Some useful hints
A short guide to the library
Services

Reseathering the library catalogues
The Rechercheportal lists all resources held by the Zentralbibliothek Zürich (www.recherche-portal.ch). The catalogue however also contains the holdings of a further 180 libraries belonging to the NEBIS cooperative. Amongst these are the libraries of The University of Zurich and the Federal Institute of Technology (ETH), numerous vocational colleges and research institutes as well as the library of the Swiss Social Archive. Swissbib (www.swissbib.ch) will enable you to extend your search to cover the whole of Switzerland. The ZB's special catalogues along with further Swiss and international catalogues can be accessed on www.zb.uzh.ch>Search. The Rechercheportal will tell you where items are kept. In the ZB holdings “Freihand” indicates that you can fetch the item yourself from the open access sections of the book stacks. If the location is given as “Magazin” you will be required to order the item via the Rechercheportal. Such items are available for collection within an hour. Items out on loan can be reserved via the Rechercheportal. You will be contacted as soon as the item becomes available.

E-resources
In conjunction with the University of Zurich the ZB offers online access to over 600 databases and 70'000 full-text e-journals for scholarly research, as well as making available a wide range of e-books, e-newspapers and the entire collection of the university's e-dissertations. Unlimited access
to e-resources is available via the research terminals in the ZB. Staff and students from the University of Zürich, however, can also access these resources from home via VPN-Client and UniAccess-Login (alternatives: AAI and EZproxy).

Information and advisory services
Our staff on the information desk in the Catalogue Room will be pleased to answer queries and offer advice on finding resources. Enquiries can also be made by telephone (044 268 31 00) from Monday to Friday from 8.00-18.00 as well as Saturday from 9.00-17.00 or by e-mail (info@zb.uzh.ch).

Training courses and guided tours
We offer a varied programme of training courses and guided tours, which take place on a regular basis and are free of charge. They are open to anyone who is interested and include library induction tutorials, various workshops to help you access information in databases, e-journals, the internet and other e-resources, as well as introductory courses in reference management.

Individual research consultations are available on demand. We are also happy to offer guided tours for groups by prior appointment. Further information including the workshop schedule can be found on our website at Consultation > Training courses and guided tours.

Document supply
Within Switzerland, ZB items available for loan can be ordered via the Rechercheportal and posted to your home address at a cost of Fr. 12.00 per volume. Similarly, articles or parts of printed works can be ordered and supplied in either paper form or as a PDF. A detailed price list can be found under www.zb.uzh.ch > Service > Digitization Center > Digitization Center price list.

Items from the ETH libraries can be ordered via the Rechercheportal and collected at the ZB free of charge. Items from the other NEBIS libraries can be collected free of charge from the ETH library. The IDS Document Delivery Service will bring items from the IDS libraries Basel (UB, UB Wirtschaft), Berne (ZB, Unitobler, UB vonRoll), Lucerne (ZHB) and St. Gallen (UB, Vadiana) to the ZB Zürich at a cost of Fr. 5.00 per volume. The ZB offers an Interlibrary Loan Service, which can obtain material not held locally or by any library in the IDS network (prices begin from upwards of Fr. 10.00 per volume or copy).

Study spaces
600 individual study spaces each with wireless network access and most with a power point are situated on 3 different levels. There are also several study spaces for groups.
**Reading lounge**

A reading lounge with a selection of current international newspapers and magazines is situated in a quiet, comfortable niche of the Catalogue Room.

**Photocopying, scanning**

There are self-service photocopying facilities on every floor. In the Reading Room on the 2nd floor and on the 4th floor below ground level you will find a scanner, where you can scan documents for storing to a USB memory stick. For all photocopiers and scanners you will need a ZB photocopy card, which can be purchased for Fr.10.00 at the copycard dispensing machines situated in the Catalogue Room and the Reading Room (2nd floor). These cards are rechargeable. Prices are as follows: Black & white single side – Fr. 0.20, Colour single side – Fr. 1.00, Scan to USB memory stick – Fr. 0.10. The staff at the information desk can provide you with a copycard, should you only require one single copy. Otherwise our Digitization Center can produce high-quality professional scans from ZB documents (please refer to www.zb.uzh.ch > Service > Digitization Center for the price list).

**Internet**

In the Catalogue Room you can access the internet free of charge from designated computers on production of a valid library card. Due to high demand access is limited to 60 minutes. You do however have unlimited access to the library's licensed databases and are likewise free to consult E-journals and E-books from all computers. Besides this we offer all users free internet access via WLAN (Hotspot Monzoon), although this connection does exclude access to the ZB's licensed e-resources (unless you are a member of the University of Zurich with an active VPN-Client).

**Special Collections**

Our special collections are kept and managed in the following five departments: Department of Manuscripts, Department of Rare Books, Department of Prints and Drawings/Photo Archive, Map Department and Music Department. With the exception of the Music Department, which is housed in the chancel of the neighbouring Predigerkirche, all of these have their own premises in the old library building. Each special department has a reading room containing subject-related reference works. The items held in these collections are not available for borrowing, but can be ordered and consulted in the reading room of the relevant department. Music scores held in the open access section of the Music Department are an exception and may be taken out on loan. For conservation reasons, all the holdings of the five special collections may only be reproduced professionally by our in-house Digitization Center. For further information concerning holdings as well as specific services and opening hours, please consult the department concerned or refer to our website under www.zb.uzh.ch > Special collections.
Using the library

How to join and borrow
The library charges neither for membership nor for borrowing. The only condition is, that you are domiciled in Switzerland and are at least 16 years of age. Persons under the age of 18 will need the written consent of their parents. A form for this purpose can be found using the following link: www.zb.uzh.ch > Service > Onlineformulare > Minderjährige. You can get a library card by completing our online New Registration form and producing some valid proof of identity at any of the library counters. This card is valid for all the libraries in the IDS - Information Association of German-Speaking Switzerland (current membership approximately 400 libraries). It also provides access to the libraries belonging to the Bibliopass network (current membership approximately 600 libraries). With the exception of the reference holdings in the Reading Room and the special departments, items less than 100 years old can be borrowed. A maximum of 50 items (including up to 5 DVDs) may be borrowed at any one time. Books, DVDs and CDs can be returned both during and out of hours by means of the external book drop in the Chorgasse. Music scores from the Music Department or items from other libraries supplied by the IDS- or ETH Document Delivery Service can be returned to the lending desk during opening hours. Items may also be returned by registered mail.

Loan period
The loan period for most items is four weeks, DVDs however are restricted to one week. The loan period will be automatically extended after four and eight weeks respectively. After twelve weeks, you can renew the loan period a further three times online via your user account. Books will be recalled after four weeks, if they have been reserved by another user. Your user account lists your loans, their due dates and all pending recalls and reservations. Please note that the loan period is only considered to be over, when the item arrives back in the ZB.

Recalls, Reminders, Fines
Items which have been reserved by another user will be recalled at the end of any four week period and must then be returned. When the statutory twelve weeks (i.e. loan period plus automatic extensions) have elapsed, you will receive a reminder. You must then either return the item or extend the loan period online via your user account. This can be done up to three times, but only if the item has not been recalled in the meantime. All items must be returned when the maximum loan period has expired. Recalls and reminders are sent by post or email and incur no charge, but we do ask you to observe the loan periods without the implementation of this service. The due date for returns is given in your user account as well as on the receipt you will receive, when the item is taken out. After 10 days items which are overdue will incur fines as follows:
1st reminder: CHF 10 per item
2nd reminder: CHF 20 per item
3rd reminder: CHF 35 per item

The fines will accrue automatically as soon as the deadline has been reached. The third reminder will inform the user that the item on loan may be replaced at the user's personal expense, and that he/she is debarred from using the library until such time as the demands have been met. The library reserves the right to take legal action if and when necessary. Please ensure that addresses in your user account are kept up to date. You can make any necessary changes in your account yourself. You will be liable for any costs incurred by mail going to the wrong address.
About the Zentralbibliothek

The Zentralbibliothek (ZB) is the cantonal, city and university library of Zurich. With its holdings (books, journals, manuscripts, microforms, sound recordings etc.) reaching the 6.5 million mark, it is one of the largest libraries in Switzerland. In addition, it offers an extensive range of databases and electronic full text services. Every year half a million visitors come into the ZB to make use of the wide variety of services on offer. The primary function of the ZB is to disseminate information to the general public, whilst catering for the needs of the scholarly and research community. Regular guided tours and workshops ensure that students from the university, vocational colleges and academies have the opportunity to develop and maintain essential information skills.

Opening hours

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24/7 book returns: ZB-items (music scores excepted) can be returned at all times by means of the external book drop situated in the Chorgasse.

Social Networks
Follow us on:

Address and contact
Zentralbibliothek Zürich
Zähringerplatz 6
CH-8001 Zürich
Telefon +41 (0)44 268 31 00
Telefax +41 (0)44 268 32 90

Travelling by public transport
Tram 3, 6, 7, 10 or bus 31, 46 to Central
Tram 4, 15 to Rudolf-Brun-Brücke