

## **Implementary Regulations for the Usage Regulations of ETH-Bibliothek from 1 April 2015**

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Based on Art. 13 of the Usage Regulations of ETH-Bibliothek from 1 April 2015<sup>1</sup> and the decision of the Executive Board from 10 March 2015 (SLB 10.03.15-07.01),

*the Director of ETH-Bibliothek enacts the following implementary regulations:*

### **1. Section: General**

#### **Art. 1            Subject**

ETH-Bibliothek's Usage Regulations from 1 April 2015 form the basis for the Implementary Regulations. In addition to the Usage Regulations, the implementary regulations below apply. Only the articles that require more specific addenda are listed.

### **2. Section: Use of Library Holdings**

#### **Art. 3            Loans**

##### **Registration, Membership Card and User Account**

Registration is required to borrow documents and use other services of the ETH-Bibliothek. The online registration form is on the web page [[www.library.ethz.ch/Registrationform](http://www.library.ethz.ch/Registrationform)].

Students and members of staff are registered automatically when they join ETH Zurich. The ETH Card is activated for students and staff members for loans. The nethz login is used for services of ETH-Bibliothek that require registration.

Private individuals are required to present a valid, official ID at a NEBIS library to activate their account. They will then receive the non-transferrable membership card.

Changes of address have to be made online. Members of ETH Zurich can change their address at [www.adressen.ethz.ch](http://www.adressen.ethz.ch).

If a password is lost, a replacement password can be requested via e-mail. This requires the user's personal details. Members of ETH Zurich should contact ETH Zurich's IT Services Service Desk at [www.id.ethz.ch/servicedesk](http://www.id.ethz.ch/servicedesk). The loss of a membership card must be reported to ETH-Bibliothek or the home library<sup>2</sup> immediately. ETH-Bibliothek accepts no liability in the event of an improper use of the membership card by a third party.

##### **Loan Regulations**

Up to thirty documents may be ordered at once. As soon as the documents are charged to the user account, other documents may be ordered. Documents borrowed otherwise may be reserved. The maximum number of simultaneous loans is ninety-nine documents.

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<sup>1</sup> RSETHZ 221.11

<sup>2</sup> Home library: library in the NEBIS network used most frequently or where documents are collected most frequently.

### **Provision of Documents**

Documents are held ready for collection at the circulation desk for a period of seven days. This period can be extended for another seven days via e-mail.

A valid membership card is required for the collection. The documents may be collected by a third party. The membership card of the person ordering the document is accepted as authorisation.

### **Loan Periods and Extensions**

The users are expected to observe and comply with loan periods. Loans may be extended via the user account. A loan is automatically extended twice after the first regular loan period. The documents may then be extended another three times online until the maximum loan period is reached. An extension is only possible if the document has not been reserved by a third party.

#### **Loan periods**

##### *Journals*

- 3 days regular loan period
- 18 days maximum loan period

##### *Books, serial volumes, microfiches, language courses*

- 4 weeks regular loan period
- 24 weeks maximum loan period

##### *For the Baubibliothek: books, serial volumes*

- 2 weeks regular loan period
- 12 weeks maximum loan period

Once the maximum possible loan period has been reached, the documents must be returned to the circulation desk of a circulation network library.

### **Document returns**

It is possible to return documents at libraries participating in the NEBIS Circulation Network<sup>3</sup> or by post. This applies irrespective of the library where the documents were collected and whether they were ordered by e-mail or via the NEBIS Circulation Courier.

Documents are discharged from the user accounts when they arrive at the library. Return receipts are only issued upon request. ETH-Bibliothek is not liable for any losses, delays or damage that occur in the post.

### **Reminders**

Fines for the current month for ETH-Bibliothek documents may be paid in cash at the circulation desk at ETH Zurich's main building (Floor H) and at the Baubibliothek. The following month, ETH Zurich shall invoice any unpaid fines by way of a payment slip. After the third reminder for documents or after the second reminder for a fine, the user account is blocked.

Fines are only cancelled upon the production of a medical certificate.

### **Interlibrary Loans and Document Delivery**

ETH-Bibliothek provides documents or copies from documents that are not available through the Knowledge Portal or cannot be ordered online. The following delivery times usually apply:

- From Switzerland: approx. two weeks.

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<sup>3</sup> A list of the libraries participating in the circulation network can be viewed on the NEBIS website ([www.nebis.ch](http://www.nebis.ch)).

From abroad: two to six weeks.

The loan periods of the supplying library are binding.

Copies of articles and chapters from documents holdings of ETH-Bibliothek are delivered via e-mail and charged in accordance to the appendix to the ordinance on fees at ETH-Bibliothek ("Gebührenblatt").

Delivery period: twenty-four hours (workdays).

**Art. 4 Use of Documents excluded from circulation**

Documents excluded from circulation may not be removed from the premises. Ordered documents are essentially provided for viewing on one day, but may be reserved for longer by agreement.

**Art. 6 Reproductions of Original Documents**

The following source references must be indicated for the Max Frisch Archive: **Max Frisch Archive at ETH-Bibliothek, Zurich.**

**Art. 7 Copyright**

The use of electronic documents is regulated in licence terms, which can be viewed in the corresponding service provision of ETH-Bibliothek.

**4. Section: Opening Times, Liability and Fees**

**Art. 11 Duty of Care, Liability and Contraventions against the Usage Regulations**

Documents on loan and documents used in reading rooms are to be handled carefully, protected against damage and returned in a sound and complete state. Notes and underlining in any form are regarded as damage.

If a document is lost or returned in a damaged condition, ETH-Bibliothek will procure a replacement copy, another equivalent work or a reproduction at the user's expense. Repair or replacement costs and a processing fee is charged to the user.

**5. Section: Closing Provisions**

**Art. 12 Entry into Force**

These implementary regulations come into force on 1 June 2015.

Zurich, 01. 06. 2015

The Director of ETH-Bibliothek

Dr R. Ball