

# **LIBRARY RULES AND REGULATIONS**

## **The Jan Michalski Foundation for Writing and Literature**

**February 2018**

### **I. WAYS OF ACCESSING THE LIBRARY**

#### **1. The library's mission**

The mission of the Jan Michalski Foundation Library is to make available to the general public a vast panorama of modern and contemporary literature (around 80,000 books).

#### **2. Opening hours**

The library is open to the public:

Tuesday through Sunday, from 9 to 6 pm

The library may also be opened on special occasions, for tours of the foundation and other events mounted by the Jan Michalski Foundation.

#### **3. Rules for entering and using the library**

Admission to the library and consultation of printed matter on site are free and open to all, in accordance with library regulations.

Persons who are intoxicated or whose behavior is likely to bother library patrons or staff are not allowed in the library.

The wheelchairs of ill or incapacitated patrons are permitted in the library. Wheelchair users are kindly requested to take the elevator.

For personal safety and the protection of the library's collections, patrons must stow their backpacks in the lockers provided for that purpose at the library entrance or leave them with the person on duty at the front desk.

The staff reserve the right to ask library patrons to open their bags or any packages they are carrying and to show the contents when entering or leaving, or in any area inside the library.

#### **4. Bulky or banned objects**

Visitors carrying bulky objects such as suitcases, large backpacks, shopping bags, or other bags and or baggage larger than the authorized size (40 cm x 55 cm x 20 cm) are not allowed in the library. It is likewise forbidden to bring into the library the following: firearms and ammunition of any kind; explosive, flammable or volatile substances; alcoholic beverages or illicit substances; items on rollers (roller skates and blades, scooters, skateboards, etc.).

#### **5. Animals**

Except for guide and service dogs accompanying disabled persons, animals are not allowed inside the library.

## **6. Group tours**

Group tours are solely carried out by Foundation staff, by request, outside of the hours when the library is open to the public, and according to the rules prescribed by the Foundation.

## **II. SERVICES AVAILABLE**

### **7. Consulting the library collections**

The collections of the Jan Michalski Foundation Library are open to all in their entirety, freely and without charge. There are no requirements for consulting books in the library.

The library staff are on hand during opening hours to answer your questions and assist you in making full use of the library's resources.

Certain services, in keeping with demand, may have time limits for their use:

- the availability of tablets for patrons' use
- computer terminals, which are meant to be used first and foremost for consulting the online catalogue

You can reserve these services only in the library and on the day you intend to use them.

### **8. Circulation**

The Jan Michalski Foundation Library is also a circulating library, but there is a membership fee to borrow materials. Membership is good for one year from the date of payment.

To join, you will need to show a valid ID and any other document to justify reduced membership fee.

For minors, a specific authorization form must be filled out and signed by their parents.

The library card you will be issued when you complete your membership is good for one year from that date and allows you to place a hold on books and borrow them for use outside the library. The card also gives you unlimited access to all the exhibitions mounted by the Foundation.

Library card fees:

Full price: 60 CHF / Residents, disabled persons, retirees, unemployed: 30 CHF /

Students, children under 18: 10 CHF

Up to 3 items can be borrowed at one time

Items can be borrowed for up to 3 weeks

Only items found on the ground, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors can be borrowed. All items on the 4<sup>th</sup> floor are excluded from circulation and can only be consulted in the library.

You can renew your loans once if the books have not been placed on hold. To renew a loan, open your online account with the library via the library catalogue, or contact us by mail or telephone.

If you go beyond the due date without notifying the library beforehand, your card may be temporarily suspended and you won't be able to borrow any more items.

You are responsible for the items you borrow. It is also your responsibility to call to our attention any damages in the item or items you wish to borrow. You should not try to repair any damages yourself.

With any item that you have either lost or returned in a condition that would force us to withdraw it from circulation, you must cover the cost of replacing it at the time it is to be replaced. In the case of an item that is not commercially available, a value will be assigned to it. The damaged item remains the property of the Jan Michalski Foundation Library.

### **9. Photocopying**

A printer is available for use by the library's patrons. Please ask a librarian if you wish to print something.

### **10. Reproduction**

To ensure the protection of intellectual and artistic property rights, all processes of reproduction are prohibited. The reproduction of library items is limited to the personal use of the person making the request and subject to existing law on intellectual and artistic property. Such documents can be reproduced only if their condition, format, and binding permit it.

## **III. WHAT IS REQUIRED OF LIBRARY PATRONS**

### **11. Behavior**

Patrons must refrain from any aggressive or insulting behavior, any attitude, style of clothing, or lack of hygiene that may inconvenience or bother the other patrons or the library staff.

### **12. Noise, loud devices and mobile phones**

To ensure that all patrons enjoy optimal conditions for reading and working, quiet must be absolutely respected inside the library. Conversation especially is discouraged. The use of loud devices like radios, personal music players, music instruments and so on is forbidden. The use of mobile phones is restricted to the library areas clearly designated as mobile friendly zones, and strictly prohibited anywhere else. Mobile phones should be turned off or set to vibrator mode.

### **13. Use of areas and equipment that are at the public's disposal**

For areas and equipment put at their disposal, library patrons must respect how they are meant to be used. User manuals and charters are available in all areas where such equipment is used. To ensure equal access to the library's resources, we ask that you do not monopolize equipment that is at everyone's disposal, especially equipment and devices intended for use by disabled persons first and foremost.

### **14. Internet access**

Use of the internet in library areas must conform to the usage charter (visible on screen). The public WiFi access code is available to anyone who asks for it.

### **15. Paging library patrons**

Requests to page someone using the library's public address system are not accepted.

### **16. Polling, surveys**

No polling, survey, or interview is allowed in the library, unless specially authorized by the director.

## **17. Smoking**

Smoking is not permitted in library areas.

## **18. Food and drink**

For health and safety reasons and to preserve the integrity of the collections, it is strictly forbidden to consume food or drink (except water in closed containers) in the library. A cafeteria that is open to patrons is located by the Foundation's front desk.

## **19. Neutrality**

It is strictly forbidden to engage in public religious or political acts, distribute pamphlets, take up collections, seek subscriptions, or gather signatures. Commercial activities, advertising, and propaganda are also strictly prohibited in the library.

## **20. *Droit à l'image* and personality rights**

To guarantee the *droit à l'image*, personality rights, and intellectual and artistic property rights, it is forbidden to shoot photographs or make visual or sound recordings of any kind, unless specifically authorized by the management of the Jan Michalski Foundation.

## **21. What to do in case of accident, sudden illness, or fainting**

Patrons are asked to inform the staff of any accident, sudden illness, or fainting occurring in the library areas. Unless they have had appropriate medical training, patrons should not touch the victim in question.

## **22. What to do if the library has to be evacuated**

In the event of an emergency putting the safety of library patrons at risk such as a serious technical problem, fire, etc., an alarm will sound announcing the evacuation of the building. To ensure the best conditions for a quick, safe, and orderly evacuation, patrons should immediately and calmly go to the appropriate emergency exits. Besides the illuminated signs indicating both the way out and the emergency exits, library staff will be on hand to guide patrons to the building's exterior, where their complete safety can be ensured.

## **23. Theft of personal belongings**

Patrons are strongly advised to mind their personal belongings. The Jan Michalski Foundation accepts no responsibility in case of theft or loss of, or damage to, patrons' personal belongings. In such an event, the victim alone can file a complaint with the competent authorities.

## **24. Lost and found**

Patrons who find an apparently lost item in the library should bring it to a member of the staff, who will leave it at the Foundation's front desk.

## **25. Theft of items belonging to the library**

No item, unless it is part of the circulating library and has been properly borrowed, can be taken out of the library. An antitheft system is in place to detect any breach of this rule.

## **26. Protecting the collections**

Our collections are in good condition. To preserve them, it is forbidden to mark up, take notes in, or underline library books, add graffiti or markings of any sort, insert blank pieces of paper or paper with

messages, rip or dirty their pages and covers. All deliberate damage (tearing or cutting out pages) is prohibited.

### **27. Respecting public areas**

To preserve the quality of the library's accommodations for its patrons and maintain the condition of all of its areas, including the restrooms, it is forbidden to put up posters or any other notices anywhere and on any object in the library. Littering is also strictly prohibited.

## **IV. APPLICATION OF THE PRESENT REGULATIONS**

### **28. Posting**

These rules and regulations are posted throughout and are available as well as within the library's precincts.

### **29. Complaints and suggestions**

For suggestions and complaints concerning the library and how it operates, you can leave a message at the reception, or write to the management of the Jan Michalski Foundation. You can also make purchasing suggestions for new books with our librarians.

### **30. Penalties**

Any breach of the library's rules and regulations can lead to being banned from the library and criminal prosecution when warranted. Any attempted theft or theft, destruction, defacement, or negligent misuse of movable or immovable library property is liable for criminal penalties.

### **30. Various directives**

For safety reasons, or in an emergency, or to ensure that the library operates optimally, patrons must follow instructions given by the staff. Security personnel are on hand to guarantee the safety of patrons, staff, and the collections. They are responsible in particular for intervening in case of a disturbance, accident, act of violence, or evacuation of the building, as well as implementing the present rules and regulations.

### **31. Rules and regulations of the Jan Michalski Foundation**

The present rules and regulations extend and clarify the statutes of the Jan Michalski Foundation for Writing and Literature and are subject to them.

Vera Michalski  
President of the Jan Michalski Foundation