

## ISAP LIBRARY USERS' GUIDE

**Welcome to the ISAP library!** Use of the library is free of charge for all ISAP students and staff, and all AGAP members.

**External users are also welcome.** Please apply in person to the library staff, and bring proof of identity (ID card, passport, driving licence) and address. A deposit of CHF 100 and an annual user fee CHF 50 (CHF 25 for AHV / student / registered unemployed) are required. Please note that we can only accept cash payments.

### Borrowing and return

- **Books and diploma theses with white labels** may be borrowed for up to 90 days. They are for your exclusive use for the first 30 days (until the date stamp) of the first loan only, then:
  - If requested by another user, you must return them so that they reach the library within 7 days of the recall email, either in person or by registered post at your own risk and cost. Delayed returns will incur a fine of CHF 5 per item per week.
  - Otherwise you must return them to the library within 90 days of issue (60 days after the date stamp). Reminders for overdue items will be issued automatically at regular intervals. The first reminder is free; subsequent reminders will incur a fine of CHF 5 per item.
- **DVDs, CDs and CD-ROMs with green labels** may be borrowed for 7 days:
  - You must bring them back to the library within 7 days. Thereafter reminders will be issued, and fines incurred, as above.
- **Items with red labels or no labels** (e.g., journals), and **a few diploma theses**, cannot be borrowed but may be read in the library.
- **Reserve items** must be in the library at all times during opening hours<sup>1</sup>.
- If ISAP is open but the library is closed, returned items may be deposited in the box beside the library computer in the study/printer room (not in the outdoor mailbox!).
- Items cannot be returned during vacation close down (dates in Semester Program).
- Loans may be renewed upon presentation of the items to the library staff.
- All outstanding fines must be paid in full in cash before other items may be borrowed.
- Lost or damaged items must be replaced at cost plus CHF 10.00 for handling and binding.

<sup>1</sup> In practice this means they can only be loaned from library closing time on a Friday and must be returned before library opening time on the following Tuesday. Higher rate additional fines will be charged for late returns.

## Finding what you need

The ISAP library holds over four thousand items. All items except journals and the slide collection have labels and can be searched during library opening hours using the library computer in the Study Room.

- Each labelled item has a unique shelf mark<sup>2</sup> which you should note.
- Items are sorted by notation<sup>3</sup> in alphabetical order, starting to the left of the entrance of the small room and proceeding clockwise, with the following exceptions:
  - Books with notations P, PA, PA-, PF, V and VE are on the free-standing shelves in the middle of the small room.
  - Books by/on Jung, with notations JCE, JE, JGD, JD and JX, and diploma theses TI and TJ, are in the large room.
- A plan showing item locations, and a list of notations and categories in English and German, is displayed in the small room.
- Please ask the library staff if you want to:
  - Borrow a loan or reserve item, copy a reference item, or make a purchase from the bookshop.
  - Reserve a loan item that is currently issued to another user.
  - View the ISAP slide collection on the students' computer in the Study Room. You will be lent an external hard drive and instructions (English and German).

Thank you for your cooperation.

ISAP Library

library@isapzurich.com

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<sup>2</sup> The shelf mark appears in the computer search results and on the item label, e.g. PA34:2/III

<sup>3</sup> The notation is the letter or letters preceding the first number of the shelf mark which indicates the category to which the item belongs (e.g. PA = Analytical Psychology).