

Library Regulations

1. Members are responsible for all books borrowed under their names.
2. Please present your library card to desk staff each time you wish to borrow a book.
3. Each member is entitled to six books at a time.
4. This includes no more than 2 “Non-Renewable” books per single adult membership, 3 per two-family membership and 4 per full-family membership. Junior and student members under the age of 16 are not allowed to take out Non-Renewable books.
5. All books will be lent for a maximum period of four weeks at a time.
6. “Non-Renewable” books may not be renewed beyond the original four week period.
7. Other books may be renewed two times, provided they have not been reserved by another borrower. This may be done **in the online catalog**, by bringing them into the library, or by telephone, preferably before the date they are due. **It is not possible to renew books by email.** A renewal extends the due date by four weeks from the day of renewal.
8. The fine for overdue books is 25 cts per day per book and 50 cts per day for Non-Renewables. Maximum fines: Adult Books CHF 20 per book, Non-Renewable books CHF 25, Junior Books CHF 10, CDs CHF 20.
9. The payment for a lost book over two years old is the maximum fine plus a CHF 5 administrative charge. For books under two years old the payment is the original list price plus a CHF 5 administrative charge.
10. Library books not on the shelves may be reserved free of charge; you will be notified as soon as they are available. You can reserve books online, or ask one of our desk volunteers to do it for you. Please note that you cannot reserve books that have not yet been received from the supplier.
11. Membership is normally continuous. However, once a year, you may request a suspension (3 months minimum) with prior notice. Cards should be returned to the Library and will be re-issued on the member’s return.
12. Student memberships are available for children and full-time students up to and including age 25. Secondary and university students should present a valid student card.
13. The Library Committee reserves the right to refuse membership.