



**Semmelweis University Pető András
Faculty Hári Mária Faculty Library and
Resource Centre
Library Use Policy**

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

The Hári Mária Faculty Library and Resource Centre of the Pető András Faculty of Semmelweis University (hereinafter referred to as the Library) is the faculty library of conductive pedagogy and conductive education and training.

The Library's website address is: <https://semmelweis.hu/petokonyvtar>

E-mail address: konyvtar-pak@semmelweis-univ.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. It is also responsible for providing staff, students, and educators of the national and international system of institutions involved in the conductive education of people with disabilities with the literature necessary for their work, research, teaching, and education and for providing general and scientific information on conductive education to professionals and stakeholders interested in conductive pedagogy and conductive education. The Library's stock is being increased accordingly. It aims to improve the living conditions and social integration of people with disabilities fostered in the institution.

2. Opening hours

The Library is open during term:

Monday, Tuesday, Thursday	9 am – 4 pm
Wednesday	9 am – 6 pm
Friday	9 am – 2 pm

The Library is open during the examination period:

Monday through Thursday	9 am – 4 pm
Friday	9 am – 2 pm

3. Services of the Library

Library services are available during opening hours.

Services available free of charge:

- a) access to Library
- b) on-site use of the sections of the collection designated by the Library (reference books, books on open shelves, and curated periodicals),
- c) use of the stock discovery tools (computer catalogs),
- d) information on the Library and library system services.

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.

Free services of the Library can be used 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.

Services available upon registration:

- a) lending
- b) use of special collections
- c) interlibrary loans (for teachers)
- d) reprographic services.

Other than the essential free services are available only by registering at the Library. Enrolment is subject to a fee and is valid for one year from the date of enrolment, and the enrolled reader may borrow printed library documents free of charge.

The amount of the subscription fee and exceptions to the payment obligation are set out in the Service Fee Schedule (point 8).

Any person over 18 who accepts the provisions of these Rules and Regulations as binding on them and who signs a declaration when registering may enroll in the Library. Library users may register in the Library only in person. An exception to this rule is made for the enrolment of students from abroad, with the assistance of a teacher. When registering, library users must provide and verify the following personal data: name, date and place of birth, address, telephone number, and/or e-mail address. For students by using the Neptun code.

The Library is obliged to protect personal data following the relevant legislation. Any changes to personal data must be reported to the Library on the first visit following their official transfer.

In the event of termination of the employment or student relationship with Semmelweis University, the change must be entered in the data recorded when the library user enrolls. The library user is then subject to the fees for external library users.

Manuals, special collections, theses, journals, works marked with a red stripe, materials from the task catalog, and articles from the collection of essays on conductive pedagogy are not available for loan and may only be used in the reading room. Only works published after 1967 may be borrowed from the Conductive Pedagogy (KOPE) and foreign language collections.

Use of special collections

The Pető Collection (the original books of András Pető) and the Task Library (the task lists of conductive pedagogy) may be searched with the permission of the Centre for Conductive

Pedagogy of the Faculty of András Pető, Semmelweis University. The request for approval should be addressed to the Head of the Centre for Conductive Pedagogy, stating the subject and purpose of the research. The Head of the Institute for Conductive Pedagogy of the András Pető Faculty will evaluate the application within 15 days of its submission.

In case of a favorable decision, the research permit is granted for one year. In the event of refusal, the applicant may appeal to the Dean of the Faculty of András Pető.

Loan periods:

- a) Teacher's manuals, primary school textbooks: 14 or 30 days
- b) college notes, textbooks: 14 days
- c) fiction: 1 month
- d) CD, DVD: 3 days

Other deadlines are possible during the examination period.

The above deadlines are set and monitored by the computerized loan system. The institution's teaching staff are also entitled to a permanent, so-called continuous loan, valid for one semester. The loan period may be extended up to two times by telephone, in person, by e-mail, or via the Internet, provided that no other reader has subscribed to the work on loan.

Each reader may borrow a book for their use only. University students may borrow up to 8 books at a time, and external readers may borrow up to 5 books at a time.

4. Use of the Library

For the first time, new readers fill in an access form and present their identification to the librarian, who issues them a bar-coded library card. Students are identified by the barcode of their student ID card instead of a library card.

The personalized bar-coded library card is the property of the reader and must be handed over to the librarian each time an item is borrowed or a borrowing renewed.

The loss of a valid bar-coded library card must be reported immediately, in writing or orally, by the borrower in their interest. Otherwise, the borrower is liable for any damage resulting from misuse. A lost barcode reader card can be replaced only after payment of a particular procedure fee (see point 8).

The books on the open shelves are available for each individual to choose the documents they need. If there is no copy of the work you are looking for available for loan, you may reserve a copy. Reservations can only be requested in person. When the requested document is received, the Library will send an e-mail notification to the reader. The requested work will be available for collection within 5 working days of the date of notification. The reservation will lapse if the request is not received within the time limit.

The borrower is fully financially responsible for the documents borrowed and must return them complete and undamaged on the expiry of the deadline. The librarian shall record the fact of

the return of the papers in the lending database in front of the reader. If the documents have not been returned by the deadline, the lending period is considered overdue, and a late fee is charged without notice. Once the loan period has expired, the Library will charge a late fee for books returned late. The amount of the late fee is set out in point 8.

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 Student and Career Office 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.

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 copy, if it can replace the original document, in which case the Library's decision shall prevail.

- a) 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.
- b) In the case of an irretrievable document, a copy of the document may replace the lost manuscript. The borrower may replace the paper with a bound copy made using a technique determined by the Library or by reimbursement of the cost of making such a copy.
- c) The borrower shall also be liable to pay compensation for any damage caused to the library property returned damaged.

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.

5. Inter-library loans (for lecturers only)

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.

6. Reprographic services

Copies may be made, subject to the relevant provisions of copyright law, of documents produced by the Library and other documents relating to the University's subject matter for a fee.

Copying and printing charges are payable per the posted fee schedule, which the Dean of the András Pető Faculty sets. The price for printing is the same as for photocopies. The fees are set out in point 8.

7. General Provisions

No bags, coats, or food may be taken into the reading room. In the lobby, there are lockable lockers for readers, the key to which can be obtained from the staff member in the reading room. The lockers are for use only during library opening hours. Any items left after closing will be handed over to the security service.

The Library cannot be held responsible for items left unattended in the lobby or reading room.

8. Service fees

	Semmelweis University citizens seniors above 70 Public collection workers	Retired persons Other higher education students with a valid student card	External readers
Enrollment	free of charge	500 Ft/year	1000 Ft/year

Late fee	40 Ft per volume/calendar day	
Replacement of a lost book	With a copy equal to or more recent edition copy of the lost item, or, 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, for books published after 1 January 2006 - depending on current availability and price.

Denomination of service	Quality	Size	Number of copies (pcs)	Charge (Ft/print)
Printing/photocopying	Black-and- white	A4	1-50	30 Ft/print
			50 <	1.500 Ft + 22 Ft/print from page 51
	Color		1-10	80 Ft/print
			10 <	800 Ft + 40 Ft/print from page 11
	Black-and- white	A3	1-10	65 Ft/print
			10 <	650 Ft + 30 Ft/print from page 11
	Color		1-10	105 Ft/print
			10 <	1.050 Ft + 60 Ft/print from page 11
Lamination		A4		385 Ft/piece
		A3		515 Ft/piece
Spiraling		To A3 size		350 Ft/piece

No change in fees compared to the previous version.