



LIBRARY OF THE EUROPEAN COURT OF HUMAN RIGHTS REGULATIONS

§ 1 AUTHORITY
§ 2 DEFINITION
§ 3 USERS
§ 4 USE OF LIBRARY MATERIALS
§ 5 BORROWING
§ 6 BEHAVIOUR IN THE LIBRARY
§ 7 OPENING HOURS

§ 1 AUTHORITY

1. The Library is part of the Registry of the European Court of Human Rights. Its governing body - The Library Committee - is appointed by the Plenary Court.
2. The present Regulations have been adopted by the Library Committee. They are designed to safeguard the interests of Library users and to assist the Library in serving its users.
3. The Regulations shall apply to all users of the Library and may be enforced by all members of the Library staff.
4. Users are requested to acquaint themselves with the present Regulations, the organisation of the Library, the location of Library materials and the Library's services.

§ 2 DEFINITION

1. The Library is a specialised Human Rights Law Library serving the European Court of Human Rights, the Council of Europe bodies, as well as a local and international users including scholars, lawyers, government bodies and NGOs with a special interest in Human Rights.

2. The Library's holdings shall focus principally on materials relevant to the European Convention on Human Rights, including aspects of comparative law and public international law.

3. The main purpose of the Library is to provide a reference and research facility for the European Court of Human Rights, its Registry and other bodies of the Council of Europe.

§ 3 USERS

1. Because of the Library's specialised nature, the users of the Library are divided into different categories with different levels of access.

A. Internal users:

- 1) Judges and members of the Registry of the Court;
- 2) members and Secretariat of Council of Europe bodies;

B. External users:

- 1) Participants in proceedings pending before the Court;
- 2) Members of Permanent Representations to the Council of Europe;
- 3) Representatives of relevant NGOs, scholars and researchers.

2. All users are required to present an identity card or similar document before using the Library.

3. As a rule, external users should announce visits to the Library at least one week in advance, indicating the purpose of the visit and their needs.

4. Visits to the Library can be arranged at the discretion of the Head Librarian.

§ 4 USE OF LIBRARY MATERIALS

1. Users shall be responsible for all Library materials in their care and are required to replace them or to pay for any damage to or loss of such materials.

2. It is strictly prohibited to annotate Library materials in any way.

3. Consultation shall take place on the premises of the Library. Any temporary removal of items from their designated place must be recorded.

4. After use, Library materials may not be replaced on the shelves by users. They must be placed on the trolley near the office for re-shelving.



5. Users must observe copyright laws and regulations in respect of all Library materials.

6. Photocopying for internal users is free of charge. For external users photocopies are payable at a rate established by the Library Committee.

7. PCs for external visitors are set to only 2 functions : searching the HRL catalogue and searching the Court's case law (HUDOC database), the use of floppy disks and CD-ROMs on these PCs is prohibited. Laptops/notebooks may be used in the library.

§ 5 BORROWING

1. Library materials may be borrowed only by internal users. The loan of any item must be authorised and recorded by a member of the Library staff.

2. The items borrowed must remain within the Human Rights Building or Council of Europe premises and the Library staff may recall borrowed items at any time if required for short consultation or photocopying.

3. No user may borrow more than 10 items at a time.

4. The loan period for books is two weeks, and three days for periodicals and small publications. In exceptional circumstances the library staff may authorise limited extensions. Reference books and loose-leaf editions may not be borrowed and are specially labelled to this effect.

5. Borrowers may not lend borrowed items to third persons.

6. Borrowed items are the responsibility of the borrower.

7. Users must inform the Library immediately of any relevant changes in their contact data.

8. The Library offers no inter-library loan service to other libraries.

§ 6 BEHAVIOUR IN THE LIBRARY

1. The Library is a place for study. Users` behaviour should reflect this fact and respect the needs of others.

2. Silence is required throughout the Library.

3. Smoking and the consumption of food and drink on Library premises are prohibited.



4. All visitors are requested to leave their luggage, bags and briefcases at the Library entrance. They may be subject to inspection at the exit. Users may be requested at any time, by any member of the Library staff, to display the contents of their bags and the materials they carry.
5. Personal possessions should not be left unattended in the Library. The Library accepts no responsibility for loss of, or damage to, users' property.
6. Mobile telephones must be switched off before entering the Library and may not be used anywhere within the Library premises.
7. A high standard of courtesy is expected from both the users of the Library and its staff.

§ 7 OPENING HOURS

1. The Library is open for internal and external users from 10.00 a.m. to 5.00 p.m. The Head Librarian may exceptionally authorise presence outside these hours on an individual basis.
2. The opening hours of the Library may be changed, according to the needs and resources available, by decision of the Library Committee.