



RULES OF THE LIBRARY

Art. 1 Entry and reservation of workspaces

- a. The library is accessible to all those wishing to consult legal resources on comparative, foreign and international law, in particular:
 - Students conducting work on foreign and comparative law;
 - Researchers and teachers of law, practitioners, judges and jurists for academic and professional needs;
 - Others carrying out personal research in the legal field.
- b. All users of the library are asked to report to the reception.
- c. For long-term and regular needs, users have the option of securing a personal workspace by completing the form “Planning a stay”. They should clearly indicate the research they wish to carry out, as well as the length of time they intend to use the library.
- d. Researchers who have secured a personal workspace also have the possibility of accessing the library outside of opening hours. The reasons behind such a request must be provided, counter-signed by a professor and validated by the Directorate of the SICL.

Art. 2 Using books and IT resources

- a. Any book removed from the shelves must, after use, be placed in one of the trolleys marked “Livres à ranger” found on each floor. If the library user wishes to keep the book at his or her workplace, he or she must arrange for advance registration of the book.
- b. Annotations and other personal notes or remarks on or inside books of the library are strictly forbidden, as is the removal and damage of pages. In the case of any damage to a book, users may be asked to cover the costs of repair or replacement.
- c. The usage of computer stations made available in the library is subject to the “Directives on the use of electronic resources of the SICL” (attached). In order to permit access to as many users as possible, they should not be used as workspaces for prolonged periods.

Art. 3 Order and cleanliness

- a. The institute accepts no liability in the case of theft.
- b. Workspaces are made available to users to facilitate their research, and not as desks for writing up work. Users are asked to ensure that their workspaces are kept in good order and to avoid an accumulation of personal effects.

- c. Lockers are made available to users of the library. An identity card is asked for in exchange for the loaning of a key. Lockers must be emptied and the key returned before the end of each day, unless a special individual arrangement has been authorised.
- d. Closed bottles are allowed inside the library; users are however asked to avoid bringing in any food and to refrain from smoking.
- e. Animals may not be brought into the library.

Art. 4 Behaviour in the library and other parts of the Institute

- a. Out of respect for other users, researchers are asked to behave in a respectful and appropriate manner within the library.
- b. Those who wish to discuss work and to work in groups are asked to use the rooms provided for this purpose.
- c. The use of mobile phones and video conference technology is prohibited in the main library area.
- d. In the common areas shared with employees of the Institute, users are asked to observe the conditions of use.

Art. 5 Copying, printing and scanning

- a. Reproduction equipment (photocopiers and book scanners) are made available to library users. Readers take personal responsibility when using such equipment and must ensure that rules of Federal law on copyright law and other ancillary rights (LDA) are respected.
- b. Library users are authorised to use their own reproduction equipment, but strictly within the limits prescribed by the LDA.

Art. 6 Penalties

- a. In the case of a failure to comply with one or more aspects of these rules, any member of the Institute's personnel may take appropriate action. The management also reserves the right to punish any failure to comply with a warning, including, in serious cases, withdrawal of a workspace and permanent exclusion from the library.

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Christina SCHMID, Director

