

## Frequently Asked Questions

### 1. When is the library open?

Central Library

**Opening Hours**

Monday:	10:00 – 19:00
Tuesday - Friday	8:00 – 19:00
Saturday	9:00 – 14.00

### 2. How can I borrow books from the library?

- **Registration:**
  - library membership is valid for 365 days
  - it must be renewed every year
  - in order to register you must provide either your passport or residence permit, or another document which allows us to confirm your identity
- **Borrowing books:**
  - Non-PhD students can borrow up to 10 books, while PhD students can borrow up to 15 books at the same time
  - Books marked with a red stripe can be borrowed for one day or one weekend
  - Books marked with a green stripe can be borrowed for one week
  - Unmarked books can be borrowed for 4 weeks (20 working days)
- **Late fee:**

If the borrowed material is returned late, you will be charged a late fee.
- **How can I borrow books that are in storage?**

Ask one of our colleagues on the 1<sup>st</sup> floor for help. You will be required to fill out a storage application form.

#### Late fee

Late fee for books available for 20 working days	50 HUF/day
Late fee for books, dictionaries, CDs and DVDs available for 5 working days	200 HUF/day
Late fee for books available for 1 day	500 HUF/day

### 3. How can I find the books I'm looking for?

- Personal assistance at the information desk on the 1<sup>st</sup> floor
- (For international students) the online catalog at the information desk on the 1<sup>st</sup> floor

### 4. Where can I find digital documents? (Journals, scientific papers, books...)

You can find them on the website of the library.

[https://lib.sze.hu/en\\_GB/databases](https://lib.sze.hu/en_GB/databases)

[https://lib.sze.hu/en\\_GB/e-documents](https://lib.sze.hu/en_GB/e-documents)

## 5. How can I use the computers and the Wi-Fi in the library?

Computers and network usage in the university library. (International students)	
<b>Access to the online catalogue – book borrowing, extension and reservation</b>	<p><a href="https://huntaka.sze.hu/search">https://huntaka.sze.hu/search</a></p> <p>Please use the library online catalogue webpage: top right corner <i>change the language to English (EN)</i>. You can log into the online catalogue with icon.</p> <p><u>Barcode:</u> <i>your Plastic card number</i></p> <p><u>Password:</u> <i>personal reader number (six digit)</i></p> <p>After initial log in you may change the password. Should you forget your password, please ask the librarian for help.</p>
<b>Library computers- basement and downstairs</b>	<p><u>Username:</u> <i>Neptun-code</i></p> <p><u>Password:</u> Initial log-in please leave empty. Then press Enter. <i>On the new page</i> enter username and <b>create password. Personal passwords must be: min. 8 characters to include small letters, capital letters and numbers. Please enter your password twice.</b></p> <p>Please, do not use a names and proper nouns for your password</p> <p>If you forget your password: <a href="https://help.sze.hu/jelszovaltas/">https://help.sze.hu/jelszovaltas/</a></p>
<b>WIFI</b>	<p>Please use <b>EDUROAM</b> (SSID)</p> <p><u>Username:</u> <i>Neptun code@net.sze.hu</i></p> <p><u>Password:</u> <i>Date of birth and OM number</i> (For example:1991010176543219841)</p> <p>If you have a problem with WI-FI, please consult the librarian.</p>

## 6. How can I print/photocopy/scan documents?

- You may use these services on your own. For you to do so, you must first deposit money to your University Card at the desks on the ground floor. Fees and instructions in English are displayed above the printer.

## 7. How can I upload my thesis?

Please use the Thesis uploading guide (online).

<https://lib.sze.hu/degree-thesis-uploading->

# UNIVERSITY LIBRARY AND ARCHIVES

## 8. What are the facilities on the 2<sup>nd</sup> floor used for? (Media Box, research rooms)

They provide an opportunity for secluded studying, relaxation, research, listening to music and online lessons.

Ask for the keys to the research rooms at the desks on the ground floor!

The keys to the Media Boxes are available at our colleagues on the 1<sup>st</sup> floor.

*For further, more detailed information please contact one of our colleagues:*

Diána Anikó Skultéty (general information)

[skultety.diana.aniko@sze.hu](mailto:skultety.diana.aniko@sze.hu)

Viktor Zsömle (information about our services)

[zsviktor@sze.hu](mailto:zsviktor@sze.hu)

Renáta Farkas (databases and thesis)

[farkas.renata@sze.hu](mailto:farkas.renata@sze.hu)

You can find further information on our website:

[https://lib.sze.hu/en\\_GB/home](https://lib.sze.hu/en_GB/home)