

REGULATIONS GOVERNING ACCESS AND USE OF THE BOLERO LIBRARY

May 2015

The Library's missions

The Library is a service offered by the Municipality of Versoix. It makes available to the public, for purposes of information, education, culture and leisure, collections whose content is constantly updated to reflect changes in society. Staff are required to inform and advise members of the public and train them in how to use the Library (searches via the online catalogue or Internet, automated loans and other innovations).

Art. 1. Right of consultation

Access to the Library and consultation are **open to all**. Users must be registered to take items out on loan.

Art. 2. Registration with a view to taking items home on loan

Registration is free for people resident in Versoix. A charge is payable for the **reader's card for all persons aged over 18**. The registration form must be completed in full. Registration is confirmed on presentation of **an identity document with proof of address**.

An annual subscription per family is required for persons living outside Versoix. Access to the Library is free for all children and adolescents not resident in Versoix but attending schools in Versoix.

Minors (aged 0-18) must present an authorisation signed by their parents or legal representative, where relevant. The signatory of the authorisation gives permission for minors to borrow items of their choice. He or she vouches for items taken out on loan. Librarians reserve the right to refuse access to certain items.

Users who after 10 years have not taken an item out on loan will have their registration cancelled.

Art. 3. Reader's card

Users pay for their reader's card at the time of registration. This card is strictly **personal and non-transferable**. A family card may also be issued enabling each family member to take out items under the same conditions as with an individual card. It must be presented on request and whenever an item is taken out on loan.

The **Library cannot be held liable for improper use of a reader's card**. Users must notify staff as soon as possible if their card is lost. The cost to the borrower for a replacement is Fr. 5.--.

Art. 4. Loans and responsibility for borrowed items

Items may be taken out on loan by all registered users. Users may opt for an automatic loan (via the RFID system) or have the items they wish to borrow registered at the loans desk, likewise for returns. **Users must take note of the date specified for return of the item, check the condition of items they take out on loan and inform staff of any damage.**

Users are responsible for items taken out on loan until they are returned. They are also liable for any loss or damage which may arise if items are returned by post or any other intermediary.

A financial contribution is payable if any damage to the item is attributable to the user (notes, markings, stains, tears, etc.).

In the event of loss or damage, the value of the item must be reimbursed in full, as well as a fixed charge per item to meet some of the administration costs. If the item concerned is in several volumes, the user is required to pay the total price.

All telephone enquiries to the loans department must be made during Library opening times.

Art. 5. Loan periods and fines for late return

Each user may borrow ten items (books, magazines, documents, etc.) for a period of 30 days. The loan period may be extended before it expires on request to the loans department or via the personal account section of our online catalogue (WebOpac).

If an item taken out on loan is returned late a fine is payable, regardless of whether a reminder has been issued or received.

Fines for late return:

- from the 1st day: Fr. 1
- from 8 to 14 days late (1st reminder): Fr. 3
- from 15 to 21 days late (2nd reminder): Fr. 7
- from 22 to 29 days late (3rd reminder): Fr. 9
- from 30 days late (receipted letter): Fr. 20

If fines are not paid, users may no longer borrow items.

The Library reserves the right to take all necessary steps to recover unreturned items and may exclude the borrower in the most serious cases.

In the event of **repeated late returns of a serious nature**, non-return of items or behaviour deemed unacceptable, the Library reserves the right to exclude the person concerned.

Any book or item not returned within six months shall be deemed to have been lost. It must be reimbursed by the user to the value of its as-new purchase price, plus an additional charge of Fr. 5 to cover administrative costs in respect of the item.

Art. 6. Donations and selection of documents

The Library selects items and media offered by way of donation.

Suggestions concerning the selection of documents and operation of the Library are welcome; simply contact the loans desk.

Art. 7. Books for exchange or freely available

Containers are provided for exchange books. The Library reserves a right of inspection and decision regarding the content of these containers.

Art. 8. Respect for others

The Library is open to the general public. However out of respect for other users and library staff you are kindly requested: not to make a noise, make phone calls, smoke, eat or drink. Soft drinks may be consumed in the "Café corner" provided for this purpose.

Members of the public are requested not to bring animals into the Library.

If, despite a warning, a user persists in causing a disturbance or fails to follow instructions issued by staff, he or she may be asked to leave the premises.

Parents are responsible for the behaviour and safety of their children; the same applies to those in charge of groups.

Any act of vandalism or theft will be penalised. The Municipality of Versoix may file criminal charges against any person responsible for the theft of items or equipment belonging to the Library.

Users are responsible for their personal belongings.

Art. 9. Copyright

Users agree to use the items made available to them in accordance with legislation regarding **copyright; the copying of CDs or DVDs is strictly prohibited**. In the event of non-observance by a user, the Library may under no circumstances be held liable.

Art. 10. Personal coordinates

Users are required to inform the Library of any **change of personal coordinates**.

Art. 11. Charter for access to the Internet network

The Municipality of Versoix is pleased to offer in the Library access to a number of computer terminals free of charge. The use of these terminals is a privilege and not a right. Each user agrees to observe the charter by signing it.

The reader's guide specifying terms and conditions applicable to loans and fines, as well as the Internet access charter, are an integral part of these regulations and may be modified at any time.

Art. 12. Final provisions

Users, by registering, agree to comply with the present regulations. These regulations, presented to each user at the time of registration, may be consulted online.

Versoix Town Hall reserves the right to take all necessary steps to recover sums owed by users under the terms of the present regulations and users expressly accept this when they register with the Library. Jurisdiction is in Geneva and Swiss law is applicable.

The Administrative Council
Versoix, 6 May 2015