



## Usage Regulations of the University Library Zurich

(Dated 14.12.2021)

*The Executive Board of the University of Zurich,*

based on §§ 31 para. 4, 42 b, and 43 of the University Act dated 15 March 1998<sup>1</sup> and § 56 para. 4 of the University Statutes dated 4 December 1998,<sup>2</sup>

*hereby resolves the following:*

### **Section 1: General Provisions**

#### **§ 1 Basic Mandate and Scope of Application**

<sup>1</sup> The University Library Zurich (University Library), in cooperation with the Zentralbibliothek Zürich, provides for the library services of the University of Zurich (UZH) at several locations. Its offering is primarily aimed at researchers, teachers, and students at UZH. The library is open to the public.

<sup>2</sup> These regulations govern the use and fees of the University Library Zurich; they apply to all users availing themselves of the University Library's services.

#### **§ 2 Fees**

<sup>1</sup> The use of the library is, in principle, free of charge.

<sup>2</sup> Fees and compensation charges may apply to certain services and administrative work as set out in appendix 1. These are levied either by the University Library or, on its behalf, by the Swiss Library Service Platform AG (SLSP), or by other third parties charged with this task.

### **Section 2: Registration, User Account, Library Pass, and Data Protection**

#### **§ 3 Registration**

<sup>1</sup> The University Library is a member of the SLSP's Swiss library network. SLSP provides the library administration system for the University Library.

<sup>2</sup> Registration on the SLSP registration platform is required for borrowing and interlibrary loans of media and for the use of other University Library services. Registration is made via a personal SWITCH edu-ID account.

<sup>3</sup> Registration is open to natural persons resident in Switzerland or abroad and to legal entities headquartered in Switzerland.

<sup>4</sup> Legal entities headquartered in Switzerland may apply for a non-personal account at the University Library.

---

<sup>1</sup> LS 415.11

<sup>2</sup> LS 415.111



#### § 4 User Account and Library Pass

- <sup>1</sup> A user account and its corresponding library pass are personal and non-transferable.
- <sup>2</sup> After registration, the following items are accepted as library passes:
  - a. Library passes of all libraries that are members of the SLSP network,
  - b. The UZH Card of students and staff at UZH if the card has been activated as a library pass,
  - c. Library passes of other Swiss libraries that are members of the BibliOpass network, and
  - d. Student and staff ID cards from Swiss higher education institutions if these have been activated as library passes.
- <sup>3</sup> Staff of the University Library may at any time require a user to show official ID for the purposes of identification.
- <sup>4</sup> The owner of the library pass is liable for all borrowed media and interlibrary loans registered on the pass and for all of the fees and other compensation charges set out in appendix 1 that are levied to the user account.
- <sup>5</sup> The loss of a library pass is to be reported without delay to the University Library or to another member library of the SLSP network.

#### § 5 Data Storage and Data Protection

- <sup>1</sup> The University Library is entitled to collect and process personal data to the extent necessary to fulfill its tasks and to provide its services. Personal data are collected in particular for the purpose of registration and borrowing, for sending media (interlibrary loans) and copies, and for the use of computer workspaces.
- <sup>2</sup> The processing of personal data provided by the user in their SWITCH edu-ID account and to SLSP as well as the processing of usage data are subject to the data protection provisions of SLSP. Such data processing is carried out by SLSP on behalf of the University Library.
- <sup>3</sup> The following personal data are stored electronically: first and last names, date of birth, residential address, telephone number, and e-mail address. Further personal data such as student or staff ID number, sex, business address, business telephone number, and organizational identities may also be collected.
- <sup>4</sup> The following data are also saved and processed in the respective SLSP Alma Network Zone: medium, borrowing date, end of borrowing period, extensions to borrowing period, return date, dates of reservations and orders, reminders, overdue notices, and fees as well as blockings of accounts, usage restrictions, and exclusions from the library with a blocking notice.
- <sup>5</sup> Data are stored by SLSP on a server in the European Union. In addition to the University Library, all member libraries of the SLSP network have access to the stored data. Data are used solely for internal purposes to record the activities of the University Library, of another library in the SLSP Network, or of the SLSP itself and are not passed on to third parties. In the event that overdue notices from the University Library or SLSP go unheeded, data required to initiate debt collection proceedings may be passed on to a mandated, external debt collection agency. Data security is guaranteed through personnel, technical, and organizational measures.
- <sup>6</sup> The user may view the data stored in their SWITCH edu-ID account and user account at any time. Therefore, the right to information on stored personal data is guaranteed.
- <sup>7</sup> The user is personally responsible for making all necessary changes to their personal data and for deleting their user account in the SWITCH edu-ID account. The user is also responsible for the correctness of their data and for the adequate security of their account login data. In the event of incorrect or incomplete address details in a SWITCH edu-ID account, the necessary information may be obtained from the respective commune and the corresponding fee charged to the user.



<sup>8</sup> If the user account is closed as a result of the user revoking their consent to SLSP's use of data stored in their SWITCH edu-ID account, or if the user has their SWITCH edu-ID account deleted, then all personal data are deleted as long as no transactions (return of borrowed media or payment of fees and compensation charges) remain outstanding.

### **Section 3: Use of Media**

#### **§ 6 Reference Collection**

<sup>1</sup> The reference collection may be used only in specific rooms designated by the library. The University Library may require the user to deposit a piece of official ID as security for the period of usage on site.  
<sup>2</sup> The management of the University Library may issue additional implementation provisions for the use of the reference collection.

#### **§ 7 Borrowing**

<sup>1</sup> Electronic user registration as set out in § 3 and a user account with a library pass as set out in § 4 are required to order or to borrow media.  
<sup>2</sup> Removal of media from the library without due completion of the borrowing process is not permitted.  
<sup>3</sup> Borrowing is done by collection in person for no fee or by direct delivery for a fee as set out in the schedule of fees detailed in appendix 1.  
<sup>4</sup> The detailed borrowing conditions are determined by the management of the University Library and published on the website of the University Library. The borrowing availability and borrowing period for each medium are noted in the library's administrative system. The University Library may, for administrative reasons or for assigning media to semester and research reserves, impose temporary or long-term restrictions on the borrowing period or reservation possibilities of individual media.  
<sup>5</sup> The University Library may specify a maximum number of media that may be borrowed at any one time.  
<sup>6</sup> The user is personally responsible for complying with the detailed borrowing conditions.  
<sup>7</sup> Borrowing media from other libraries in the SLSP network or from other Swiss or foreign libraries (interlibrary loans, courier services) is subject to the conditions and borrowing periods of the library to which the medium belongs as well as to the provisions of appendix 1. If a user fails to collect a requested and correctly delivered order, the fees for the related services remain due.  
<sup>8</sup> The conditions set out in appendix 2 also apply.

#### **§ 8 Reservations**

<sup>1</sup> The user may reserve media.  
<sup>2</sup> If a reserved medium is not collected within the specified deadline, the University Library may make other use of the item.



## § 9 Overdue Notices

<sup>1</sup> Borrowed media are to be returned by their due date. The user is personally responsible for complying with due dates for returns. The timely return of borrowed media must also be provided for in the event of absences.

<sup>2</sup> The user must comply with reminders, recalls, and overdue notices within the specified deadline. Such messages are generally sent by e-mail from SLSP. Undeliverability of reminders, recalls, or overdue notices forms no grounds for late returns.

<sup>3</sup> After the due date expires, the user is automatically deemed in arrears and the process of overdue notices is activated. A maximum of three overdue notices with fines are dispatched as set out in appendix 1.

<sup>4</sup> If the user fails to heed a third overdue notice or fails to pay the fees and compensation charges due, an order for payment and debt collection procedure may be initiated. Additional fees may be levied.

<sup>5</sup> Charges are levied for unreturned media as set out in appendix 1.

<sup>6</sup> If a user fails to heed overdue notices or fails to pay fees and compensation charges on time, the University Library may refuse to lend out further media and to provide further services, and it may block the user's account.

## Section 4: Use of Library Facilities

### § 10 Entitlement to Use

The management may designate reserved areas at University Library locations for use by certain groups or individuals.

### § 11 Service and Opening Hours; Rules of Entry

<sup>1</sup> The management of the University Library determines the service and opening hours as well as the rules of entry for each location in cooperation with facility management teams and, as required, with other facilities at UZH.

<sup>2</sup> The service and opening hours as well as rules of entry are published on the University Library website.

### § 12 Study Spaces, Group Rooms, and Long-Term Workspaces

<sup>1</sup> Study spaces are provided at the various University Library locations for the purpose of personal scholarly work in the areas of study, research, and education.

<sup>2</sup> Group rooms serve as study and work rooms. If group rooms are not reserved, they may be used freely.

<sup>3</sup> Study spaces and group rooms are to be cleared prior to absences of several hours and prior to leaving the library facilities for the day. It is possible to reserve certain study spaces and group rooms using the designated reservation system. The conditions of use are published on the University Library website.

<sup>4</sup> Long-term workspaces can be used by students studying at the Master's thesis level and above. The offering and conditions of use are published on the University Library website under the information provided for each location.



### § 13 Copying of Media

<sup>1</sup> Self-service copy machines are provided at University Library locations for copying, printing, and scanning. The corresponding fees are set out in appendix 1.

<sup>2</sup> The management of the University Library may impose restrictions on the copying of particularly valuable and historical media.

### § 14 House Regulations

<sup>1</sup> The General House Regulations of the University of Zurich dated 25 February 2010 apply to all University Library facilities.<sup>3</sup> Persons breaching these regulations may be instructed to leave library facilities.

<sup>2</sup> Before users depart the library, the media they used must be borrowed, returned to their places, or placed in their designated reshelving container.

<sup>3</sup> Lost and found property is to be handed in to the lost and found office at UZH or to an information desk at the University Library.

<sup>4</sup> The use of mobile telephones is permitted only in designated rooms thus marked. Beverages may only be consumed from resealable drink containers.

<sup>5</sup> Discussions and group work are permitted only in designated spaces thus marked.

<sup>6</sup> Instructions from the library staff and other appointed persons are to be followed.

<sup>7</sup> The management of the University Library may issue additional provisions for individual locations.

### § 15 Control Measures

The library staff may, for the security of the library collection or for operational reasons, require users to show the contents of any folders and bags they brought into the library.

### § 16 Computer Workspaces and Internet Access

<sup>1</sup> Computer workspaces are provided at University Library locations for the purposes of scholarly work in the areas of study, research, and education. The use of computer workspaces for entertainment purposes is not permitted.

<sup>2</sup> Electronic media licensed to UZH may be used only in the legally agreed manner intended by the provider.

<sup>3</sup> The University Library provides internet access via the UZH network at available computer workspaces to users with a valid user account as set out in § 4. Use of the computer workspaces requires authentication. By logging in to the UZH network, the user accepts the provisions of the Regulations on the Use of IT Resources (REIM) at the University of Zurich dated 30 November 2017 as well as any further guidelines and security rules published on the Information Technology office's website.<sup>4</sup>

<sup>4</sup> The University Library accepts no liability of any kind for the content of third-party websites, or when these are accessible via a link. It is not liable for third-party data, damage to or loss of data, or any other outcomes arising from use of the internet by users. It is also not liable in the event of misuse by third parties.

### § 17 Lockers

---

<sup>3</sup> LS 415.111.411

<sup>4</sup> <https://www.zi.uzh.ch/en/students/it-security/guidelines-and-security-rules.html>



<sup>1</sup> Lockers (day lockers and long-term lockers) are made available to library users at various University Library locations.

<sup>2</sup> Lockers are to be handled with care, guarded from damage, and kept clean. The use of more than one locker at any one time is not permitted.

<sup>3</sup> Day lockers are to be emptied daily. Upon request, long-term lockers may be used for ongoing or recurring storage of personal work materials for the fee set out in appendix 1.

<sup>4</sup> In the event of unauthorized use or use that breaches the relevant regulations, lockers may, without prior notice, be opened and emptied by library staff. Objects removed when emptying a locker are handed in to the appropriate UZH lost and found office. Perishable goods are disposed of immediately. The user must reimburse UZH for costs incurred in connection with emptying the locker as set out in appendix 1.

<sup>5</sup> In the event of locker key loss, the user is liable as set out in appendix 1.

<sup>6</sup> The management of the University Library may issue additional provisions on the use of lockers and publish them on the University Library website.

## **Section 5: Liability, Copyright, and Offenses**

### **§ 18 Liability for Damage, Loss, and Information**

<sup>1</sup> Notes or marks made on media are considered damage. Such damage, other damage to media incurred before the time of borrowing, missing inserts, and damage to furniture are to be reported to the library staff without delay.

<sup>2</sup> The user must treat the media and furniture of the University Library with care. The user is fully liable for any damage or losses caused. In addition, the user is subject to fees for the resulting administrative expenses as set out in appendix 1. The right to pursue criminal prosecution remains reserved.

<sup>3</sup> The University Library is not liable for damage to or the loss of objects that are brought into its facilities or stored in its lockers. This exclusion of liability also applies to the loss of and damage to objects that are removed from lockers in the event of unauthorized locker use.

<sup>4</sup> The University Library excludes all liability for the outcomes of a user's use of information, data, and information storage devices.

### **§ 19 Copyright Provisions**

<sup>1</sup> Users may use media and produce, send, and use copies of media solely for their own personal use. Transferring media and copies to third parties and using them for commercial purposes is forbidden.

<sup>2</sup> It is the user's responsibility to be aware of the legal situation pertaining to copyrights. The University Library excludes all liability in the event of copyright infringements.

### **§ 20 Offenses**

<sup>1</sup> A person is deemed to have committed an offense when the person breaches the provisions of §§ 4–6 of the General House Regulations of the University of Zurich dated 25 February 2010 or § 6 para. 1, § 7 para. 2 and 6, § 9 para. 1 and 2, § 14 para. 1 and 6, § 16 para. 1–3, § 17 para. 2, and § 19 para. 1 of these regulations or when the person misuses in any other way the facilities of the University Library or its services.

<sup>2</sup> A person who commits an offense as set out in paragraph 1 or whose behavior makes the continuation of their user relationship with the library untenable may, for a limited or unlimited period, be partly or fully excluded by the management of the University Library from using University Library facilities. In this event, all obligations of the offending person arising from their use of the library remain outstanding.

<sup>3</sup> The type and duration of usage restrictions or exclusion from the library are determined in consideration of the level of harm or threat posed to the interests of the University Library as well as the culpability, motives, previous behavior, and personal situation of the offending person.

<sup>4</sup> The right to pursue disciplinary action, employment law action, and criminal prosecution remains reserved in all cases.



<sup>5</sup> The University Library is authorized to inform member libraries of the SLSP network of any usage restrictions or exclusions imposed.

## **Section 6: Final Provisions**

### **§ 21 Implementation Provisions**

The management of the University Library may issue additional implementation provisions.

### **§ 22 Entry into Force**

These regulations enter into force on 1 January 2022.

This is a translation of the original document in German. The translation is provided for information purposes only and has no legal bearing. Only the German document is legally binding.

On behalf of the Executive Board of the University of Zurich

Zurich, 14 December 2021

Prof. Dr. M. Schaepman  
President

Prof. Dr. Christian Schwarzenegger  
Vice President of Faculty Affairs  
and Scientific Information



## Appendix 1: Schedule of Fees (Version: 1 January 2022)

### 1. Library Passes

Library pass		Free of charge
--------------	--	----------------

### 2. Borrowing Fees

#### 2.1 Borrowing Media from the University Library Collection

Collection in person		Free of charge
Postal delivery, per medium	CHF	12

#### 2.2 Borrowing Media from Collections of Other Swiss and Foreign Libraries (Interlibrary Loans)

From libraries in Switzerland, per medium	CHF	12
From libraries in the European Union, per medium	CHF	24
From libraries outside the European Union, per medium	CHF	36

### 3. Late Fees

Reminder		Free of charge
First overdue notice	CHF	5 per medium
Second overdue notice	CHF	+5 per medium
Third overdue notice	CHF	+10 per medium
Unreturned media	CHF	Cost of replacement item + administrative fee of 50





## 4. Copies

### 4.1 Use of Copy Machines at Library Locations

The fees of UZH Print Plus apply to copies made by users.

### 4.2 Delivery of Ordered Copies

#### Delivery of Copies Ordered from University Library Collections to Non-Commercial Clients

*(Libraries, universities of applied sciences, public institutions, private individuals)*

*Free of charge for UZH staff using the designated ordering process*

Digital copy, delivery by e-mail	CHF	5 / per 20 p. of original
Hard copy, format A4/A3, b/w, postal delivery	CHF	7.50 / per 20 p. of original

#### Delivery of Copies Ordered from University Library Collections to Commercial Clients

Digital copy, delivery by e-mail	CHF	25 / per 20 p. of original
Hard copy, format A4/A3, b/w, postal delivery	CHF	27.50 / per 20 p. of original

#### Delivery of Copies Ordered from Collections of Other Swiss and Foreign Universities to Non-Commercial Clients

*(Libraries, universities of applied sciences, public institutions, private individuals)*

*Free of charge for UZH members using the designated ordering process*

From libraries in Switzerland, digital copy, delivery by e-mail	CHF	5 / per 20 p. of original
From libraries in Switzerland, hard copy, format A4/A3, b/w, postal delivery	CHF	7.50 / per 20 p. of original
From libraries outside of Switzerland, digital copy, delivery by e-mail (standard rate)	CHF	8 / per 20 p. of original
From libraries outside of Switzerland, digital copy, delivery by e-mail (premium rate)	CHF	25 / per 20 p. of original
From libraries outside of Switzerland, hard copy, format A4/A3, b/w, postal delivery (standard rate)	CHF	10.50 / per 20 p. of original
From libraries outside of Switzerland, hard copy, format A4/A3, b/w, postal delivery (premium rate)	CHF	27.50 / per 20 p. of original

(Depending on the source library, premium rates may apply to orders from outside of Switzerland.)



## Delivery of Copies Ordered from Collections of Other Swiss and Foreign Universities to Commercial Clients

From libraries in Switzerland/abroad, digital copy, delivery by e-mail	CHF	25 / per 20 p. of original
Hard copy, format A4/A3, b/w, postal delivery	CHF	27.50 per 20 p. of original

### 5. Database Research Order

Costs charged on a time-spent basis	CHF	50 / per half hour
-------------------------------------	-----	--------------------

*Time spent is rounded up to the half hour.*

### 6. Other Fees

Lost media	CHF	CHF 30 administrative fee + replacement cost
Repair of damaged media	CHF	Cost of repair
Long-term locker rental (per semester)	CHF	20
Emptying of locker	CHF	10 administrative fee
Loss of locker key	CHF	50 administrative fee
Courses (external client groups), cost per lesson	CHF	150 (including preparation)
Courses given externally	CHF	Cost as per individual quote
Obtaining address information (residents' registration office, etc.)	CHF	20
Fees for SLSP courier (after joining UZH)	CHF	6



## Appendix 2: Detailed Borrowing Conditions According to Place of Residence or Legal Domicile

The following restrictions apply to users with a residential address outside of Switzerland with the exception of members of a recognized Swiss higher education institution.

Place of residence or legal domicile in Switzerland	Place of residence close to the Swiss border (<100 km)	Place of residence outside of Switzerland
<ul style="list-style-type: none"> <li>Loans of up to 500 media at any one time from the University Library and the Zentralbibliothek Zürich</li> <li>Reservations of up to 50 media at any one time</li> <li>Orders of up to 25 copies at any one time</li> <li>Media from the University Library and the Zentralbibliothek Zürich deliverable by post to home address</li> <li>Media from other libraries in Switzerland and abroad deliverable to the University Library</li> </ul>	<ul style="list-style-type: none"> <li>Loans of up to 500 media at any one time from the University Library and the Zentralbibliothek Zürich</li> <li>Reservations of up to 50 media at any one time</li> <li>No services for interlibrary loans, orders of copies, or postal delivery</li> </ul>	<ul style="list-style-type: none"> <li>Loans of up to 5 media at any one time from the University Library and the Zentralbibliothek Zürich</li> <li>Reservations of up to 5 media at any one time</li> <li>No services for interlibrary loans, orders of copies, or postal delivery</li> </ul>