

THE OLYMPIC STUDIES CENTRE (OSC) LOAN RULES

I. GENERAL PROVISIONS

ARTICLE 1

The OSC holds publications concerning the Olympic Movement and the Olympic Games, as well as a large collection on the Olympic and sports phenomenon.

ARTICLE 2

The OSC makes its documents freely available to the public. Works not held by the OSC can be borrowed from other libraries via the OSC (with the exception of the Lausanne libraries) if the topic is linked to sport. A charge may be made for this service.

ARTICLE 3

The OSC is open from Monday to Friday, from 9 a.m. to 5 p.m. Please consult our web page to see the latest dates when the OSC will be closed.

II. LOANS

ARTICLE 4

Any person requesting a loan must fulfil the registration conditions, be at least 13 years old and present a valid identity document. Each person will be given and acknowledge receipt of the OSC Rules. If the person is under the age of 13, only a signature from a legal representative validates the registration.

ARTICLE 5

Readers' cards are delivered free of charge. Each card is personal and non-transferable. If a card is lost, the user can obtain a replacement card for **CHF10**.

ARTICLE 6

The greatest care must be taken of all documents borrowed. Any person who loses or damages a document must pay the invoice established by the OSC (value of the document plus administrative costs).

ARTICLE 7

Users may not borrow more than 10 documents at a time.

ARTICLE 8

Reference, rare or valuable documents and non-bound reviews are not lent out for home use. They may be consulted at the OSC.

ARTICLE 9

Loans are for 28 days (14 days for CDs and DVDs), and each borrower undertakes to return the documents at the end of the loan period. Before the end of this period, a loan extension may be requested for a further month, up to a maximum of three extensions.

ARTICLE 10

Reminders about documents not returned by the deadline are sent by email or post, and borrowers are required to act immediately upon receiving a reminder.

ARTICLE 11

In the event of failure to respect the deadline stipulated in the reminder, the OSC reserves the right to invoice the estimated value of the documents loaned, plus administrative charges.

ARTICLE 12

The facilities the OSC offers its users are:

- a. Access to the study and consultation rooms, and use of the equipment provided;
- b. Access to the online databases with copying of the information contained for personal use;
- c. Training and assistance with document searches.

ARTICLE 13

The reader's card contains the information needed to identify the user and to access the personal data of the user, namely the data regarding the user's identity, their status with the OSC and the works borrowed. No personal data will be shared with any third parties.

III. FINAL PROVISIONS

ARTICLE 14

The management reserves the right to prevent anyone in breach of the present Rules from using the OSC.

ARTICLE 15

These Rules enter into force on 9 September 2016.