



SZÉCHENYI ISTVÁN UNIVERSITY
UNIVERSITY LIBRARY AND ARCHIVES
Organizational and Operational Regulations

**APPENDIX III: UNIVERSITY LIBRARY AND ARCHIVES
LIBRARY RULES AND REGULATIONS**

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UNIVERSITY LIBRARY AND ARCHIVES

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Article 1

The aim and scope of the regulations

This policy applies to libraries in the ULA network and their users. Its purpose is to define the detailed conditions of library use, the rights and obligations of users in this respect, to provide information on the services available in the library and to lay down the rules for their use.

Article 2

Obligations and rights of the users of the library

The ULA libraries can be visited in person during opening hours. The opening hours are announced on noticeboards at the entrances of the network libraries, leaflets, websites and social networking sites. Separate arrangements will be made for different opening hours and for summer opening hours, which the Central Library (CL – Egyetem tér 1.) will inform its users of in advance.

1. Basic rules

- Users of the ULA are obliged to adhere to the rules of community behaviour and the behaviour that does not disturb other library users.
- Users of the libraries that belong to the ULA network can visit the libraries dressed in appropriate clothing and in compliance with basic hygiene rules.
- Use of drugs, consumption of alcoholic drinks and smoking are prohibited on the premises of the ULA network.
- It is forbidden to take to the premises of the ULA libraries the followings: weapons and other prohibited devices, food, beverage (except for bottled water), live animals (except for guide dogs).

2. File protection gate

- ULA documents are equipped with security strips for file protection reasons.
- Upon leaving, in the case of the sounding of the security gate alarm or in the event of a well-founded suspicion of an attempt to check out library documents or any ULA devices in an improper way, the user of the library is obliged to present the items in his or her possession for inspection at the request of the security or library staff.

3. Regulations on the order of the usage of the cloakroom and locker

- Cloakroom wardrobes in the CL are self-service. Keys for the lockers can be requested at the check-out desk in exchange for a photo ID. ID cards will be returned to the holders when they hand over the key. The following items cannot be stored in the lockers: perishable food, weapons, flammable, explosive substances, hazardous waste. The library refuses to accept responsibility for personal belongings left unattended, placed outside the lockers. The cloakrooms are only available during the library's opening hours, and visitors are obliged to empty the lockers before leaving. Visitors who claim objects they left in the lockers must prove that the items found in the particular locker are their personal belongings. Compensation is payable for the loss of the locker key (*Annex 1. – Fees and Charges*).

4. Photos, pictures, audio recordings, photocopying

- It is possible to take photos, pictures or record sound with the permission of the library director.

- Taking photos, photocopying, scanning or printing of books and periodicals are permitted in compliance with the copyright law in force.

5. Rulings for the use of documents

- Library members are obliged to make sure that the documents, appliances, computers and other devices of the ULA are kept intact.
- It is forbidden to take notes in any of the documents owned by the ULA as well as to do any damage to them. Whoever does so is obliged to compensate for the damage caused.

6. Security, cameras

- An electronic surveillance system is used on the premises of the ULA for the protection of human life, physical integrity, individual liberty, trade secrets and personal property, which does direct monitoring as well as records and stores images as described in the University's Data Security and Privacy Policy.
- Librarians are authorized to call upon the users of the library to respect the rules for using the ULA. If necessary, they will write an official report and initiate further steps.
- In case of a malicious mischief or other illegal acts, the right of the reader to use the library may be suspended or in the case of a grave incident, it may as well be terminated. In each case it is the scope of authority of the library director to make a decision on the claim.

7. Comments, recommendations, complaints

- The users of the library can make comments, recommendations and complaints as well as propose amendments concerning the use of the library to the management of the ULA both in person or in writing. (konyvtar@sze.hu)
- If any of the actions of the library staff is found prejudicial, they may act according to the rulings of the Complaints Handling Policy.

The scoped Operative Library Rules and Policies are made public by the ULA. A full text version is available on the website of the ULA and on the information and reception desks of the network. The text of the regulations can be requested for reading, it can be photocopied and printed by anyone. The main articles of the regulations can be read on leaflets and information boards. The Director of the ULA and the staff are responsible for the publication and enforcement of the provisions of the library rules and policies.

Article 3 Services available at the ULA

The ULA is a network of higher education libraries and public special libraries, accordingly, under Act CXL of 1997 on Museum Institutions, Public Library Services and Public Education anyone can use the services who complies with the library rules and regulations or needs information services of specialized literature in the field corresponding to the library's collection.

Library registration and enrolment

Registration and enrolment in the ULA is possible for:

- all Hungarian and foreign citizens over the age of 18;
- children under 18 years of age may enrol on the basis of a declaration of responsibility and under the guarantee of a parent or legal guardian;

- who do not have any debts to the libraries of the ULA network.

Registration and enrolment can be done in person at the CL, the Apáczai Csere János Faculty of Pedagogy, Humanities and Social Sciences and the Albert Kázmér Mosonmagyaróvár Faculty Library. Whichever place of registration and enrolment is applied, the acquired rights and obligations are valid in all libraries of the ULA network.

1. Basic services subject to registration

- library visits
- access to the online library catalogue (OPAC)
- on-site reading of open shelf and stack-room materials
- Patent consulting (PATLib)
- use of children's corner, board game zone
- use of escape rooms

Registration requires the completion of a registration form, a privacy statement, a signature or a university card and compliance with the library's rules of use.

- Over 18 years of age: Annex 3: Registration form/group registration form (underlined as appropriate) and privacy statement
- Under 18 years: Annex 4: Registration, liability and data protection declaration

1.1 Guided visits in the library and information about the services of the library system

The libraries of the ULA network provide an opportunity for individuals and groups to visit the institutions by prior reservation. Visitors can gather information about the book collection and services of the libraries of the network in the course of a short guided walk around the premises.

1.2 The use of the library catalogue (OPAC)

The ULA online catalogue is available at every public workstation of the network, enrolment is not a condition for the use of it. The access of the library catalogues is possible either on-site or at home at <https://hunteka.sze.hu/> and via the ULA website, <http://lib.sze.hu>.

1.3 On-site reading

All library visitors have the possibility to read on-site the complete document collection of the ULA network libraries, which are available on the open shelves or in the stock rooms. Not borrowable reference books may only be read on-site.

- Encyclopedias, database;
- Information on lecture notes stored in subsidiary libraries
- Periodicals, daily newspapers;
- Theses;
- PhD theses;
- Documents of museum piece

Books in the stock-room collection of the Central Library as well as theses, periodicals, PhD theses can be required by filling in a stock-room request form.

1.4. PATLIB advice (Information service on intellectual property rights, counselling on industrial property rights)

The PATLIB – Patent Information Centre is located in the Central Library and operates under the professional supervision of the Hungarian Intellectual Property Office. The PATLIB Centre is the Hungarian Intellectual Property Office's outposted information point, which is part of the network

established in the Member States that have acceded to the European Patent Convention.
The service is available by appointment from Monday to Friday, during library opening hours.

1.5. Children's Corner and Board Game Zone

After registration, children under 14 years of age and their accompanying persons can use the equipment and toys in the Children's Corner in the basement of the Central Library.

The use of the room on the left side of the Children's Corner, Board Game Zone, is available upon prior registration at konyvtar@sze.hu. To use the board game corner, a name, acceptance of the policy (**Annex 8: Rules of the board game zone**) and a signature are required and can be registered at the information desk.

A children's corner is available in the Apáczai Csere János Faculty of Pedagogy, Humanities and Social Sciences, which all registered readers may use at their own risk

1.6. Escape room

The Library Labyrinth and Re Play Me escape rooms at the Central Library are open to persons over 14 years of age (under 18 with a parent or legal guardian, teacher) who register, comply with the rules (**Annex 9: Rules of the escape room service**) and accept the liability declaration (**Annex 10: Liability declaration for the escape room service**). The game is open to teams of up to 5 people for a maximum of 60 minutes.

2. SERVICES FOR ENROLED LIBRARY MEMBERS:

The services indicated below are available to enroled users of the ULA network libraries (the related fees are set out in **Annex 1 - Fees and Charges.**)

Types of our services:

- Loan of documents / extending the loan period, reserving books;
- Inter-library loan;
- Specialized counselling;
- IT services;
- Media collection;
- Research rooms;
- European Documentation Centre
- Thesis-Crisis
- Info-Share online service

2.1 The process of user enrolment

ULA membership is valid for 365 days after enrolment and it must be renewed yearly. (Enrolment fees are included in **Annex 1. – Fees and Charges**).

Enrolment data will be recorded on the computer system. It stores and handles personal data of library members in accordance with Act CXII of 2011 on the protection of personal data and the publication of data of general interest as well as on the right to informational self-determination and the freedom of information that complies with the requirements of EU Regulation 2016/679 (GDPR). (**Annex 2. – Enrolment and Privacy Statement**) Upon enrolment the reader is agreeable to the privacy statement and the obligation to comply with the library rules and policies.

Library users can check their reader data in the library database (HunTéka) online as well with the help of their individual user identification and password. The protection of login data is the responsibility of the user.

Documents required for registration and enrolment:

- proof of identity (identity card, passport or driving licence);
- address card (for persons with a Hungarian address);
- university card;

- identity card of a legal representative for persons under 18 years of age;
 - certificates entitling to benefits (student card, pensioner card, disabled person's card, other cards entitling to benefits).

The discounts on card and enrolment fees and the beneficiaries entitled to them are set out in *Annex 1 - Fees and charges*. Proof of exemption from or entitlement to the registration fee or the discount must be provided. Only one discount may be applied at a time.

Data required for enrolment: name, birth name, birth data, mother's name, permanent address, (temporary address), number of ID card or passport, e-mail address; in the case of SZE students the NEPTUNE code and the name of the programme. Readers are obliged to report any changes in their personal data within 10 working days.

Enroled readers can access our library catalogue, renew and subscribe to our catalogue via the ULA website (lib.sze.hu) and the eCard application - electronic library card (once the reader card details on the eCard application are recorded, it also serves as an electronic library card.).

The number of the membership card is the password required to log in the online catalogue, the password is the date of birth in numbers.

Library membership terminates:

- if the period of membership expires and it is not extended by the user;
- if the director of the ULA suspends the membership status of a library user;
- if the library user requests the termination of the membership status or the guarantor withdraws their guarantee statement.

Students who finish their studies and employees whose employment status at SZE is being terminated are obliged to return the documents they are holding to the particular library of the ULA network, from which they were loaned. ULA staff members will certify that the "decommissioned" reader has no debt. Subsequently, if they wish, they can enrol in the library of the ULA in a different status.

Library users and guarantors who owe library documents to the library cannot be deleted from the register until their obligation is still outstanding. The lapse of library claims is governed by the specific rules of law of the Civil Code, consequently, the expiry of a membership card does not signify the lapse of the obligation.

2.2 Loaning documents / extension of loan periods

It is possible to loan documents from the libraries of the ULA network in person - provided that the visitor is an enroled member of the library - with the university card or after registration in the eCard application with the barcode provided in the application. (In DFJL only has on-site reading books!) All documents that are not subject to restriction are available to loan. Enroled members of the library, whose names are indicated as borrowers of specific documents, are obliged to take financial responsibility for the documents they loan.

The highest possible number of documents to be loaned, as well as the return due date of the loan depend on the status of the library member and the status of the document to be loaned. (*Annex 5. – Rules on loaning*)

Loans can be refused from library users:

- who has a document with an expired loan period;
- whose late payment fine is outstanding;
- whose membership card is not valid;
- who are indebted to the ULA;

- who seriously violated the Terms of Use of ULA.

Loaned documents must be returned by the given due date or the loan must be renewed. The loan period can be extended on one occasion before reaching the return due date, but not later than on the return due date.

Loans can be extended:

- in person;
- on the phone during opening hours;
- on-line;
- by e-mail.

The loan period cannot be extended, and the documents must be returned without delay if:

- the particular book has been reserved;
- the library membership status has expired;
- a late payment fine of the reader is outstanding.
- extended by once
- book which has red stripes

Readers are obliged to return the loaned documents by the given return due date. In case of returning documents after reaching the return due date an overdue fine will be charged. SZE employees and pensioners are exempted from paying an overdue fine. The total amount of the overdue fine comprises the arrears made up during the opening day. (*Annex 1. – Fees and Charges*) Library card holders with an e-mail address will be sent a reminder e-mail three days before the return due date as well as an e-mail of request after reaching the return due date. In case of refraining from settling the debt despite the requests, the library will put forward their claim in accordance with the relevant procedures of SZE. Readers are obliged to settle the administrative costs. In case of SZE university students with a student status, the outstanding library debt will be summed to the students' Neptune account. (*Annex 6. – Endorsement of outstanding library debts in the Neptune system.*) Readers are obliged to replace lost or damaged documents with a copy of the same edition or reimburse the amount determined by a ULA employee.

2.3 Reservation of documents

After logging in the catalogue, readers with valid membership status can make reservation for books already checked out by other users or they can request them from the librarian. The librarian will notify the reader of the arrival of the reserved document via e-mail. The reference department will keep the reserved document put aside for 8 working days. After the deadline it will be put on open shelves and it will be available for loaning.

2.4 Interlibrary loans

Upon request, the library will obtain the copy or original issue of documents not available in their stock from domestic or foreign sources via interlibrary loans. The use of documents obtained this way is regulated by the lending library. All costs related to the collection of the documents shall be borne by the library user. (The original issue of documents from the National Document Supply System (ORD) are available for loan free of charges.)

In case of interlibrary loans, readers must fill in an “interlibrary request” form on-site and deliver it to the librarian responsible for interlibrary loans; or online on the website (https://lib.sze.hu/en_GB/inter-library-loan) Only enrolled members can use this service.

2.5 Reference service

In every library of the ULA network expert librarians with certificates of higher degree assist

library users find the necessary documents and information. The service is available in person or online.

2.6 IT services

There are computers available to readers in the libraries of the ULA which can be used by setting the required permissions. All computers have access to browsers and utilities. On the computers of the ULA network, it is forbidden any electronic materials from or onto the Internet, neither is it allowed to carry out any illegal activities or display erotic content or do business.

Readers who use the computers of the library computer system are allowed to carry out individual or group activities (e.g.: word processing, browsing free databases or databases subscribed for by SZE, browsing the library OPAC, internet access)

After a reboot, files downloaded onto the computers will automatically be deleted. The library is not responsible for the documents stored on the computers.

There is free access to Wi-Fi on the premises of SZE in order to operate private computer devices, which is available with a password.

In order to access special databases, which can be used at certain designated terminals, encrypted passwords are required. Encrypted passwords will be provided by reference librarians.

The electronic version of theses can be read on dedicated computers in every library of the ULA network. It is forbidden to download them or save them on another data carrier.

E-learning materials, PhD theses and OA publications, Diploma theses completed after 20 December 2022 (except for classified parts) are publicly available 24 hours a day in the ULA electronic document library (SZERep)

2.7 Media box and media library

Enrolled users of ULA have the possibility to use the CL media box service.

The keys of the media boxes and the belonging devices can be required from the librarian at the reference librarian's desk upon signing a copy of the terms of use.

The user is responsible for the equipment, furniture and key of the media box. For damaged equipment and lost keys, the user must pay the price specified in the applicable tariff and may not use any other service until the price is paid. The Library of Apáczai Csere János Faculty of Pedagogy, Humanities and Social Sciences has a Media Library as a separate collection (Annex 5 - Rules on loaning).

2.8 Research rooms

Enrolled users of the ULA can use the research room service. The key to the research room can be requested at the circulation desk. The library user using the research room is responsible for the equipment and furniture in the room and for the key to the research room. If the key is lost, he/she must pay the price specified in the current tariff and may not use any other service until the key is returned (*Annex 1. – Fees and Charges*).

2.9 European Documentation Centre

The European Documentation Centres (EDCs) network was set up by the European Commission to support European education and research in higher education institutions and research laboratories. They collect and develop the necessary source material and archive electronic documents. The service is available at the Central Library. The collection is primarily a set of electronically accessible documents, but the EDP collection will also be extended with printed document.

3. SPECIAL SERVICES

The ULA pays special attention to the services provided for various groups of users with special needs:

- citizens of SZE;
- people with disabilities;
- primary and secondary school students;
- university students majoring in Library Science.

3.1 Special services for the university citizens of SZE

- access of data bases at home with an eduID code
- lessons in the library
 - Within the framework of university training, students are offered group and, if there is demand, individual classes as well on the use of the library, research methodology and the use of databases.
 - In library classes university students can learn about the benefits of using the ULA and its collection and services. In the research methodology classes they can become adept at the form and subject matter requirements of writing dissertations as well as the methods of literary research. In the classes on the use of databases students can get acquainted with the use of databases subscribed by SZE as well as that of the freely accessible databases.
- INFO-SHARE/Information Online:
 - The aim of the service is to compile bibliography for registered ULA library users in 24 hours a day.
- Research Sup
 - We support the publication activities of university citizens
 - We support the university's goals through tasks related to international university rankings.
- MTMT
 - The ULA provides assistance for SZE teachers, researchers, PhD students in publishing their scientific studies in the Database of the Hungarian Researchers' Publications (MTMT).
- Children's Summer Camp
 - In conformity with the objectives of the Family Friendly University, the ULA organizes childcare camps in the summer holidays for the children of university employees.
- Thesis Crisis
 - Enrolled users of the ULA receive personalized advice on thesis writing, literature collection and database use.
- Thesis Uploading
 - Providing technical assistance on the Diploma application interface.
- Turnitin
 - Providing technical assistance with the text quality checker software.

3.2 Special services for disabled users

- The buildings of the ULA network libraries (exception: AAFL) and websites are accessible.
- A reader device is available for visually impaired readers in the Central Library.

3.3 Special services for primary and secondary school students

- Schools which have made a contract with our institution are provided opportunities to fulfil the School Community Service obligations in the ULA network libraries.
- The libraries of the ULA network organize and conduct contests in connection with the programs of the following events: ‘Children’s University’, ‘Young Researchers’ Night’.
- The libraries in the ULA network offer library tours, library classes and children's activities at pre-arranged times.

3.4 Special programs for university students majoring in Library Science

- We provide professional internship placement for students who participate in the university level library training course.

4. PAYING SERVICES

4.1 Reprographic services

In the buildings of CL and AFL there are multifunctional photocopy machines available and readers can use them by themselves with the help of their plastic cards. (*Annex 7. – The use of reprographic services and Annex 1. – Fees and Charges*)

4.2 CégPont Noked – Information brokering services

Information brokering is a business service provided to companies, firms, enterprises, (business information, company news, trend monitoring, theme monitoring, company collecting and analysis, monitoring, novelty research) which is available on the basis of an individual agreement.

4.3 Rooms for rent

You can find more information on the rental of library rooms at <https://lib.sze.hu>

Concluding provisions

On the basis of Section 57 of Act CXL of 1997 library users may initiate an amendment to the Library Rules and Regulations.

CLOSE

The Library Use Policy of the Széchenyi István University Library and Archives has been finalised after all the staff members of the University Library and Archives have given their opinions.

It was approved by the Director of the Library and the President of MIT on 16 December 2024 and will enter into force on 01 January 2025.

At the same time, the Library Use Regulations adopted on 24 April 2023 will be repealed.

Tóth Csilla
director

Hegedüs Péter
MIT president

Annexes

Annex 1: Fees and charges

Annex 2: Enrolment and privacy statement

Annex 3: Registration form/group registration form (underline as appropriate) and privacy statement

Annex 4: Registration, liability and data protection declaration

Annex 5: Rules on loaning

Annex 6: Enforcement of library debts in the NEPTUN system

Annex 7: Use of reprographic services

Annex 8: Rules of the board game zone

Annex 9: Rules of the the escape room

Annex 10: Liability declaration for the escape room service