Library of the Education Centre of the Faculty of Dentistry
Library Use Policy
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1. Introduction

The FOK OC Library is a member library of the Semmelweis University Library Network and is not a public library of higher education. The library's mission is to support the teaching, research, and treatment of the Faculty, to provide the citizens of the Faculty with a sufficient quantity and quality of literature, and to collect and make available literature, especially electronic literature.

2. Opening hours

   Monday 8:00 am - 4:00 pm
   Tuesday 8:00 am - 4:00 pm
   Wednesday 8:00 am - 4:00 pm
   Thursday 8:00 am - 4:00 pm
   Friday 8:00 am - 2:00 pm
   Saturday closed
   Sunday closed

During holidays, the library may be open for hours other than those specified above.

3. Conditions for access to library services

The use of the reading room/machine room is possible for students of Semmelweis University and university teachers/citizens without registration.

Borrowing is subject to enrolment and is only permitted for Faculty and staff members. Registration is done by registering the personal data of the library user and signing the access form, i.e., by accepting the library rules. An identity card and SE-magnet card are required for registration.

The library records the data of enrolled readers on a computer (HunTéka integrated library system), processes them under the law, and uses them exclusively for library purposes.

The data required for enrolment are the following: name, birth name, mother's birth name, place and date of birth, and e-mail address. In addition to the above, for lecturers/staff, the name of the Faculty, department/institution, and university telephone number. The library user may consult their registered data at any time. Any change in these records must be reported.

Registration is for one year and must be renewed regularly. The essential condition for renewal is the settlement of library debts. The maximum number of volumes that may be borrowed at any time is 5, and the loan period is six months. The library will not issue a decommissioning certificate for a book debt.
Borrowing from the library's collection is free of charge. Still, in the case of inter-library loans, the partner library may charge a fee (e.g., photocopying and/or postage), which the library user always bears. The reader is responsible for protecting the borrowed document from damage or contamination.

The replacement of a document that is lost or damaged beyond repair is subject to the following conditions:

a) If the lost work can be obtained, the borrower may replace the library's copy with an identical or newer original edition.

b) If the work cannot be purchased commercially, the borrower must pay the antique or sentimental value of the document in cash.

The library does not lend to readers who have a document with an expired loan period or any debt to the library.

The following items may not be borrowed and may only be used in the reading room:

a) theses, Ph.D. and candidate theses,

b) journals,

c) the reference library and the volumes of the Árkövy collection.

The library offers accessible printing/photocopying facilities for FOK students. The limit is 60 pages per semester, and the registration is continuous after a simple registration. Registration requires a student ID card. Dissertations, Ph.D., and candidate theses cannot be photocopied. (Copying them by any other means is not allowed.)