



The Semmelweis University Central Library Library Use Policy

Effective from: 23 February 2023

Content

1. General rules/principles for the use of the Library	3
2. Opening hours	3
3. Conditions of access	4
4. Conditions for enrolment	4
5. Rights and obligations of library users	5
6. Services	6
7. Fees	9

This document is based on the Organisational and Operational Regulations of Semmelweis University, the Organisational Rules of the Central Library of Semmelweis University, and the applicable legislation in force and is valid in conjunction with the Library User Regulations of Semmelweis University.

1. General rules/principles for the use of the Library

The Central Library of Semmelweis University, located at Mikszáth Kálmán Square (hereinafter: Central Library), is the central Library of the library network of Semmelweis University and a public library of higher education.

CCTV cameras are installed throughout the Library to ensure the safety of library users and to protect the Library and the property of library users.

The Library is not available to visitors under the influence of alcohol or drugs. Smoking and the consumption of alcohol or drugs are prohibited throughout the Library.

By entering the Library, the user acknowledges and accepts these rules.

2. Opening hours

The Central Library is open 24 hours a day for students and employees of Semmelweis University, for those participating in vocational training, joint university training, and for other persons with a permit. For other external library users, the Central Library is open on working days, Monday to Friday, from 8 am to 8 pm.

External library users must leave the Central Library before the end of the opening hours applicable to them.

Registration, borrowing from the librarian, and reprographic services:

Monday: 9 am-4 pm

Tuesday: 9 am-6 pm (photocopying, spiral binding, and poster printing are closed from 4 pm to 6 pm)

Wednesday: 9 am-4 pm

Thursday: 9 am-4 pm

Friday: 9 am-2 pm

During the summer break (from the end of the examination period until 20 August), the Central Library is closed to non-academic citizens. The individual reading rooms are opened for academic citizens depending on the number of visitors and current maintenance work.

The number of visitors on the library premises at any one time may not exceed the current capacity of the Library. In the event of a full house, entry is only possible if another visitor leaves.

During term, the second-floor reading rooms will open when 75% of the reading places are occupied.

3. Conditions of access

Smoking, alcohol, and drugs are prohibited in the entire Library.

For university citizens:

- A valid electronic library card with uploaded, verifiable data (proof of student eligibility) and a photo. In the case of missing data or photos, a valid Semmelweis University student card/proof of student status with a valid ID card or passport or an employee access card is required in the case of employees.
- Visitor registration

For non-university citizens:

- Valid electronic library card with uploaded, verifiable information and photo. A valid student ID, ID card or passport is required for missing data or photos.
- Visitor registration

On entry, visitors will be issued with a reservation card which they must return on departure. When temporarily leaving the Library and returning, the electronic Library Card must be validated at the reception.

Failure to surrender the card will result in a first and second warning and a third ban from the Library for one week.

Youths under 18 must be accompanied by an adult or have special permission to enter the Central Library.

The transfer of an electronic Library Card to another person is prohibited. Misuse of the electronic library card will result in exclusion from the Library.

4. Conditions for enrolment

Only persons over the age of 18 may enroll at the Central Library. For enrolment, a valid photo ID and an address card plus a valid certificate of legal status are required in the case of Semmelweis Citizens.

A fee is payable at the time of registration which is published on the Central Library's website.

Annual enrolment discount rate:

for employees and students of Semmelweis University	100% discount
Students of other universities and colleges get a	50 % discount
Alum members	50 % discount

for retired persons, employees of public collections	100% discount
Disabled persons	100% discount
Students in joint courses with other universities get a	100% discount

Documents to be presented to claim the discount:

Semmelweis University employees:	proof of employer's legal status not older than one month, personal identification number (SAP number), valid photo ID, and address card
Semmelweis University students:	a valid university student card or proof of legal status, together with a valid photo ID and address card
Students from other universities and colleges:	with a valid student ID or student status and a valid photo ID and address card
Pensioners, public collection workers:	Pension or employer's certificate, valid photo ID, and address card
Disabled persons:	certificate of disability, valid photo identification, and address card
Students in joint courses with other universities	valid student ID card or certificate of legal status Valid photo ID and address card

The library user's data are recorded in the integrated library system at the time of registration. The recorded data is treated confidentially and under the Data Protection Act, used exclusively for records and statistics, and not disclosed to third parties without the written consent of the data provider. Enrolment is valid for 12 months. For graduating students, library membership lasts until graduation, regardless of the validity of the student ID. For Semmelweis citizens, enrolment is valid for the EOK and the Mikszáth Square Library.

5. Rights and obligations of library users

In addition to the provisions of the Semmelweis University Library User Regulations, the following rules are binding in the Central Library:

The Central Library ensures learning conditions under the Joint Decree 3/2002 (II. 8.) SzCsM-EüM "on the minimum level of occupational safety requirements at workplaces." The temperature in the study rooms is 18-22 °C in cold seasons and 24-26 °C in warm seasons.

The Library's essential services are open to all, while online resources are available free of charge to citizens of the University. Registered readers can borrow books at no additional cost until their registration is valid.

Community standards of behaviour and respect for each other's work are expected on Library premises. Shared study and telephones are available in designated areas and corridors.

The buildings adjacent to the Library are residential, so ensuring the peace and quiet of the residents, especially at night and in the early morning hours, is also part of the concept of community standards.

The Library is not responsible for library users' personal belongings and valuables.

Chargers for electrical appliances and other objects may be placed in reading rooms only and exclusively in such a way as to ensure accident-free circulation.

No personal laptops may be used in the computer labs.

Publications, advertising material, and newspapers may be displayed in the Library only with permission.

The storage shelves at the entrance to Mikszáth Square may be used subject to a declaration, and their contents will be kept for a maximum of 3 months.

In the event of an alarm at the document protection gate at the entrance, the library user must present the contents of their bag to the library staff or the receptionist. A report of the alarm and the inspection of the bags will be drawn up and, where appropriate, followed by an investigation or proceedings.

It is strictly PROHIBITED on the premises of the Central Library:

- a) moving reading room or garden furniture,
- b) leaning out of the corridors' windows, sitting or lying on the ledges,
- c) connecting or using faulty or damaged electrical equipment (telephone or computer chargers),
- d) to connect UTP cables for portable computers or notebooks to the library network.

6. Services

On-site use

Library users may use the reading rooms, the sections of the collection located there, the catalog on the designated computers, and the documents in the Mikszáth Square storage room during opening hours. The storage stock is available at the circulation desk.

Special collections can be consulted by prior arrangement.

Borrowing

A reader may borrow up to three reference books and five textbooks in Hungarian at a time. In the case of a multi-volume book, each volume counts as a separate book, but the maximum number of books is extended to 4 for specialized books and 8 for textbooks. The maximum number is for all branches of the Central Library.

A reader may borrow only one copy of a book at a time.

Books with a yellow stripe cannot be borrowed. Only the Director of the Library or the Head of Service may authorize a derogation.

The Library can make documents held in external storage available within one week.

The loan period is 30 days.

Documents that cannot be borrowed:

- a) reference library stock
- b) Hungarian and foreign periodicals
- c) Doctoral, PhD and candidate theses
- d) book series
- e) CD supplements to books
- f) books of a museal nature and old books

The user must return the document before the expiry of the loan period without being requested to do so, or the loan period must be extended. In the event of an impediment, anyone may return the borrowed documents during the service period. The loan period may be extended before the expiry of the loan period but no later than the expiry date. Extensions can be made in person (at the lending desk), by e-mail to konyvtar@semmelweis.hu at least three days before the expiry date, or via the online catalog (OPAC). Loan extensions are allowed up to two times for textbooks with a loan period of one month. If the item to be extended has been subscribed, the loan period has expired, or the reader has any debts to the Library, the loan period may not be extended, and the items must be returned immediately.

A late fee per working day and the book will be charged if the deadline is exceeded. The Library will send a reminder to the borrower no more than three times after the loan period has expired, asking him to settle the debt and return the documents. If the borrower fails to return the items despite this warning or fails to pay the specified fee, the Library may institute legal proceedings against them under the legislation. No other loans may be made until the debt has been settled. The late fee is 50 HUF plus 27% VAT (book/working day).

In the event of an overdue book or fee, the Library will not issue the certificate required to issue the diploma or withdraw the loan. It is the duty and responsibility of the reader to protect the borrowed document from any damage or dirt until the librarian takes it back from the reader. The replacement of a lost or irreparably damaged document is carried out as follows:

- a) if the lost item is obtainable, the borrower may replace the library copy with an identical or more recent edition of the original;

b) a further arrangement is required if the work cannot be purchased commercially. The return of borrowed books is possible only during service hours at the librarian's desk or through the self-loan system.

Self-service lending

In addition to the traditional lending service, our Library offers the possibility of borrowing and returning books via the self-service terminal.

Self-check-out is only available to readers who have registered with the librarian.

The terminal is open to Semmelweis Citizens from 0-24 hours and to non-Semmelweis Citizens from 8-20 hours on weekdays.

Returned books must be placed in the locker next to the self-check-out desk. The return is finalised by the librarian during the service hours.

A confirmation letter will be sent to the e-mail address provided by the reader at the time of check-in for any lending or return transactions made via the terminal.

Library catalog

The online library system is available on the Library's website. Readers can track their borrowing transactions, extend the expiry date of the documents they hold, and reserve a book that is currently out.

Registered readers can also request a reservation in person at the circulation desk. Once the book is available for loan, the Library will notify the reader. The document will be available for ten days from the date of notification. After the 10th day, the subscription will expire.

Inter-library loans:

As a member of the National Document Supply System, the Library is a service library, i.e. it only fulfils inter-library requests from other libraries. This service is available through the ODR system or by e-mail at ill.kk@semmelweis.hu.

Electronic documents, databases

The library's computers are free of charge for students and staff of Semmelweis University. Students and lecturers can access the library by entering their Neptun ID and password, other university citizens (without Neptun ID) can register at the circulation desk.

Library users who are not Semmelweis University staff or students may use the computers for a fee. Registration at the lending desk and payment of a fee are required for use. By registration, access for different periods of time can be purchased.

The Central Library provides a VPN service for students who have a legal relationship with the University. The service is for private use only, for teaching and research purposes.

Photocopying, spiral binding, poster printing

Photocopying is only available with the assistance of a library staff member, for study or research purposes in accordance with the law. No double-sided copies may be made. Documents from before 1950 may not be photocopied for reasons of preservation and may be reproduced using the library's own digital camera.

Spiral binding is available from the staff in the periodicals warehouse of the Mikszáth Kálmán Square building in A/4 size.

Poster printing is available in the Central Library's IT room.

Complaints, comments

Visitors can register their complaints on our website, or make suggestions for changes to services or the purchase of new documents.

7. Fees

Annual registration fee:

Semmelweis University employees, students	free of charge
Students from other universities and colleges:	1 270 HUF
Alum members	1 270 HUF
Pensioners, public collection workers:	free of charge
Disabled persons:	free of charge
All other enrolments	2 540 HUF

Computer and database use

For students:

Daily access	500 HUF
Monthly access	1 000 HUF
Annual access	2 000 HUF

For private persons:

Quarterly access	10 000 HUF
Half-yearly access	20 000 HUF
Annual access	30 000 HUF

For institutions (includes access for 5 persons):

Quarterly access	20 000 HUF
Half-yearly access	40 000 HUF
Annual access	60 000 HUF

Other service fees:

	Not Semmelweis University employees, students	Semmelweis University employees, students
--	---	---

Photocopying	30 HUF/page	30 HUF page
Spiral binding	205 HUF/piece	205 HUF /piece
Poster printing	16 510 HUF	8 050 HUF With credit transfer, for university employees

The prices for services are also available on the Central Library's website, and are subject to the approval of the library's management.

The present Library Policy is available for consultation at the Circulation Desk, in the University's Regulations Office and on the Library's website.