SZÉCHENYI   ISTVÁN   UNIVERSITY

UNIVERSITY LIBRARY AND ARCHIVES

Organizational and Operational Regulations

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

Article 1

The aim and scope of the regulations

The force operation of the present rules and policies and their annexes apply to the libraries that belong to the network of the University Library and Archives (hereinafter: ULA) and their users.

The aim of the regulations is to determine the detailed terms of the use of the library, the related rights and obligations of the users, to give information about the services available in the library and to lay down the regulations in relation to their use.

Article 2

Obligations and rights of the users of the library

ULA libraries can be visited in person during opening hours. Users can find information about the opening hours on the notice boards placed at the entrance of the network libraries and on leaflets, websites and Facebook pages. Extra measures are taken in the matter of irregular opening hours or summer opening hours and the ULA is obliged to provide library users with the information 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), bags, coats, live animals (except for guide dogs). The Central Library (hereinafter: CL) provides baskets free of charges for devices (stationery, laptops, documents) that can be taken into its territory.

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

- The ULA provides the visitors with a cloakroom, the use of which is obligatory but free of charges.
- 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 placed outside the lockers left unattended. Visitors are obliged to empty the cloakroom lockers every day during the library opening hours, and emptying it 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 *(Appendix 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 CL 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 of the regulations is available on the website of the ULA and at 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 specialised literature in the field corresponding to the library's collection.

Basic services subject to registration
- for registration, you need a university plastic card
- library visits (in case of a programme or a one-time visit, no plastic cards are required)
- information about the services of the library system
- access to the library catalogue (OPAC)
- onsite reading of open shelf and stack-room materials

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

1.3 Onsite reading

All library visitors have the possibility to read onsite 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 onsite.

- 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 CL as well as theses, periodicals, PhD theses can be required by filling in a stock-room call card.

The basic registration services are provided free of charge by the university card scheme https://kartya.sze.hu/, with different types of plastic cards (the related fees are set out in *Appendix 1. – Fees and Charges*).

2. SERVICES FOR ENROLED LIBRARY MEMBERS:

The services indicated below are available to enroled users of the ULA network libraries..
Appendix of the present regulation. *(Appendix 1. – Fees and Charges)*
Types of our services:
- Borrowing documents / extending the borrowing period
- Reserving books;
- Inter-library loan;
- Specialised counselling;
- IT services;
- Media collection;
- Research rooms;
  - PATLib consulting;
  - European Documentation Centre;
- Children's corner, children's playroom;
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The process of user registration and enrolement

Registered library members of the ULA can be the following individuals:

- all Hungarian and foreign citizens over the age of 18;
- all persons under the age of 18 holding a student card backed by the guarantee of their legal representative;
- guarantors in the case of severely disables persons
- individuals who are not indebted to the ULA network

You can register in person at the CL, AFL and AAFL. Regardless of the place of registration, the acquired rights and obligations apply equally to all libraries in the ULA network.

Persons with physical disabilities, permanent disabilities as well as minors can register by proxy. The personal data of the guarantor person will be registered, which, however, is not equivalent to library membership. The guarantor is obliged to make a guarantor declaration upon enrolling. The guarantor declaration can be withdrawn in writing.

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

Registration data will be recorded in 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 comply with the requirements of EU Regulation 2016/679 (GDPR). (*Appendix 2. – Enrolment and Privacy Statement*) Upon registration 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 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:

- ID card or passport or driving licence;
- Certificate of domicile (in case of residents in Hungary);
- Entry (student-, employee- or library-) card
- Declaration of guarantee filled in by an adult guarantor who possesses the requiredpersonal documents in the case of secondary school students under the age of 18;
- Certificates that authorize the owner to discounts (student card, pensioner card,persons with disability)

Appendix 1 of the Regulation – *Fees and Charges* include information on the amount of discount available regarding the registration and enrolment fee and the range of people eligible to take advantage of the discounts. Exemption from paying the registration fee or eligibility to obtain discounts must be substantiated. Only one category of reduction can be demanded at a time.

Data required for enrolment: name, birth name, birth data, mother's name, permanent address, temporaryaddress, number of ID card or passport, e-mail address; in the case of SZE students the NEPTUNE code of the students and their major. 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.). Registered readers, if they require, will be given individual library cards, on which the librarian will indicate the return due dates and the identification numbers of the documents borrowed. The number of the membership card is the password required to log in the online catalogue. The library membership card is not transferable.

The loss of membership cards must be reported in any university libraries. The ULA is not liable for damages resulting from the unauthorised use of membership cards, the owner of the membership card is obliged to pay for the damages. The replacement of the lost membership cards will be issued upon payment of compensation. *(Appendix 1. - Fees and Charges)*

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 borrowed. ULA staff members will certify that the "decommissioned" reader has no debt. Subsequently, if they wish, they can become a registered library member of the ULA in a different status.

Library users and guarantors who owe library documents to the library cannot be cancelled 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.

2.1 Borrowing documents / extension of loan periods

It is possible to borrow documents from the libraries of the ULA network in person, provided that the visitor is an enroled member of the library. (In DFJL only has onsite reading books!) All documents that are not subject to restriction can be checked out. Registered members of the library, whose names are indicated as borrowers of specific documents, are obliged to take financial responsibility for the documents they borrow.

The highest possible number of documents to be borrowed, 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 borrowed. *(Appendix 3. – Rules on borrowing)*

Loans can be refused from library users:
- who currently hold documents the loan of which is overdue;
- who want to borrow documents which have already been reserved by other patrons;
- whose late payment fine is outstanding;
- whose membership card is not valid;
- who are indebted to the ULA;
- who seriously violate the Terms of Use of ULA.

Borrowed 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 retuned 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 borrowed 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. *(Appendix 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. *(Appendix 4. – 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.

2.2 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 lending.

2.3 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 onsite or online on the website (https://lib.sze.hu/konyvtarkozi-kolcsonzes-3) and transfer it to the librarian responsible for interlibrary loans.

2.4 Special information

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.

2.5 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.

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 specialised librarians.

The electronic version of diploma works 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 are publicly available 24 hours a day in the ULA electronic document library (SZERep)

2.6 Mediabox and media library

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

CL has a Media Library which comprises six numbered media-boxes as well as a special collection of DVD-s, CD-s and e-books. There is a media library in operation in the AFL as well.

The keys of the media boxes and the belonging devices can be required from the librarian at the reception 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 AFL has a Media Library as a separate collection (Appendix 3 - Rules on borrowing).

2.7 Research rooms

Registered 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 (*Appendix 1. – Fees and Charges*).

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

The PATLIB Centre is located in the CL and it carries out its activities under the professional supervision of the National Office of Intellectual Property.

The PATLIB Centre is a subsidiary information point of the National Office of Intellectual Property and it is a part of the network established in the countries that signed the European Patent Convention.

The service is available by prior arrangement from Monday to Friday during the opening hours of the library.

2.9 European Documentation Centre

The network of the European Documentation Centres (EDC) was established by the European Commission with the aim to support the education and research activities regarding the European Integration which are being carried out in higher education institutions and research workshops. The necessary source-materials are being collected, improved and electronic documents are being archived here.

The ULA joined the network of the EDC in 2019. The service is available in the CL. The collection is first of all a complex of electronically accessible documents, the majority of which is also available on the Internet 24 hours a day. In every year, the amount of printed materials always higher and higher.

2.10 Children's Corner

 The Children's Corner in the CL and in AFL is available for young children and their parents and it can be used by all registered readers at their own risk.

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.

- MTMT

    In the network of degree subject officials the ULA provides assistance for SZE teachers, researchers, PhD students in publishing their scientific studies in the Database of the Hungarian Researchers' Publications (MTMT).

- Open Access

    In the network of degree subject officials the ULA provides assistance for SZE teachers, researchers, PhD students provides professional support for Open Science/Access opportunities, reference service of scientific metrics.

- Ranking

    ULA gives assistance for the management in the analysis of the order of university rankings.

- Children's Summer Camp

    In conformity with the objectives of the Family Friendly University, the ULA organizes childcare camps in the summer holidays as well as birthday events during the study period for the children of university employees.

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.

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'.

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
- reprographic services (printing, photocopying, scanning)
- rooms for rent.

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. *(Appendix 5. – The use of reprographic services and Appendix 1. – Fees and Charges)*

4.2 CégPont Neked – 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 24 April 2023 and will enter into force on 1 May 2023.
At the same time, the Library Use Regulations adopted on 26 April 2021 will be repealed.