

## RULES AND LOANS

### Swisscovery registration

Documents can be borrowed from the CIES through the Swisscovery network.

Loans are only possible with a Swisscovery account. Register here: <https://registration.sisp.ch/>

- Anyone with an address in Switzerland can register into Swisscovery!
- University of Neuchâtel credentials grant access to restricted resources.

### Who can borrow materials?

All who are registered into Swisscovery can borrow documents from the CIES.

- Students and staff of Swiss universities
- All swiss residents

### Which resources can be borrowed?

Most books can be borrowed. Books marked with a red dot cannot.

Those books are marked with "Consultation on site" in the catalogue.

Can be borrowed:

- Books in the humanities, economics, history, etc. sections (non-legal classification)
- Parts of the legal collection  
(Legal classification of French-speaking Switzerland, subgroups c, e, h)

Articles, theses, issues of periodicals, and other law books are excluded from loans.

### How long is the lending period, and what about fees?

The lending period is of 14 days, and self-renews 6 times. The total lending period is of 3 months. Then, an email is sent automatically to ask the reader to return the document.

At the second email, a CHF 5.— fee is added automatically in the Swisscovery account.

After 30 days, the bill is automatically sent by Swisscovery and the fee cannot be cancelled.

### When is the lending desk open?

Lending and advice services are available during the librarian's presence hours:

Monday	9:00 – 12:00	13:30 – 17:00
Tuesday	9:00 – 12:00	13:30 – 17:00
Wednesday	9:00 – 12:00	13:30 – 17:00
Thursday	9:00 – 12:00	13:30 – 17:00

In these hours, any interested visitor can also enjoy the reading room to work and read documents, including electronic resources (through unine WIFI).

It is preferable to inform the library by email before the first visit, especially for non UniNE visitors.

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All loans, reservations, and deliveries are done through Swisscovery:

[https://unine.swisscovery.sls.ch/discovery/search?vid=41SLSP\\_UNE:VU1](https://unine.swisscovery.sls.ch/discovery/search?vid=41SLSP_UNE:VU1)



### Obtain resources owned by the CIES

#### PICK UP AT THE CIES

If the resource is available, one can borrow it at the desk during opening hours.

If the resource is unavailable, one can request it in Swisscovery, then come pick it up when it returns.

Use "Pick up on site"

!! "Pick up on site at other libraries" means the reader goes to the library to pick up the document. !!

#### DELIVERY IN ANOTHER UNIVERSITY OR AT THE UNIVERSITY OF NEUCHÂTEL

Through Swisscovery, it is possible to ask for a delivery outside of the CIES.

Use "Further request options" and choose the university where the document should be delivered. Fees may apply.

#### NUMERICAL COPY OR PHOTOCOPIES

Scan up to 50 pages for free, directly at the CIES.

Copy up to 50 pages as well, at the price of CHF --.10 cents per page.

The "Capucine" card does not work at the CIES.

One can ask for digitalization through Swisscovery. Use "Further request options". Fees may apply.

#### INTERNATIONAL LOANS

Documents from the CIES can only be borrowed internationally as inter-library loans.

The librarian will contact the documentation centre by email (payment by IFLA voucher).

### Obtain resources from other institutions

It is possible to borrow documents from any member institution through the Swisscovery catalogue, as long as the document is accessible through inter-library loan.

#### PICK UP IN ANOTHER INSTITUTION (the reader goes to the library)

Use "Pick up on site at other libraries" to request the item. Go to the library that owns the item.

#### PICK UP AT THE CIES OR AT THE UNIVERSITY OF NEUCHÂTEL (delivery)

Use "Further request options" to obtain delivery at the CIES. Select the institution for delivery.

Fees may apply with a "swiss resident" account. The service is free with a UniNE account.

### Obtain electronic resources

Access to electronic resources is limited by IP addresses. There are two access points:

- Use the public computer at the CIES reading room, or elsewhere in the university
- Connect to unine WIFI with credentials of the University of Neuchâtel