



Terms of use for the library of the Swiss Ornithological Institute

Valid from 7 December 2020

1. About the library

The library of the Swiss Ornithological Institute is one of the most extensive collections of ornithological literature in Europe. It has a stock of books, brochures, periodicals and electronic media such as CDs and DVDs, mainly on birds. The library also collects material on nature conservation and other branches of natural science (ecology, zoology, botany, forestry).

2. Using the library

The library primarily serves the employees of the Swiss Ornithological Institute but can also be accessed by volunteer collaborators, students and other interested members of the public.

The library offers a range of books and media, work stations, photocopiers and scanners as well as computers and wireless internet access.

The library staff is available to help with any enquiries.

3. Opening times

The library is open to external users during the following times:

- Monday to Thursday, 8.00 – 12.00 and 13.30 – 17.00. Advance notice is required.
- Visits outside opening hours are available on request.
- Closed on Sundays and public holidays

4. Borrowing

Many items in the collection can be borrowed by external users. Users may take out up to five items at a time.

Journals, reference books, field guides and reference copies of core publications may not be checked out.

To borrow items, users must register with the library first. Borrowed items may not be passed on to third parties.

Items can be checked out and returned to the library on-site during opening hours or by post.

Borrowing is free of charge. Items may be kept on loan for 28 days. If there is no reservation by another user, the loan can be renewed once for a further 28 days.

It is the user's responsibility to adhere to the lending periods and return items on time.

When the lending period expires, users will receive an initial reminder free of charge. A fee will be charged for all further overdue notices.

Not receiving an overdue notice (by post or email) will not be accepted as an excuse for returning an item after the due date. It is the user's responsibility to ensure that items are returned on time even in case of absence.

For lost items or those not returned after the third overdue notice, users will be charged the replacement cost of the item plus a handling fee in addition to the overdue fines.

Registered users can request items that are available for borrowing to be delivered by post against payment of a fee.

5. On-site use

Reference books, field guides, reference copies of core publications and journals can be consulted in the library.

Electronic journals, databases, e-books and other electronic media can be accessed online at the library.

Copies of print media and printouts of electronic media may only be produced in compliance with copyright.

The library and its staff shall not be liable for any consequences which may arise from the contents of the library's media, information provided by library staff, or other library services.

6. Code of conduct in the library

To ensure that all users can work undisturbed, smoking, eating and using mobile phones is prohibited in the library. Pets are also not allowed.

Users are requested to comply with directions given by library staff. All users must show proof of identity when asked to do so by library staff. Library staff is authorised to perform random bag checks. The Ornithological Institute's house rules also apply to the library.

7. Fees

Using the library and its resources is free of charge.

The following fees are charged for overdue notices:

Initial reminder	free of charge
1st overdue notice	CHF 5.00 per item
2nd overdue notice	CHF 5.00 per item
3rd overdue notice	CHF 10.00 per item

Users shall also be billed for:

- loss of an item: handling fee of CHF 30.00 plus replacement cost of the item
- delivery by post: CHF 12.00 per item (A-Post)
- copies made by users on site: CHF 0.10 per page
- copies made by staff on site: CHF 0.30 per 20 pages
- Other special library services will be charged at cost.

8. Duty of care

We trust that users will handle all media items and library equipment with care. Users shall be held responsible for any loss or damage of library materials while in their charge.

9. Sanctions

The library staff has the right to expel users from the library should they violate the terms of use.

10. Entry into force

These terms of use shall enter into force on 7 December 2020.

Sempach, 7 December 2020

Swiss Ornithological Institute

PD Dr. Gilberto Pasinelli
Scientific director
Member of the board of directors

Patricia Düring Kummer
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