



SIK ISEA

Schweizerisches Institut für Kunstwissenschaft
Institut suisse pour l'étude de l'art
Istituto svizzero di studi d'arte
Swiss Institute for Art Research

Library Rules

1. Introduction

The Library of the Swiss Institute for Art Research (SIK-ISEA) serves the purpose of specialised research, its principal focus being the art and art history of Switzerland. It is part of NEBIS, the network of Swiss libraries and information centres.

2. Rights and rules of use

The Library can be used by the staff of SIK-ISEA, art historians and any other interested parties. Use of the reference library is free of charge; borrowing is not permitted, with the following exceptions:

SIK-ISEA staff may remove documents from any of the collections by filling in a borrowing slip for each title. These borrowed books must remain within the Institute, where they can be consulted by other users.

Personal sets: Anyone wishing to work and conduct research in the Library for an extended period may collect a set of books to consult on the premises. A borrowing slip must be filled in for each of these books, and the set must be kept on the rack designated for this purpose. These books must be available at all times for other interested parties to consult in the Library if requested.

3. Inter-library loans (ILL)

ILL borrowing: Documents required by SIK-ISEA staff in the course of their work but which cannot be provided at SIK-ISEA will be ordered from other institutions. The costs will be borne by the Library. No orders for loans will be placed for other individuals.

ILL lending: Copies of articles will be sent to other libraries upon request, as will books not available in any other Swiss library (solely for use in the reading room). No media and no copies or scans of articles will be sent directly to private individuals.

4. Reading and work spaces

The Library can provide reading and work spaces and also two photocopiers, one for black-and-white copies and one for colour copies and scans; flash drives for saving scans can be purchased at the information desk.

5. PCs and WLAN

Two PCs are available to users exclusively for research in the Library catalogue, on the Internet and in other databases. WLAN is also provided for users to access the Internet on their own laptop. Abuse of the Internet, e.g. for the consumption of violent, pornographic or other indecent content, is not permitted and will result in exclusion from the Library.

6. Opening hours / Closures

The Library is open from Monday to Friday between 1.30 and 5.30 pm. In exceptional cases, the Library may be used in the mornings by interested parties after making an appointment with a member of the Library staff by telephone or in person.

From Christmas up to and including the New Year holiday, both the Institute and the Library will remain closed. The Library may close additionally for inventory.

7. House rules

Anyone wishing to use the Library should please sign the visitors' book on each occasion. Unnecessary noise is to be avoided in the Library out of consideration for other users; please switch mobile telephones to silent mode. Eating and smoking are not allowed on the premises. Bags, briefcases, coats, umbrellas and other large objects should be deposited in the cloakroom or the lockers provided for this purpose.