



Use of facilities

Regulations

Library & Information Services

The schedule is posted on the door of the library and is subject to minor modifications during the semester.

General conditions

- The student's ID card is also used as the library card and it is mandatory for every loan/renewal transaction.
- Every user is responsible for the use of their ID card.
- Every user complies with the Professional Image Policy.
- Every user complies with the measures announced by the Swiss Federal Council and Cantonal authorities regarding COVID-19
- Every user respects their colleagues' work.
- Every user cleans up his/her study place before leaving.
- Mobile phones must be in silent mode.
- No food, uncovered drinks or alcoholic drinks.

In case of non-compliance to this policy, library users will be given a verbal warning and may even be excluded from the library and the use of its services.

Borrowing conditions:

- Maximum of 15 books/magazines and 3 DVDs can be borrowed at the same time.
- Maximum borrowing time: 21 days.
- Special media types:
 - Items with green dot (textbooks): 3 days.
 - Items with yellow dot (recommended readings): 5 days.
 - Items with red dot: only for consultation.
 - Educational / fiction DVDs: 5 days.
 - Magazines and academic journals: 5 days
- Maximum renewals per item: 2 renewals unless the item is reserved by another user. Finished the allowed time, you must bring it back to the library (item must stay on the shelf minimum for one day).
- Maximum of reservations: 3 reservations at the same time. Can be done through the *User account* on the library catalog or asking the librarian. A notification will be sent by email as soon as the item becomes available.
- Borrowed items must be returned by the end of the semester.

Resources at the disposal

Library website

Centralized access to all databases, academic journals and other specialized resources: library.glion.edu

Student Central - Library

The Library page on Moodle is full of information that helps you to complete your researches and projects:

<https://elearning.glion.edu/course/view.php?id=220>

Library catalog

Find out what books, magazines, DVDs, etc. are available in the physical collection: glion-library.online/netbiblio

Databases, eBooks and academic journals

Discover the available academic resources through the library website.

eTextbooks

Any course that requires a textbook will have access to the electronic textbook on the respective Moodle page, in some cases an access code is sent to student by email.

Interlibrary loan

This service allows to obtain documents from other Swiss University Libraries. Please refer to the librarians.

Reminder policy

- 1 business day before the due date: pre-reminder
- 1 business day after the due date: 1st reminder
- 5 business days after the due date: 2nd reminder (*last opportunity to renew the loan(s)*)
- 14 business days after the due date: Warning Letter with pre-invoicing (*user account is blocked until items are returned*)
- 21 business days after the due date: Invoicing (*price of the item(s) + 115.- final fine and administration costs*)
- Invoices are sent to Students Accounting department to be charged automatically from the deposit account.
- In case of lost items: the price of the items + CHF 50.- administration costs are charged from the deposit account for a replacement purchase.
- In case of lost magazines/journals: the issue's price + 10% of the cost of the issue are charged from the deposit account for a replacement purchase.
- In case of damaged items (e.g. highlighted book, scratched DVD): the price of the items + CHF 50.- administration costs are charged from the deposit account for a replacement purchase.

Note: For all additional questions, issues or complaints, please refer to the Head of Library and Information Services

