

Conditions of use Library at the Lucerne School of Engineering and Architecture

1. General provisions

In addition to basic literature, the library at the Lucerne School of Engineering and Architecture provides specialist literature on the teaching and research topics at the Lucerne School of Engineering and Architecture. The library is open to the public, with the services on offer aimed at students, teachers and employees at the Lucerne School of Engineering and Architecture, plus interested parties from outside the university.

2. Opening hours

¹ The normal opening hours of the library are as follows:

Monday to Friday 08:00 – 17:30

Saturday 08:00 – 10:30

² Reduced opening hours during holidays and unplanned closures will be published on the library website.

3. Registration

¹ Anyone wishing to lend media from the library has to register by presenting their identity card or HSLU Card.

² The following personal data is stored digitally by the library: surname, first name, date of birth, address, phone number, e-mail address, user group.

³ The library must be informed immediately in the event of changes to personal data. Alternatively, users can also make the changes themselves online. There is no automatic exchange of data between the school administration and library. The stored data can be seen at any time in the user account. The user ensures that the data is correct at all times.

⁴ The personal data will also be used for registration purposes within the libraries in the Information Association of German-speaking Switzerland (IDS). The use of inventories within the network is subject to the regulations of the lending library or the IDS network.

⁵ By registering, the users acknowledge the conditions of use.

4. Library card

¹ Following registration, the user receives an IDS library card. The issue of this card is subject to charge. A valid HSLU Card from the Lucerne University of Applied Sciences and Arts can also be used instead of the library card. The HSLU Card can continue to be used as a library card after the user's employment or studies at the university have ended.

² Library cards from other Swiss libraries that are part of the BibliOpass network and student or employee ID cards issued by other Swiss universities can also be used as a library card.

³ The user number and corresponding password can also be used for ordering, reservations and lending in all other IDS libraries.

⁴ Loss of the library card must be reported immediately. A replacement card is subject to charge.

⁵ The library card must be shown for each loan and is non-transferable.

5. Lending media

¹ Media that are not subject to restrictions can be lent.

² The number of media that can be lent at one time can be limited by the library management team.

³ Each loan and return is electronically logged. Media can also be lent using the self-service checkout machine.

⁴ It is not permitted to pass the lent media on to other persons.

⁵ The users are responsible for treating the media with care. It is not permitted to make any markings, notes, repairs or other modifications to the media. Library staff must be notified of any damages detected or caused by the user, or loss of the media. If no notification is made, then it is assumed that the respective media were in perfect condition at the time of lending.

6. Courier service and interlibrary lending

¹ The library is affiliated with the Luzerner Kurier and IDS-Kurier services (IDS-Kurier subject to charge).

² For a fee, the library can send media from its own inventory by post and can also obtain media and copies from the inventories of other libraries at home and abroad.

³ The lending conditions conform to the provisions of the library that owns the media.

7. Lending periods

¹ The fixed lending period for media is one month (28 days). Provided the item in question has not been reserved by another user, the lending period is automatically extended twice. After this point, the lending period for any non-reserved media can be extended manually an additional three times.

² Some media have a shortened lending period of two weeks (14 days). The lending period can be extended twice by two weeks (14 days).

³ In exceptional cases, the lending period can be restricted.

⁴ The user must ensure that the lent media are returned within the applicable lending period, even in the event of absences.

⁵ After the lending period has expired, the user receives a reminder or recall free of charge (by post or e-mail). If the media are not returned within seven calendar days, the user receives a warning (subject to charge).

⁶ The non-receipt of reminders, recalls or warnings (by post or e-mail) is not considered a sufficient reason for late returns. Users are obliged to pay attention to the loan receipt and the online user account.

⁷ For loans from other libraries (via courier or interlibrary lending), the lending periods from the lending library apply.

8. Returns

¹ Media from the libraries at the Lucerne University of Applied Sciences and Arts, the Central and University Library, Lucerne (ZHB), the Pädagogisches Medienzentrum (PMZ) and other libraries that are affiliated with IDS-Kurier can be returned to all libraries at the Lucerne University of

Applied Sciences and Arts, the Central and University Library, Lucerne (ZHB) and the Pädagogisches Medienzentrum (PMZ).

² At the Lucerne School of Engineering and Architecture, media can be returned via the slot at the information desk or outside opening hours via the container in front of the library entrance.

³ Returns by post are also possible.

⁴ The time at which the lent media is logged as returned by the library staff shall apply as the return date.

9. Use of reference works

¹ Reference works (e.g. daily newspapers, references and semester reserves) can only be consulted at the library.

² Copies can be made for personal use.

10. Workstations

¹ The library provides a number of workstations.

² A campus login from the Lucerne University of Applied Sciences and Arts is required for using the PC workstations.

11. Copying equipment

¹ The library has a copier/printer/scanner. Printing and making copies is subject to charge. Copies may only be made provided they comply with copyright.

12. Lockers

¹ The library provides lockers. The conditions for using the lockers can be found in Appendix 1 ("Conditions of use for lockers").

13. Fees

¹ The use of the library and its resources is free of charge, with the exception of the fees detailed in Appendix 2.

14. Duty of care and liability

¹ The media and equipment at the library are entrusted to the care of the user. In the event of loss or damage, the person responsible is held liable.

² The instructions of the library staff must be followed at all times. Repeated or serious violations of the conditions of use or non-adherence to the instructions of the library staff can lead to expulsion and banning orders being issued by the library management team.

³ To the extent permitted by law, the library accepts no liability for copyright violations by users or for damages. The users themselves are responsible for adhering to copyright.

⁴ The library accepts no responsibility for the accuracy and completeness of information and data.

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APPENDIX 1: Conditions of use for lockers

- ¹ The lockers in the library at the Lucerne School of Engineering and Architecture are available free of charge to registered users.
- ² The right to locker use is personalized and non-transferable.
- ³ Keys for the lockers can be obtained from the information desk at the library. The loan is logged in the library account.
- ⁴ The lockers can be used for a period of one month (28 days). Provided the locker has not been reserved by another user, the loan of the locker can be extended by the library staff. After the loan period has expired, a reminder is sent and the locker must be emptied and cleaned within seven days.
- ⁵ If the key is returned late, fees are charged in the same way as for lent media (see Appendix 2, Conditions of use, Library at the Lucerne School of Engineering and Architecture). If there is no response to the final warning, the locker will be opened by the library staff. The contents will be removed and treated as lost property.
- ⁶ If the locker key is lost, the user will be charged a fee of CHF 60.
- ⁷ Library media that has not been logged or lent according to the library account may not be locked inside the lockers.
- ⁸ The lockers must be treated with care and protected against damage and soiling. Users are liable for any damages they cause. The library accepts no liability for the items locked inside the lockers.
- ⁹ Violations of the conditions of use set by the library at the Lucerne School of Engineering and Architecture can lead to immediate withdrawal of locker rights.

APPENDIX 2: Fees

According to Art. 10 of the *Order on Administrative Fees Charged by the Lucerne University of Applied Sciences and Arts, FH Zentralschweiz of 3 June 2014*, the fees at the Central and University Library, Lucerne (ZHB) also apply at the library at the Lucerne School of Engineering and Architecture:

The following fees apply for reminders and official warnings:	
Reminder / recall	Free of charge
First warning (7 days after recall)	CHF 10 per medium
Second warning (7 days after first warning)	CHF 20 per medium
Third warning (7 days after second warning, with registered letter)	CHF 35 per medium
Additional fees:	
Replacement of lost media*: - Administration fee - Media costs Flat fee for repairs	CHF 60 per medium Retail price CHF 30
Library card and any replacement cards	CHF 10
Lost locker key	CHF 60
IDS-Kurier delivery from libraries outside the IDS Lucerne network	CHF 5
Media shipment via post within Switzerland	CHF 12
Other special services provided by the library	At cost
Copies / prints and scans:	
Scanning	Free of charge
Copy or print, black and white, A4	CHF 0.10 / page
Copy or print, black and white, A3	CHF 0.20 / page
Copy or print, color, A4	CHF 0.50 / page
Copy or print, color, A3	CHF 1 / page

* In the event of lost media or media that is not returned following the third warning, the cost of replacing the item (retail price) is charged in addition to any late fees, plus an administration fee. The media are considered as lost and are replaced by the library after the invoice has been issued. The media will no longer be taken back by the library from this point on.