



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

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. Lívia Pavlik  
Chancellor

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## **1. General principles of using the Library (According to Act 1997 CXL)**

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

Library website address: <https://semmelweis.hu/petokonyvtar>

E-mail address: [konyvtar.pak@semmelweis.hu](mailto:konyvtar.pak@semmelweis.hu)

Responsibilities: Providing the institution's teachers, students and other citizens/staff with the information and documents they need 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 the operation, research, teaching, and education of the system and for providing general and scientific information on conductive education to professionals and stakeholders interested in conductive education and conductive pedagogy. 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 time:

Monday	9 - 18 h
Tuesday, Thursday	9 - 16 h
Wednesday	9 - 18 h
Friday	9 - 14 h

Library opening hours during examination periods:

Tuesday through Thursday	9 - 16 h
Friday	9 - 14 h

## **3. Library Services**

Library services are available during opening hours.

Services available free of charge, without registration:

- a) library visits,
- b) the use of the Library's designated parts of the collection (reference books, books on open shelves, and curated periodicals),
- c) the use of discovery tools (computer catalogs),
- d) information about the Library and library system services.

Services available for a fee, without registration:

- a) reprographic services
- b) spiraling, laminating,

- c) purchase of publications.

Even in the case of services provided free of charge, visitors to the Library are required to present an identity document to prove their personal data for their stay in the Library.

Free Library services are available 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, and valid for one calendar year, and the Library may ask for verification of your details at the time of entry.

Services available upon registration:

- a) borrowing,
- b) use of the special collections and use of the András Pető Research Room,
- c) inter-library loans (for teachers).

Services beyond the essential free services are only available by registering at the Library. Registration is subject to a fee and is valid for one year from the registration date, and the registered reader can borrow printed library documents free of charge.

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

Any person over 18 who accepts the provisions of these regulations as binding on them and confirms this by signing the registration form may enroll in the Library. Library users may register in person only. 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 enrolled students, the Neptun code.

The Library is obliged to protect personal data following the relevant legislation. The library user must notify the Library of any changes to their personal data on the first visit after they have been officially recorded.

In the event of termination of the employment or student relationship with Semmelweis University, the change must be entered in the data of the library user recorded at the time of enrolment, and the library user is 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 articles 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.

## Using the special collections

The Pető Collection (the original books of András Pető) and the Task Catalogue (the series of tasks of conductive pedagogy) may be researched with the permission of the Institute of Conductive Pedagogy of the Faculty of Conductive Pedagogy of Semmelweis University. The request for authorisation must be addressed to the Head of the Conductive Pedagogical Institute, specifying the subject and purpose of the research. The Head of the Institute of Conductive Pedagogy of the András Pető Faculty will evaluate the application within 15 days of its submission.

If granted, the research authorization is valid for one year. In case of refusal, the applicant may appeal to the Dean of the András Pető Faculty.

### Loan periods:

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

## **4. Using the Library**

The first time, the new reader fills in an access form and presents their ID to the librarian, who issues 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 reader's property and must be handed over to the librarian each time it is borrowed or renewed.

The loss of a valid barcode reader card must be reported immediately, in writing or orally, by the borrower in their interest. Otherwise, the lender 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 needed can be chosen from the open bookshelves. If no copies are available to borrow, a reservation can be made. Reservations can only be requested in person. When the requested document is received, the Library will notify the borrower by e-mail notification. The requested work will be available for collection within 5 working days of the date of notification. If no application is received within the deadline, the reservation will lapse.

The borrower is fully financially responsible for the borrowed documents and must return them complete and undamaged at the end of the loan period. The librarian shall record the fact of the return of the documents in the lending database in the presence of the reader. If the documents have yet to be returned by the deadline, the lending period is overdue, and a late fee is charged

without further 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/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.

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.

- a) 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.
- b) 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.
- c) The borrower is also liable for any damage caused to the library property returned damaged.

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.

#### **5. Inter-library loans (exclusively for lecturers/teachers)**

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.

## 6. Reprographic services

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

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

## 7. General Provisions

Bags, coats, and food are not allowed in the reading room. In the lobby, there are lockable lockers for readers, the keys to which can be obtained from the staff at the reading service. The lockers are for use only during library opening hours. Any items left after closing time will be handed over to the security service.

The Library is not responsible for items left unattended in the lobby or reading room.

## 8. Service Fees

	<b>SE Citizens, over 70 years public collection employees</b>	<b>Retired persons, Students from other higher education institutions in possession of a valid student card</b>	<b>External readers</b>
<b>Registration</b>	free of charge	1000 HUF/annum	2000 HUF/annum

<b>Late fees</b>	Per volume 50 HUF/calendar day		
<b>Replacing a lost book</b>	Equal to the lost item or a copy of a newer edition of it:	For books published before 01 Jan 1980: at least twenty times the publication price, For books published between 01 Jan 1980 and 31 Dec 1988: at least ten times the publication price, For books published between 01 Jan 1989 and 31 Dec 1995: at least seven times the publication price, For books published between 01 Jan 1996 and 31 Dec 2005: at least five times the publication price, 01 Jan 2006 - subject to current availability and price.	
<b>Replacing a lost barcode reader ticket</b>		1000 HUF	

<b>Denomination of Service</b>	<b>Quality</b>	<b>Size</b>	<b>Fee (HUF/imprint)</b>
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<b>Print/copy</b>	Black and white	A4	50 HUF/print
	Color		120 HUF/print
	Black and white	A3	80 HUF/print
	Color		150 HUF/print
<b>Laminating</b>		A4	385 HUF/piece
		A3	515 HUF/piece
<b>Spiralling</b>		Up to A3 size	350 HUF/piece

## 9. Annexes

Annex 1 Research Room Use Policy



## **Research Room Use Policy**

### **1. Opening hours**

The Research Room is open at the same time as the Library.

### **2. Services of the Research Room:**

2.1 Users of the Research Room may use only the IT tools and software free of charge with the authorization provided for in point 3.

2.2 The Pető Collection (András Pető's original books) and the Task Library (the task sets of conductive pedagogy) may be researched in the Research Room with the permission of the Institute of Conductive Pedagogy of the András Pető Faculty of Semmelweis University, as specified under the title *Use of Special Collections*.

### **3. Using the Research Room:**

The Research Room is open to all those registered with the Library.

The Reading Service keeps a Visitors' Log of all persons entering the Research Room, which includes:

- - the name of the user
- - the quality of the user as a teacher or student,
- - the student's grade
- - the IT tool to be used
- - arrival time
- - the time of departure
- - user's signature upon leaving.

**The Special Collection of the Research Room must be used carefully, and all users are obliged to use its equipment and furnishings as intended and preserve its condition.**

By accessing the Research Room, the user accepts the Library Rules and the Library Use Policy of the PAK Library.