

Library

Zurich, 7 June 2021

library@snb.ch

Provisions governing use of the library

The Swiss National Bank (SNB) maintains a library whose purpose is to provide its staff with specialised literature. It is part of the SLSP (Swiss Library Service Platform) network and is also open 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 SNB Forum opening hours with advice and information, as well as with services relating to lending.

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 on the following areas:

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

2. Opening hours

Monday – Friday	9.30 am to 4.30 pm
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3. Addresses

Location	Swiss National Bank SNB Forum Fraumünsterstrasse 8 CH-8001 Zurich
Parcel post	Börsenstrasse 15 CH-8001 Zurich
Letter post	P.O. Box CH-8022 Zurich
Tel.	+41 58 631 11 50
Email	library@snb.ch
Internet	www.snb.ch General public, Service, SNB library
Online library catalogue Swisscovery (special libraries Zurich region)	zh.swisscovery.slsp.ch
Name listed under special libraries Zurich region	Schweizerische Nationalbank Bibliothek

4. Eligibility

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

Users wishing to borrow media must have a valid SWITCH edu-ID registered with SLSP and need to show a user ID card linked to it (or a valid official ID card, as the case may be).

Users must register with SLSP themselves. During the registration process, they consent to the following personal data being forwarded to SLSP: family name, first name, date of birth, address, telephone number, e-mail address. These data are visible to the SLSP libraries. They are used for library purposes only and are not passed on to third parties. This also applies to information relating to the media borrowed.

The SNB library can issue an SLSP library card for your registered account on request.

Any changes to your contact details must be updated in your SWITCH edu-ID account immediately.

5. Borrowing

Media may be borrowed free of charge from the SNB library or against payment of a fee from other libraries that use SLSP Courier, or by post (only in Switzerland).

The guaranteed loan period for media is 28 days. It will be renewed automatically 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 library owning the item in question, or to another library that uses SLSP Courier. You should therefore consult your [Swisscovery](#) user account 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 be exceeded, 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 media is logged back in at the SNB library or at another library that uses SLSP Courier.

As soon as the loan period has expired, the user will receive a recall notice. Recall notices are free of charge; reminders are subject to 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 check-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, works of reference and media in the area of law must be consulted on site (in the SNB Forum). Please contact the library in this regard.

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 photocopier and access to the internet are available to users in the SNB Forum. The public terminal may be used to access online SNB services free of charge and to carry out Swisscovery catalogue searches. It must not be used for other purposes (surfing, chatting, e-mails). 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 SLSP.

Borrowing charges and overdue fines must be paid to SLSP. The library does not operate a cash desk.

8. Photocopies and reproductions

Photocopies and scans cannot be ordered. Users can take photos or make copies themselves on site at the SNB Forum.

When making photocopies or engaging in any other kind of reproduction of media, users 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 be held liable 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 badly damaged condition, the library will obtain a replacement copy at the user's 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