

**Conditions of use
of the FHNW libraries**



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Conditions of use of the FHNW libraries

1 General provisions

The FHNW libraries are open to members of the University of Applied Sciences and Arts Northwestern Switzerland FHNW as well as to the general public from the age of 16. Use of the FHNW libraries is generally free of charge (see scale of charges).

The FHNW libraries are part of the Swiss Library Service Platform (SLSP), which operates the swisscovery research portal. Registration with swisscovery/SLSP and/or use of the FHNW libraries presumes acceptance of these conditions of use.

2 Registration, user account and library card

2.1 Registration

Taking media on loan requires possession of a SWITCH edu-ID¹ and online registration with swisscovery/SLSP².

Deletion of the user account by the user is possible at any time, provided that there are no outstanding transactions (loans or fees). The contact address is: swisscovery@slsp.ch

2.1.1 Personal data in the user account

Users must make changes to their personal details, postal address or email address in the SWITCH edu-ID. The changes are automatically transmitted to swisscovery/SLSP.

The SLSP imports the personal data (name, date of birth, address, email address, telephone number, student/employee number) from the SWITCH edu-ID account into the swisscovery search portal during the registration process. The personal data is used by SLSP libraries from which the user obtains media or services.

2.1.2 Library-specific data in the user account

Library-specific data (loans, orders, fees) is stored in swisscovery only. Transaction data is regularly anonymised and swisscovery accounts are deleted after 10 years of inactivity. Further information on data protection can be found on the SLSP³ website. Users are responsible for checking their current loans and recalls per SLSP library and for updating their home address and email details.

2.2 Library card

Existing library cards can be registered during the registration process and continue to be used, although the FHNW libraries will issue a new card free of charge on request.

In the event the library card is lost, the user must immediately delete it from the library system

(<https://registration.slsp.ch/register/library-card/>).

¹ <https://eduid.ch>

² <https://slsp.ch>

³ <https://registration.slsp.ch/privacy>

3 Lending and use

3.1 Lending of open-access holdings

The media loan periods vary depending on the type of media and are displayed in the online catalogue.

3.2 E-resources

In addition to electronic books and journals, the FHNW libraries also hold licences for numerous specialist databases. The online resources are freely accessible within the FHNW network and can be accessed from outside via a VPN (virtual private network).

3.3 SLSP courier

Using the SLSP courier service, media from SLSP libraries can be ordered for a fee and delivered to any library affiliated to the courier service. Their loan and use are subject to the conditions of use of the library making the delivery. SLSP libraries are entitled to exclude certain media formats from being sent by courier and/or post.

3.4 Postal delivery

Many SLSP libraries offer a chargeable delivery service to the address provided by the user. The item has to be returned to the library that owns it by post at the user's expense.

3.5 Returns

Items can be returned in person at the FHNW libraries' returns or information desks or sent by post. They must be returned on time. The deadline is the date indicated when the media were taken out on loan.

Costs incurred in connection with delays, absences, losses or shipping/transport issues are charged to the user's account.

3.6 Fees

The fees charged by the FHNW libraries and the charges for certain expenses are contained in Annex 1. Non-receipt of reminders (sent by email or the postal service) is inadmissible as grounds for late returns.

4 Copyright and liability

All media (print and electronic) provided by the FHNW libraries are subject to copyright and licensing regulations⁴. Users are responsible for observing the applicable copyright or licensing rights. The libraries accept no liability for infringements by users. Users are fully liable for media taken on loan. Charges are made for lost or severely damaged media.

The libraries disclaim liability for any damage to equipment caused by the use of media taken on loan.

5 Exclusion

Instructions issued by library staff must be followed at all times. Users who disrupt the operation of the libraries or seriously violate the conditions of use are liable to temporary or permanent exclusion.

6 Final provisions

The place of jurisdiction for all disputes arising in connection with these conditions of use is Windisch.

These conditions of use shall enter into force on 7 December 2020 and replace all previous regulations governing use of the FHNW libraries.

⁴ See Federal Copyright and Related Proprietary Rights Act (http://www.admin.ch/ch/d/sr/231_1/) and Copyright in the field of education (https://biblio.educa.ch/sites/default/files/guide_urheberrecht.pdf).

Library addresses

FHNW Brugg-Windisch Library

Education, Engineering, Business

FHNW University of Applied Sciences and Arts
Northwestern Switzerland
Campus Brugg-Windisch/Library
Bahnhofstrasse 6/5210 Windisch
T +41 56 202 77 70
E bibliothek.windisch@fhnw.ch

FHNW Muttenz Library

*Architecture, Civil Engineering & Geomatics; Life Sciences;
Education; Social Work; Engineering*

FHNW University of Applied Sciences and Arts
Northwestern Switzerland
Campus Muttenz/Library
Hofackerstrasse 30/4132 Muttenz
T +41 61 228 50 40
E bibliothek.muttenz@fhnw.ch

FHNW Olten Library

Applied Psychology; Social Work; Business

FHNW University of Applied Sciences and Arts
Northwestern Switzerland
Campus Olten/Library
Von Roll-Strasse 10/4600 Olten
Postal address: Riggenbachstrasse 16/4600 Olten
T +41 62 957 20 50
E bibliothek.oltens@fhnw.ch

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Northwestern Switzerland

School of Education/Library

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E bibliothek.solothurn.ph@fhnw.ch

FHNW HGK Media Centre*Art and Design*

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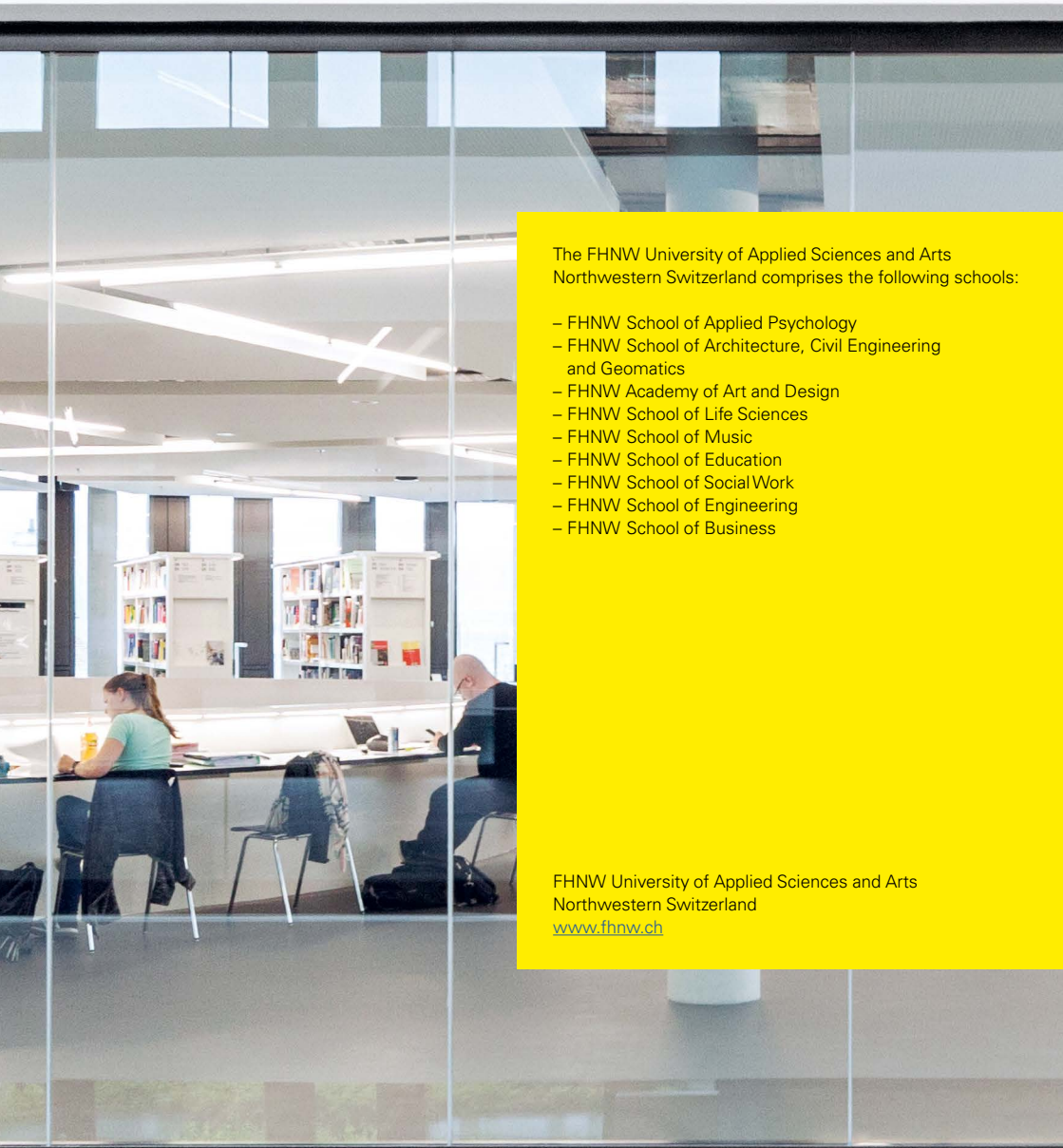
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www.fhnw.ch/en/about-fhnw/libraries

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The FHNW University of Applied Sciences and Arts
Northwestern Switzerland comprises the following schools:

- FHNW School of Applied Psychology
- FHNW School of Architecture, Civil Engineering
and Geomatics
- FHNW Academy of Art and Design
- FHNW School of Life Sciences
- FHNW School of Music
- FHNW School of Education
- FHNW School of Social Work
- FHNW School of Engineering
- FHNW School of Business

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