

Les Bibliothèques de la Ville de Lausanne

Informations pratiques

City of Lausanne Libraries
Information for library users

(anglais)



Ville de Lausanne

Les bibliothèques

City of Lausanne Libraries
Information for library users

This document sets out the library rules. It explains how to use the City of Lausanne Libraries effectively.

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What can you do in the libraries?

Find documents

In the City of Lausanne libraries, there are over 220,000 items for adults and children, from birth.

You may find these items:

- available for self-service, on the shelves of the different libraries,
- by reserving them online,
- or by asking the librarians at the reception desk.

There are:

- novels
- comic books, including manga
- newspapers and magazines
- audiobooks
- films and TV series
- video games
- books in different languages
- documents with information on all topics
- free tickets to try out cultural venues (for instance some of the Lausanne museums)
- e-book readers with pre-selected e-books

Work in a quiet environment

In the reading rooms you can find a quiet place to work, study, and read.

You can sit in a comfortable reading chair.

Watch films and listen to audiobooks

In the libraries, you can watch a film or listen to an audiobook. We will loan a portable Blu-ray/DVD/CD player with a headset.

You can also take a language course on our website.

Ask a librarian for this equipment!

Surf the internet

Accessing the City of Lausanne Wi-Fi is free.

You can borrow a touch screen tablet and surf the internet.

If you need to use office software or print a document, you can use a computer.

Borrow equipment

Have you forgotten your headphones?

Don't worry. We will loan a headset.

Do you need to charge your mobile phone?

We have chargers available.

Are standard fonts so small that you cannot read?

We have books in large print.

You can also borrow a magnifier at the reception desk.

The touch screen tablets available for loan contain a digital magnifier. It allows you to enhance the font, change the contrast settings, or listen to an audio version of the text. We can explain how to use it.

Do you need a pen?

We will lend a pencil case with a pen, pencil, eraser, ruler and scissors.

You can use this equipment within the libraries.

For more information, don't hesitate to ask the librarians at the desks!

Information for library users

To use a library correctly and to borrow items, there are a number of rules to be aware of. They are called the library's **terms of use**.

An "item" may be a book, an audiobook, a DVD, a video game, or a magazine.

How many items can you borrow?

From October to May, you may borrow up to 20 items.

During the summer – from June to September – you may borrow up to 30 items.

For how long?

You may borrow items for 28 days.

You may extend the loan once at most.

Where should the items be returned?

Items can be returned in any of the City of Lausanne libraries during their opening hours.

They must be returned at the latest on their due date to avoid paying late charges.

Return drop boxes are available when the libraries are closed.

Important information regarding the drop boxes!

Items must be returned the day before the due date to avoid late charges.

Sometimes, the return boxes are full.

How does it work?

Becoming a member and borrowing items is free.

To become a member

You need to show an identity document which is valid in Switzerland – Swiss ID, Swiss passport, or residency permit.

The membership card is for one person.

The library asks you to **comply with the terms of use**.

For instance:

- If an item is returned late, from the first day after the due date, you will have to pay a fine.
- If you lose or damage an item, you must pay to have it repaired or replaced.
- If you notice that an item is damaged before borrowing it, you must let us know. Otherwise, you will have to pay the repairs.

You can find the list of charges on pages 12 to 14.

To reserve an item

You can reserve an item that has been borrowed by someone else. There is no charge.

To make a reservation, you can:

- visit the library's website: bavl.lausanne.ch
- or ask a librarian at the desk.

To reserve an item that is available in one of the libraries, you can ask a librarian at the desk.

To extend the loan of an item

You may extend the loan once at most, for a further 28 days.

You can extend the loan if the item has not been reserved by someone else. You can do so:

- by telephone: 021 315 69 15
- by e-mail: bibliotheques@lausanne.ch
- via your online account, on our website: bavl.lausanne.ch
- on the self-service kiosks in the library
- or by asking a librarian at the desk.

[Links to our terms of use](#)

Library rules:

www.lausanne.ch/bibliotheques-reglement

Charges:

www.lausanne.ch/bibliotheques-tarifs

Libraries website and online resources

Libraries website:

bavl.lausanne.ch

What information can I find on the libraries website?

You will find:

- our catalogue,
- the address and opening hours of each library,
- and all important notifications.

On bavl.lausanne.ch you can:

- manage your account from home,
- check your loans,
- reserve items that have been borrowed,
- find reading ideas,
- access our online resources,
- read magazines and newspapers in various languages,
- find online courses on different subjects,
- borrow e-books and digital audiobooks.

Lire à Lausanne (“Reading in Lausanne”)

A cultural activities programme

Lire à Lausanne is a programme of cultural activities for children and adults. These activities are offered by the City of Lausanne libraries.

Lire à Lausanne has activities all year round.

All of them are free!

You can ask for the *Lire à Lausanne* cultural event programme at the library. Or receive our information every month by e-mail.

Subscribe to our newsletter via your online account or at the library’s reception desk!

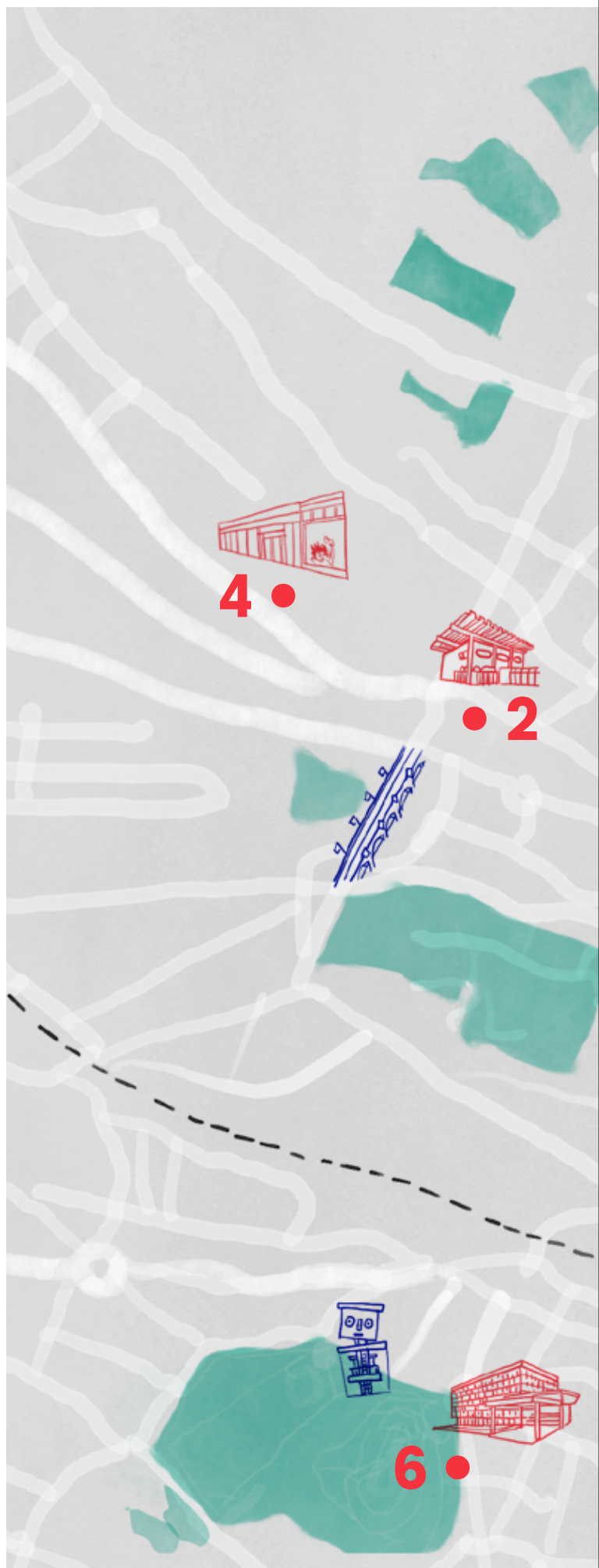
Plan



Bibliobus

Plusieurs stations
dans Lausanne

- **1**
Bibliothèque Chailly
- **2**
Bibliothèque Chauderon
- **3**
**Bibliothèque Bellevaux:
publique et scolaire**
- **4**
Bibliothèque Jeunesse
- **5**
Bibliothèque La Sallaz
- **6**
Bibliothèque Montriond





Addresses and opening hours

Bibliobus

Several stops around Lausanne

079 622 63 74

Stops and schedule: www.lausanne.ch/bibliobus

Bibliothèque Chailly

Avenue de la Vallonnette 12

1012 Lausanne

021 315 69 70

Monday, Tuesday, Friday: 13:30–18:30

Wednesday: 10:00–13:00, 13:30–19:00

Bibliothèque Chauderon

Place Chauderon 11

1003 Lausanne

021 315 69 15

Monday, Tuesday, Wednesday, Thursday, Friday: 12:00–19:00

Saturday: 11:00–17:00

Bibliothèque Bellevaux : publique et scolaire

Chemin d'Entre-Bois 10

1018 Lausanne

021 315 69 18

Monday, Tuesday, Thursday, Friday: 14:00–19:00

Wednesday: 12:00–19:00

Bibliothèque Jeunesse

Avenue d'Echallens 2A

1004 Lausanne

021 315 69 17

Monday, Friday: 15:00–18:00

Tuesday, Wednesday, Thursday: 10:00–12:00, 15:00–18:00

Saturday: 10:00–16:00

Bibliothèque La Sallaz

Place de la Sallaz 4

1010 Lausanne

021 315 69 90

Monday, Tuesday, Thursday, Friday: 14:00–19:00

Wednesday: 12:00–19:00

Bibliothèque Montriond

Avenue F.-de-la-Harpe 2bis

1007 Lausanne

021 315 69 80

Monday, Tuesday, Friday: 14:00–19:00

Wednesday, Thursday: 10:00–12:00, 14:00–19:00

Charges

Visitor membership

Are you visiting Switzerland for a short period of time, and you would like to use the library?

You can join on a **visitor membership**.

The membership is valid for 3 months. You can extend it once.

For this membership, people aged 18 years and above must pay a **security deposit**.

At the end of the membership period, if everything is in order – for instance, no late fees are pending – we will give the deposit back.

Security deposit for people aged 18 years and above: CHF 100.00

Fines for late returns

Borrowing library items is free.

For people aged 18 years and above, if you return items late, you must pay:

1st week overdue: written reminder – CHF 4.00 from 18 years old

2nd week overdue: written reminder – CHF 8.00 from 18 years old

3rd week overdue – CHF 12.00 from 18 years old

4th week overdue – CHF 16.00 from 18 years old

5th week overdue: written reminder – CHF 24.00 from 18 years old

6th week overdue – CHF 32.00 from 18 years old

7th week overdue – CHF 40.00 from 18 years old

8th week overdue: final written reminder – CHF 56.00 from 18 years old

9th week overdue – CHF 72.00 from 18 years old

10th week overdue: bill to be paid – CHF 88.00 from 18 years old

Loss or damage

If you lose or damage an item, you must pay the purchase price plus additional charges – from 18 years old:

Item price under CHF 10.00 – CHF 1.00

Item price CHF 10.00 to 29.00 – CHF 4.00

Item price CHF 30.00 to 59.00 – CHF 8.00

Item price CHF 60.00 to 89.00 – CHF 12.00

Item price CHF 90.00 and above – CHF 20.00

Newspapers – CHF 5.00 from 18 years old

Magazines – CHF 10.00 from 18 years old

Have you lost an item and already paid the charges?

If you find the item in good condition, you may return it to the library within 4 months after payment.

– Show the payment receipt

– The library will refund it partially

If you return the item within 30 days, the library will keep CHF 10.00

After 30 days, the library will keep CHF 15.00

Other charges

For people under 18 years old, we will charge only the purchase price of the lost or damaged item.

We need to replace your member card – CHF 10.00 from 18 years old

We need to search for your address because you did not provide it – CHF 8.00 from 18 years old

You do not pick up a reserved item – CHF 2.00 from 18 years old

We need to replace a label that was lost or damaged – CHF 6.00 from 18 years old

We need to replace a CD's box or sleeve – CHF 2.00 from 18 years old

When the first item is 10 weeks overdue, we have to draw up a bill and send it to you – CHF 50.00 from 18 years old

Plus charges for each additional item – CHF 10.00 from 18 years old

For any other charge, we have to draw up a bill and send it to you – CHF 30.00 from 18 years old

You lose or damage an electronic device (tablet or e-book reader) – purchase price of new device (max. CHF 600.00)

You lose or damage a tablet case – CHF 50.00

Libraries website

bavl.lausanne.ch

FB Lire à Lausanne
YouTube Lire à Lausanne



Le site Internet des bibliothèques :
bavl.lausanne.ch

FB + YouTube

Lire à Lausanne

