



# **Library usage policy**

Effective from: 21 December 2022

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## 1. GENERAL PROVISIONS

- (1) The purpose of these regulations is to explore and continuously provide the printed and electronic documents and databases (library collection) owned by or accessible via Semmelweis University to support the fundamental roles of the University – with a particular focus on the fulfilment of educational tasks –, furthermore contributes to the student's responsible use of libraries, and library collections operating on the University with respect to each other's interests.
- (2) The present regulation
  - a) its personal scope extends to persons using the university libraries.
  - b) its material scope covers activities directly related to library use.
  - c) its territorial scope covers all libraries listed in section 2.1.

### 1.1. Notions

Registration:	The specified library services require the registration of the natural person by providing identification documentation and the address of the current location to be registered in the Library's dedicated database as well as paying a registration fee.
Table of fees:	The part of the University Library Usage Regulation contains the services with their pricing.
Loaning:	The act of handing out Books, periodicals, and other library stock to the library user after registering it in a specified filing system.
Special library usage provisions:	The detailed rules and all other provisions that regulate the use of the given Library, that this regulation permits to create.
Library user:	Citizens of the University, external persons, or organizations using the Library's (operating on the University) registration required services.
Library member:	Citizens of the University, external persons, or organizations using the libraries operating on the U' 'University's registration required services.
Registration:	The requirement for the free use of essential services is registration using identification documentation by a natural person.

## 2. DETAILED REGULATION

### 2.1. Libraries in operation at the University

- (1) The libraries operating at Semmelweis University
  - a) the [Central Library](#)
  - b) the Central Library's branch library at [Basic Medical Science Center](#),
  - c) the [Faculty of Health Sciences Library](#),
  - d) the [Faculty of Dentistry Library \(Educational Center\)](#),
  - e) the [Mária Hári Faculty Library and Resource Centre](#) operating at [András Pető Faculty](#).
- (2) the [Central Library](#) and the [Faculty of Health Sciences Library](#) are academic reference libraries open for public use. These libraries are available to anybody following the rules and regulations described in the relevant library usage policy.
- (3) the [Mária Hári Faculty Library and Resource Centre](#) operates at [András Pető Faculty](#), and its branch library is the School Library which is only partially available to the public. It can only be visited by those persons described in its library usage policy.
- (4) The libraries mentioned in paragraphs (1), (b), and (d) cannot be visited without relevant legal instruments or agreement by others, then students, teachers, researchers, and other employees of Semmelweis University.
- (5) Each educational department has the right to operational decision-making about the book- and journal collections. The usage of these collections needs to be defined in their organizational rules of procedure.

### 2.2. Library membership

- (1) The membership is created by registration.
- (2) Those who have the right to register without paying a fee
  - a) students of Semmelweis University via starting a legal relationship with the institution,
  - b) legal association in the health service or employment of Semmelweis University via creating a legal relationship with the institution,
  - c) people with an employment contract with Semmelweis University if the contract has not stated otherwise,
  - d) a group of people named in a contract or agreement related to this.
  - e) in the case of public libraries furthermore:
    - ea) outsiders above 70 years of age,
    - eb) public servants employed by other libraries, archives, and museums that can present proof of their existing legal relationship at registration.
    - ec) other people described in the library usage policy.
- (3) In the case of public libraries, Students of other higher educational institutions have the right to a 50% discount on the registration fee when they can present proof of their existing legal relationship at registration.

### 2.3. The rights and responsibilities of library users

- (1) The library user can turn to the assigned head of services or the institution's Director according to paragraph 2.1 point (1) with their comments, complaints or recommendations about the services of the Library. Complaints must be investigated within 21 days, and the

complainant must be notified about the outcome of the investigation. The entire procedure can last up to 60 days.

- (2) The library user accepts the library's rules by entering the facility. According to paragraph 2.1 point (1), the library user can initiate the change of this regulation and 'its additions via the assigned head of the Library.
- (3) The libraries' documents, equipment, and furniture duty of every library user is to properly use and preserve the value of the documents, equipment, and furniture.
- (4) The loaned and the in-house documents are the financial responsibility of the library user. People who cause intentional or careless damage to documents, computers, and or furniture must give financial reimbursement to cover the cost of damage.
- (5) In libraries reading-, and computer rooms, it is forbidden to
  - a) reserve unattended seats,
  - b) make a phone call,
  - c) eat or drink, drinks handled in closable containers (bottles, thermos, etc.) are an exception to this rule.
- (6) It is forbidden in the entire area of the Library to
  - a) smoke,
  - b) use mind-altering agents – including, but not limited to, any alcohol and drug,
  - c) any other behaviour that can potentially bother other library users.
- (7) The Library can suspend services in cases of unpaid violation fines and furthermore when a person in any way violates the library usage rules. At first, the ban applies to the Library where the user committed the verified act.
- (8) The given Library's head – takes all current and previous circumstances into account and decides on the date and the period of the ban, including the affected services. The library user has 15 days to appeal against the decision.

#### 2.4. Unique library usage orders

- (1) The library usage policies of the individual libraries marked in point 2.1. are declared in the library usage orders, these can be found in the University's regulation collection.
- (2) The library usage policies regulate the conditions listed below:
  - a) the opening hours of the Library and the period of the services,
  - b) the expected behaviour presented in the areas of the Library,
  - c) it regulates the verification system of usage rights,
  - d) it governs the detailed conditions of service usage,
  - e) it governs the rate of reimbursement fees for service usage,
  - f) it governs the pauses or restrictions of services.
- (3) The library usage policy's change can be suggested with reasons by the head of the Library in question mentioned in paragraph 2.1. with the financial countersignature of the chancellor, which is approved by the Rector in 30 days. The head of the Library takes care of the publication of the new library usage policy in the collection of university policies by sending the Library usage regulations in word and PDF format in an electronic letter to the Directorate General of Legal and Administrative Affairs.

#### 2.5. Terms of service use

- (1) Qualifies as basic service is to
  - a) visiting the Library,

- b) use a section of appointed library holdings in-house,
  - c) use stock-exploring instruments,
  - d) receive information about the library catalog services and holdings.
- (2) Every library user is entitled to use the essential services free of charge.
  - (3) Documents assigned for loaning can be borrowed free of charge by every library member. Library members are allowed to use the library computers, paid databases, journals, and other electronically available documents free of charge.
  - (4) The individual library usage policy determines whether a document can be loaned, can only be used in-house, and the limitations by type and amount.
  - (5) Library services can only be requested if the user meets the requirements. The library member must present proof of their rights to the services, especially in the case of a legal relationship with Semmelweis University, before requesting any service.
  - (6) Proof of existing library membership and whether the user has met the requirements must be inspected every time, especially when loaning and some other services, where it is reasonable.
  - (7) Services cannot be requested by a person, who's user rights were restricted or suspended.
  - (8) Each additional service's free is listed in the University usage regulations. These other services can only be requested after payment is made.

## 2.6. Restriction and pause of individual services

- (1) In the event that endangers physical safety and property security or makes the operation of services impossible, or in the event of any force majeure, any service can be suspended, and ultimately, the Library can be evacuated. The on-site security officer or library staff member assigned to this task shall be entitled to take the decision specified in this paragraph.
- (2) In the cases specified in the individual library usage policy, each service can be restricted or paused.
- (3) Complaints may be made against unreasonable interruptions to the service. The assessor of the complaint shall be the Director of the Central Library in the case of the Library named in Section 2.1 (1) (a) and (b) the head of the faculty operating the Library in the case of the Library named in Section 2.1 (c) - (e) or the public servant in charge of running the Library.

## 3. ANNEX

### Annex nr. 1.: Control rout

## Control rout

I. Managing complaints and suggestions related to services								
	Steps of the process	Steps of the preparation	levels of responsibility					Document created, resulting in the process
			responsible party	controller	method of control	approved by	method of approval	
1.	complaints, suggestions (together: reporting), submission	incident inspection	receiving party	n.é	n.é	n.é.	n.é.	Forwarding report to service leader/ head of the Library
2.	report inspection	report inspection based on content	appointed person by service leader/ head of the Library	service leader/ head of the Library	consultation, forming an opinion	n.é.	n.é.	making a note of the case, suggestions for the necessary actions
3.	action based on the reports if needed	creating a plan of action	appointed person to manage the case	service leader/ head of the Library	reporting	head of the Library	approving	approved plan of action
4.	reporting person (in case of university citizen 'Students' Union) informing	preparing a reply letter	appointed person to manage the case	service leader/ head of the Library	reporting	head of the Library	signing	answer/ note in the electronic complaint filing system or notebook

II. Library usage restriction, ban								
	Steps of the process	Steps of the preparation	levels of responsibility					Document created, resulting in the process
			responsible party	controller	method of control	approved by	method of approval	
1.	Detection of policy non-compliance	reporting, based on library staff/doorman detection	library staff, the doorman on duty, the person making the report	other library staff at present, doorman employee	consultation	n.é.	n.é.	making a note about notifying the library user in speech
2.	Detection of multiple policy non-compliance or severe violations of policy	reviewing relevant documents	library or concierge staff present	the responsible employee of the Library	consultation, expression of opinion	n.é.	n.é.	Forwarding the recommended plan of action to the service leader/head of the Library
3.	decision on the restriction of the right to use the Library	examination of the content of an action proposal	the service leader or commissioned librarian	head of the Library	consultation, expression of opinion on the part of the 'Students' Union	head of the Library	decision	note of the approved decision
4.	restriction of the right to use the Library	preparation of a letter restricting the right to use the Library	the library employee entrusted with managing the case	service leader/head of the Library	reporting	head of the Library	signing	notification/reasons containing decision



III. Modification of the library usage policy								
	Steps of the process	Steps of the preparation	levels of responsibility					Document created, resulting in the process
			responsible party	controller	method of control	approved by	method of approval	
1.	detection of conditions requiring the change	receipt of notification or amendment proposal	receiving person	competent librarian	document verification	n.é.	n.é.	Forwarding documents to the service leader/to the head of the Library
2.	inspecting the necessity of change	examination of the content of circumstances and proposal(s).	the person appointed to manage the case	service manager/library manager	consultation, expression of opinion	n.é.	n.é.	Sending an opinion to the head of the Library on the initiation of the amendment
3.	the decision to initiate the amendment	inspection of documents, professional consultation	service leader/head of the Library	head of the Library	consultation, expression of opinion	head of the library / dean	approval	a reminder of the approved amendment proposal
4.	sending amendment proposal	formulation and justification of amendment proposal	head of the library / dean	cancellor	financial countersignature	rector	ordering signature and publication	new or amended library usage regulations