

## **LIBRARY RULES FOR FACULTY, INSTRUCTORS AND STAFF**

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### **POLICY STATEMENT**

The purpose of this policy is to have guidelines to refer to as far as the use of facilities for faculty and instructors in Switzerland is concerned.

### **COVERAGE**

This policy applies to all GIHE Swiss campuses.

### **AUDIENCE AND COMPLIANCE**

All faculty, instructors and staff members must be aware of and comply to this policy.

### **ROLES AND RESPONSIBILITIES**

Librarians: have the responsibility to inform all staff member about this policy during an induction session, and to make sure that everyone complies to this policy.

Faculty/ Instructors: are responsible for complying to this policy at all time when working in the library facilities and/or using its services.

In case of non-compliance to this policy, staff members could see their access to the library and its services limited.

### **PROCEDURES**

#### Opening hours:

The latest opening hours can be found in the library entrance.

#### General:

For any questions or feedback, please send an email to [library@glion.edu](mailto:library@glion.edu)

#### Borrowing conditions:

Faculty, instructors and staff members can check out up to 20 documents, plus 3 DVDs at a time.

Items can be checked out as follows:

- 1 month for the books.

#### Exceptions:

- Items with a green etiquette, wine books, as well as library copies of textbooks can only be checked out for 3 days.
- Items with a red sticker on the spine, as well as dissertations and past projects cannot be checked out at any time.

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Valid to:

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Document owner: Library

- 5 days for DVDs, academic journals and magazines.
- 2 renewals are allowed, unless the item has been reserved by another user.  
After that the library item(s) must be brought back to the library and stay at least for one day.  
Exceptionally if you need to keep an item longer, please inform the librarian.
- 3 reservations at a time.

#### Fine system

- After 1 day of delay, you receive a first reminder which is a formal warning to remind you to come to the library to return or extend the library item(s).
- After 1 week of delay, you receive a second reminder.
- After 2 weeks of delay, you receive a third and last reminder.
- After that, if the item(s) are still not returned within 24 hours, the library will have to inform the line manager and the amount of the item(s) with a supplement of CHF 50.- for administration costs will be deducted from the staff's salary.

#### Lost and damaged items:

- Lost books, DVDs, and CDs:  
Please inform the librarians as soon as possible. They will provide you with the price of the lost item(s) with a supplement of CHF 50.- for administration costs, which will need to be paid cash in the library (in Glion) or at the reception (in Bulle). If not, the library will have to inform the line manager and the amount of the lost item(s) with a supplement of CHF 50.- will be deducted from the staff's salary.
- Lost magazines/journals:  
Please inform the librarians as soon as possible. The lost issue's price be charged for a replacement purchase with a supplement of 10% of the cost of the issue.
- Damaged items (e.g. highlighted book, scratched DVD):  
They will be charged for a replacement purchase with a supplement of CHF 50.- for administration costs.

#### Resources at your disposal

- Library website: <https://library.glion.edu>  
A website full of information and giving access to the databases, online journals and magazines.
- Library catalog: <https://glion-library.online/netbiblio/>  
Search for books and hard copies of journals / magazines / newspapers.

## Services at your disposal

- Interlibrary loan: <https://swisscovery.slsp.ch/>

If the document you need is not available in our libraries, we can order it from another library, such as Geneva University, IOC Library, Zürich University, EPFL, etc.

- Case studies: <https://www.thecasecentre.org/>

The Case Centre is the main supplier of the school. You should register individually to get access to an inspection copy. In order to let the Academic Dean know what is being ordered under their pedagogic budget you are requested to get their approval before ordering any case studies.

Subsequently, the library can order the case(s) for you. You need to provide us with the Dean's approval, plus the title and reference number of the case(s), the number of copies needed – which correspond to the students enrolled in your class – as well as the course name.

- Suggestion of purchase for the Library

If you would like to recommend a book, DVD or journal, please fill in the online form (available on the homepage of the library website) or send your request to [library@glion.edu](mailto:library@glion.edu)

- Textbooks

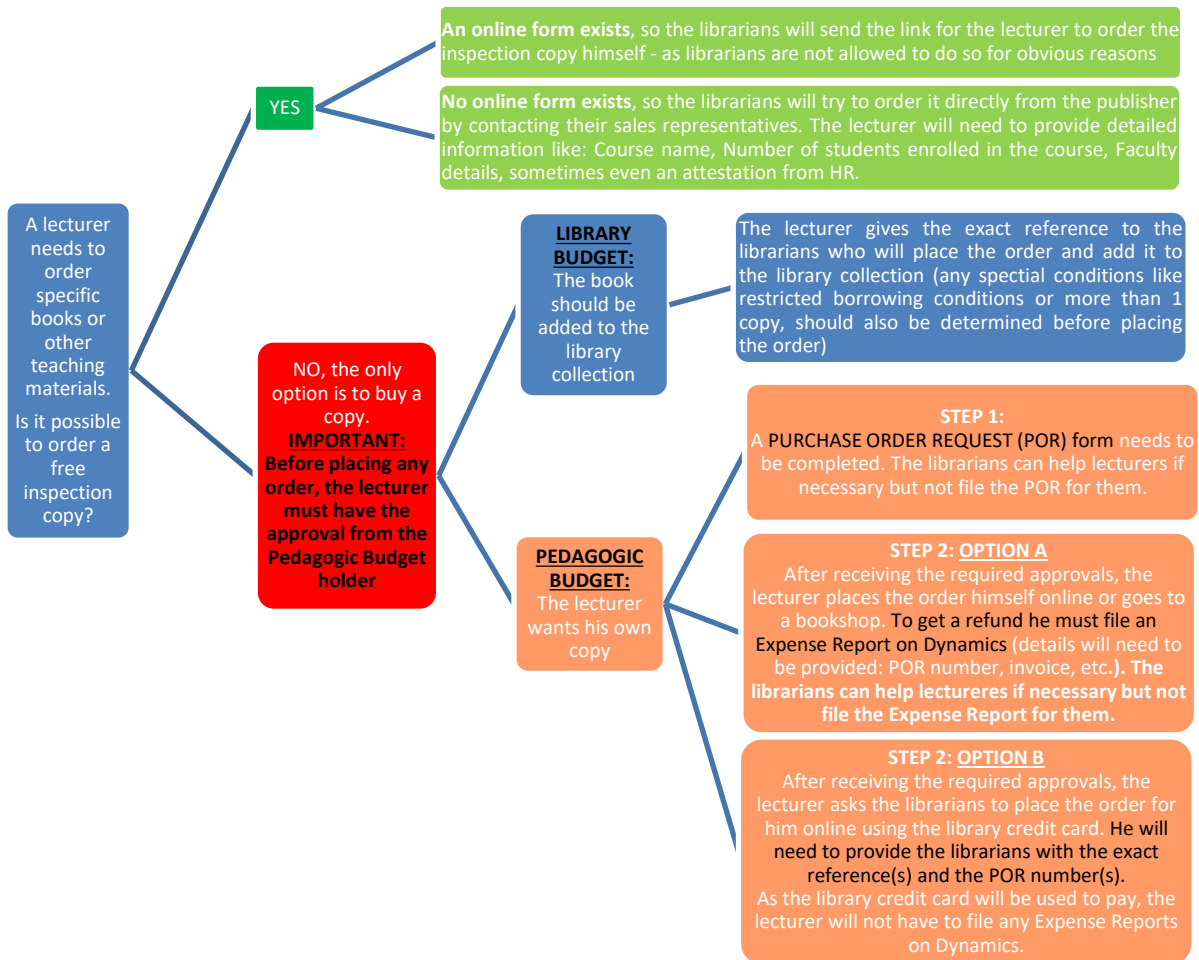
Any changes of textbooks should be agreed by the Academic Dean one semester in advance. E.g. A new textbook for accounting being announced in 2018.02 will only be used in 2019.02.

The authorization of changing a textbook depends on our stock and any other conditions established by our suppliers.

- Inspection copies and teaching materials policy

Faculty/instructors will be requested to order their own inspection copies. Any teaching materials that is not available for free through the publishers' websites will be added to the Pedagogic budget and will need approval from the Academic Dean and gone through the Purchase Request process successfully before being ordered.

The library team is at your disposal to guide you through the ordering process.



## RELATED DOCUMENTATION

Textbooks Order

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