

Regulations concerning the usage of the library of the Swiss National Museum (SNM)

as of 7 December 2020

1. General remarks

The overall usage regulations that apply to the Study Centre principally also apply to the library, see <https://www.landesmuseum.ch/de/dienstleistungen/studienzentrum>

In addition, the library issues its own scale of fees which, in part, is determined by the library network's scale of fees, see <https://www.landesmuseum.ch/bibliothek> under "fees". The website also lists the general usage procedures for library users.

Furthermore, these usage regulations set forth the switch to the library network Swiss Library Service Platform AG (SLSP) and the handling of personal data. Utilization of the SNM Library signifies acceptance of the applicable usage regulations.

2. Switch to the library network Swiss Library Service Platform AG (SLSP)

The switch to the library network Swiss Library Service Platform AG (SLSP) <https://slsp.ch/de> as of December 2020 entails a change regarding the administration of the library users' personal data.

As of this date, the SNM Library's admin system and user administration are to be operated, jointly with other Swiss libraries, by SLSP Swiss Library Service Platform AG.

The admin system is hosted by a German service provider with servers based in the European Union. The personal data held by the joint administrative system may be accessed and used by all libraries associated with the SLSP system for the provision of services, in particular for the processing of loans.

A current list of all libraries associated with the SLSP system is to be found on the website of SLSP AG.

3. User data

In order to access and use the SLSP library admin system, all users require an edu-ID account with SWITCH <https://www.switch.ch/de/> for which they must provide personal data such as first name, name, email address, etc. Using their SWITCH edu-ID, users are then asked to register on the SLSP registration platform. In the course of the registration process, users give their consent that their personal data are to be transferred from their edu-ID account to the SLSP system and passed on to all associated institutions. Provided this consent is given and registration is completed successfully, the respective user profile will be transferred from the edu-ID account to the SLSP system so that all associated libraries have access to the user data in order to, for example, process loan requests via the library catalogue.

In this context, the SNM Library wishes to specify the following points:

1. In its capacity as a Swiss federal institution (body under public law with its own legal personality), the Swiss National Museum is subject to the Federal Act on Data Protection (FADP) and abides by its rules whenever processing personal data.
2. The SNM Library adheres throughout to the provisions of the FADP when processing personal data.
3. The SNM Library is obligated to use personal data only in the context of library-related tasks such as processing loan requests from users.
4. Personal data are viewed by the SNM Library only in concrete, specific cases of usage.
5. Personal data are utilized by the SNM Library for no other purpose than the one specified, and certainly not for advertising or marketing purposes.
6. The SNM library never alters / overwrites / corrects personal data. Any necessary changes must be made by the users themselves in their library account or their SWITCH edu-ID account.

7. The SNM Library never passes on personal data to third parties outside of the specified library admin system and the specified user administration, respectively.
8. The SNM Library never sets up accounts for library users. This must always be done by the users themselves at SWITCH edu-ID with subsequent registration at SLSP.
9. Library users with an address abroad are, according to SLSP, subject to certain restrictions with regard to access and use of the SLSP library system. This is beyond the authority of the SNM Library.
10. According to SLSP, users without an email address cannot create a SWITCH edu-ID account. This ruling is beyond the authority of the SNM Library.
11. In cases of residence abroad or lack of an email address, the SNM Library can, under circumstances, make exceptions and release media for use on site in the reading room (no borrowing outside the library) without the users being in possession of a valid library account.

In such a case, users are asked to fill in an analogue borrowing slip specifying first name, name, full residential address, and telephone number. After usage, the SNM library shall destroy the borrowing slip and not save it in any form whatsoever.

These user regulations come into force in 7 December 2020.

The Museum Management