

Instruction on the use of the library

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General provisions

- Art. 1
Purpose
- ¹ The UAS of the Grisons has a scientific library.
² The main areas of collection result from the study programmes and research areas.
- Art. 2
Opening hours
- The library's opening hours are posted on site and published on the intranet and internet.
- Art. 3
Cooperations
- ¹ The university library's holdings are listed in the national research platform swisscovery, which is operated by the Swiss Library Service Platform (SLSP).
² The library provides access to electronic resources (subject databases, e-journals and e-books) for students, lecturers and employees of the UAS of the Grisons through further cooperations.
³ The library is networked with various libraries in Chur for media returns and collections. This courier service can be used by library users free of charge.

User account

- Art. 4
User authorization
- The library is available to both members and external users.
- Art. 5
Enrolment
- ¹ A SWITCH edu-ID is required to borrow media from the library's collection.
² In order to activate the SLSP user account, a valid student or employee ID or an official ID with photo must be presented.
³ The instructions for the use of the library are accepted upon enrolment.
- Art. 6
Personal data and data protection
- The terms of use for the SWITCH edu-ID and the SLSP privacy policy apply.
- Art. 7
Change of personal data
- ¹ The users are responsible for the veracity of the contact data.
² Reminder fees must also be paid if e-mails cannot be delivered due to incorrect addresses.

Loan

- Art. 8
Loan fees
- ¹ The loan of FHGR holdings is free of charge for all users.
² Fees for other services are set out in the schedule of fees.
- Art. 9
Loan periods
- ¹ All media, with the exception of the reference collection, is allowed to be borrowed.
² The standard loan period for specialist literature is four weeks. Deviating loan periods for special holdings are possible.
- Art. 10
Interlibrary loan
- ¹ Documents from other SLSP libraries can be ordered by the UAS of the Grisons' registered users, provided that the owning library participates in the "SLSP Courier". A fee is charged by SLSP for this service (incl. return).
² The fee for interlibrary loan is paid by the UAS of the Grisons for its members, provided that the ordered media are relevant for studies, teaching or research.
³ Employees whose place of work is not Chur shall be reimbursed the interlibrary loan fee from libraries at other locations.
⁴ When ordering media for collection form other SLSP libraries, students must pay the interlibrary loan fees themselves.
⁵ Copy orders and deliveries from libraries outside SLSP will be charged to users of the library.
⁶ For international interlibrary loans or article orders, a handling fee will be charged in addition to the actual costs incurred.
- Art. 11
Mailing and copy orders
- The library offers postal delivery of media to the users' private address as well as the delivery of copies by post or by e-mail. These services are subject to a fee according to the fee sheet in the appendix.
- Art. 12
Reservations
- Media can be reserved online in the library catalogue. The reservation is noted for items that have already been borrowed.
- Art. 13
Collection of ordered items
- When the collection invitation is sent, the item is considered registered in the library account. From this point on, users are responsible for the item.
- Art. 14
Extension
- ¹ If no reservation has been made for the borrowed item, the loan period is automatically extended by four weeks a maximum of five consecutive times.
² Reminders will be issued for items that are not returned on time.
³ The library reserves the right to recall borrowed media.
- Art. 15
Recalls and reminders
- ¹ After the loan period has expired, users receive a free reminder by e-mail.
² If the recalled media are not renewed or returned within six working days, the first reminder will follow. The SLSP fee regulations apply. They can be found the fee schedule in the appendix.
³ If the medium is not returned even after the third reminder, the book will be procured anew at the user's expense.
⁴ Users are responsible for meeting the deadlines. Not received reminders (by post or e-mail) cannot be accepted as a reason for late returns.
⁵ Loans must be checked regularly in the SLSP user account and contact details must always be kept up to date.

- Art. 16
Return
- ¹ The return of borrowed items is possible on site or by post.
² In principle, items are to be returned to the library from which they were obtained.
³ The responsibility for returning items by post lies with the sender.
⁴ The date of return is the date on which the borrowed items are reversed into the system.

Liability and copyright

- Art. 17
Duty of care
- ¹ Users are responsible for the proper handling of the items. Upon receipt of the item, the condition must be checked, and any damage reported to the library staff immediately.
² The library will not take back a tainted or defected item. It will be replaced and charged to the user.
³ The loss of an item must be reported to the library immediately. The user is responsible for the replacement costs.

Art. 18
Premises

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

- Art. 19
Copyright
- ¹ All borrowing of items and copying of articles are subject to copyright and licensing regulations and for the users' personal use only.
² Users are responsible for observing and complying with copyright law.

Art. 20
Final provision

These instructions replace the version dated 03.09.2019.

University of Applied Science of the Grisons



Jürg Kessler
President



Arno Arpagaus
Administrative Director

2 Library Fees University of Applied Sciences of the Grisons

Service	Fee
Reminder fee	
Reminder & Recall (one day after the loan period's end)	Free
1. Reminder	5.00 CHF per item
2. Reminder	5.00 CHF (total CHF 10.00 per item)
3. Reminder	10.00 CHF (total CHF 20.00 per item)
Replacement	
Item cost	Actual costs
Processing fee	None
Out of print item loss fee	100 CHF processing fee
Interlibrary loan	
Interlibrary loan (SLSP Courier) for employees/students with pick up location Chur	Free unless not relevant for studies, teaching or research 6.00 CHF per item
Interlibrary loan (SLSP Courier) for employees/students with another SLSP library as pick up location	6.00 CHF per item
Interlibrary loan (SLSP Courier) for external users	6.00 CHF per item
Postal delivery to user's private address	12 CHF per document
Interlibrary loan in Switzerland (outside SLSP)	Actual cost
International interlibrary loan	Actual cost plus 5.00 CHF processing fee
Copy supply	
Order of copies within SLSP (E-mail delivery)	5.00 CHF per 20 pages
Order of copies within SLSP (postal delivery)	7.50 CHF per 20 pages
Order of copies within Switzerland (outside SLSP) (basic fee per 20 pages, each additional page 0.20 CHF)	12.00 CHF
International order of copies (only digital, basic fee per 20 pages, each additional page 0.50 CHF)	25.00 CHF
Special acquisition	Actual cost
Book scanner use	
Scan to USB stick (self service)	Free