

Members guide



THE PREGNY-CHAMBÉSY LIBRARY

Public service for the local community, its mission contributes to reading development, giving access to educational, cultural and leisure informations available to the public, its collections reflecting society's evolution.

Welcome !

How does the library work?

Consultation

- The library is open to everybody for a consultation on the spot.
- Children under 12 must be accompanied by an adult.

Membership

- Anyone who lives or works in Geneva can become a member of the library.
- Membership is free, you must show a valid identity document and fill an application form.
- Children and teenagers (under 18's) need a signed permission of a parent or legal guardian to become a member. The librarians retain the right to refuse the loan of some materials.
- Please remember to notify the librarians of any change of last name, address, phone number or email.

Loans

- 10 books per person may be borrowed at a time for one month (maximum 2 new books for adult per loan), except kamishibaïs and mangas (two weeks).
- Books may be renewed by phone, by the WebOPAC or at the library, provided they have not been reserved by another member.
- Books may be renewed twice, except new adult fiction books and mangas.

The return box

- When we are closed, you can return the books by the « return box » (except during the special closures at summer and Christmas). The kamishibaïs and butaïs (fragile objects !), must be delivered directly to the librarians.

Overdue books

- A **1st** reminder will be sent 10 days after the due date, a **2nd** reminder 7 days after and a **3rd** reminder 7 days after.
- If the member has not contacted the library after 3 reminders, we will charge you the value of the books.

Reservations

- Loaned library material may be reserved free of charge, either at the library desk or via the OPAC (Online Public Access Catalog).
- You will be notified via mail post or email as soon as it becomes available.
- The material will be put aside for a week. If you do not collect it, it will be put back on bookshelf.

Book suggestions

- Suggestions are welcome whenever possible (depending on budget, general interest, etc.).
- Please give us the references of the book and mention if possible the source of your information (newspaper article, website, etc.).

What do we offer?

Collections

- The library offers approximately 12'000 items for children and adults in french and english: bestsellers, novels, detective stories, biographies, non fiction books, magazines, albums, comics, books with CDs or DVDs and dictionaries. If you ask, you can borrow books in other language (partnership with the Geneva Red Cross' Library).
- Adult non fiction books are classified by UDC (Universal Decimal Classification) and children non fiction books by subject/topic.

Catalog

- To consult our Online Public Access Catalog, your account, renew, reserve materials and make book suggestions: <http://biblio.pregny-chambesy.ch/webopac>.

Photocopier

- A photocopier is available in the library. We charge 10 cts per A4 B/W copy, 20 cts per A3 B/W copy, 50 cts per A4 color copy and 1 swiss franc per A3 color copy.

Donations

- We no longer accept books for donation, unless the library makes a specific request.

Member responsibilities

- Members are responsible for their loans. Please check the condition of the books before borrowing them and draw our attention to any damage.
- Please don't repair yourself the books.
- Any lost or damaged books or equipment will be billed at the cost of the new book.

Entertainment

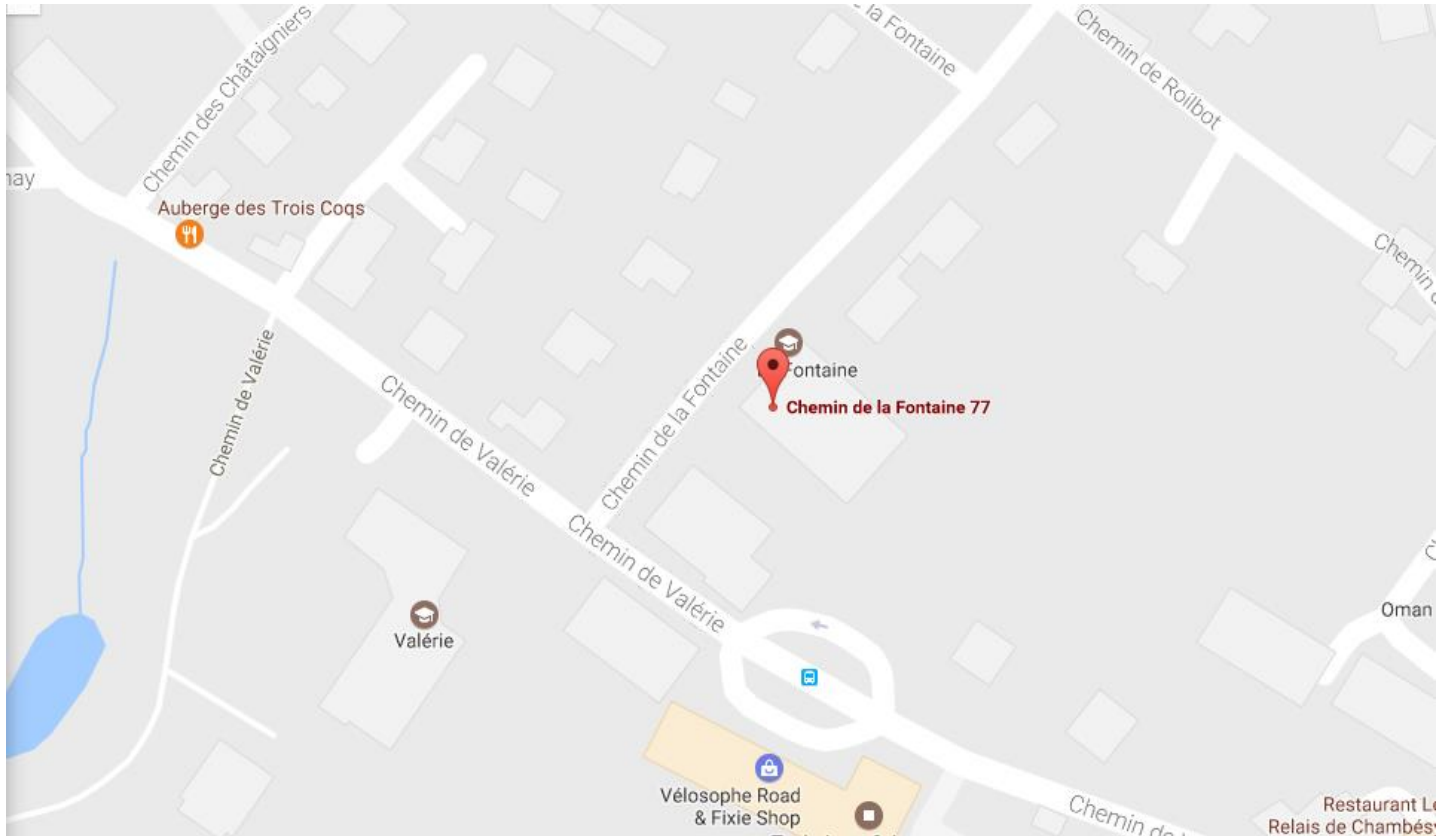
- The library regularly offers free entertainment to children and adults.
- Class, kindergarten and childcare-centre visits may be scheduled. Please ask the librarians for information.

Behavior

- Parents are responsible of their children.
- Please be quiet and respect the other users.
- We reserve the right to ask any person whose behaviour is inadequate to leave the library.

Practical information

Access



Opening hours

Mondays, Tuesdays and Thursdays 2 :30 pm – 6 :30 pm
Class visits are scheduled apart from opening hours.

Where to find us

77, chemin de la Fontaine
1292 Pregny-Chambésy

Pone: 022 758 17 54
Email: biblio@pregny-chambesy.ch
Website: www.pregny-chambesy.ch
Catalog: <http://biblio.pregny-chambesy.ch/webopac>

The library staff

Head librarian
Mrs Mercedes Dutruit

Children's librarian
Mrs Fanny Decroux

Assistant librarian
Mrs Shannon Diana

**The librarians are available for any
information, research or advice.**