

GOETHEANUM LIBRARY

LIBRARY RULES

The Goetheanum Library is a specialist library for anthroposophy. It is open to the public. It is owned by the General Anthroposophical Society and is integrated into the Goetheanum Documentation, a research facility specializing in the history of anthroposophy up to the present time. Its purpose is to serve the study, research and teaching at the School of Spiritual Science with its various specialist sections. The Library collects, archives and catalogues all publications on or relevant to anthroposophy and makes them available to the public.

Registration

- 1.** Applicants wishing to join the Library need to submit their full name and address and present identification, foreigners a residence permit. Registration is free of charge.
- 2.** Members of the public can join the Library if they have their residence in Switzerland or next to the Swiss border (postcodes: D-79xxx, F-68xxx und F-69xxx).
- 3.** Visitors are able to acquire a library card for the duration of their stay if they need to use the library services for teaching or research purposes.
- 4.** All user data will be electronically saved to the address management system used by the Goetheanum (General Anthroposophical Society).
- 5.** Users are required to ensure that the Library has their up-to-date details.
- 6.** In registering with the Library users agree to abide by the Library Rules.

Borrowing

- 7.** Items on open shelves are directly accessible and available for borrowing.
- 8.** Other books need to be requested. Please hand in a printed reservation form with the relevant bibliographical details at the Library or at the Goetheanum Reception, or send it by email. Requests received by Wednesday 2 p.m. will be made available on the next day the Library is open.
- 9.** Reference material and periodicals can only be used on site.
- 10.** The loan period is two months and up to five items may be borrowed at any one time.
- 11.** Borrowing by post is available within Switzerland.
- 12.** At the end of the loan period, users are reminded to renew items in writing, or return them, within seven days.
- 13.** Items can be renewed twice free of charge, each time for one month, if a written application for renewal has been received on time.
- 14.** Items can also be returned outside the Library opening hours, if they are left with the user's name attached at the Goetheanum Reception (daily 8 a.m. to 10 p.m.).
- 15.** Users are liable for any damage to or loss of borrowed items. Please do not write into library books or underline, not even with lead pencil.

Reservations

- 16.** Items that are on loan already can be requested.
- 17.** If a request has been received for an item that is on loan, the Library reserves the right to call it back after one month.

Notifications

18. Once a first notification has been issued, no lending is possible for the time being. The first two notifications are sent out by email or mail, the third by registered post.

19. After three unsuccessful notifications the Library is entitled to announce its intention to replace the item and, after ten days, to carry this out at the user's expense.

Replacements

20. The Library charges a minimum of CHF 100 per unreturned item (or the actual cost of the item should its value exceed this amount) plus an administrative charge of CHF 60. The same charges apply to lost items.

Fees and charges

21. As a privately owned institution (by the General Anthroposophical Society) the Goetheanum Library is funded through membership fees and donations. Making its collections available to the interested public, particularly for research purposes, requires qualified staff and a suitable infrastructure. Because considerable financial means are needed to provide this, the library is unable to offer its services free of charge. For more information see under Library Fees and Charges

Exclusion

22. Repeated or serious transgressions against the Library Rules will lead to the (part or full, temporary or indefinite) exclusion of the user in question.

23. All obligations arising from the usage agreement continue to apply after the exclusion.