

LIBRARY GUIDELINES

GENERAL INFORMATION

- The Library's entry is on level -1, which is accessible by the stairs on the right of the building's main entry point. For people with reduced mobility, there is also a lift available on the left.
- Library users are asked to leave the books and publications they consult on the tables intended for this purpose in every reading room, with the exception of the ATF and the JT which need to be put back in their bookshelves.
- The Library has two photocopiers which are at your disposal. They both work with the chip cards of the University of Neuchâtel, and one of them also works with change (Swiss francs only).
- Seven computers are at your disposal to consult various library catalogues and for online research. Users who need the computers to do documentary research have the priority over users who need them for other reasons (email consultation, journal reading, etc...)
- Loan terms and conditions : Anyone registered at the Law Faculty of the University of Neuchâtel has the right to borrow books and publications from the Library. Students registered for Bachelors or Masters can borrow a maximum of 5 books for a duration of 14 days. If a document is returned late or not at all, SLSP (Swiss Library Service Platform which is a Swiss Library network) will send you a request of return one day after the loan deadline. 7 days later, you will receive a first reminder and a fine of 5.- per documents borrowed. Another 7 days later, you will receive a second reminder and another fine of 5.- per documents borrowed. These fines increase with the delays of return of the borrowed documents.
- The documents you are allowed to borrow are :
 - The ones with a yellow dot at the back of the book ;
 - The ones with the lowercase letter « h » in the classification (which is written on the book's label) that are less than 50 years old.
- Loans and returns can only be made from the desk of the Library during the loan opening hours.
- The users of the Library are expected to respect the silence. The use of smart phones is prohibited.
- It is prohibited to eat or drink (except for water) in all the facilities of the Library.
- The use of trolleys is reserved for the librarians.
- In order to avoid theft, please be mindful of your personal belongings. The Library is not liable for any loss or theft of personal belongings left unattended on the premises.

Staff at the front desk are available to answer any questions you may have.

OPENING HOURS

	Usual schedule (Semester)	Loan schedule	Holiday period (for 3 weeks, from the end of June to mid-July)
Monday to Friday	8am – 10pm	8:30am – 12pm	8am – 6pm
Saturday	8am – 4pm	1:50pm – 5:50pm	Closed

⚡ Any change in the usual schedule will be communicated on the front door of the Library as well as on the Library's website.