

Fees and charges of the Swiss National Museum (SNM)

Valid from: 1.1.2019

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

1. Using the library

The SNM library is a reference library with both reading and work areas as well as scanning and photocopying facilities on-site. The SNM library is a member of the Network of Libraries and Information Centers in Switzerland (NEBIS).

Use of the reading room, reading room materials and orders placed to the reading room are free of charge during opening hours. Use of the research stations, scanning onto USB storage devices and use of WLAN are also free of charge.

Weekend borrowing is permitted from Friday to Tuesday (exceptions may be made). Borrowing is free of charge. For overdue item reminders, NEBIS user charges apply.

The library participates in interlibrary lending.

The rules and regulations of the museum apply. The higher-level rules governing use of the Study Centre of the Swiss National Museum also 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

2. Self-services

Photocopies and paper printouts

Paper copies made by the user on SNM library equipment.

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

3. 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.-

Plus mailing

Mailing within Switzerland	Incl. packaging and postage	5.-
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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	22.- OR equivalent IFLA voucher
Overseas	22.- 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.

4. Reminders, notices and other fees

Reminders for media items not returned on time.

NEBIS user charges 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

Loss/damage

Flat fee for related expenses	CHF 20 per document	Plus effective costs of replacement or repair, incl. bookbinding
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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 mites	20.-	10.-