

LIBRARY OF ART HISTORY AND PHILOSOPHY - BHAP

Reservation of work tables

Terms and conditions

Reservation conditions

Bachelor's and Master's students, doctoral candidates and researchers can reserve a desk to write their papers (seminar papers, theses, dissertations, etc.). They are asked to register with Danielle Chassot, librarian (bibl-bhap@unifr.ch).

Those who wish to reserve a table must be present at least three days per week. There are special arrangements for those people who report their temporary absence (due to illness, vacation, stay abroad, etc.) so that they can keep their place. The table reservation schedule is posted on the noticeboard of each library unit.

A certain number of tables remain available to other library users without reservation. However, reserved tables may also be occupied by other users if they are currently free. Therefore, they must not be cluttered with folders, files, etc.

Modalities

Those who have reserved a workplace must borrow the books from the BHAP if they wish to keep them at their work place.

Books with "on-site use only" status, such as texts and reference works, cannot be borrowed. They can be consulted at the work place but must be placed on the window sills (Philosophy) or on the trolley (Art History) after use, so that they can be stored by library staff.

All users are responsible for keeping their work table tidy and for returning the books that are no longer needed.

The BHAP staff is authorized to remove books or documents if the above rules are not observed : long unannounced absences, excessive number of books, used books not checked out, clutter, etc.

Terms and conditions approved at the BHAP Commission meeting on the 26th of May 2008 and modified at the meeting on the 28th of March 2012.