LIBRARY RULES AND REGULATIONS

The 6th appendix of the Organizational and Functional Regulation

Budapest
2011
According to the Organizational and Operational Rules of Corvinus University of Budapest and its Central Library and to the applicable provisions of law I regulate the library operation as follows:

I. General rules, patrons' rights

1. The Central Library of the Corvinus University of Budapest is an academic public library open to visitors accepting its rules and regulations.

2. Visitors of the Library have to register or purchase a Day Card to use library services.

II. Registration, its conditions

1. Every person above the age of 16 is entitled to register or purchase a Day Card.

2. A fee is to be paid upon registration. The registration fee of faculty, staff, pensioners and students of Corvinus University of Budapest is paid by the University. Registration is free for people with severe disabilities, for persons working in libraries, museums, and archives and for pensioners above 70. Regular students of other universities and colleges (with a current student card) are entitled to a 50 % discount. Applicants must present their official documents showing that they qualify for the reduced fee.

3. The library computer system stores the applicants' personal data which are then treated so that they comply with all the requirements of the Data Protection Principles.

4. All users receive a current Library Card as proof of membership, which can be a Day Card, a Visitor or Borrower Card. The applicant has to pay for the issue of the Library Card.

   4.1 Proof of identity and Hungarian postal address is necessary for obtaining a Day Card or Visitor Card.

   4.2 Documents required for obtaining a Library Card with borrower privileges:

   Hungarian citizens over 18 Identification and proof of address in Hungary

   Hungarian citizens between 16 and 18 Identification, proof of address in Hungary and proof of warranty

   Members of the European Union Identification and proof of address in Hungary

   Foreign citizens from outside the EU Passport or residence permit, proof of warranty

*Surety can be any Hungarian citizen over 18 having Hungarian residence and regular income verified by the employer.
Documents required for granting preferential treatment at registration:

Students of Corvinus University  Valid student card or certificate of school attendance

Regular students of other universities / colleges  Valid student card

Workers of Libraries, archives and museums  Employer's certificate

Pensioners  Pensioner card

5. A Day Card is valid on the day of registration, a Visitor Card is valid for 3 months, a Borrower Card is valid for a year, for 6 months or for 3 months. The Library Card of Corvinus faculty or staff expires only when the person’s university employment ends. Library membership of students of Corvinus University is valid until the end of their study period.

6. Any changes in the operation of the Library may cause changes in the service fees.

III. Privileges and responsibilities of registered patrons

1. The library has a policy of open access to its collections located in the reading rooms and to its services for registered patrons. However, each user group has different privileges to access the Library’s web-based services or the background services provided by Library staff.

2. All users must possess a current Library Card (Borrower, Visitor or Day Card) and show it on request to Library staff and Security.

3. Cardholders are requested to report any changes in their name, postal or email address.

4. Library Cards are not transferable. Library users are responsible for the safekeeping and due return of library materials issued in their name and for the payment of service fees and fines.

5. Lost Library Cards must be reported. The Library will ban the lost card in the computer system to prevent any misuse.

6. A replacement fee will be charged for the replacement card within the membership period.

7. Patrons’ suggestions, comments regarding the function and services of the Library are welcome in E-mail or written in the Library’s Visitors’ Book.

8. Library material, furniture or equipment must not be misused or damaged. Anyone damaging Library books or equipment will be charged the full replacement cost of the item.
9. No book or other Library property may be taken out of the Library without authority. Readers making serious damage against the Library rules can be excluded from the Library under the Protocol. If a person sets off the security alarm, when exiting the Library, Security Staff will ask them if they have a library book, and ask them to show their bags, packages, etc.

10. Noise, disturbance or inappropriate behavior is prohibited. For teamwork use the group study rooms. The use of mobile phones is possible in designated areas in the corridors.

11. No food and drink is permitted in the Library. Soft drinks and hot drinks may be consumed as long as they are in non-spill containers.

12. It is prohibited to bring in overcoats or large bags into the Library. The left luggage lockers and the cloakroom are on the ground floor - their use is free of charge.

IV. Reference use

1. Registered patrons may use the reading rooms and the books and periodicals in them. Stack requests have to be sent from the web-based catalogue using Library computers or in some cases filling in paper Stack Request Forms. For this the reader must possess a current Library Card (Borrower, Visitor or Day Card).

2. The collection of the Economic History Research Library, its old and rare books are only for reference use in the Research Library during its special restricted opening hours. In order to make a special appointment the head of the Research Library has to be contacted in advance.

3. During library hours reference librarians are available to help patrons. The university’s Information Technology Center (ITC) is in charge of the maintenance of all library computers and of the information technology used.

4. Personalized fee-based library services - literature search, document delivery services, user education, etc. – may be ordered. Fill in the form at …

V. Electronic documents, Internet, Photocopying

1. Registered patrons possessing a current Library Card (Borrower, Visitor or Day Card) may download or print electronic documents - without changing the original text - using their personal identification and password. All copyright laws must be observed in all copying and/or downloading of library material for the purpose of scientific research or individual study. Downloading is free of charge however the further reproduction of these documents is forbidden and the reader has to bear the consequences.

2. Personal identification and password for using library computers in the public places of the Library are given to visitors when they register or purchase a Day Card to use library services. In order to provide access to as many users as possible, the Library may place time constraints on the use of Library equipment.
3. Internet is accessible on library computers to registered readers or to visitors possessing a Day Card. Internet can not be used for illegal act and business transactions.

4. Copying, scanning, printing or taking photos of library documents are fee-based services. It is the responsibility of individual users to observe the legal requirements of the Copyright Laws otherwise they have to bear the consequences.

VI. Borrowing

1. Library documents may have the following loan categories:
   - A. Normal loan
   - B. Short loan
   - C. Not for loan – overnight loan only
     - Not for loan – reference use only

**Conditions of borrowing**

**A) Normal loan**

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Number of borrowed items (volumes)</th>
<th>Loan period (Days)</th>
<th>Renewal - in case there is no reservation for the book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty, researchers and staff of Corvinus University</td>
<td>30</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Students and pensioners of Corvinus University</td>
<td>8</td>
<td>21</td>
<td>3</td>
</tr>
<tr>
<td>External users</td>
<td>6</td>
<td>21</td>
<td>1</td>
</tr>
</tbody>
</table>

**B) Short loan** - includes high demand items such as Corvinus textbooks and required or recommended readings

**Term time**

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Loan period (Days)</th>
<th>Renewal - in case there is no reservation for the book</th>
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<tbody>
<tr>
<td></td>
<td>B/1</td>
<td>B/2</td>
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<tr>
<td>Faculty, researchers, staff and students of Corvinus University</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>External users</td>
<td>7</td>
<td>3</td>
</tr>
</tbody>
</table>
Examination time

<table>
<thead>
<tr>
<th>Loan period (Days)</th>
<th>Renewal - in case there is no reservation for the book</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/1</td>
<td>B/2</td>
</tr>
<tr>
<td>Faculty, researchers, staff and students of Corvinus University</td>
<td>5</td>
</tr>
</tbody>
</table>

External users may not borrow short loan items in the examination period – reference-only access to these items.

C) Reference use only: newspapers, magazines, periodicals and certain parts of the collection of the reading rooms (like the old and rare document of the Economic History Research Library) and the manuscripts (dissertations, Ph.D. theses, students' scientific papers).

2. Overnight loan - Reference category books from the reading rooms having multiple copies may be borrowed for the time while the Library is closed for the night or for the weekend. These books can be borrowed in the last opening hour and returned within one hour after the Library opens the next working day.

3. A special extended loan period for Corvinus faculty is the semester loan or academic year loan.

4. Reserved items – for students doing a special course with variable loan periods initiated by the lecturer.

5. Documents can be chosen for borrowing from the open shelves in the issue area or can be asked for from the stacks. Borrowing is only possible personally with one’s own valid Borrower Card.

6. One patron may borrow only one item from the same title.

7. Books can be renewed through the library’s web-based catalogue, personally in the Library, by e-mail or by phone but only before the due date and in case there is no reservation for the document.

8. Fines are charged to all users on items not returned by the due date.

9. Until the settlement of the debt borrowing privileges will be suspended.

10. Books borrowed by others can be reserved through the web-based catalogue or personally for a reservation fee. An e-mail is sent to you when the reserved book arrives to the Library and then it can be collected within 3 days – or 2 days for short loan category books in the exam period.

11. The Library sends pre-due email reminder notices to patrons.
12. After the date due the Library sends overdue notices to the borrower – maximum three times. If these efforts prove to be unsuccessful, the Library will enforce its right and prosecute the claim.

13. When an item is lost or damaged, it should be replaced by the same edition of the document or the borrower will be charged a replacement fee for the item.

VII. Interlibrary loan (ILL)

1. If the item a registered patron requires is not available in the Library we may be able to borrow it or obtain a copy of a periodical article from another Hungarian or foreign library in the framework of the inter library loan system.

2. The service has to be ordered in a letter or in e-mail. **Books:** if the book arrives from abroad the library user has to pay a charge for it on receipt of the item requested. It is free of charge to order items from Hungarian libraries. **Journal articles:** This material can be requested only as a photocopy or an e-document, and the library user has to pay the cost of copying and sending the article requested. The service fees are paid by the Library for requests by Corvinus faculty.

3. Books borrowed for you by ILL are for reference use, only Corvinus faculty or researchers may borrow them. All copyright laws must be observed when using the photocopies or eversions of the documents requested in the framework of ILL.

4. Hungarian and foreign libraries can also use our material via interlibrary loan.

VIII. Library information services

1.1 Networked library services
   - Web-based catalogue
   - Library website
   - University E-Library: Corvinus Ph.D. dissertations, Corvinus Research Archive, Faculty Publications, Working Papers
   - Library subscribed electronic resources, bibliographic and full text databases, E-journals

1.2 Reference services
   - literature research and information search
   - document delivery service
   - personalized complex information package delivery

1.3 Information trainings
The Library organizes trainings to help the professional, ethical and lawful use and management of information for external customers, faculty, staff and students of Corvinus University and for registered patrons.
1.4 Information services for patrons in the Library
   - Reading room reference service
   - Technical and IT support in the use of information resources

2. How to use the Library’s information services

   2.1 Networked library services are available for network users. The Library’s URL is: http://www.lib.uni-corvinus.hu

   2.2 Customized fee-based information services can be ordered in writing, in letter, fax or email for a service fee. The service fees are paid by the Library for requests by Corvinus faculty. The service fee is paid in cash or by bank transfer. Current service fees can be found on the website of the Library.

IX. Final provisions

It is the Head of the Library who sets the service fees in the Library in her power delegated by the Rector of the Corvinus University of Budapest. These Regulations come into force on the 14th November 2011, and at the same time all earlier regulations are overruled. The present Regulations are part of the Organizational and Functional Regulation of Corvinus University of Budapest as its 6th appendix.

Budapest, 7 November 2011

Nagy Zsuzsanna
Director-General