LOAN REGULATIONS

Loans can be made to:

- Staff of the United Nations and former staff of the United Nations living in Geneva (this does not include staff or former staff of the specialized agencies)
- UN interns and consultants
- Representatives of the Permanent Missions in Geneva
- Journalists accredited to the United Nations Office at Geneva
- United Nations System Libraries

- Public, university and special Swiss libraries and, exceptionally, major libraries in neighbouring countries

Users belonging to the External users category (see above) and NGOs representatives cannot borrow materials. They may consult materials on the Library premises only.

Loan process

- For each publication a loan request must be submitted. Online loan requests are available. Please contact the Loans Desk (B.135) for information.
- Users can have a maximum of twenty publications on loan at one time.
- In case of urgent need, Library staff can recall a book or document at any time.
- Users are required to handle borrowed publications with care and return them before or on the due date. Overdue publications must be returned promptly upon receipt of the Library's notice.
- Users who fail to return or lose borrowed publications have to replace them at their own expense to preserve the integrity of the Library's collections.

Categories not for loan

- Volumes that are marked as “Not for loan” in the Library online catalogue (e.g. dictionaries, encyclopedias, textbooks, manuals, loose-leaves, reference materials, etc.)
- United Nations masthead documents.
- Loose issues of periodicals: newspapers and journals in the Periodicals (PE) Reading Room; bound periodicals in the Economic and Social (ES) and Legal and Political (LP) Reading Rooms.
- Unbound newspapers, gazettes, official journals, oversize periodicals and those in provisional binding形式.
- “Rare” books, which must be consulted in Room B.135 by the Loans Desk; for some, only the Chief Librarian can authorize their usage.

Interlibrary loans

- Interlibrary loans, which involve special costs to the Organization, are only processed for UN staff or members of the Permanent Missions in Geneva and must be directly related to their official research work.
- Books published prior to 1945 are excluded from interlibrary loan.
- Monographs located in the Economic and Social (ES) and Legal and Political (LP) Reading Rooms are also excluded from interlibrary loan.

Categories for loan and duration

- Monographs and bound volumes of periodicals: one month, renewable.
- Monographs located in the Statistical (ST), Economic and Social (ES), Legal and Political (LP) Reading Rooms and marked as “Available for loan” in the Library online catalogue: two weeks, renewable only once.
- UN sales & UN symbolized publications: one month, renewable only once.

Contacts

Library
Tel.: +41 (0) 22 917 41 81
Email: library@unog.ch

Library Opening Hours
Monday to Friday, from 8:30 to 17:30, except official UNOG holidays.
**ADMISSION REQUIREMENTS**

The following persons are entitled to use the Library:

**OFFICIAL AND AFFILIATED USERS**
- Staff and former staff of the United Nations, its specialized agencies and other international organizations
- Diplomats and staff of Permanent Missions
- Conference delegates
- Representatives of non-governmental organizations (NGOs)
- Journalists accredited to the United Nations
- Children of UN staff and diplomats under the age of 18 are only admitted to the Library when accompanied by their parents.
- University students and graduate students (Secondary school students are not admitted)
- University scholars or independent researchers
- Members of the liberal arts professions (doctors, lawyers, economists, etc.)
- Journalists
- Librarians, documentalists, archivists

**EXTERNAL USERS**
- University and graduate students (Secondary school students are not admitted)
- University scholars or independent researchers
- Members of the liberal arts professions (doctors, lawyers, economists, etc.)
- Journalists
- Librarians, documentalists, archivists

**REGISTRATION OF EXTERNAL USERS**
- For registration, a valid passport or identity card will be required.
- Students are required in addition to present a valid student card.
- Once they have been initially admitted to the Palais and the Library, external users must complete and sign the following forms:
  a) “Request for a Library User’s Badge”
  b) “Library Agreement to Respect the Rules and Regulations of UNOG Library”

Forms can be obtained at the Loans Desk (Room B.135) and must be taken to the Security and Safety Section (Pregny Gate) to receive a Library user badge.
- Once expired, a new Library user badge must be requested.
- The Library reserves the right to accept or deny external user privileges.

**LIBRARY USER BADGE**
- The Library user badge must be worn visibly at all times.
- The Library user badge only entitles its bearer to access the Library, the cafeteria and public areas of the Palais des Nations. It does not entitle one to enter the conference rooms, delegate or press bars and office or administrative areas reserved for staff only.
- Any abuse of the Library user badge will immediately be sanctioned by the temporary or definitive withdrawal of Library privileges.

**CYBERSPACES AND READING ROOMS REGULATIONS**
- Multiple reading rooms and cyberspaces (on the first and third floors) are available to Library users. Library staff will guide patrons in their research.
- The cyberspace in Room B.127 on the first floor is reserved for diplomats and Permanent Missions.
- Bags, etc. are allowed in the Library at the discretion of the Librarian on condition that the Security and Safety Section may inspect them if requested.
- Users are responsible for their personal belongings and should not leave any valuables unattended. The Library does not take any responsibility in case of property theft.
- As cyberspaces and reading rooms are official working areas, proper decorum is required.
- Silence must be respected as reading rooms are areas designated for research and quiet study. Mobile phones are not to be used in the cyberspaces or reading rooms and should be switched to silent mode.
- Office telephones in the cyberspaces and reading rooms are reserved exclusively for Library staff members. A public telephone is available on the ground floor.
- Smoking, eating or drinking (with the exception of bottled water) in the cyberspaces and reading rooms is not allowed.
- Electronic devices in the cyberspaces and reading rooms are reserved exclusively for Library staff members. A public telephone is available on the ground floor.
- E-mail and Internet facilities may not be used for illegal or wrongful purposes. Prohibited activities include, but are not limited to: the use of Internet and e-mail facilities to access to or distribute pornographic or other patently offensive material; the use of Internet and e-mail facilities to seek access to or distribute defamatory, fraudulent, discriminatory, racist, insulting or harassing messages. Information such as Internet traffic logs or e-mail messages will be disclosed to any entity authorized to conduct investigations in the event of suspected abuse.

- Since reading room tables can be assigned simultaneously to several persons, users should not leave personal belongings there. The Library staff may remove books and other articles left for any length of time on tables.

**USE OF READING ROOM MATERIALS**
- Books, periodicals and documents on the open reading room shelves must be consulted in the room where they are found. Users are not allowed to take reading room materials away from any room without the permission of the Library staff for loan of reading room materials. These “Categories for loan and return” are subject to change without prior notice.
- Consulted books, periodicals and documents should be left on the tables to be re-shelved by Library staff. In the Economic and Social (ES) and in the Legal and Political (LP) Reading Rooms, material obtained through the Loans Desk from the main stacks should be returned after consultation to the shelf where it was “checked-out” by the user in each reading room.
- At the end of each year, prior to the inventory of collections, all books signed out by users will be cleared from the tables and released in their proper locations. A new loan request needs to be made should users wish to renew these materials.
- Library books and documents must be treated with care: it is prohibited to underline, write notes or remove pages. Any damages or loss of materials will be sanctioned.

**COPYRIGHT REGULATIONS**
- Users are strongly reminded that all resources should be used solely for professional or personal research. It is strictly prohibited to scan or photocopy an entire book or an entire issue or issues of journals, or to download an entire issue or issues of journals available in commercial databases. The United Nations Office at Geneva reserves the right to claim against the guilty party and to suspend his/her access to its premises and services.

**PHOTOCOPYING SERVICES**
- Only material from the UNOG Library collections can be photocopied free of charge. Only one copy is permitted.
- Additional copies and copies of non-UNOG Library materials can be made on the coin-operated machine on the third floor, at a cost of 10 centimes per page. This machine functions with all Swiss coins, but does not return change.

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**USER CONDUCT**
- In the cyberspaces and reading rooms, Internet-linked computers are available to users for their professional research.
- E-mail and Internet facilities may not be used for illegal or wrongful purposes. Prohibited activities include, but are not limited to: the use of Internet and e-mail facilities to access to or distribute pornographic or other patently offensive material; the use of Internet and e-mail facilities to seek access to or distribute defamatory, fraudulent, discriminatory, racist, insulting or harassing messages. Information such as Internet traffic logs or e-mail messages will be disclosed to any entity authorized to conduct investigations in the event of suspected abuse.

- Any act that can obstruct the proper functioning of equipment and information resources (e.g. the modification of installations, the insertion and propagation of computer viruses, abusivestocking of information, changing passwords, etc.) is forbidden.
- Workstations cannot be reserved, except with the approval of the Chief Librarian.
- Users may not leave their materials at a computer table to save a place while they are away from the area.
- Library staff have the prerogative of reassigning computers that are left unoccupied.

- In the cyberspaces, some workstations are reserved for urgent consultation limited to a 20-minute period.
- In the Periodicals (PE) Reading Room on the third floor, workstations are reserved for the consultation of online journals and databases.
- Cyberusers are kindly requested to respect intellectual property rights. Please refer to the previous section on copyright regulations.
- When using cyberspace printers, users are asked to limit themselves to printing single copies of materials and up to a maximum of 20 pages, recto-verso, per day.
- All cyberspace printers shut down automatically at 5:20 p.m.

**RESERVED TABLES (ES AND LP ROOMS)**
- External users wishing to work in the Economic and Social (ES) or Legal and Political (LP) Reading Rooms and to consult material obtained through the Loans Desk from the main stacks, need to reserve a special working table so that books may be temporarily kept on the assigned table.

- The Library reserves the right to access the reading room tables.