Lucerne School of Business are valid in the library as well.

8. Obligation to use due care

Visitors are entrusted with the library's materials and facilities on the basis of the due care principle. This means they are liable for any damage or loss they cause.

9. Sanctions

The library staff has the right to bar individuals from its premises if they violate these Terms of Use.

10. Entry into force

These Regulations enter into force on December 1, 2008.

Lucerne, November 13, 2007

Lucerne Central and University Library

The Director

Dr. Ulrich Niederer