

# Library order and check-out form

- I am an **Infrequent User** and have enclosed CHF 7.- in stamps
- I am a **Priority User** and have paid into the ETAS postal account: Zürich 80-43533-3
- CHF 35.- for six lots
- CHF 70.- for twelve lots

(Up to three items, plus accompanying books and/or cassettes/CDs, may be ordered at any one time.)

Please send me the following items from the ETAS Library for 45 days:

Catalogue ID No.	Title	Return by (please leave blank)
<i>If any of the above items are not available, please send me the following instead:</i>		

Name and address: \_\_\_\_\_  
 \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please return to: **ETAS Administration**, Im Hubel 3, CH-6210 Sursee

Tel: +41 (0)24 420 32 54, Fax: +41 (0)24 420 32 57, email: [office@e-tas.ch](mailto:office@e-tas.ch) website: [www.e-tas.ch](http://www.e-tas.ch)

## How to use the ETAS Library

- All current members of ETAS with an address in Switzerland can use the ETAS mail-service Library.
- You can order books in two ways:
  - 1) As an **Infrequent User**, you fill in the printed Library order and check-out form (see above) and return it to ETAS Administration with **CHF 7.- in stamps** (to cover postage costs) and a self-addressed adhesive label.
  - 2) As a **Priority User**, you pay for postage costs in advance – **CHF 35.- for six lots** or **CHF 70.- for twelve lots** – into the ETAS postal account. You can then order books online ([www.e-tas.ch](http://www.e-tas.ch), click on 'Services' then 'Library') or by using the paper form as in 1) (but you don't need to send stamps).
- Ordering books online is reserved for our **Priority Users**.
- One order consists of **up to three items** (including any accompanying books and/or cassettes/CDs). In case some books are out on loan, feel free to give additional titles. The first three items that are available will be sent to you.
- If a book you wanted is out on loan, a form will be sent to you enabling you to reserve the missing book, should you still require it. The book will then be sent to you when it is returned to the Library.
- Books can be borrowed for up to **45 days**.
- To request a **renewal**, please contact ETAS Administration **before the return-by date**, quoting the title, catalogue number, and return-by date of the borrowed items. If the books have not been reserved by another reader, you will be given a new return-by date.
- Personal viewing is possible by appointment.
- The full list of items is available on our website ([www.e-tas.ch](http://www.e-tas.ch)). Updates with recent acquisitions will be posted on the website.