



Conditions of Use

SFUVET LIBRARIES

Art. 1 Purpose

¹ SFUVET's libraries are public but are primarily intended for its employees and students as well as members of the public with an interest in vocational education and training (VET).

² SFUVET's libraries are members of the Swiss Library Service Platform (SLSP), the Swiss network of libraries. Their services for the use and loan of documents are based on the provisions of SLSP's catalogue.

Art. 2 Registration via SWITCH edu-ID

¹ Registration with the Swiss Library Service Platform (SLSP) is required to loan documents and use the other services of SFUVET's libraries. Registration is free of charge and can be carried out via registration on SWITCH edu-ID using the SLSP registration platform ([link](#)).

² The following personal data will be stored: surname, first name, date of birth, address, telephone number, e-mail address. Other personal data, such as the enrolment number, gender, business address and telephone number and organisational identity data. The data will be stored on a server in the European Union, will only be used for internal purposes and will not be passed onto third parties.

³ Users can update their personal data and cancel their account independently via SWITCH edu-ID. The staff of SFUVET's libraries cannot make changes to the personal data of users. The user will ensure the accuracy of the data and will keep the password chosen secure.

However, the Alma/Primo data can be changed if an organisation changes the user's organisational identity data. For example, if a student completes their studies, the university will remove the user's organisational identity. For SLSP this could mean that the user's privileges for the loaned documents may change as the user is no longer affiliated to the university.

⁴ A membership card, which can be issued by any loan desk at SFUVET's libraries, is required for lending. Membership cards issued by SLSP libraries are also valid.

⁵ The staff of the SFUVET libraries may request an ID document to verify the identity of users. Users may only have one personal user account.

⁶ The SFUVET library or another SLSP library must be notified as soon as possible if the library card is lost.

Art. 3 Opening hours

¹ The libraries' opening hours can be viewed on the relevant pages of SFUVET's website and are indicated on notices.

Art. 4 Liability

¹ Users of documents are responsible for any damage or loss to them. The library will charge for the costs of repairing or replacing lost or damaged documents.

² Loaned documents are protected by copyright law and licensing provisions which will be observed in all forms of use.

³ The use of documents is at the user's own risk. SFUVET's libraries accept no liability.

⁴ The libraries of SFUVET are responsible for the loss of a document sent by post up to the point of delivery of the consignment by the post office to the user's place of receipt. The user is responsible from the point of delivery of the consignment at the place of receipt up until the delivery of the book to SFUVET's libraries (items can be returned to the loan desk, the returns box or by post).

Art. 5 Loans

¹ The loan of documents from the collections of SFUVET's libraries is free of charge.

² Each user can loan a maximum of 100 documents from SFUVET's libraries at the same time.

³ The general loan period for documents is 28 calendar days and is automatically extended by 28 calendar days up to five times unless the documents are requested by other users. Loaned documents must be returned by the end of the loan period indicated at the latest. Information about special loan conditions of the individual libraries is available on site or on the website of the library concerned.



⁴ The user must ensure loaned items are returned on time, even in their absence. After the expiry of the loan period, the user will be deemed overdue.

⁵ A fee will be charged for reminders about overdue documents based on SLSP's fees schedule.

⁶ Reminders/notifications not received (by post or e-mail) will not be accepted as reasons for late returns.

Art. 6 Media available on site

¹ The availability of physical documents can be viewed in the online catalogue of the library concerned. The documents available on site are labelled as such in the library's catalogue and can be viewed in the relevant sections of the library.

Art. 7 Courier service, requesting copies and interlibrary lending

¹ SFUVET's libraries work with the SLSP courier service. Charges apply for consignments sent via the SLSP courier service.

² SFUVET's libraries provide an interlibrary lending service and a copying service for items in their own collections. Charges apply for these services.

Art. 8 Copies and reproduction

¹ The current legal provisions and in particular the provisions on copyright and licensing apply to copying or any other form of reproduction of documents. The user is responsible for obtaining information on the [Federal Act on Copyright and Related Rights](#).

² Not all documents can be copied for conservation reasons.

Art. 9 Charges and fees

¹ The fees charged by SFUVET's libraries for fines, postal delivery, the requesting of copies and courier services are set out in the lists of fees of the libraries at the respective locations.

Art. 10 Statutes

¹ The use of SFUVET's libraries implies acceptance of the relevant Statutes.

² The instructions of the library staff will always be respected.

Art. 11 Exclusion of use and prohibition of access to the library

¹ The violation of the applicable Conditions of Use or Statutes, disturbance of library activities, inappropriate behaviour or damage to library property may result in temporary or permanent exclusion from the use of library services or prohibition on accessing the library.

Art. 12 Entry into force

These Conditions of Use for SFUVET's libraries enter into force on 7 December 2020 and replace all previous versions.