

Secretariat General

June 2010

Provisions governing use of the library

Dear user

The Swiss National Bank (SNB) maintains a library whose purpose is to provide its staff with specialised literature. The library has sites in both Zurich and Berne. It is part of the NEBIS library network and is also available to the general public. However, priority is given to internal requirements. To ensure that we can obtain for you the items you require as quickly and easily as possible, we ask you to observe the following provisions governing the use of the library.

The library team is happy to assist you during opening hours with advice, information or lending services.

We are always grateful for helpful comments or suggestions.

1 The collection

The library collection consists mainly of specialised economic literature as well as publications of the SNB and other central banks (hereafter referred to as 'media').

The main focus of the collection is as follows:

Zurich site

Banks, finance, money and capital markets, monetary policy, international organisations, business cycles, macroeconomics and microeconomics, central banking, economic and financial policy, payment transactions

Berne site

Banknotes, coinage, numismatics, monetary gold

2 Addresses

Swiss National Bank
Library
Fraumünsterstrasse 8
8001 Zurich
Telephone: +41 44 631 32 84
Fax: +41 44 631 41 18
E-mail: library@snb.ch
Website: www.snb.ch

Swiss National Bank
Library
Bundesplatz 1
3003 Berne
+41 31 327 01 48
+41 31 327 02 21
library@snb.ch

Online library catalogue (NEBIS catalogue): www.nebis.ch

NEBIS designation: SNB-ZH

SNB-BE

3 Opening hours

Zurich library

Monday – Friday 08.00 – 12.00
 13.00 – 17.00

Berne library

Monday – Friday 09.00 – 12.00

Visits as agreed by telephone

4 Eligibility

People are eligible to use the library from the age of 16 onwards.

Users wishing to borrow media must have a valid NEBIS user account and need to show a valid NEBIS user ID card (or a valid official ID card, as the case may be).

The library issues NEBIS user ID cards. The following data are stored in the NEBIS database at the time of application for the card: family name, first name, date of birth, address, telephone number, e-mail address, user group. These data are used for library purposes only and are not passed on to third parties. This also applies to information relating to the media borrowed. With the agreement of the user, the data are stored in the joint user database maintained by the *Informationsverbund Deutschschweiz* (German Swiss information network, IDS for short); any library in the IDS can make use of them if required.

If the user ID card is lost, the user service of a NEBIS library should be notified by phone or e-mail.

In the event of a change of address, the library should be informed immediately. Alternatively, the user may enter the new address personally via the NEBIS catalogue.

5 Borrowing

Media may be borrowed free of charge from SNB libraries or from other libraries belonging to the NEBIS network, or by post (only in Switzerland) against payment of a fee.

The loan period for media is 30 days. An application for renewal may be made (by phone or e-mail) if the item has not been ordered by another user. However, if this is the case, the item will be recalled after the guaranteed period has expired.

Items that are currently lent out can be reserved. Once the item has been returned to the library, you will be invited to pick it up.

Borrowed media must be returned by the due date either to the SNB library owning the item in question, or to another library belonging to the NEBIS network. You should therefore consult your user account in the NEBIS catalogue regularly in order to check the dates of your borrowed media.

If absences such as foreign trips, holidays, military service, etc. might cause the loan period to expire, you should return your borrowed media ahead of time, or renew the item.

The library will not cover the costs of losses or delays in shipping. It is therefore advisable that media returns be sent by registered mail and the postal receipts retained. The date of return is deemed to be the

date when the borrowed item is logged back in at the SNB library owning the item in question, or at another library belonging to the NEBIS network.

As soon as the loan period has expired, the user will receive a recall notice by post or e-mail. Recall notices are free of charge; reminders bear a charge.

Non-receipt of notifications (recall notices and reminders sent by post or e-mail) will not be accepted as a justification for late returns (please take note of charge-out slip and user account).

If a third reminder is sent but is unsuccessful, the user will be excluded from further use of the library. Moreover, an application for debt collection will be filed. The costs involved will be charged to the user.

6 On-site collection

Old holdings, journals, special collections of media in the areas of law and art, and works of reference must be consulted on site (in the reading room). Please contact the library on these matters.

Journals relating to the current year circulate within the SNB. You should therefore check with the library prior to your visit whether the issue you require is available.

A small reading room with the NEBIS catalogue, a photocopy machine and access to the internet is available to users. The facilities for public use may be used to retrieve online SNB services free of charge and to carry out NEBIS catalogue searches. They must not be used for other purposes (surfing, chatting, e-mail dispatch). The SNB reserves the right to log all internet traffic.

7 Costs and charges

Charges for media borrowed by post are listed by individual item, and invoices are sent periodically. Charges are based on the currently valid schedule of charges and fees issued by the NEBIS network.

Borrowing charges and overdue fines must be paid to the NEBIS network, using a payment slip. The library does not operate a cash desk.

8 Photocopies and reproductions

Photocopies cannot be ordered and must therefore be made on site by users themselves (costs will be charged).

When making photocopies or engaging in any other kind of reproduction of media the user must comply with the current statutory provisions, in particular with legislation on copyright and licensing.

9 Liability

Media must be handled carefully and returned undamaged. Borrowed media may not be passed on to third parties. The most recent borrower will bear consequential liability for damages. The library must be informed of any existing damage (e.g. marks, torn pages, missing enclosures) immediately.

If media are lost, or if they are returned in a very damaged condition, the library will obtain a replacement copy at the users' cost. Repair or replacement costs will be charged to the user, as well as a handling fee. Users may obtain a replacement copy themselves, with the consent of the library.

Use of the media is at the users' own risk. The SNB will not accept liability of any kind.

Library management