RULES OF THE USE OF ELTE UNIVERSITY LIBRARY

2017

REGISTRATION

1. §

(1) All Hungarian or foreign citizens over 18 years of age, and secondary school students over the age of 14 may register in the library.

(2) The library can only be used by registered readers. At registration readers’ personal data are input into a computer database, and they are stored, managed, and protected according to Act CXII of 2011 on the right of informational self-determination and on freedom of information.

(3) The following are required for registration:
   a) Hungarian citizens must have their identity card, card-format driving licence or passport and their certificate of domicile; secondary school students under the age of 18 are required to show their student card and must have a guarantor of age with proper personal documents.
   b) Foreign citizens must have their passport, citizens of EU-member states must have their passport or identity card, and a Hungarian guarantor with proper personal documents.
   c) Readers must report any change in their personal data to the library within 10 working days.

(4) Eligibility for different exemptions and reductions of fees must be verified. Only one reduction can be used at a time.

(5) A library card is given to every registered user which is valid for one calendar year or for 6 months from the day of registration. The student card serves as a library card for students. In the case of ELTE students, registration is valid for the current semester. The rules pertaining ELTE students apply to part-time or Erasmus students at ELTE as well.

Library cards are issued for the following levels of use:
   a) Visitor’s card: by this the user is entitled to taking advantage of the library’s basic services: in-house use of the collection on open shelves and in the stacks (except for documents belonging to special collections), and use of services available in the readers’ service area.
   b) Borrower’s card: by this the user is entitled to basic services, plus borrowing, interlibrary services, book reservation, and by filling out the research registration form for the use of documents in special collections. A permission is required for research which is given or refused by the director general of the library.

SERVICES

Borrowing

2. §

(1) It is possible to borrow documents with a borrower’s card. In harmony with prevailing legislation regarding the rights and equal opportunities of disabled persons, users with severe disabilities may also borrow documents with the mediation of a person authorised for borrowing. Authorisation as well as its withdrawal must be submitted in written format.

(2) All documents with the item status “circ.” can be borrowed. There are books which can be borrowed for a limited time which is set by the readers’ service librarian. Documents of local use cannot be borrowed. If the physical condition of the document makes it necessary, documents of any status may be withheld from borrowing.

(3) The library accepts document requests from the stacks for the same day until 19:30. Requests submitted later will be fulfilled on the next working day.
Documents stored in the outside stacks will be made available once a week on Monday, after 16 o’clock. Requests may be submitted until Monday 12 o’clock, and will be provided on the same day.

Ten documents may be borrowed at a time for three weeks. The loan period can be extended two times with three weeks on each occasion. It is possible to extend the loan period before it finishes via e-mail, online, personally or through the phone.

Requests for the extensions of the loan period sent in e-mail outside the opening hours will be recorded on the next working day. The loan period of books for which there is a reservation may not be extended.

The academic staff members of ELTE may borrow 20 documents at a time for 3 weeks, and the loan period may be extended twice for three weeks.

The staff members of the library may borrow 15 documents at a time for 3 weeks, and the loan period may be extended twice for three weeks.

A library user must not use the services of the library until his/her debt to the library is paid.

The library sends a reminder of the end of the loan period two working days before the deadline for readers with an e-mail address. The library does not take any responsibility for the delivery of reminding e-mails.

A fine must be paid for overdue documents. The calculation of the fine is based on calendar days.

The library sends a letter of notification two times after the end of the loan period. If in spite of these the documents are not returned, fines and penalties will be recovered by an out-of-court procedure. Expenses of the administration must also be borne by the reader.

Fine is also calculated for the three-day grace period if books are returned after it.

The borrower must replace lost or damaged documents by a copy of the document of the same value for the collection or must pay a compensation and procedure free.

The library reserves a book requested for borrowing for 2 working days, one reserved for 5 working days, and a book requested from the outside stacks for 10 working days. Books asked for by a reader through interlibrary lending will be reserved for the period determined by the partner library. If the book is not borrowed during these days, it will be returned to the stacks or the partner library.

Reservation of books on loan

3. §

A reader may reserve a book which is on loan.

The number of reserved books is not limited. The reader may request an electronic notification when the book requested is returned.

Document request

4. §

Any document stored in the stacks may be requested by phone or online for borrowing or local use.

Interlibrary lending

5. §

Publications not owned by the library may be requested via interlibrary lending from other Hungarian and foreign libraries as originals or copies. The conditions for the use of such documents are stipulated by the library lending them.

The library does not request documents from libraries located in Budapest.

A borrower’s card is required for this service.
(4) The interlibrary lending request form has to be filled out, signed and submitted personally at the readers’ service.

Local (in-house) use

6. §

(1) Every registered reader may use the reading rooms, and the collection available on open shelves.
(2) The library may be used with valid library card.
(3) It is possible to ask for any document stored in the stacks for use in the reading rooms by filling out a request form.
(4) The library makes documents from the outside stacks available as indicated in 2. § (4) of the present rules.
(5) Information service: general information, specialised information regarding the profile and collection of the library personally, by phone, or online.
(6) Literature search can be ordered.
(7) Copy services: it is possible to print, copy or order photocopies, prints or digital copies. No copies can be made of documents or bound newspapers published before 1800. Only digital copies can be made of documents in special collections.
(8) When taking advantage of copy services, the user accepts that the copies may only be used for research or study purposes, and for personal use only, in accordance with copyright regulations.
(9) Computer use and internet access
   a) Readers’ data carriers may be used.
   b) The library’s catalogues, electronic resources, subscribed databases provided under a national licence, information resources available for the Hungarian academic and research network, and CD/DVD-ROM documents belonging to the library collection may be used on the computers.
   c) Users are not allowed to reproduce, distribute, display, modify, transfer parts or whole of the subscribed databases, and they are not allowed to generate electronic or printed collections from these. Any document derived from a database may be printed, distributed, downloaded, stored only for internal or private purposes, and may never be a source of profit.
   d) It is only possible to save documents for drive D on the computers. The library does not assume responsibility for the materials stored on the computers.
   e) It is prohibited to view or upload images or publications featuring hatred and aggression, violating the sensitivity of others or community standards. The downloading, installing of any computer program is forbidden. Software installed on computers must not be modified or deleted.
   f) Readers may use their own laptop and digital camera.
(10) Computer use and Braille printing is provided for the visually impaired.
(11) It is possible to request 10 items from the stacks at a time.
(12) Documents which are used in the reading room for a longer period are reserved by the readers’ service upon request.
(13) Visually impaired readers may use their own scanner. The library provides software for character recognition upon request.

Rules for the use of special collections (Manuscript and Rarity Collection, Old Prints Collection)

7. §
(1) Documents in the special collections may be used with a borrower’s card, after the research registration had been submitted by the user and is accepted.
(2) Documents may only be used locally.
(3) Document requests submitted until 19 o’clock will be fulfilled on the same day. Documents may be used until 19:30.
(4) If there is a facsimile or digital version of the document, the library will provide these for use. In this case research of the original is possible only with the permission of the director general.
(5) It is possible to request 10 items at a time personally, by phone or online.
(6) Parts of the collection or documents which have not been processed yet, are being processed, or are in a poor condition, falling apart, not restored will not be made available for research.
(7) The researcher must approve the receipt of documents in the research room registry by his/her signature.
(8) Documents which are used in the research room for a longer period are put aside by the readers’ service upon request.
(9) It is strictly forbidden to underline or write anything in the documents, as well to put anything on them, or write on top of the document. Only pencils can be used while the document is read by the researcher.
(10) Digital copies may be ordered from the materials of special collections.
(11) The format of citing a document from the special collection is the following: ELTE Egyetemi Könyvtár és Levéltár [Call number].

Miscellaneous rules

8. §

(1) Current fees are included in the appendix entitled “Fees” of the rules of the use of ELTE University Library and Archives.
(2) The library user must comply with the standards of behaviour. The reader’s outfit and behaviour must not distract the library’s operation, and disturb other users.
(3) An accompanying person is provided for visually impaired users who guides them in the building and the reading rooms and enhances the use of library services.
(4) Use of the cloakroom is compulsory and free of charge. The library does not assume any responsibility for personal belongings left out of the cloakroom and/or left unattended.
(5) Only small bags (maximum size 30x30 cm) and the readers’ baskets may be taken into the reading rooms.
(6) Only bottled drinks with closable lids can be taken into the reading room, other drinks or food are forbidden. Eating is only possible in the lobby near the vending machine.
(7) Smoking, drinking alcohol, and drug abuse is forbidden in the library. Mobile phones must not be used in the reading rooms.
(8) Readers leaving the library must let their bags be checked upon request.
(9) It is prohibited to deliberately damage library property (building, documents) or steal them.
(10) Those who do not comply with the rules of the library may be excluded from the use of the library for a period of time.
(11) Belongings found in the library are stored for a year, then they are destroyed.
(12) Readers may present their observations, complaints, proposals for the modification of the rules of library use to the director general of the library personally, in e-mail, or through the portal of the library.
(13) Forms to be filled out to access different services are available on the library portal.

FEES
I. Library cards
Visitor’s card: free of charge
Borrower’s card
a) free:
   aa) students and staff, part time students and Erasmus students of ELTE
   ab) Hungarian citizens over 70 years of age
   ac) secondary school students between 14 and 18 years of age
   ad) Disabled persons belonging to the groups D, E (based on Act CXCI of 2011 amending various laws and benefits pertaining to a change in working capability and Act no. XXVI of 1998 on assuring equal opportunity for persons with disabilities).
   ae) Employees of libraries, museums and archives
   af) Persons with a "Certificate of Hungarian Nationality" or a "Certificate for Dependents of Persons of Hungarian Nationality"
b) 1850 HUF/year, 1000 HUF/6 months: student or teaching staff of other academic institutions
c) 2900 HUF/year: with ELTE Alumni membership card
d) 3700 HUF/year, 2000 HUF/6 months for Hungarian and foreign citizens not enumerated in I.2.a)–c)

II. Eligibility for exemption from or reduction of the registration fee must be verified. Only one reduction can be used at a time.

III. Book reservation
   a. Free of charge.

IV. Overdue fee and compensation
   1. Overdue fee: After a 3-day grace period the overdue fee is 40 HUF/day/book from the 4th day. Then the overdue fee for the grace period is also charged. Every calendar day counts when calculating the grace period.
   2. Fee for the letter of notification: 200 HUF procedure fee + prevailing postal costs.
   3. Procedure fee for levying debts: 3000 HUF.
   4. Replacement of books: a lost book may be replaced by an intact copy of the same value for the collection. If no replacement copy can be provided, the reader must pay a compensation calculated individually.
   5. Replacement of lost library card: 500 HUF

V. Interlibrary lending
   1. Free: from libraries in Hungary, but the postal costs of returning the book have to be covered by the requesting user.
   2. The cost of interlibrary lending is the fee determined by the National Széchényi Library, and the charges imposed by the sending library.
   3. Copy: according to the tariff of the sending library. If a copy is requested the sending library will charge the requester for the copy as well as for the postal costs.

VI. Electronic services:
   a) Use of library computers: free for university students, academic and research staff
   b) Use of library computers: other citizens: 100 HUF/30 minutes
c) General information: free
d) Literature searching by query and resource: 2000 HUF+20 HUF/record

VII. Copying, printing fees:
   i. Photocopying, printing, black-and-white, A/4, text: 25 HUF/page
   ii. Photocopying, printing, black-and-white, A/3 text: 50 HUF/page
   iii. Photocopying, printing in colour, A/4, image (min. 50% of the page): 400 HUF/page
   iv. Photocopying, printing in colour, A/3, image (min. 50% of the page): 700 HUF/page
   v. Digital copy, 150 dpi, document from the main collection: 100 HUF/image; document from a special collection: 200 HUF/image
   vi. Digital copy, 300 dpi, document from the main collection: 200 HUF/image; document from a special collection: 400 HUF/image
   vii. Digital copy, 600 dpi, document from the main collection: 300 HUF/image; document from a special collection: 600 HUF/image,
   viii. CD/DVD burning+ CD/DVD: 400 HUF/piece
   ix. Publication fee: by agreement
   x. Self-service copying, printing
      a. Photocopying, printing, black-and-white, A/4, text: 20 HUF/page
      b. Photocopying, printing, black-and-white, A/3, text: 40 HUF/page
      c. Photo pass: taking photos by the reader’s own digital equipment (photos must not be taken of documents from the special collections): 700 HUF/day

VIII. Other fees
   1. Visit to exhibitions: free
   2. Guided tour of the library, book bindery, restorer workshop: free (for ELTE students and staff, ELTE Alumni members, disabled belonging to category D, E)
   3. Library, guided tour in Hungarian: 400 HUF/person, minimum 5 persons
   4. Library, guided tour in foreign language (English, German, sign language): 800 HUF/person, minimum 5 persons
   5. Book presentation: 400 HUF/person, minimum 5 persons
   6. Restorer workshop, guided tour: 400 HUF/person, minimum 5 persons