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## **Ordinance on the Library Am Guisanplatz (BiGO)**

of 9 October 2013 (Status as of 1 November 2013)

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*The Swiss Federal Council,*

on the basis of Article 43 paragraph 2 of the Government and Administration Organisation Act of 21 March 1997<sup>1</sup>,

*ordains:*

### **Section 1: General Remarks**

**Art. 1** Subject matter

This Ordinance regulates the mandate of the Library am Guisanplatz (BiG) to collect information, provide services and coordinate.

**Art. 2** Hierarchal position

The BiG is the principal library of the central and decentralised Federal Administration and the Swiss Armed Forces.

### **Section 2: Collection and Services**

**Art. 3** Collection mission

<sup>1</sup> The BiG collects specialist information that is either printed or stored on other information carriers. Such information:

- a. serves to fulfil the tasks of the Federal Administration or the Swiss Armed Forces; or
- b. has been published by the Federal Administration or the Swiss Armed Forces.

<sup>2</sup> One edition per available language of each document of general public interest published by the Federal Administration or the Swiss Armed Forces must be submit-

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<sup>1</sup> SR 172.010

ted to the BiG without being requested to do so and free of charge; these include in particular studies, brochures, annual reports and regulations.

#### **Art. 4** Acquisition of the collection

<sup>1</sup> The BiG expands its collection through:

- a. acquisitions within the limits of the respective credits;
- b. accepting documents published by the Federal Administration and the Swiss Armed Forces;
- c. donations from third parties in terms of Article 64 of the Financial Budget Ordinance of 5 April 2006<sup>2</sup>;
- d. exceptional acquisitions of collections or particularly important single items.

<sup>2</sup> In order to acquire collections or particularly important single items the BiG may:

- a. accept financial support from other offices of the Confederation or cantons;
- b. seek the support of a wider general public;
- c. use contributions that have been provided under Article 64 of the Financial Budget Ordinance of 5 April 2006.

<sup>3</sup> At the request of other institutions, the Federal Council may integrate collections into the BiG that are relevant to the BiG.

#### **Art. 5** Maintenance of the collection

<sup>1</sup> The BiG is responsible for maintaining the holdings, in particular their technically correct restoration and conservation.

<sup>2</sup> To spare and preserve the originals the BiG may transfer its holdings to other information carriers and media.

#### **Art. 6** Access to the collection

<sup>1</sup> The BiG lists its holdings in the on-line catalogue of the Alexandria Library Network, which is accessible to the public.

<sup>2</sup> In accordance with the terms of the user regulations, items may be lent to or viewed in the rooms the library by:

- a. employees of the Federal Administration;
- b. members of the armed forces;
- c. academics and the general public, in as far as the resources of the BiG permit.

<sup>3</sup> Access may be restricted if required to conserve the work.