

# Fees and charges of the Swiss National Museum (SNM)

Valid from: 1.1.2015

## Library SNM in the National Museum in Zurich: Rates and loan conditions

### Using the library

Use of the reading room, reading room materials and orders placed to the reading room are free of charge during opening hours.

Media can be ordered directly from the online catalogue at [www.nebis.ch](http://www.nebis.ch). Media ordered by 9 a.m. via NEBIS, e-mail or phone can be picked up on the same day between 1 p.m. and 5 p.m. Orders are reserved for one week.

Use of research PCs for conducting searches of the library catalogues via the Internet is free of charge.

The library is a reference library.

Weekend borrowing is permitted from Friday to Tuesday (exceptions may be made).

Borrowing is free of charge.

The library participates in interlibrary lending.

The rules and regulations of the museum apply.

The SNM library may reduce or waive its fees if:

- provision of the service requires little effort
- the user is financially disadvantaged
- the service is provided largely in the public interest

### Guided tours of the library

Guided tours for other libraries and public institutions	Free
Guided tours for private groups	50.-

## 1. Self-services

### Photocopies

Paper copies made by the user on SNM library equipment

Per copy	A4 b/w	-.20
Per copy	A3 b/w	-.40
Per copy	A4 colour	1.-
Per copy	A3 colour	2.-

## 2. Services performed by the SNM library

### Photocopy orders and mailing

*This service is only available to customers in Switzerland.*

Basic fee		5.-
Per copy	A4 b/w	-.20
Per copy	A3 b/w	-.40
Per copy	A4 colour	1.-
Per copy	A3 colour	2.-

<b>Plus mailing</b>		
Mailing within Switzerland	Incl. packaging and postage	5.-

### Mailing PDF copies

Digital copies of articles sent as a PDF by e-mail.

*This service is only available to customers in Switzerland.*

Flat fee for max. 20 pages	b/w	10.-
Each additional page	A4 b/w	-.30
Each additional page	A3 b/w	-.50
Each additional page	A4 colour	1.-
Each additional page	A3 colour	2.-

### Interlibrary loans

The library participates in interlibrary lending and charges the following for services performed:

#### Mailing of books on interlibrary loan (incl. packaging and postage)

Switzerland	12.- OR equivalent in BBS/BIS vouchers
Europe	44.- OR equivalent IFLA voucher
Overseas	44.- OR equivalent IFLA voucher

#### Mailing of photocopies (incl. postage and packaging) or PDF copies as part of interlibrary lending

*This service is only available to customers in Switzerland.*

Flat fee for max. 20 pages	DIN A4 b/w	10.- OR equivalent in BBS/BIS vouchers
Each additional page	DIN A4 b/w	-.30

The library does not provide recipient interlibrary services for external customers.

## 3. Reminders, notices and other fees

### Weekend lending

The SNM library is a reference library and permits weekend borrowing from Friday until the following Tuesday.

In the event the user fails to return materials, the user fees of the NEBIS Association apply.

Reminder/Recall	Free
1st notice (10 days since date of reminder)	Surcharge of CHF 10 per document
2nd notice (10 days since date of 1st notice)	Surcharge of CHF 10 per document
3rd notice (10 days since the date the 2nd notice was sent by registered letter)	Surcharge of CHF 15 per document

### Loan by special agreement

In special cases, the library may agree to longer lending periods (e.g. dissertations, special research projects).

The user fees of the NEBIS (Network of Libraries and Information Centers in Switzerland) Association apply to library loans by special agreement.

Reminder/Recall	Free
1st notice (10 days since date of reminder)	CHF 10 per document
2nd notice (10 days since date of 1st notice)	Surcharge of CHF 10 per document
3rd notice (10 days since the date the 2nd notice was sent by registered letter)	Surcharge of CHF 15 per document

#### Loss/damage

Flat fee for related expenses	CHF 20 per document	Plus effective costs of replacement or repair, incl. bookbinding
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#### Paper printouts made at publicly available PC workstations

Per page	DIN A4 b/w	-.20
Per page	DIN A4 colour	1.-
Printouts of bibliographic information, up to 3 pages	DIN A4 b/w	Free

#### Bibliographic research

Time	Regular fee	Student users
up to 30 minutes	Free	Free
31 – 45 minutes	60.-	30.-
46 – 60 minutes	80.-	40.-
for each additional 15 minutes	20.-	10.-