



**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 art history and Swiss art. 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 and anyone else with an interest in the subject matter. 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 and available for consultation 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 provides reading and work spaces and also two photocopiers for making black-and-white copies, colour copies and scans.

### 5. PCs and WLAN

Two PCs are available to users exclusively for research in the Library catalogue, on the Internet and in other databases. There is an additional PC with access to Memobase+ (database of sound and image files relating to Switzerland). 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. Members of the Association for the Promotion of SIK-ISEA may also use the Library in the mornings from 9.30 am until 12 noon (information desk unstaffed). 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. Bags, briefcases, coats, umbrellas and other large objects should be deposited in the cloakroom or the lockers provided for this purpose. Locker keys can be obtained at the desk in return for an identity document. Coffee and tea can be purchased and consumed in the *Salon vert* on the ground floor; mineral water is available in the Library. Food, coffee and tea must not be consumed in the Library area.