

Library policy and
registration form
for patrons
of the Blonay-St-Légier
Library



**EN VOUS
LISANT
MERC!**



MISSION STATEMENT

The mission of the Blonay-St-Légier-La-Chiésaz Library is to promote reading, and provide access to cultural and informational resources.

The Library supplies books, periodicals, and other audio-visual media, such as DVDs and audio books, to consult or to borrow.



REGISTRATION

Everyone can access the Library and apply for a library card. The applicant, or parent/guardian if applicant is under age 18, must present valid identification in order to receive his/her card upon completion of the registration form.

The card can only be used by the person whose name appears on the card.

The cost of replacing a lost or damaged library card is CHF 10.- for adults.

The library card is free of charge for children up to 16 years old.

When a child under the age of 16 comes with a parent to the library, the card is the parent's responsibility.



REGISTRATION FEES

Blonay St-Légier-La Chiésaz residents:

Children (<16) = Free / Adults = CHF 10.-

Non-residents:

Children (<16) = Free / Adults = CHF 20.-

Organizational, group, etc: *CHF 15.-*



LOAN

- Loan is free, and you must have your library card with you.;
- The loan period is 18 days, but it can be limited for loans of new acquisitions or highly requested material;
- Adults can borrow up to 10 documents, which may include 3 audio-visual media;
- Children can borrow up to 10 documents, which may include 2 audio-visual media;
- Organizational borrowers can borrow up to 20 documents, which may include 8 audio-visual-media.



RENEWALS

Patrons may renew items by email, by calling the library during opening hours, online by accessing their library user's account, or in person. Patrons are allowed one renewal period of 28 days.

It is not possible to renew new acquisitions, or reserved items.



OVERDUE CHARGES

In order to avoid a late charge, the Library notifies patrons 2 days prior to the due date via email.

A charge of 20 cents per item / per day will be charged in case of overdue items. Charges will accumulate on all overdue items until a maximum of CHF 15.- per item is reached. When this maximum is reached, the item will be considered lost.



RESERVATIONS

A borrowed item can be reserved at the Library, by email, or via the online catalogue.

Patrons receive the reservation notice via email as soon as the requested item is returned. Patrons have 10 days to collect the reserved items before they are returned to circulation.



RESPONSIBILITIES OF THE PATRON

The library patron is responsible for all items checked out with his/her library card.

The patron reviews the condition of the items prior to the loan, and informs the librarian of any damages.

The patron is responsible for lost or damaged items, and is obliged to pay the replacement cost with an additional CHF 5.- administrative fee.

The patron can replace the lost or damaged book, DVD, audio-book, yet the replacement fee of CHF 5.- is reserved.



BEHAVIOUR

- Smoking, eating and drinking are prohibited in the Library; Rollerblades, skateboards, and scooters are also prohibited;
- In order to maintain quiet, mobile phones should be set to silent mode, or preferably should be turned off;
- Excessive noise is prohibited. Patrons are required to handle the books with care while in the Library, and return them in the same condition as when borrowed.
- Animals are not allowed in the Library;

- Some items are for consultation only, and cannot be borrowed.
- It is strictly forbidden to copy DVDs or CDs;
- The library staff is entitled to refuse a loan, access to the Library, and reserves the right to expulse anyone whose behaviour may disturb other patrons;
- Borrowing privileges will be suspended for patrons who do not respect the Library policy.



WWW

The Library offers free Internet access in public areas during opening hours.

Patrons are expected to abide by the following Terms and Conditions.

TERMS AND CONDITIONS

The Internet access should be used in priority for research.

The viewing of material whose content is considered to be offensive and doesn't respect the integrity and dignity of human beings is expressly prohibited.

The Library is not responsible for the content of Internet pages. However, the Library reserves the right to control the patron's online activities, and to terminate computer privileges of any person abusing these Terms and Conditions. In case of a repeat offense, further action will be taken.

Patrons must respect the computer equipment. Additional software, disks, or potential virus causing instruments are strictly prohibited. Users must not change the setup or configuration of the computers.



SUMMARY OF THE CONDITIONS OF LOAN AND FEES

	CHILDREN <i>(Residents)</i>	ADULTS <i>(Residents)</i>	CHILDREN <i>(Non-residents)</i>	ADULTS <i>(Non-residents)</i>	ORGANI- ZATIONAL
Registration	Free	10.–	Free	20.–	15.–
Lost card fee	10.–	10.–	10.–	10.–	10.–
Number of items	10 2 AVM incl. ¹	10 3 AVM incl. ¹	10 2 AVM incl. ¹	10 3 AVM incl. ¹	20 8 AVM incl. ¹
Loan period	28 days	28 days	28 days	28 days	28 days
Number of reservations	2 items	2 items	2 items	2 items	2 items
Renewal	1 x 28 days	1 x 28 days	1 x 28 days	1 x 28 days	1 x 28 days
Damaged item	Replacement cost + 5.–				
Lost item	Replacement cost + 5.– + possible late charges				
¹ <i>Audio-Visual Media</i>					



BIBLIOTHÈQUE DE BLONAY - ST-LÉGIER

CH. DE BAHYSE 2
CP 12 – CH-1807 BLONAY
T: +41 (0) 21 926 8267
F: +41 (0) 21 926 8269
www.mabibliotheque.ch