



## **Library Regulations**

The Library of the Department of Communication and Media Research (IKMZ) is a reference library. The library can be accessed by all members of the University of Zurich and of ETH, as well as all private individuals aged 16 and over. Items from the collection can only be used on library premises.

It is prohibited to remove books from the department library. However, department staff may borrow documents for an agreed period of time.

Items in the collection are protected electronically by a book security system.

If books and journals cannot be found, please notify library staff.

### **Workspaces**

The library has a number of PCs, which are mainly intended for bibliographic research. Workspaces for using your own laptop are available in the library. Internet access is available via wifi or using a network cable.

### **Conduct in the library**

Eating and drinking is not permitted in the library. Only beverage containers that can be closed securely are allowed. Cell phones may not be used in the library.

All library users are responsible for keeping the library tidy. Library users should leave workspaces clear and place the used books on the book trolley at the information desk. All documents must be handled with care.

The library is a quiet area for research and work. To avoid disturbing other library users' work, please avoid loud conversations.

### **Using the library outside of opening hours**

Students enrolled in a major or minor subject in the Department of Communication and Media Research can obtain authorization to use the library outside of opening hours.

Please contact the library management for authorization.

### **Lockers**

Lockers are available at the entrance. Anyone wishing to use a locker should speak to library staff so that personal details can be taken. You will need to bring your own lock.

If users fail to register, the department may break open the lock.

### **Charging stations**

Lockable charging stations for electronic devices are available near the info desk. Keys can be obtained from the library team.

When the library closes in the evening, the charging station must be cleared. Otherwise, charging stations will be cleared out by the library team.