

## Library operations and services as of 01.01.2021 to 30.06.2021

Library operations and services	Students UniLie	Lecturers and staff UniLie	External library users
<b>Opening hours of the library</b>			
	<b>Mon-Fri 09:00-17:00</b>	<b>Mon-Fri 09:00-17:00</b>	<b>closed</b>
<b>Contact/Information and advisory service</b>			
	<ul style="list-style-type: none"> <li>• lending desk Mon-Fri 09:00-17:00</li> <li>• phone and email Mon-Fri 09:00-17:00</li> </ul>	<ul style="list-style-type: none"> <li>• lending desk Mon-Fri 09:00-17:00</li> <li>• phone and email Mon-Fri 09:00-17:00</li> </ul>	<ul style="list-style-type: none"> <li>• phone and email Mon-Fri 09:00-17:00</li> </ul>
<b>Access to library/infrastructure</b>			
Open book shelves	during opening hours	during opening hours	no
Work and study spaces	during opening hours	during opening hours registration of employee identity card nr.	no
Copier and printer	during opening hours	during opening hours	no
<b>Borrowing documents of the library holdings</b>			
Lending on-site	self-checkout terminal	self-checkout terminal	no
Book order to <a href="mailto:library@uni.li">library@uni.li</a> Ready to pick up on site	unlimited number of media	unlimited number of media	pick up upon scheduling appointment and place of handing over the media
Book order to <a href="mailto:library@uni.li">library@uni.li</a> Shipping to home address	<ul style="list-style-type: none"> <li>• max. 5 book orders per day</li> <li>• free of charge</li> </ul>	<ul style="list-style-type: none"> <li>• max. book orders per day</li> <li>• free of charge</li> </ul>	<ul style="list-style-type: none"> <li>• max. 3 book orders per day</li> <li>• CHF 12.00 per item</li> </ul>
	<ul style="list-style-type: none"> <li>• How to proceed, terms &amp; regulations on <a href="http://www.uni.li/bibliothek">www.uni.li/bibliothek</a> &gt; <a href="#">Services</a> &gt; Borrowing documents of the library holdings</li> <li>• <b>Shipping of books depends on format and weight. The library staff will decide according to the situation.</b></li> <li>• Shipping 1 day after ordering (cannot be guaranteed)</li> </ul>		
<b>Returning media</b>			
Lending desk or book drop-off box	during opening hours	during opening hours	upon scheduling appointment and place of media return
Returning items by postal delivery	yes	yes	yes
Refunding costs of postage	at the lending desk, with cash receipt	at the lending desk, with cash receipt	no

Library operations and services	Students UniLie	Lecturers and staff UniLie	External library users
<b>Sending copies from the library media</b>			
Order to <a href="mailto:library@uni.li">library@uni.li</a>	<ul style="list-style-type: none"> <li>• Depending on the situation on site (book format, technological infrastructure, availability of staff)</li> <li>• Sent by email</li> <li>• Number of pages is defined by copyright law and therefore restricted.</li> <li>• 2-3 days processing time</li> </ul>		no
<b>Interlibrary Loan &amp; Document Delivery</b>			
Terms and regulations as of 01.12.20	<ul style="list-style-type: none"> <li>• max. 5 items per day shipping to home address free of charge</li> </ul>	<ul style="list-style-type: none"> <li>• max. 10 items with ready on book trolley to pick up</li> <li>• max. 5 items per day shipping to home address free of charge</li> </ul>	<ul style="list-style-type: none"> <li>• ordering at Landesbibliothek if possible</li> <li>• max. 3 items per order shipping to home address charge CHF 15.00 per item</li> </ul>
Online request form	<ul style="list-style-type: none"> <li>• <a href="http://www.uni.li/bibliothek">www.uni.li/bibliothek</a> &gt; <a href="#">Services</a> &gt; Interlibrary Loan &amp; Document Delivery &gt; How to proceed</li> </ul>		
Delivery times	no guaranteed delivery times		
Returning media	<ul style="list-style-type: none"> <li>• Final recalls will be sent to the email address entered in the online request form. Thereafter the media must be returned immediately by postal mail to the library of the University of Liechtenstein..</li> <li>• Reminder fees due to late return will be invoiced to the client.</li> <li>• An exceptional renewal of the interlibrary loan period must be requested by e-mail to <a href="mailto:document.delivery@uni.li">document.delivery@uni.li</a> in due time and cannot be guaranteed.</li> </ul>		
<b>Information and Communication</b>			
	<ul style="list-style-type: none"> <li>• News on the <a href="#">library website</a></li> <li>• Newsletter to members University of Liechtenstein</li> <li>• Information and advisory service      phone +423 265 12 60      email <a href="mailto:library@uni.li">library@uni.li</a></li> </ul>		

