
The Usage Regulations of ETH-Bibliothek from 1 April 2015

Based on Art. 11b Par. 3 Sub-Par. e of the Organisational Ordinance of ETH Zurich from 16 December 2003¹ and the decree of the Executive Board from 10 March 2015 (SLB 10.03.15-07.01),

the Vice President of Human Resources and Infrastructure enacts the following Usage Regulations:

1. Section: General

Art. 1 Subject

¹ These Usage Regulations govern the use of ETH-Bibliothek and its affiliated libraries, collections and archives, including the ETH-Zurich Archive².

² Unless otherwise specified, the term "ETH-Bibliothek" is used to describe all areas in accordance with Par. 1 of these regulations.

Art. 2 Purpose and Responsibilities

¹ ETH-Bibliothek is the central university library of ETH Zurich. It is a public facility for technical and scientific information. Its purposes and responsibilities are regulated in Art. 22 of the Organisational Ordinance of ETH Zurich from 16 December 2003³.

² The purposes and responsibilities of the ETH-Zurich Archive⁴, the Max Frisch Archive⁵, the Collection of Prints and Drawings⁶, and the Thomas Mann Archive⁷ are defined in separate organisational regulations and agreements.

2. Section: Use of Library Holdings

Art. 3 Loans

¹ The following are eligible for loans:

- a. Members of ETH Zurich
- b. Natural and legal individuals residing or based in Switzerland

² For document loans, a membership card and an electronic user account is required, which will be activated following an identity check. The users will be responsible for safeguarding the access data on their account sufficiently and keeping their personal data up to date. The users' personal data is subject to the Swiss data protection regulations. If required, the data can also be used for registration purposes within library networks in Switzerland.

¹ RSETHZ 201.021

² RSETHZ 420.1

³ RSETHZ 201.021

⁴ Regulation for the ETH-Zurich Archive (RSETHZ 420.1) from 01.04.2015

⁵ Agreement between the Max Frisch Foundation and ETH Zurich regarding the Max Frisch Archive at ETH Zurich (RSETHZ 421.2530) from 16 February 2007

⁶ Organisational regulation for the Collection of Prints and Drawings (RSETHZ 421.2528.1) from 01.04.2015

⁷ Organisational regulation for the Thomas Mann Archive at the Swiss Federal Institute of Technology in Zurich (RSETHZ 421.2529.1) from 01.04.2015

³ The library staff are authorised to limit the number of orders.

⁴ The loan period is determined by the library and the individual document type and noted separately for every document in the library catalogue.

⁵ The users are responsible for the timely return of documents. The return dates are indicated in their user accounts.

⁶ Users who fail to return documents on time will receive a reminder and fines will be charged. Reminders that have not been received do not absolve the user from paying any fines. After repeated unsuccessful reminders, the user account will be blocked and legal action may be taken.

⁷ Third parties may collect the documents with authorisation. Documents must never be passed on to third parties.

⁸ For document loans from other libraries in Switzerland and abroad (interlibrary loans), the regulations and loan periods of the holding library and the Fee Ordinance of ETH-Bibliothek will apply.

⁹ For a fee, ETH-Bibliothek sends documents and copies from documents in its own holdings and from holdings in libraries in Switzerland and abroad (interlibrary loans).

Art. 4 Use of Documents excluded from circulation

¹ The Director of ETH-Bibliothek stipulates which documents are excluded from circulation and which are only allowed to be viewed in the rooms provided.

² Documents excluded from circulation can be excluded from interlibrary loans and the (electronic) document dispatch.

³ A registration or login may be required for a viewing on location. Moreover, an official ID or library membership card may be required.

⁴ Additional evidence regarding the relevance of the consultation may also be required for especially vulnerable documents.

⁵ The library staff is authorised to limit the number of orders.

⁶ The presentation of the original may be denied for conservational reasons. In these cases, a reproduction will be provided where possible.

⁷ ETH-Bibliothek is entitled to take the necessary control measures to safeguard its holdings. Users may be required to produce the contents of any folders and bags brought onto the premises.

⁸ Loans by third parties for exhibitions or special reproduction projects must be approved by the library staff responsible. A loan contract will be issued.

⁹ In the event of publications that concern documents of ETH-Bibliothek excluded from circulation, a complimentary specimen copy or offprint is expected to be provided.

Art. 5 Use of Archive Material

¹ Archive material is excluded from circulation in the sense of Art. 4.

² A registration stating the purpose of use is compulsory to view archive material.

³ In accordance with the Federal Act on Archiving (BGA) from 26 June 1998⁸, the viewing of institutional archives from the ETH Domain is subject to copyright terms of thirty years for general business records and fifty years for person-related materials (calculated from the

⁸ SR 152.1

completion of the dossier). Documents that were already publicly accessible prior to their acquisition remain so.

⁴ The viewing of private archives is determined by the individual acquisition agreements.

⁵ The bodies delivering the records and the ETH Board can view or temporarily loan documents during the copyright term and in accordance with the Federal Act on Archiving from 26 June 1998⁹.

⁶ No changes such as additions, removals or corrections may be made to archive material. The documents must not be passed on or made accessible to third parties.

Art. 6 Reproductions of Original Documents

¹ Reproductions of the library's own original documents will be made by the library staff and require the specification of the purpose of use. A usage agreement will be issued and fees charged.

² Reproduction media such as cameras may only be used with the express permission of the library staff responsible.

³ In the case of the publication of a reproduction, the source must be cited as follows, unless otherwise defined: **ETH-Bibliothek Zurich, Name of the collection [location number]**.

⁴ ETH-Bibliothek is to be provided with a complimentary specimen copy.

⁵ In individual cases, authorised members of ETH-Bibliothek may order a reproduction ban.

Art. 7 Copyright

¹ The use of the documents provided by ETH-Bibliothek is subject to copyright law. Usage is exclusively permitted within the scope of legally permitted private use. The written consent of the copyright holder is required for commercial forms of use. This consent is to be presented to ETH-Bibliothek upon request.

² It is the responsibility of the users to clarify the copyright situation. In the event of any copyright violations, ETH-Bibliothek will not accept any liability.

3. Section: Use of the Infrastructure

Art. 8 Use of the Premises

¹ ETH Zurich's house regulations will apply to the premises of ETH-Bibliothek¹⁰.

² Children under the age of sixteen must be accompanied by an adult.

³ The work stations must be cleared before leaving ETH-Bibliothek for the day. Lockers must be cleared within the time indicated on the loan contract.

⁴ Place-specific rules of conduct are displayed in the individual areas.

⁵ Access to the stacks will only be permitted in exceptional cases and only with the permission of the library staff responsible.

⁶ The instructions of the library staff must be followed.

Art. 9 Internet Usage

⁹ SR 152.1

¹⁰ RSETHZ 214.200

¹ Public internet stations will be provided on location for scientific and subject-specific research and access to information resources of ETH-Bibliothek.

² To use the public internet stations, the users require a personal login. This may not be passed on to third parties. The details of usage are indicated on the premises and on the homepage.

³ The users must use all telematic resources carefully and as intended in accordance with the Acceptable Use Policy for Telematics Resources (BOT) of ETH Zurich¹¹.

4. Section: Opening Times, Liability and Fees

Art. 10 Opening Times

¹ ETH-Bibliothek is open daily, except on bank holidays and during ETH Zurich's general closing times. Exceptional events may render additional temporary closures necessary. Exceptional closures will be announced in due time.

² The opening times for affiliated libraries and other areas may differ from this.

³ The individual opening times are displayed on the homepage and on the premises.

Art. 11 Duty of Care, Liability and Contraventions of the Usage Regulations

¹ The users are obliged to treat documents and infrastructural facilities of ETH-Bibliothek with care.

² Legal guardians are liable for children under the age of sixteen.

³ In the event of damage or loss, especially documents, the user is liable and has to bear the replacement costs. Damage noticed upon receipt of the documents must be reported immediately.

⁴ ETH-Bibliothek is not liable for losses, late returns or other difficulties caused by postal returns.

⁵ Contraventions of the Usage Regulations and the instructions of the library staff may lead to expulsion from the premises or the revocation of the right to use ETH-Bibliothek.

⁶ For the liability and procedure in the event of a misuse of telematic resources (e.g. internet), the Acceptable Use Policy for Telematics Resources (BOT) of ETH Zurich will apply.¹²

⁷ Disciplinary action in accordance with the Disciplinary Code of ETH Zurich from 2 November 2004¹³ or the Personnel Ordinance of the ETH Domain from 15 March 2001¹⁴ remain reserved.

Art. 12 Fees

ETH-Bibliothek charges fees for services and fines in accordance with the Fee Ordinance of ETH-Bibliothek from 16 April 1996¹⁵.

¹¹ RSETHZ 203.21

¹² RSETHZ 203.21

¹³ SR 414.138.1; RSETHZ 361.1

¹⁴ SR 172.220.113

¹⁵ RSETHZ 221.13

5. Section: Closing Provisions

Art. 13 **Implementary Regulations for the Usage Regulations**

The Director of ETH-Bibliothek issues Implementary Regulations for the Usage Regulations.

Art. 14 **Entry into Force**

These Usage Regulations come into force on 1 April 2015. They replace the usage regulations for ETHZ's main library from 18 January 1980.

Zurich, 11 March 2015

Vice President of Human Resources and Infrastructure

Prof. Dr R. Boutellier