



# World Council of Churches

## Library Rules and Fees

The WCC Library (located at the Ecumenical Institute, Bossey, with part of its holdings housed in the WCC Archives, Geneva) is part of RERO, the Library network of Western Switzerland.

The Library is open to the public on appointment and for consultation only.

Loan is restricted to the students and Faculty of the Bossey Institute, WCC staff, staff of ecumenical sister organizations based in the Ecumenical Centre.

### Conditions of use

- Users have to respect the premises and documents they are using. Food and drinks are not allowed in the Library.
- Library documents in the Archives are available for consultation upon appointment fixed in advance with the Archives staff (see *Contact*).

### Loan

- Loan period : 28 days, renewable 3 times, if the document is not requested by another user. For each renewal of the loan period (after 28 days), the users need to notify the Library. The loan period for teaching staff and PhD students enrolled at Bossey is 1 semester, maximum.
- Number of items per loan : max. 20 (40 for teaching staff and PhD students enrolled at Bossey).
- Library documents in the Archives, as well as reference works, periodicals, rare books, and dissertations, are not available for loan.

### Loan between the two sites (Bossey and the Archives)

- Documents from Bossey can be delivered free of charge to the Archives within one week, if requested by WCC staff, staff of ecumenical sister organizations based in the Ecumenical Centre, and Archives users.
- Library documents in the Archives can be made temporarily available for consultation in Bossey, for the use of teaching staff and the students.

## Sanctions

- Each item which has been lost or damaged must be replaced by the user against payment of min. 50.00 CHF.
- In case of violation of these regulations the user will be held responsible. In extreme cases this may lead to temporary and/or permanent exclusion from loan services or even from use of the Library.

## Contact

### WCC Library

Château de Bossey-Ecumenical  
Institute  
Ch. Chenevière 2  
CH-1279 Bogis-Bossey  
Switzerland  
Phone: (+41) 022 960 73 96  
E-mail: [library@wcc-coe.org](mailto:library@wcc-coe.org)  
Web: <http://library.oikoumene.org>

### WCC Archives

150, route de Ferney  
P.O. Box 2100  
CH-1211 Geneva 2  
Switzerland  
Phone: (+41) 022 791 62 73 or 74  
E-Mail: [archives@wcc-coe.org](mailto:archives@wcc-coe.org)  
Web: <http://archives.oikoumene.org>

## Fees (CHF)

### Print copies on site

Students	0.10 / copy
Other users	0.20 / copy

Scanning is free of charge but the user must bring a USB stick.