

# Library Rules

## Psychology Club Zurich

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1. A library committee, elected by club members in the general meeting, will decide on any questions concerning the running of the library.
  2.
    - a) Members and statutory guests are entitled to use the library free of charge.
    - b) Other borrowers have to submit an application. They are kindly requested to show their ID or passport and give their current address. A single deposit of CHF 100.- must be paid.
    - c) Library hours will be set by the library committee. Please check our website. Temporary leave of the librarians will also be indicated on the website.
  3.
    - a) Every loan will be registered in BiblioMaker. The borrower will receive a receipt for each issue.
    - b) Generally, not more than 3 books at a time may be borrowed.
    - c) The period of loan is 2 months, but an extension is possible on request. In urgent cases, the librarian may recall an item after 1 month. Should the period of loan be exceeded, a reminder will be sent by email. If necessary, a second reminder will follow after two weeks. Following that, overdue items are charged at a rate of CHF 5.- per week and medium.
    - d) Borrowed books and media are not to be passed on to somebody else.
  - e) Manuscripts, minutes of the seminars, general reference works, dictionaries, unbound periodicals, the collection of documents of psychological interest, books older than 60 years and those marked as irreplaceable, may not be borrowed.
  - f) There is no shipping of media by the library.
4. The librarians will be employed by the board, at the request of the library committee. The library committee will supervise the librarians' oversight of the library. The librarians' salaries will be paid by the club.
  5.
    - a) The library receives its financial support from the budget of the club. This serves as the basis for buying books, paying magazine subscriptions, and other expenses of the library. The library also receives money from the loan of films, overdue fees, etc. The library committee will decide on the expenses and control the accounting. At the end of the year, the library committee will deliver the annual financial statement to the treasurer of the club, along with the necessary documents.
    - b) The library fund will be raised by contributions. The fund covers exceptional expenses, as applied for by the library committee and approved by the board.
  6. The library rules must be approved by the general assembly of the psychology club.

Zurich, 16<sup>th</sup> of June 2016

For the board

The president  
*Dr. Andreas Schweizer*

For the library committee

The president  
*Gisela Recke-Erkelenz, lic. phil. I*