



**Library Use Policy of the Branch Library of the Central
Library
of Semmelweis University
in the Centre for Theoretical Medicine**

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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1. General rules/principles for using the Library (According to Act 1997 CXL)

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.

The address of the faculty/library website is: <https://semmelweis.hu/etk/az-egeszsegtudomanyi-karrol/konyvtar-jegyzetbolt/>

E-mail address: etk.konyvtar@semmelweis.hu

Responsibilities: Providing the institution's teachers, students and other citizens with the information and documents they need for teaching, learning, research and other professional activities.

2. Opening hours

The library is open during term time:

Monday 9 - 19 h

Tuesday, Wednesday, Thursday 8 - 19 h

Friday 9 - 16 h

Library opening hours during examination periods:

Monday, Thursday 9 - 19 h

Tuesday, Wednesday, Friday 9 - 16 h

Information on changes to opening hours is available on the library website.

Reading rooms must be vacated 15 minutes before closing time.

3. Library services

Library services are available during opening hours.

Services available free of charge in addition to the basic services: literature research.

Even in the case of services provided free of charge, library users are required to present an identity document to prove their personal data for the purpose of visiting the library.

Free library services are available to non-SE citizens with a registration ticket.

- a) When the registration ticket is issued, the library user must provide and verify 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 items, and the ticket must be handed in to the librarian on duty when using the reading rooms.
- c) The registration ticket is free of charge, non-transferable, valid for one calendar year and the library may ask for data reconciliation at the time of entry.

Before using any type of service - on each visit - the user must record his/her name in the visitor log.

Service subject to enrolment:

- a) borrowing,
- b) inter-library loans.

Reprographic services are subject to a fee for all library users.

Detailed rates are set out in Section 9 - Library Service Charges.

Readers who use the library's services free of charge, but who are not in a legal relationship with Semmelweis University, are obliged to purchase the Library Use Policy and to comply with the provisions set out therein.

Borrowing

- a) The following items cannot be borrowed from the stock:
 - the handbook library stock;
 - single copies and irreplaceable rarities;
 - national and foreign periodicals and their bound volumes;
 - free flap books.
- b) Any person over the age of 18 who accepts the provisions of these Rules of Use as binding on him or her and confirms this by signing them when registering may register in the library. Library users may only register in person at the library.
- c) The registration fees are for one calendar year and are detailed in the *Library's Service Fee Schedule (point 9)*.
- d) Library users must provide and verify the following personal information when registering:
 - da) In the case of SE student status, the name, Neptun code, mother's name, maiden name, date and place of birth, address, identity card and student card or, *in the absence of such*, proof of valid legal status or passport, residence permit and Hungarian citizenship card number of the enrolled student.
 - db) In the case of SE employment status, the name of the enrollee, mother's name, maiden name, date and place of birth, address, identity card or passport, residence permit and Hungarian citizenship card number, and proof of employment is required by means of an employee card or employer's certificate.
 - dc) In the case of a SE external teaching contract, the name, mother's name, maiden name, date and place of birth, address, identity card or passport, residence permit and Hungarian citizenship card number of the enrolled person. A certificate from the department must be sent to the library in advance.
 - dd) in the case of students of other higher education institutions, the name, Neptun code, mother's birth name, place and date of birth, address, identity card and student ID card or passport, residence permit and Hungarian citizenship card number of the enrolled student.
 - de) In the case of an external, self-employed Hungarian citizen (without student status): the name of the enrollee, their mother's birth name, their own place and date of birth, address, ID card number and proof of employment (permanent job registered in Hungary). The certificate must not be older than one month.

- df) for library users who are not self-employed (without student status): the name of the enrolled person, his/her mother's name, date and place of birth, address, ID card number, and a guarantee statement proving financial responsibility, and the Guarantor's proof of employment (permanent declared job in Hungary). The certificate must not be older than one month. For library users without independent earnings, a bar-coded library card can only be issued after receipt of a completed and signed guarantee form.
- dg) foreign citizens (without student status): name of the enrolled person, name of the mother, date and place of birth, address, identity card or passport number, and residence permit and a Hungarian citizen's guarantee statement, and certificate of employer not older than one month Foreign nationals who also hold a Hungarian citizenship card must also provide a Hungarian citizen's guarantee statement with their employer's certificate. The library is obliged to protect personal data in accordance with the relevant legislation.
- dh) The library user must notify the library of any changes to his/her personal data at the time of the first visit to the library, which must be officially recorded. (Articles 57. § (1) and 58. (3))

After the data have been reconciled, each new reader fills in a data sheet and accepts the data management declaration, as described in paragraph d) of the "lending" section, and presents the identity cards on which the card is based to the librarian, who issues a bar-coded loan card.

- e) Enrolment is valid for readers for one calendar year at a time (e.g. from 01.10.2011 - 01.10.2012). The personalised bar-coded library card is the property of the reader and must be handed over to the librarian with a valid photo ID each time the card is borrowed or renewed. The barcode loan ticket can only be transferred *in case of incapacity* (illness, absence abroad, etc.) *with a power of attorney*.
- f) The books in the open shelving book selection area allow to choose the needed documents.
- g) If there is no copy of the work being looked for available for loan, a personal or online reservation can be made. When the requested document is received, the library will send an e-mail notification. The work in question can be collected within 5 working days of the date of dispatch of the notification, and if it is not collected within this period, the subscription will lapse.
- h) The online library system is available on the library's website, where readers can track their own lending transactions, extend the expiry date of documents they hold, and reserve a book they are currently borrowing.
- i) The loss of a valid bar-coded loan note must be reported immediately, in writing or orally, by the borrower in his/her own interest. Otherwise, the lender will be liable for any damages resulting from misuse. Lost barcode tickets can only be replaced after payment of a special procedure fee (see: *Section 9, Service Tariffs*).
- j) The loan period is 4 weeks, for books and notes listed as compulsory literature the loan period is 2 weeks. A reader may borrow a maximum of 8 documents at a time, of which multi-volume works are counted separately. CD-ROMs and DVDs can be borrowed for three working days.
- k) The borrower may request an extension of the loan period for a document borrowed for four weeks at least 10 days before the expiry date, but the loan period for documents borrowed

for two weeks cannot be extended. If there is no other applicant for the document borrowed (four weeks), the deadline may be extended three times per case. The loan period for CD-ROMs, DVDs and other documents cannot be extended if a reservation has been made. Two-week loan books can be renewed once.

- l) The borrower is fully financially responsible for the borrowed documents and must return them complete and intact at the end of the term. The fact that the documents have been returned is recorded by the librarian in the lending database in front of the reader. If the documents have not been returned by the end of the loan period, the loan will be considered overdue and a late fee will be charged without notice.
- m) After 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 the Library's Service Fee Schedule (Section 9).
- n) The Library will forward its notices to the e-mail/address provided by the borrower, which contact details are recognised by the user/borrower/student as the address and means of contact valid for notification. If the student fails to return the borrowed document after the expiry of the deadline, the Library, in agreement with the Academic Department, will take measures 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.
- o) 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 example, if it can replace the original document, in which case the Library's decision shall prevail.
 - oa) If the lost document cannot be substantially replaced by another copy or a copy, the borrower is liable to pay the current antiquarian circulation price of the document, in which case the user/borrower/student accepts the Library's valuation.
 - ob) In the case of an irretrievable document, a copy of the lost document may be a substantial substitute, and the borrower may replace the document with a bound copy made using a technique specified by the Library or by reimbursing the cost of making such a copy.
 - oc) The borrower is also liable for any damage caused to the library property returned damaged.

The amount of compensation for lost or damaged documents is set out in the Library's Service Fee Schedule (section 9).

- p) In the event of repeated overdue loans or repeated loss or damage of the borrowed documents, or in the event of debts, the head of the library may exclude the borrower from using the library for a fixed 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 record of this is drawn up in duplicate, one copy of which is signed by the borrower and accepted by the Library, the other copy is kept by the Library. The record shall be deemed to be recorded even if the obligor refuses to sign it or, in the case of postal delivery, the consignment 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 is also recorded in the lending database.
- q) The Library and the borrower (user/borrower/listener) agree to submit to the jurisdiction of the Central District Court of Buda for any dispute (including compensation) arising from

their legal relationship in connection with the use of the Library. Registration in the Library also constitutes acceptance of this clause.

4. Inter-library loans

At the library user's request, the library will also provide original or copies of documents not available in its own library from other libraries. The library user must sign a separate form - Declaration of undertaking to cover the costs of an inter-library request - to certify that he/she will reimburse the costs expected to be incurred (copy charges, postage, etc.) upon receipt of the requested document.

5. Reprographic services

Making copies:

Students can make their own black and white or colour copies of the literature in the library's collection using the coin-operated copier in the open shelved book storage room.

It is forbidden to make copies of library documents with your own camera or any other device capable of taking photographs or recording digital images in the entire library. Breach of this rule will result in temporary or permanent exclusion from library use, subject to the payment of a copy fee for the agreed volume.

No copy can be made of an entire book or journal. Copies may only be used for research, teaching or study purposes, subject to the relevant provisions of copyright law.

Printing:

Colour and black and white printing is possible from computer resources available in the library.

Scanning: from library documents.

Details of the fees for reprographic services are set out in the Library's Service Fee Schedule (point 9).

6. Literary research

Traditional - manual: using printed bibliographies, journals, reference books, etc. available in the library.

Computer-based: from databases and electronic journals and other Internet sources provided on the Semmelweis University network. The librarian can help you with your first search.

7. Rules on interruption and limitation of services

The library manager is obliged to inform users of the opening hours. The library is closed on public holidays. Subject to operating conditions, they may operate with reduced opening hours or be closed during the summer, during examination periods. The library may be closed for other reasons.

The library may limit the computer usage time if necessary. The Internet may not be used for any unlawful or commercial activity.

8. Rights and obligations of library users

The faculty library's cloakroom is guarded, use is compulsory and free of charge.

No coats or bags in the library reading rooms.

Keys to the library lockers are issued against a student ID card, a loan card or a registration ticket.

The library is not responsible for items left in the lobby.

It is strictly forbidden to damage the documents you have read, as well as the library's equipment and facilities.

Az olvasóteremben elhelyezett számítógépek kizárólag tanulási, kutatási és oktatási célokra használhatók. Users of the library are obliged to use all the equipment provided by the library for its intended purpose and to warn other users of this. In the case of simultaneous mass requests from users (sending homework by e-mail, obtaining information on the Internet, creating a bibliography using computer library catalogues, etc.), we are forced to prioritise the use of the machines. Network etiquette is to be observed when using the Internet.

It is expected to follow generally accepted standards of civilised behaviour when using the library.

Disturbing the silence in the reading room, consuming food and drink (except water in a sealable bottle) and using any type of mobile device for conversation is prohibited.

A person may also be banned from using the library if his/her behaviour permanently hinders other library users in exercising their rights, endangers their health or disturbs their peace.

The faculty library is not located in a separate building, therefore after using the library, external library users who are not in a legal relationship with the university must leave the building as soon as possible.

Breaches of the rules and inappropriate behaviour will result in temporary or permanent exclusion from the library.

9. Service Fees

The fees for library services for SE students are to be paid as follows:

- HUF 100 is the electronic payment limit
- Students can pay their debt between HUF 100-5000 in cash or via Neptun, according to their preference
- Debts over HUF 5000 can only be settled via Neptun.

Registration and rental fees

free of charge	for all students and other citizens of Semmelweis University;
	for national library, archive and museum staff: 6/2001.(I.17.) Government Decree Article 3 paragraphs (1), (2) and (6);
	for full-time teachers in other higher education institutions: 6/2001.(I.17.) Government Decree Articles 4 and 6;
	for persons with an employment relationship with libraries, archives and museums in neighbouring countries, covered by Act LXII of 2001: 18/2003. (XII. 10.) NKÖM Decree. Articles 3 and 4;
	persons with certified severe disability: 49/2009. (XII. 29.) Decree of the Ministry of Health on the classification and certification of severe disability
	for persons over 70 years of age: Act 1997. CXL Article 56 paragraph (6);
1.500 HUF i.e. 50% discount	for students studying at other higher education institutions with a valid student ID: 6/2001 (I.17.) Government Decree Articles 1 and 6;
	pensioners, persons on child support, military personnel and persons receiving all types of benefits: 6/2001 (I.17.) Government Decree Articles 4 and 6;
3.000 HUF	for library users not covered by the above discounts;

Late fees

Until the expiry of the loan period, the user is obliged to return the borrowed document to the Library; if the user fails to do so, the user is in default at the expiry of the loan period without the need to issue any further notice or request. Thereafter, after 15 days, the Library will send a written request for the return of the borrowed document to the e-mail address or, failing that, to the postal address provided by the user, and will repeat the request after 15 days if this is unsuccessful. If the document is not returned on the basis of the above, the Library will send a final written notice by registered letter with acknowledgement of receipt 45 days after the deadline for returning the document, and the late fee accrued up to the date of return will be recorded in the student's Neptun system. If further delays are generated, they will be settled when the books are returned.

If the delay persists, the Library will initiate legal proceedings, unless otherwise provided for in the claims management regulations.

The user is liable to pay a late fee for the time spent in delay:

- a) The late fee is HUF 65 per day per book per calendar day.
(The amount to be paid is the product of the number of books, the number of calendar days and the daily late fee per book. E.g. 5 books 7 days late, the late fee is 5x7x65 HUF, i.e. 2275 HUF).
- b) For books and notes included as compulsory literature, borrowed for two weeks, the late fee is HUF 80 for each calendar day.

Maximum amount of the late fee

- a) for books and notes: **HUF 47,450**, i.w.: Fortyseventhousand-fourhundredfifty HUF per copy affected by the delay;
- b) in the case of books and notes borrowed for two weeks and included as compulsory literature: **HUF 58,400** i.w. Fiftyeightthousand-fourhundred HUF for each copy affected by the delay, plus, *in both cases, the purchase price of the missing copy or, failing that, the cost of replacing it.*

In case of delay, the user is liable to pay the late fee regardless of the return of the document not returned. The late fee becomes due on the day it is incurred.

Fees for replacing lost documents and records

a) Personal documents:

- barcode rental ticket 1500 Ft,

b) Documents:

If the lost document cannot be substantially replaced by another copy or a copy, the library will require the borrower to pay the current antiquarian circulation price of the document.

The current antique circulation price is determined by applying the following multipliers:

- - for books published before 1 Jan 1980: at least 20 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,
- - 1 Jan 2006 - depending on current availability and price.

Fees for reprographic services

a) Copying

- colour photocopying 240 HUF/page
- black and white photocopying 65 HUF/page

b) Printing

- colour print 240 HUF/page
- white-black print 65 HUF/page

c) Scanning

- scanning 30 HUF/page

d) Electronic note printing charges - Textbookshop

- The basis fee for note printing: 25 HUF/page (including binding)