

# Computer Science Library ETH

## User regulations

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# 1. General information

## 1.1. Area of application

These terms of use apply to the Computer Science Library of ETH Zurich ([www.library.inf.ethz.ch](http://www.library.inf.ethz.ch)).

## 1.2. Authorisation for use

The Computer Science Library is available to all members of the Department of the Computer Science (D-INFK) ETH Zurich, i.e. students, employees, lecturers, professors, as well as guests of the Department D-INFK.

The use of the services is generally free of charge for members of the department. However, fees may be charged for some services. People from outside the department are permitted to consult the book collection on site and to borrow books.

If there is a shortage of workstations, the library staff can exclude visitors from outside the department from using the library on site (identification card check).

## 1.3. Exclusion from use

Users who violate the Library Regulations or do not comply with the instructions of the library staff may be expelled by the library staff or handed over to the ETH Zurich security service.

In the event of repeated or serious violations of the library regulations or the instructions of the library staff, users may be excluded from using the library and all its services.

## 1.4. Copyright issues and further use of library documents

The use of library media is subject to the provisions of copyright law. The library media and copies made may only be used for personal use. Passing on to third parties and commercial reuse are not permitted.

Users are responsible for clarifying the copyright situation. In the event of copyright infringement, the Computer Science Library declines all liability.

## 2. Registration, user account, borrowing

### 2.1. Registration

ETH members, as well as guests of the Department, register their account with SLSP (<https://registration.slsp.ch/>). An EDU-ID is needed for the registration.

The ETH legitimation card and the NETHZ login are required for borrowing documents and using other services of the Computer Science Library. We issue library cards for guests of the department.

The NETHZ login can also be used for ordering, reserving and borrowing in all other SLSP libraries.

No registration is required for on-site use of the reference collections.

### 2.2. User card and user account

A valid user ID is required for borrowing. The legitimation card is used as user ID for students and the ETH personal ID for ETH members. ETH members themselves must make changes regarding passwords, addresses and the use of the SMS service. For this purpose, the ETH Zurich websites must be consulted.

User data will be updated within a reasonable period.

- Password changes: [www.passwort.ethz.ch](http://www.passwort.ethz.ch)
- Change of address & Activation SMS service: [www.adressen.ethz.ch](http://www.adressen.ethz.ch)
- By questions and problems:
  - for the login <https://ethz.ch/staffnet/en/it-services/service-desk.html>
  - for the registration <https://documentation.library.ethz.ch/display/WWE/Registration>

### 2.3. Loan regulations

Students, employees of the Department of Computer Science at ETH Zurich (D-INFK) and guests of the department are entitled to borrow items. However, certain holdings can only be used on site.

Documents already borrowed can be reserved via the library catalogue. A maximum of 100 documents can be borrowed and a maximum of 50 documents can be ordered in the SLSP account per IZ (Institution Zone) at the same time.

Borrowed documents must be handled with care, protected from damage and returned in an intact and complete condition. Damage also includes entries, marginal notes and underlining and text markings of any kind.

## 2.4. Providing documents

Documents provided at the circulation desk can be collected within seven working days. If this period has expired, the documents must be ordered again.

Invitations to pick up documents by e-mail are only sent when documents previously borrowed and reserved elsewhere arrive. Users are asked to regularly check the status of their orders in their SLSP user account.

Documents that have not been borrowed should be collected directly from the shelf in the library and then booked by the library staff or booked independently at the self-lending station.

Archive holdings can be ordered at the circulation desk.

## 2.5. Courier service

Members of ETH Zurich have the option of borrowing documents via the SLSP courier and having them delivered to the library (or other ETH libraries) free of charge.

For non-ETH members this service is subject to a fee.

## 2.6. Loan periods and renewals

The loan period for all available for loan books is 28 days.

If another person does not reserve the document, five automatic renewals are made by the system. The documents can be reserved by other users at any time and will be recalled after the loan period has expired.

Documents can also be renewed manually in the user account under Loans. After the maximum possible loan period has expired, the documents must be presented at the library counter for renewal. Renewals must be checked in the user account. In the case of absences (military service, holidays, stay abroad, etc.) that last longer than the loan periods of borrowed documents, the books must be returned beforehand.

## 2.7. Reminders

As soon as the loan deadlines are exceeded or documents are otherwise requested, SLSP sends the following letters by e-mail and charges the following fees:

| Mail / Letter      | Date  | Cost                                      |
|--------------------|---|---|
| Reminder           | 2 days after the loan deadline  | free                                      |
| 1st overdue notice | 7 working days after the loan deadline  | CHF 5.00 per document<br>(= CHF 5.00)     |
| 2nd overdue notice | 13 working days after the loan deadline   | + CHF 5.00 per document<br>(= CHF 10.00)  |
| 3rd overdue notice | 19 working days after the loan deadline<br>(User account will be blocked automatically) | + CHF 10.00 per document<br>(= CHF 20.00) |

## 2.8. Return of documents

The return of borrowed documents is possible at the lending desk of the Computer Science Library, at the counter of the ETH Library as well as at other SLSP courier libraries (if the document was ordered via the SLSP courier).

Please ensure that the documents are returned on time. The date of return is the date on which the borrowed documents are booked back.

## 2.9. Liability

The Computer Science Library accepts no responsibility for losses, any delays or other difficulties in dispatch and transport.

The last user is fully liable for any damage or loss of the borrowed documents.

Existing damage or missing enclosures (data carriers, transparencies, etc.) must be reported to the library staff immediately upon borrowing or immediately upon discovery of the same, but at the latest upon return.

## 2.10. Replacement acquisitions

If a document is lost or returned in a damaged condition, the library will procure a replacement copy, another work of equal value, or a reproduction at the user's expense. Repair and replacement costs as well as a handling fee will be charged. Replacement must be made for lost or damaged works, even if the user is not at fault.

With the agreement of the Computer Science Library, users may also procure the replacement copy themselves.

# 3. Use of the offer on site

## 3.1 Behaviour in the computer science library

In the library premises, users must behave in such a way that other users are not impaired in their justified use of the library, that the library operations are not impeded and that stocks, facilities etc. are not damaged.

Users are obliged to follow the instructions of the Computer Science Library. In case of non-compliance, the Computer Science Library has the right to expel users from the library. In justified cases, a library or house ban may be issued.

Food and alcoholic beverages are prohibited in the Computer Science Library. In the event of damage to books or library equipment by drinks or similar, the users who brought the drink into the library are liable for any damage or cleaning costs.

### 3.2. Internet usage

The public devices set up for free use are primarily used to consult the online offers of the Computer Science Library and for scientific, technical or professional research. The use of USB sticks and external drives is not possible.

All users are required to use the Internet in a legally correct manner. With regard to liability and misuse as well as the possible consequences of misuse, we refer to the ETH Zurich's User Regulations for Telematics BOT (<https://rechtssammlung.sp.ethz.ch/Dokumente/203.21.pdf>).

### 3.3. Inspections

The Computer Science Library of ETH Zurich is authorised to regularly check the correct use of premises and infrastructure and to demand that its users present a valid official ID or a valid user pass at any time.

### 3.4 Liability

The Computer Science Library of ETH Zurich is not liable for the private belongings of users that are brought into the library or left there.

Leitung der Informatikbibliothek ETH  
CAB G 41, Universitätstr. 6, 8092 Zürich  
[library@inf.ethz.ch](mailto:library@inf.ethz.ch)  
[www.library.inf.ethz.ch](http://www.library.inf.ethz.ch)