

Regulations of use of the EPFL Library at the Rolex Learning Center

LEX 2.2.1

13th April 2018, status as at 15th April 2023

*The Direction of the Ecole polytechnique fédérale de Lausanne
based on Article 5 of the Loi fédérale sur les écoles polytechniques fédérales (RS 414.110)*

Article 1 Mission

¹ The EPFL Library is the centre for knowledge and expertise for scientific and technical information for use in the context of EPFL teaching and research.

² With state of the art facilities, it provides wide and simple access, both locally or remotely, to scientific information acquired or produced by EPFL.

³ The EPFL Library supports its users in the evaluation, use, production, sharing and diffusion of this scientific information.

⁴ Furthermore, it provides a space for working and studying, and a privileged access to information in both virtual and material form.

Article 2 Services

¹ The reception and research advice provided at the counter are available free of charge by the Library's staff for the public. Support services for the management of scientific information (usage, production, diffusion, training) are primarily intended for the EPFL community.

² The Library provides free and open access to work spaces and IT equipment for the public.

³ The use of computing equipment requires acceptance of the conditions described in the Directive on the Use of EPFL Electronic Infrastructure (LEX 6.1.4).

⁴ The Library also offers free and open onsite access to catalogues, paper documents and electronic information resources.

⁵ Internet access via the WIFI network is free of charge.

⁶ Self-service activities, such as printing, scans or photocopies of documents, are charged according to the pricing in force as shown on the Library's website.

Article 3 Registration

Use of the loan service requires registering for an account on the swisscovery platform. The terms of registration are established by the SLSP (Swiss Library Service Platform). Registration is done online at <https://swisscovery.help/fr/>. The process is free of charge and must be completed by all users for reasons of data protection.

Article 4 Loans

¹ Resources belonging to the EPFL Library or another library in the swisscovery network may be borrowed free of charge as long as they are borrowed from the EPFL Library. The EPFL Library also covers the lending costs of the EPFL community if the documents are borrowed from one of the following partner libraries: HEIA-Fribourg, HEPIA-Geneva, HE-Arc Engineering Neuchâtel or HETS-ES Sion.

²Loan conditions may vary depending on users' place of residence. Users residing in Switzerland can borrow up to 100 documents at a time.

³The loan period depends on the particular resource and is indicated in the EPFL Library's catalogue. A loan may be renewed up to five times, provided that the resource in question has not been reserved by another user.

⁴The user is responsible for the borrowed resources and agrees to return them within the given deadline and in the condition in which they were borrowed. Non-receipt of notices or reminders does not qualify as an excuse for returning the resources late. Missing deadlines will result in fees charged to the user and may be subject to collection (see <http://slsp.ch/fr/fees>). Users are encouraged to check their account online to track the status of their loans and the associated deadlines.

⁵Certain documents are excluded from loan but can be consulted in the Library. Articles and extracts from monographs can be photocopied or scanned in the Library. Rare and valuable books are excluded from loan and can be consulted in the Library upon request by scheduling an appointment.

Article 5 Interlibrary loan

The loan and use conditions applicable are those of the library supplying the document. They are communicated to the user, who must conform to them. Various fees (postal, photocopies, etc.) may apply (see the "fines and fees" section of the Library's website).

Article 6 Use of documents

¹The user handles consulted or borrowed documents with care and refrains from all marking, underlining or any deterioration whatsoever.

²At the time of the document's loan, the user informs the Library of any damage noticed.

³In case of loss or damage to a document, the user will pay the costs of repairing or replacing.

Article 7 Use of the Library's public premises

¹Users shall conduct themselves in a manner appropriate to a public place of study and research.

²Users shall behave respectfully towards other users and observe the instructions provided concerning quiet and silent areas.

³Users shall also respect the equipment and furniture provided, keeping it clean and tidy.

⁴Within work and study zones, cell phones must be in silent mode, and their use for calls or conversations is forbidden. As a general rule, the use of any electronic device must not cause any noise disturbance.

⁵The use of skateboards, scooters, rollerblades and similar modes of transport is forbidden on the entire building premises.

Article 8 Disrespect of regulations

In case of disrespect of the present regulations of use, the EPFL Library's management may refuse entry to the Library and declare the temporary or permanent removal of user status.

Article 9 Exceptional measures

The EPFL Library's management may authorise, on justified demand, exceptions to the regulations of use.

Article 10 Entry into force

The present regulations, which entered into force on 13 April 2018, were revised on 15 April 2023 (version 2.0).

Martin Vetterli
President

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Director of Legal Affairs