



**The Library of the Faculty of Health
Sciences of Semmelweis University
Library Use Policy**

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1. General principles of library use (Based on Act CXL of 1997)

The Library of the Faculty of Health Sciences of Semmelweis University (hereinafter "the Library") is a public library of the Faculty of Health Sciences.

The address of the faculty/library website is <https://semmelweis.hu/etk/az-egeszsegtudomanyi-karrol/konyvtar-jegyzetbolt/>

E-mail address: konyvtar@se-etk.hu

Mission: To provide the institution's teachers, students, and other staff with the information and documents necessary for teaching, learning, research, and other professional activities.

2. Opening hours

The Library is open during term:

Monday 9 am – 7 pm

Tuesday through Thursday 8 am – 7 pm

Friday 9 am – 4 pm

The Library is open during the examination period:

Monday and Thursday 9 am – 7 pm

Tuesday, Wednesday and Friday 9 am – 4 pm

Changes in opening hours are announced on the Library homepage.

Visitors are requested to leave the reading rooms 15 minutes before closing time.

3. Library Services

Library services are available during opening hours.

In addition to the essential services, the following services are free of charge: literature research.

Even in the case of services provided free of charge, visitors to the Library must present an identity document as proof of their identity for their stay there.

The Library's free services are available to non-SE citizens with a registration card.

- a) When the registration ticket is issued, the library user must provide and provide proof of the following personal data: name, address, telephone number, and e-mail address of the library user
- b) the ticket does not entitle the holder to borrow books, and the ticket must be handed in to the librarian on duty when using the reading rooms.
- c) registration tickets are issued free of charge, are non-transferable, valid for one calendar year, and may be subject to verification by the Library on entry.

Before using any service, at each visit, the user must record his/her name in the visitors' logbook.

Services subject to registration:

- a) lending
- b) inter-library loans.

Reprographic services are subject to a fee for all library users.

Detailed fees are set out in Section 9 - Library Service Charges.

Readers who use the Library's services for a fee but are not in a legal relationship with Semmelweis University are obliged to purchase the Library's Rules of Use and comply with the conditions set out therein.

Lending

- a) No loans may be made from the collection:
 - the reference library stock;
 - the Library's holdings of rare and irreplaceable items;
 - national and foreign periodicals and their bound volumes;
 - foreign and domestic journals and periodicals, and foreign and domestic books and periodicals.
- b) Any person over 18 who accepts the provisions of these rules of use as binding on him/her and confirms this by signing them when registering may register in the Library. The library user may only register in the Library in person.
- c) Registration fees are for one calendar year and are detailed in the Library's *Service Fee Schedule* (point 9).
- d) Library users must provide and verify the following personal data at the time of registration:
 - da) In the case of SE student status, the name of the enrolled person, mother's name, maiden name, date and place of birth, address, identity card, and student card or, in the absence thereof, proof of valid legal status or passport, residence permit and Hungarian citizenship card number.
 - db) In the case of students of other higher education institutions, the name of the enrolled student, mother's name, maiden name, place and date of birth, address, identity card, student ID or passport, residence permit, and Hungarian citizenship card number. In the case of a guarantor, the name, mother's name, place and date of birth, address, identity card or passport, residence permit and Hungarian citizenship card number, name and exact address of his/her place of work, proof of employment, and in the case of a pensioner guarantor, the pensioner's card number.
 - dc) In the case of an enrollee with 4-6-8 hours of employment, the name of the enrollee, the name of the mother, place, and date of birth, address, the number of her/his identity card and student ID card or passport, residence permit and Hungarian citizenship card, proof of employment (permanent place of work registered in Hungary).
 - dd) A guarantee statement proving financial responsibility and proof of employment (permanent place of work declared in Hungary) is required for the enrolment of library for persons not in gainful employment. For persons not in gainful employment, a bar-

coded library card and a reader card may be issued only after receipt of the completed and signed guarantee statement.

- de) Foreign citizens may register with a residence permit, a guarantee declaration from a Hungarian citizen, and a certificate from their employer. Foreign nationals holding a Hungarian citizenship card must also be accompanied by a Hungarian citizen's declaration of a guarantor. The Library is obliged to protect personal data following the relevant legislation.
- df) Library users must notify the Library of any changes in their data on the first visit after the official data transfer. /57. § (1), 58. § (3)/

After the data have been reconciled, all new readers fill in a data sheet and accept the data management declaration, as per paragraph d) of the "borrowing," and then present the identity cards on which they are based to the librarian, who issues them with a bar-coded borrowing card and a reader's card.

- e) The enrollment of readers is valid for a continuous period of one calendar year (e.g., from 01.10.2011 to 30.09.2012). The personalized bar-coded library card and reader's card are the reader's property. They must be handed over to the librarian with a valid photo ID at each borrowing or renewal. The bar-coded library card may only be transferred in the case of incapacity (illness, absence abroad, etc.) with a power of attorney.
- f) The books in the open shelving book selection area are available for selection by the users. They may ask the librarian for the parts of the stock in the storage room after filling in a request form.
- g) If there is no copy of the work they are looking for available for loan, they can make a reservation in person or online. When the requested document is received, the Library will send the reader an e-mail notification. The requested work can be picked up within 5 working days of the date of the notification; if it is not picked up within this period, the subscription request will be forfeited.
- h) The online library system is available on the Library's website, where readers can track their borrowing transactions, extend the expiry date of the documents they hold, and reserve a book currently out on loan.
- i) The loss of a valid bar-coded library card or reader's card must be reported immediately, in writing or orally, by the borrower for their good. Otherwise, the borrower is liable for any damage resulting from misuse. Lost bar-coded and library cards can only be replaced after payment of a particular procedural fee (see *point 9, Service Charges*).
- j) The lending period is 4 weeks; for books and notes indicated as compulsory literature, the lending period is 2 weeks. A reader may borrow a maximum of 8 documents simultaneously, of which multi-volume works are counted separately. CD-ROMs and DVDs can be borrowed for three working days.
- k) The borrower may request an extension of the loan period for a document borrowed for four weeks at the earliest 10 days before the expiry of the loan period, but the loan period for documents borrowed for two weeks may not be extended. If there is no other applicant for the document borrowed (four weeks), the time limit may be extended several times per case. On the third extension, the document must be presented (the Library may grant a different

time limit in justified cases). The loan period for CD-ROMs, DVDs, and other documents may not be extended if they have been reserved or are included in the required literature.

- l) The borrower is fully financially responsible for the documents borrowed and must return them complete and intact at the end of the loan period. The librarian shall record the fact of the return of the documents in the lending database in front of the reader. If the documents have yet to be returned by the deadline, the lending period is overdue, and a late fee is charged without notice.
- m) Library will charge a late fee for books returned late. The amount of the late fee is set out in point 9 of Library Service Charges.
- n) The Library will forward its notices to the e-mail or home address provided by the borrower, which contact details are recognized by the user/borrower/listener as the address and means of contact valid for notification. If the student does not return the borrowed document after the expiry of the deadline and after the third written request, the Library will take action in agreement with the Academic Department to enforce the claim for non-receipt. By borrowing under this policy, the borrower agrees that the Library's records will be used to calculate calendar days and late fees.
- o) The borrower is obliged to report the loss of a document borrowed from the Library and to replace the lost document within 30 days with another example if it is a substantial substitute for the original, subject to the Library's decision.
 - oa) If another copy or a duplicate cannot replace the lost document, the Library shall demand from the borrower a monetary refund of the current antique book price of the paper, in which case the user/borrower/student shall accept the Library's valuation.
 - ob) In the case of an irretrievable document, a copy of the document may replace the lost manuscript. The borrower may replace the document with a bound copy made using a technique determined by the Library or by reimbursement of the cost of making such a copy.
 - oc) The borrower shall also be liable to pay compensation for any damage caused to the library property returned damaged.

The amount of compensation for lost or damaged documents shall be determined by the Library Service Charges (point 9).
- p) In the event of repeated overdue loans or repeated loss or damage to borrowed documents, or the occurrence of debts, the head of the Library may exclude the borrower from using the Library for a specified period or permanently, i.e., temporarily or permanently refuse to provide services to anyone who breaks the rules governing the use of the Library. A report is drawn up in duplicate, one copy signed by the borrower and kept by the Library. The record shall be deemed as taken even if the borrower refuses to sign it or, in the case of postal delivery, the item is returned with a "not sought" or "addressee unknown/moved" notice, taking into account the user's data management obligations as set out in these Rules. The fact of exclusion shall also be recorded in the lending database.
- q) The library and the borrower (user/borrower/listener) agree to submit any dispute arising from their legal relationship in connection with the use of the Library to the jurisdiction of the Central District Court of Buda. Enrolment in the Library shall also constitute acceptance of this clause.

4. Inter-library loans

At the library user's request, the Library will undertake to obtain from other libraries the originals or copies of documents not available in its own Library. The library user shall sign a separate form - Declaration of undertaking to bear the costs of inter-library loans - to certify that he will reimburse the costs likely to be incurred (copying charges, postage, etc.) on receipt of the document requested.

5. Reprographic services

Copying

The student may independently make black-and-white or color copies of the literature in the Library's collection using the coin-operated copying machine in the open-shelving book storage room.

It is forbidden to make copies of library documents using their camera or any other device capable of photographing or recording digital images. Violating this rule will result in temporary or permanent exclusion from the Library, subject to payment of a copying fee for the agreed volume.

Readers may not copy an entire book or periodical. Copies may only be used for research, teaching, or study purposes in compliance with the relevant provisions of copyright law.

Printing:

Color and black and white printing are possible from computer resources available in the Library.

Scanning: from library documents.

For details of the charges for reprographic services, see the Library's Service Charges (point 9).

6. Literary research

Traditional - manual: using printed bibliographies, periodicals, reference books, etc., held in the Library's collection.

Computer-assisted: from databases, electronic journals, and other Internet resources provided on the Semmelweis University network. The librarian may be asked to assist with the initial search.

7. Arrangements for the suspension and limitation of services

The head of the Library must inform users of the opening hours. The Library is closed on public holidays. Subject to operating conditions, the Library may operate with reduced opening hours or be closed during the summer and examination periods. The maintainer may order the Library to be closed for other reasons.

If necessary, the Library may limit the hours of computer use. The Internet may not be used for any unlawful or commercial activity.

8. Rights and obligations of library users

The faculty cloakroom is guarded, and its use is compulsory and free of charge.

No coats or bags are allowed in the library reading rooms.

Folders and notebooks larger than A/5 are only allowed in the Library with their previous presentation.

Keys to the library lockers are issued against a student ID card, reader's card, or registration ticket.

The Library cannot be held responsible for items left in the lobby, and items left unattended will be removed by the faculty security service.

Damage to documents, library equipment, and facilities is strictly forbidden.

The computers in the reading room may be used for study, research, and teaching purposes only. Library users are obliged to use all the equipment provided by the Library for its intended purpose and warn other users of such equipment. In the event of simultaneous mass requests from users (sending homework by e-mail, obtaining information on the Internet, creating a bibliography using computerized library catalogs, etc.), we must prioritize using the machines. When using the Internet, it is mandatory to respect network etiquette.

When using the Library, we expect readers to follow generally accepted standards of civilized behavior.

Disturbing the silence in the reading room, consuming food and drink (except water in a sealable bottle), and using any mobile device for conversation is prohibited.

Any person whose behavior persistently hinders other library users in exercising their rights, endangers their health, or disturbs their peace may also be banned from using the Library.

The faculty library is not located in a separate building; therefore, after using the Library, external library users who are not in a legal relationship with the university must leave the building as soon as possible.

Any breach of the rules and inappropriate behavior will result in temporary or permanent exclusion from the Library.

9. Library Service Charges

Registration and loan charges

free of charge	for all students and other citizens of Semmelweis University;
	for the employees of the National Library, archives, and museum: Government Decree 6/2001 (I.17.) Sections 3. (1), (2), 6.;
	for full-time lecturers in other higher education institutions: Government Decree 6/2001 (I.17.) Sections 4. §, 6. §;
	for persons with an employment relationship with Library, archives, and museum institutions in neighboring countries, subject to Act LXII of 2001 and NKÖM Decree No. 14/2002. (IV. 26.) Sections 3 and 4;
	for holders of a certificate attesting severe disability: Decree No 49/2009. (XII. 29.) of the Ministry of Health on the classification and certification of severe disability,
	for persons over 70 years of age: Act CXL. of 1997. Section 56. (6);
500 Ft, for students of other higher education institutions with a valid student card	granting a 50 % discount: Government Decree No. 6/2001. 6/2001 (I.17.) Sections 1. and 6.
	for pensioners, persons on maternity leave, military personnel, and persons receiving any types of benefits: Government Decree No. 6/2001. 6/2001 (I.17.) Sections 4. and 6.;
1.000 Ft	for library users not covered by the above discounts;

Late fees

The user is obliged to return the borrowed document to the Library by the end of the loan period; if the user fails to do so, he/she will be in default at the end of the loan period without the need to issue any further notice or request. After that, after 15 days, the Library shall send a written request to return the borrowed document to the electronic mail address or, failing this, to the postal address provided by the user, which, if unsuccessful, shall be repeated after 15 days. If the document is not returned based on the preceding, the Library shall send a final written request by registered letter with acknowledgment of receipt 45 days after the deadline for return. If the delay persists, the Library will initiate legal proceedings unless otherwise provided for in the claims management regulations.

The user will be liable to pay a late fee for the period of delay:

- a) The late payment fee is HUF 20 per day per book per calendar day.

(The amount to be paid is due to the number of books, calendar days, and the daily late fee per book. For example, if 5 books are 7 days overdue, the amount of the late fee is 5x7x20 HUF, i.e., 700 HUF).

- b) Regarding books and notes included in the compulsory literature and borrowed for two weeks, the late fee is HUF 50 per calendar day.

The maximum amount of the late fee is

- a) for books and notes: **14,600 Ft** (i.w.: Fourteen thousand and six hundred Forint) per copy affected by the delay;
- b) in the case of books and notes borrowed for two weeks and included as compulsory literature: **36,600 Ft**, (i.w.:Thirty six thousand and six hundred Forint) per copy affected by the delay, plus, ***in both cases, the cost of obtaining the missing copy or, failing that, the cost of replacing it.***

In the event of a delay, the customer shall be liable to pay the late fee irrespective of the return of the document not returned. The late payment charge shall become due on the date it is incurred.

Fees for the replacement of lost documents

a) Reading tickets:

- barcoded reading ticket 700 Ft
- reading ticket 200 Ft

b) Documents:

If a lost document cannot be replaced by another copy or a copy of the document, the Library will charge the borrower a cash refund of the current antiquarian circulation price.

The current antique circulation price is determined by applying the following multipliers:

- for books published before 1 January 1980: at least twenty times the publication price,
- for books published between 1 January 1980 and 31 December 1988: at least ten times the publication price,
- for books published between 1 January 1989 and 31 December 1995: at least seven times the publication price,
- for books published between 1 January 1996 and 31 December 2005: at least five times the publication price,
- after 1 January 2006 - depending on current availability and price.

Reprographic services

a) Photocopying

- color photocopying 100 Ft/page
- black-and-white hotocopying 20 Ft/page

b) Printing

- color printing 100 Ft/page
- black-and-white printing 20 Ft/page

c) Scanning

- scanning 30 Ft/page

d) Electronic note printing charges - Textbookshop

- Textbook printing basic charge: 20 Ft/page (including binding)

No change in fees compared to the previous version.