

Instruction on the use of the library

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Based 19 of the Federal Copyright Act (CopA). Issued by the University Executive Board of HTW Chur in September 2010. Modifications by the University Executive Board of the University of Applied Sciences of the Grisons approved on 3th September 2019.

Art. 1

Introduction

¹ The Library of the University of Applied Sciences of the Grisons consists of two sub-libraries at two different sites: the Library of Technology at Pulvermühlestrasse 57 and the Library of Economics at Comercialstrasse 22.

² The library provides primarily students, lecturers and employees of the school Chur with literature but is also open to the public.

³ The key subject areas covered by the sub-libraries correspond with the degree an offered at each site:

- Library of Technology:

Civil engineering and architecture, library and information science, informatics and telecommunication, multimedia production, photonics.

- Library of Economics:

Management (business administration), entrepreneurship, human resources, tourism and leisure, sports management.

⁴ The library offers introduction courses on the use of the library and further training in information literacy.

Art. 2

Cooperation

¹ The library is part of the NEBIS library network (nebis.ch).

² Via the swissuniversities association of higher education institutions (www.swissuniversities.ch), the Library of the University of Applied Sciences of the Grisons provides students, lecturers and employees with online access to specialist databases, e-journals and e-books.

Art. 3

Opening hours

¹ The opening hours are posted in the sub-libraries and on the library's website and the Intranet.

- Art. 4
Lending fees
- ¹ The lending of library material is free of charge for all users.
- Art. 5
Registration
- ¹ A NEBIS user card is required for borrowing documents from local or network libraries. Users can register either online via www.nebis.ch or at the library counter. A valid student or personal ID with a photo is required to obtain the user card. A fee of CHF 5.00 is charged for the replacement of a lost NEBIS user card.
- ² By registering, the user accepts the library rules.
- Art. 6
Lending terms
- ¹ All library material may be borrowed except for items labelled "Präsenzbestand" (non-lending collection).
- ² The standard lending period for specialist literature is four weeks. If no other user has reserved the document, the lending period is automatically extended twice for four weeks each.
- ³ In the absence of any other reservation at this point, the lending period can be renewed manually via the online user account up to three times, each time for 28 days. An overdue reminder will be issued for library material not returned on time.
- ⁴ Long-term lending is not possible. All library material should be available to all library users within reasonable time.
- Art. 7
Interlibrary lending
- ¹ Documents from libraries within the NEBIS loan network can be ordered by registered users for delivery to the Library of the University of Applied Sciences of the Grisons. This service is free of charge. Fees charged for ordering photocopies and for delivery of material from libraries outside the NEBIS network will be passed on to the user. For international lending or orders for articles from libraries outside of Switzerland, an administration fee of CHF 5.00 will be charged on top of any costs incurred.
- Art. 8
Collection of ordered items
- ¹ As soon as the user receives the collection order for a reserved item, that item is recorded as loan on the user account and the user is responsible for it. The ordered library material can be collected
- at the Library of Economics by showing the user card at the library counter.
 - at the Library of Technology at the publicly accessible cart in front of the counter.
- Art. 9
Recalls and overdue charges
- ¹ At the end of the lending period, the user receives by e-mail a reminder free of charge. If the recalled item is not returned or the lending period is not extended within 10 working days, a first reminder with an overdue charge will be issued. The charges are as follows, in line with the NEBIS network regulations:
1. 1st reminder: CHF 10.00
 2. 2nd reminder: CHF 10.00
 3. 3rd reminder: CHF 15.00

² If the item is still not returned after the third reminder, it will be repurchased at the user's cost.

³ It is the user's responsibility to meet the deadlines. Non-receipt of reminders (by mail or e-mail) will not be accepted as an excuse for late returns. It is highly recommended to regularly check the lending status on the NEBIS user account and to keep the contact information up to date.

Art. 10
*Fees for delivery by mail
 and for ordering
 photocopies*

¹ The Library offers the delivery of documents by mail to the user's home address as well as delivery of photocopies by mail or e-mail. This service incurs the following fees:

Service	For students	For private individuals
Delivery of documents by mail	CHF 12.00 per document	CHF 12.00 per document
Delivery of copies by mail	CHF 10.00 for the first 20 pages; CHF 0.20 for each additional page	CHF 15.00 for the first 20 pages; CHF 0.50 for each additional page

Service	For students	For private individuals
Delivery of copies by e-mail	CHF 7.00 for the first 20 pages; CHF 0.20 for each additional page	CHF 12.00 for the first 20 pages; CHF 0.50 for each additional page

Art. 11
User account

¹ Every user account shows the current loans and reservations. Lending periods can be extended via the user account.

² Users are responsible for keeping their contact details (mail address, phone number, e-mail address) up to date. If reminders are not received because of a wrong e-mail address, the user will still be liable to pay the overdue charges.

Art. 12
Duty of care

¹ Users are responsible for the proper handling of library material. When borrowing library material, the user should verify that the item is in good condition and inform the library staff if this is not the case.

² The library will not accept the return of a damaged document but will repurchase the item and charge the costs to the user.

³ The loss of any document must be reported immediately to the library staff. The user will be charged the replacement costs.

⁴ The lending of library material and the photocopying of articles are subject to the copyright and licensing regulations; such items may be used only for a user's private purposes. It is not permitted to pass library material or

photocopies thereof on to third parties or use them for commercial purposes.

Art. 13
Premises

¹ The library premises as well as the workstations and book scanner are also available for use outside of the opening hours of the library counter.

² Eating and drinking in the library premises is not permitted. An exception is made for beverages in reclosable containers.

³ The premises of the Library of Technology are not suitable for group work. Priority is given to users who wish to work alone and in silence.

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