

# Regulation of the Bibliothèque cantonale et universitaire - Lausanne (RBCU)

433.11.1

of 1 April 2015

THE CONSEIL D'ÉTAT OF THE CANTON OF VAUD

having regard to the Act of 8 April 2014 on tangible and intangible heritage (LPMI)<sup>A</sup>

having regard to the Regulation of 1 April 2015 implementing the Act of 8 April 2014 on tangible and intangible heritage (RLPMI)<sup>B</sup> and having regard to the preliminary opinion of the Department of Education, Young People and Culture

*decides*

## Chapter I General remarks

### Art. 1 General and specific missions

<sup>1</sup> The general and specific missions of the Bibliothèque cantonale et universitaire Lausanne (hereinafter “the Library”) are defined in Articles 30 and 32 of the LPMI<sup>A</sup>.

### Art. 2 Cantonal coordination

<sup>1</sup> The Library shall be responsible for library coordination, particularly school libraries, for the canton as a whole. In this respect, it shall coordinate the network of libraries in Vaud, produce the agreement between members of the network and establish the network's general organisation.

### Art. 3 Relationship with the University of Lausanne

<sup>1</sup> The Library shall define, in conjunction with the University of Lausanne, the policy on developing the university collections and implement said policy, in particular through acquisitions, managing the collections and informing the university community.

<sup>2</sup> The cooperation arrangements between the Library and the University of Lausanne shall be governed by agreement, on the basis of an ad hoc delegation of powers by the Conseil d'Etat, in accordance with Article 4, paragraph 2 of this Regulation.

## Chapter II Library services

### Art. 4 Services

<sup>1</sup> The services offered by the Library to its users are:

- a. access to the study areas and reading rooms and use of the devices made available;
- b. borrowing and/or reading of printed documents or audiovisual or electronic media held in the collections;
- c. access to the musical archives, manuscripts, rare books or other special collections held by the Library;
- d. borrowing and/or reading of documents or media held by other institutions;
- e. copying facilities;
- f. access to online databases and copying of the information contained in them for personal use;
- g. access to documentary services provided remotely, online or in other forms;
- h. training and assistance with documentary research.

<sup>2</sup> The Library may sign agreements with other institutions (hereinafter the “partner institutions”) in particular for the purpose of facilitating access to their services, subject to the granting of ad hoc signing authority by the Conseil d'Etat.

<sup>3</sup> The Library shall inform the public of the various services available.

## Chapter III Access to services

### Art. 5 Principles

<sup>1</sup> Anyone wishing to access the services offered by the Library must be at least 14 years old.

<sup>2</sup> In exceptional cases, the director of the Library (hereinafter “the director”) may authorise younger people to access the services offered by the Library.

**Art. 6 Registration**

- 1 Registration as a user is free of charge. Users may register at the Library counters.
- 2 A personal, non-transferable user card shall be issued on presentation of the documents required by the Library. By using the services offered by the Library, users undertake to comply with the applicable regulations.
- 3 Users who are registered with a partner institution are recognised automatically.

**Art. 7 Users' personal data**

- 1 The user card contains the information required to identify the user and access their personal data.
- 2 The user's personal data, namely data relating to their identity, their status with the Library and the items they have borrowed may be shared by the Library with its partner institutions.

**Art. 8 Presentation of user card**

- 1 The user must show their user card spontaneously to borrow or access any documents or media. Users may be asked to show their card to use any other Library services.

**Art. 9 User card validity**

- 1 User cards are valid for three years and can be renewed at no charge.
- 2 User cards are for strictly personal use only. If their card is lost or stolen, the holder must inform the Library immediately. The user shall retain full responsibility for the use of their card until it is reported lost or stolen. A new card will be issued for a fee.
- 3 A daily card or one with a limited period of validity may be issued to occasional or passing users.

**Art. 10 Fees**

- 1 Some services may be subject to a fee or billed at cost. The director shall produce a list of the services concerned and keep it up to date.
- 2 The Conseil d'Etat shall determine the level of the various fees.

**Chapter IV User obligations****Art. 11 General obligations**

- 1 Users must comply with Library standards, particularly in terms of visiting the premises and use of the facilities made available to them.
- 2 They must comply with the terms and conditions set out in the Library's lending regulations. Fines will be charged on overdue items.
- 3 Users must take care of the documents or media they use. Any costs incurred as a result of damage to or loss of said items shall be payable by the user concerned.
- 4 They must comply with the legislation on copyright and similar rights.

**Art. 12 Special obligations**

- 1 Special obligations connected to the use of the study areas and reading rooms, as well as the use of Library services, shall be subject to special regulations, which must be approved by the Department of Culture (hereinafter "the Department")<sup>A</sup>.

**Art. 13 Penalties**

- 1 Any user who breaches the provisions of this regulation or the special regulations applicable to the Library, in particular by failing to return on time the printed, audio or multimedia materials lent to them, shall be charged a fine up to a maximum of 450 Swiss francs, according to a scale approved by the Department.
- 2 Depending on the circumstances, the director may also bar the user from the Library, either temporarily or permanently.
- 3 Decisions to bar a user, either temporarily or permanently, made by a partner institution, shall also apply to the Library.

**Chapter V Final provisions****Art. 14 Repeal**

- 1 The Regulation of 27 August 2008 on the Bibliothèque cantonale et universitaire is repealed.

**Art. 15 Effective date**

- 1 The Department of Education, Young People and Culture is responsible for the implementation of this Regulation, which comes into effect on 1 May 2015.