**Regulation of library collection**

1. **The library's stock organization strategy:**

   Three factors define the library's stock organization strategy fundamentally:
   
   - conditions of the library's collection;
   - the claims related to information service;
   - the library's role played in the informational system, and its service obligation.

2. **The library's responsibilities regarding collection circles:**

   Tasks according to the Library Order of Organization and Operations:

   (1.) **As the Central Library of Széchenyi István University's library network collects:**

   - Historical documents regarding the University and University's predecessors
   - The obligatory and recommended literature of the subjects taught on the university, course books, the university's notes, educational aids, the notes of other higher educational institution;
   - The university doctoral and PhD dissertations;
   - The theses of the university's students
   - The published and not published scientific works of the university's instructors and researchers;
   - The university's and the library's own publications.

   (2.) **As a public university library collects:**

   - the necessary literature of science frontiers
   - the publications of other institutions with an identical specialty;
   - the standards of a technical specialty;
   - technical and scientific documents and literature that are necessary for general civilization

3. **Distribution of sciences in the library's collection:**

   The following documents belong to the library's capital collector circle: Literature of researched science taught in the university, furthermore the literature of frontier sciences. It collects the literature of basic training, the academic specializations, and additional trainings.

   (1) **Main collection:**

   - Social science
   - Political economy, economics
   - Applied sciences
   - General Economic Sociology
   - Statistics
   - State- Judicial Sciences
   - Economic policy
• Pedagogy, didactics, adult education, teacher education
• University history
• Technical Science
• Environmental sciences
• Economic Science and Entrepreneurial Science
• Health and Social Works, Nursing Education
• International relationship, international policy, diplomacy
• Organization of firms
• Traffic, Transportation Science
• Logistics
• Mechanical engineering
• Telecommunication, post office
• Informatics, Information technology
• Architecture, architectural sciences
• Musicology, music history

(2) Specialty Collections:

Publications helping in general orientation

• Encyclopedias, dictionaries
• Scientific encyclopedias
• Artistic albums
• Data of public interest-, name and directories
• Course books
• Bibliography publications (bibliographies, library ingredients, documentations)
• Literature
• Guidebooks, maps, atlantes

4. The depth, geographical, linguistic and time boundaries of collection:

(1.) Library collects according to its stock and the educational needs:

• The library collects the literature of the specialties - published in Hungary, in the Hungarian language - belonging to the main collector circle, including the so called "grey literature" which is not in the trade flow;
• It collects reports written by a Hungarian author published abroad and documents which contains reference to Hungary in order to supply researching and teaching activities.
• The higher education course books and university notes of specialties belong to the main collector circle
• Library also collects the Hungarian and foreign publications of the university's instructors, tutors.

Assorted collection:

• It collects the domestic and foreign society-, nature and applied science literature which is necessary to academic and scientific work.
• Documents belong to the main collection which is published in world language, so foreign literature;
• Library collects foreign handbooks, bibliographies, informational publications, periodicals with the claim of continuity and consistency. These documents belong to the main and annex collection
• Annex collection contains domestic publications.

(2.) Ongoing goals of the library collection that are not time bound
Library continuously obtains the literature published in Hungary, the new foreign technical books and periodicals. Library also collects absent volumes of necessary publications, series, and periodical publications in order to complement its collection and supply library activities. It collects publications with historical value that is important to supply its tasks. Library retrospectively collects documents and publications related to the history of the University Library.

5. Types of documents in the collection according to informational content

Document types:

- Books
- Journals, Periodical documents (news-sheets, journals)
- Standards
- Dissertations
- Theses
- Cartographies appendices
- Leaflets, brochures, posters connecting to the university history
- AV-documents
- Databases

Groups according to the information sources:

- Printed form
- Electronic form
- Computer information sources
- Acoustic and recording data

6. Resources of the collection's increase

The library increases its stock through ordering from different sources.

Purchase:

The increase originating from the purchase includes the documents bought from national and international distributors according to document types.

Exchange:

The increase of documents originating also from exchange which is based on national and international publication exchange contacts.

Donation

Gifts are the circle of documents that are offered by university's instructors, tutors, other institutions or other libraries. The circle of collection may not prevail always in full measure in the case of gifts.

Documents originating from other source: theses, library and university publications, educational aids etc.

The library retains all university publications (scientific publications, notes, other documents) in order to conservation, use and exchange. The number of copies is defined by the secretary general.
7. Extent of the collection's increase, copy numbers

(1.) The library stock's quantitative and qualitative development was based on the principles of the planned stock increase. See under mentioned viewpoints:

(2.) Literature purchased from any kind of financial source at the university, forms uniform library substance, which is the part of the library's collection.

(3.) The number of copies of literature should be defined according to the main collection and the possible users' number. It can be at most 5 copies. If the departments ask the purchase of more copies from these documents, it can be made from the departmental budget.

(4.) The obligatory curriculum, the increase numbers of notes, obligatory literature/curriculum are at most 10 copies. From this at least 2 copies are necessary to put into documents with red or green label.

(5.) From those documents which are defined in the annex collections we obtain at most 2 copies.

(6.) The number of old published documents or difficultly accessible documents can be increased according to special request.

8. Preservation, disposal

(1.) The library permanently preserves:

- the national and foreign monographs, technical books, handbooks, encyclopedias, notes, standards, other documents in the main collection
- national and foreign periodicals, dailies in the main collection
- national and foreign documents based on unique judgment in the annex collection

(2.) The library temporarily preserves:

- theses
- the periodicals being under unique judgment.

(3.) In the case of the removal of unnecessary or used documents the planned reduction of the collection should occur according to order No. 3/1975. (VIII. 17.) KM-PM.

9. Closing orders

The library's headmaster and the departments' chiefs are responsible for the regular increase of the stock.

The university curriculum may give reasons for the modification of the library's main collection.

The library's collections need to be examined every 5 years and if it is necessary modifications have to be made.

10. Clause:

The Széchenyi István University University Library's Collection Regulation and the Library Order of Organization and Operations were accepted at the same time.

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