



## **Library Use Policy of the Branch Library of the Central Library of Semmelweis University in the Centre for Theoretical Medicine (EOK)**

Budapest, as per time stamp.

According to paragraph 2.4 (3) of the  
Library Regulations, I approve:

Dr. Béla Merkely  
Rector

Budapest, as per time stamp.

financial control

Dr. Livia Pavlik  
Chancellor

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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 Textbook Library of the Central Library of Semmelweis University (hereinafter "EOK Library"), one of the Library's service locations in the Centre for Theoretical Medicine, is open exclusively to students and staff of Semmelweis University.

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.

Upon entering the Library, users acknowledge and accept its rules and regulations.

The Library may not be visited under the influence of alcohol or drugs.

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

## **2. Opening hours**

The EOK Library is open 24 hours a day, seven days a week, except during the summer holidays.

Registration, lending, and photocopying from Monday to Friday from 8 am to 8 pm.

During the summer break (from the end of the examination period until 20 August), the EOK Library is closed.

## **3. Access to the library**

- a) A valid electronic library card with uploaded, verifiable data (proof of student status) and a photo. In the case of missing data or photos, employees must have a valid Semmelweis University student card/proof of student status, a valid identity card or passport, or an employee access card.
- b) 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 entrance desk.

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

The electronic library card may not be transferred to another person. Misuse of the electronic library card will result in exclusion from the Library.

#### **4. Conditions for enrolment**

A valid photo ID, address card, and a valid Semmelweis University student card or student status certificate or, in the case of employees, an employer's certificate (with the Personal Identification Number (SAP) no more than one month old) are required for enrollment. Enrollment is free of charge for university citizens.

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

Registration is valid for both 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 EOK 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.

Behavior following community standards and respecting each other's work is expected on the Library premises.

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 the reading room only and exclusively in such a way as to ensure accident-free circulation.

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

If the document protection gate at the entrance is alarmed, the library user must show the contents of their bag to the library staff or the receptionist. A report of the alarm and the

inspection of the bags shall be drawn up and, where appropriate, followed by an investigation or proceedings.

The following is strictly PROHIBITED on EOK Library premises:

- a) connecting or using faulty or damaged electrical equipment (telephone, computer charger),
- b) 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 computers, and the online resources.

### *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 four for specialized books and eight for textbooks. Textbooks may only be borrowed by Students of Semmelweis University. Staff members may borrow from the EOK Library with special permission.

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

Books with a yellow stripe cannot be borrowed. Only the Library Director or the Head of Service may authorize a deviation from this rule.

The loan period is ten months for Hungarian-language textbooks and one month for foreign-language textbooks.

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 expiration of the loan period but by the expiration date. Extensions can be made in person (at the lending desk), by e-mail to [konyvtar@semmelweis.hu](mailto: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. Textbooks with a loan period of ten months may not be extended. 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 further loans may be made until the debt has been settled. The late fee is 100 HUF (book/working day).

In the case of book or fee arrears, the Library will not issue the certificate required for the award of the diploma or the certificate for decommissioning. 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 via the self-checkout system from 0-24 hours.

### *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-checkout is only available to readers who have registered with the librarian.

After returning the books, they must be placed in the locker under the self-checkout desk. The librarian finalizes the return at the time of service.

The reader will receive a confirmation letter of the lending or returning transactions via the terminal to the e-mail address provided at enrolment.

### *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 tenth day, the subscription will expire.

### *Electronic documents, databases*

The Library's computers are free of charge for students and staff of Semmelweis University. Students and staff can access the Library by entering their Neptun ID and password.

The Library provides a VPN service for students with a legal relationship with the university. The service is for personal and private use only, for teaching and research purposes.

### *Photocopying, printing*

Photocopying is only possible with the assistance of a library staff member, following the law, for study or research purposes. Double-sided copies cannot be made. Printing is only possible from a USB device.

### *Complaints, comments*

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

## **7. Service Fees**

Photocopying and printing cost 50 HUF/page.

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 Regulations are available for consultation at the Circulation Desk, the University's Rules and Regulations, and the Library's website.