

(anglais)

# Les Bibliothèques de la Ville de Lausanne

## Informations pratiques

City of Lausanne Libraries  
Information for library users



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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## Information for library users

### How many items can you borrow?

An item could be, for example, a book, a DVD or a magazine.

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

During the summer (from 1 June to 30 September), you may borrow **30 items**.

### For how long?

You may borrow items **for 28 days**.

You may extend the loan **once**.

### Where should items be returned?

If you have borrowed items from a City of Lausanne Library,

Please return them:

- directly to one of the **libraries**
- or to the **return boxes** (outside of opening hours).

### How much does it cost?

Registration and borrowing are **free**.

But the library asks you to **follow the conditions of use**.

For example:

- If an item is returned late, **you will have to pay a fine**.
- If you lose or damage an item, you will have to pay for its repair or replacement. It is for the library to buy the new item.

## Information for library users

### Can I extend the loan of an item?

Yes, you may extend it **once** at most. For a further 28 days.

If the item has **not been reserved** by anyone else, you may extend the loan:

- by telephone: 021 315 69 15
- by email: [bibliotheques@lausanne.ch](mailto:bibliotheques@lausanne.ch)
- on our website: [bavl.lausanne.ch](http://bavl.lausanne.ch)
- or by using the self-service kiosks in the library.

### Is it possible to reserve an item?

Yes, you can reserve an item **that has already been borrowed** by someone else.

There is no charge. To make a reservation, go to the library website: [bavl.lausanne.ch](http://bavl.lausanne.ch)

To reserve an item that is **on the shelves**, please ask a member of staff at the desk.

### Link to our conditions of use:

For the rules: [www.lausanne.ch/bibliotheques-reglement](http://www.lausanne.ch/bibliotheques-reglement)

For prices: [www.lausanne.ch/bibliotheques-tarifs](http://www.lausanne.ch/bibliotheques-tarifs)

### Our website

[bavl.lausanne.ch](http://bavl.lausanne.ch)



## The Lausanne libraries website: [bavl.lausanne.ch](http://bavl.lausanne.ch)

### What information can I find on the online libraries portal?

You will find:

- **books and DVDs** in our digital catalogue,
- **the addresses and opening hours** of libraries in the network,
- and all important messages.

### How can I use the website?

You can use the portal to:

- **manage your account** from home
- check your loans
- reserve items already borrowed
- find reading ideas.

On the website, you can also find:

- online courses opportunities
- online newspapers
- e-books.

## **What can you do in our libraries?**

Do you have a question?

Are you looking for a book on a specific subject?

The library staff are here to advise you.

In the Lausanne libraries,  
you can do many different things:

- 1. Find interesting items**
- 2. Work in peace**
- 3. Watch films**
- 4. Surf the internet**

### **Find interesting items**

There are over 220,000 items in our libraries.

For adults and children, from birth.

You will find these items:

- available for self-service, on our shelves
- or by reserving them online.

There are:

- novels
- comic books, including manga
- newspapers and magazines
- audiobooks
- DVD and Blu-ray collections

also:

- books in different languages
- information documents in all fields.

## **What can you do in our libraries?**

### **Work in peace**

You will find a quiet place to work and study in the libraries.

It will help you concentrate.

### **Watch films and surf the internet**

In our libraries, you can also:

- watch a DVD
- take a language course
- use a portable multimedia player with an audio headset  
(To do this, you will need to leave your **identity card** as a deposit)
- use a double jack connector to watch a film or TV series  
**together with another person**
- surf the internet, borrowing a touch screen tablet.

Access to City of Lausanne WiFi is **free**.

### **Have you forgotten your headphones?**

Don't worry. We will lend you an audio headset.

You are free to use this equipment **within our libraries**.

For more information, please ask the librarians!

## ***Lire à Lausanne* [read in Lausanne]**

**Lire à Lausanne** is a programme of cultural activities for children and adults.

**Lire à Lausanne** offers you activities all year round.

It is all free!

You can ask at the library for the **Lire à Lausanne** events diary. Or receive our information every month by email.

## **Addresses and opening hours**

### **Bibliobus**

Several stops around Lausanne

[www.lausanne.ch/bibliobus](http://www.lausanne.ch/bibliobus)

079 622 63 74

Times and stops: [www.lausanne.ch/bibliobus](http://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 Entre-Bois**

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 (Art.13)

“Visitor” membership	Under 18 years	18 years and over
Security deposit	x	CHF 100.00

### Fines for late returns

If you return items late, you must pay:

Week overdue	Under 16 years		16 years and over	
	Additional payment	Amount to be paid	Additional payment	Amount to be paid
1 <sup>st</sup> week overdue: written reminder	-	CHF 2.00	-	CHF 4.00
2 <sup>nd</sup> week overdue: written reminder	CHF 2.00	CHF 4.00	CHF 4.00	CHF 8.00
3 <sup>rd</sup> week overdue	CHF 2.00	CHF 6.00	CHF 4.00	CHF 12.00
4 <sup>th</sup> week overdue	CHF 2.00	CHF 8.00	CHF 4.00	CHF 16.00
5 <sup>th</sup> week overdue: written reminder	CHF 4.00	CHF 12.00	CHF 8.00	CHF 24.00
6 <sup>th</sup> week overdue	CHF 4.00	CHF 16.00	CHF 8.00	CHF 32.00

7 <sup>th</sup> week overdue	CHF 4.00	CHF 20.00	CHF 8.00	CHF 40.00
8 <sup>th</sup> week overdue: our final written reminder	CHF 8.00	CHF 28.00	CHF 16.00	CHF 56.00
9 <sup>th</sup> week overdue	CHF 8.00	CHF 36.00	CHF 16.00	CHF 72.00
10 <sup>th</sup> week overdue: bill to be paid	CHF 8.00	CHF 44.00	CHF 16.00	CHF 88.00



## Loss or damage

If you lose or damage an item, you must pay the purchase price and additional charges:

Item price	Under 16 years	16 years and over
Less than CHF 10.00	CHF 1.00	
from CHF 10.00 to 29.00	CHF 4.00	
from CHF 30.00 to 59.00	CHF 8.00	
from CHF 60.00 to 89.00	CHF 12.00	
from CHF 90.00	CHF 20.00	
Newspapers	CHF 3.00	CHF 5.00
Magazines	CHF 8.00	CHF 10.00

Have you lost an item?

Have you **already** paid the charges?

If you find the item **in good condition**, you may return it to the library within 30 days.

Show the receipt for your payment.

The library will then refund you almost all of it. It will keep CHF 10.00.

After 30 days, it will keep CHF 15.00.

## Other charges

Other charges	Under 16 years	16 years and over
We have to replace your card	CHF 5.00	CHF 10.00
We have to look for your address as you have not provided it	CHF 5.00	CHF 8.00
You do not come to pick up a reserved item	CHF 2.00	
We have to replace a damaged or lost label	CHF 4.00	CHF 6.00
We have to replace a CD box or sleeve	CHF 1.00	CHF 2.00
When the first item is 10 weeks overdue, we have to draw up a bill and send it to you.	CHF 50.00	
Charge for each additional item	CHF 10.00	
For any other charge, we have to draw up a bill and send it to you.	CHF 30.00	

You have lost or damaged a device (tablet or e-reader)	Price of new device (max. CHF 600.00)
You have lost or damaged a tablet case	CHF 50.00

Libraries website: [bavl.lausanne.ch](http://bavl.lausanne.ch)

FB Lire à Lausanne

YouTube Lire à Lausanne

