

Regulations for the use of the Federal Military Library and the Historical Services in Bern

As of 4 May 1984

Based on article 29a of the Ordinance on the Regulations of the Federal Department of Defence, the Directorate of the Federal Military Administration issues the following

REGULATIONS

The Federal Military Library and the Historical Service are open to all regular officers and NCOs and also to the federal and cantonal services.

The official needs of the Federal Department of Defence, the General Staff and training personnel have priority over the interests of other customers.

Upon request, the military library and the historical service are available to further customers for scientific studies and journalistic work. The management of the library decides on a case by case basis. ([on-line orders via Internet count as such requests](#))

On federal working days, the lending desk is open 0830–1000 and 1400–1630 hours.

As a rule, no more than five works can be lent simultaneously. The lending period is 1 month. In exceptional cases, it can be extended.

Lent works can be recalled for any reasons stated in Clause 1, Paragraph 2. In such a case they have to be returned to the library immediately.

For the revision of library holdings, all lent works will be recalled and lending will be temporarily suspended.

Every customer of the library is personally responsible to carefully treat lent works, to return them, to parcel them well for postal return and for meticulous observance of the customer regulations. It is particularly forbidden to enter comments or highlight passages in any of the works

The users are liable for all damage or loss they cause.

Orders for works (books, magazines, microfilms, videotapes etc.) have to be addressed to the “Federal Military Library and Historical Service, Federal Parliament Building East, 3003 Bern”. The orders should contain shelfmark, author and title in accordance with catalogues, inventories and references.

Works are issued with a receipt which has to be signed and returned immediately after receiving the consignment.

Microfilm copies or photocopies can be made in the case of certain magazine articles or works of smaller size. Orders are conducted in accordance with Clause 7. A receipt is not necessary. We reserve the right to charge a fee for the copies.

For certain topics, documentations and reference lists can be issued.

All post sent to the Federal Military Library and to the Historical Service (both correspondence and book parcels) up to 2,5 kg sent by military personnel, whether on or off duty, are free of postal charge. The sender simply has to label the mail with name, rank, unit or service stamp and the designate it as “military matter”. The sender’s address must be included as well. Any mailings heavier than 2,5 kg are subject to normal postal charges.

The management of the Military Library and the Historical Service has the right to exclude anyone from using of the library if these regulations are not observed.

Those regulations enter into force on 4 May 1984 and replace the regulations of 20 September 1971.

Bern, 4 May 1984

Federal Military Administration
the Director: H.-U. Ernst