



# **The Semmelweis University Central Library**

## **Library use policy**

Budapest, as per time stamp.

I approve the Library Use Regulations  
pursuant to paragraph 2.4 (3):

Dr. Béla Merkely  
Rector

Budapest, as per time stamp.

financial control

Dr. Livia Pavlik  
Chancellor

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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 together with the Library Use Regulations of Semmelweis University.

## **1. General rules/principles for using the Library**

The Central Library of Semmelweis University, located at Mikszáth Kálmán Square (hereinafter: Central Library) is the central library of the library network of Semmelweis University, a public library of higher education.

To ensure the safety of library users and to protect the library and library users' property, CCTV cameras are installed throughout the library.

The library is not open to visitors under the influence of alcohol or drugs!

Smoking, alcohol and drugs are not allowed in the entire library!

By entering the library, the user acknowledges and accepts these rules.

## **2. Opening hours**

The Central Library is open 24 hours a day for students and employees of Semmelweis University, for those enrolled in vocational training, joint university courses and other persons with a permit. For other external library users, the Central Library is open on working days, Monday to Friday from 8 am to 8 pm.

External library users are required to leave the Central Library before the end of the opening hours applicable to them.

Registration, lending at the librarian, reprographic services:

Monday: 9-16 h

Tuesday: 9-18 h (photocopying, spiral binding, poster printing is closed from 16 h to 18 h)

Wednesday: 9-16 h

Thursday: 9-16 h

Friday: 9-14 h

During the summer break (from the end of the examination period until 20 August) the Central Library is closed for non-academic citizens, while for academic citizens the individual reading rooms are opened depending on the number of visitors and current maintenance work.

The number of visitors on the library premises at any one time must not exceed the current capacity of the library. In the event of a full house, entry is only possible if another visitor leaves.

During term time, the second floor reading rooms open when 75% of the reading places are occupied.

### **3. Conditions of entry**

Smoking, alcohol and drugs are not allowed in the entire library!

For university citizens:

- A valid electronic library card with uploaded, verifiable information (proof of student eligibility) and a photo. In the case of missing data or photo, a valid Semmelweis University student card/proof of student status with a valid ID card or passport, or in the case of employees, an employee access card is required.
- Visitor registration.

For non-university citizens:

- Valid electronic library card with uploaded, verifiable data and photo. In case of missing data or photo, a valid student ID card, identity card or passport is required.
- Visitor registration.

On entry, visitors are issued with a reservation card, which they must return on departure.

When temporarily leaving the library and when returning, the electronic library card must be validated at the reception.

In case of failure to return the card, the library user will receive a warning for the first and second time, and a 2-week ban from the library for the third time.

Children under 18 must be accompanied by an adult or have special permission to enter the central library.

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**

Only persons over 18 years of age can register at the central library. A valid photo ID and address card or, in the case of Semmelweis Citizens, a valid certificate of legal status are required.

A fixed fee is payable at the time of registration and is published on the Central Library website.

Annual enrolment discount rate:

For employees and students of Semmelweis University	100% discount
For students from other universities and colleges	50 % discount
For alumni members	50 % discount

For pensioners, public collection workers	100% discount
For people with disabilities	100% discount
For students in joint courses with other universities	100% discount

Documents to be presented to claim the discount:

Semmelweis University staff	Proof of employer's status not more than 1 month old, personal identification number (SAP number), valid photo ID and address card
Semmelweis University students	a valid university student ID or proof of legal status with a valid photo ID and address card
Students from other universities and colleges	valid student ID or student status valid photo ID and address card
Pensioners, public collection workers	pension or employer's certificate, valid photo ID and address card
People with disabilities	a certificate of disability, a valid photo ID and an address card
Students in joint courses with other universities	valid student ID or proof of legal status valid photo ID and address card

When registering, the library user's personal data are recorded in the integrated library system. The recorded data are treated confidentially, in accordance with the Data Protection Act, and 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 12 months. For graduating students, library membership lasts until graduation, regardless of the validity of the student ID.

For Semmelweis citizens, registration is valid for both the EOK and the Mikszáth Square Library.

## **5. Rights and obligations of library users**

In addition to the rules of Semmelweis University Library, the following rules are also binding in the Central Library:

The Central Library ensures the learning conditions in accordance with the Joint Decree 3/2002 (II. 8.) of the Ministry of Social Affairs, Labour and Social Policy of the Ministry of Education and Science "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.

The library's basic services are available to everyone, while online resources are free of charge for university citizens. Registered readers can borrow books at no additional cost until their registration is valid.

Behaviour in line with community norms and respect for each other's work is expected in the Library. Shared study and telephoning are permitted in designated areas and corridors.

The buildings adjacent to the Library are residential, so ensuring the peace and quiet of the residents, especially at night and in the early hours of the morning, is also part of the community standards.

The Library is not responsible for the personal belongings and valuables of library users.

Chargers for electrical appliances and other objects may be placed in reading rooms only and only in such a way as to ensure accident-free circulation.

You cannot use your own laptop in the computer labs.

Publications, advertising material and newspapers may be displayed in the library only with permission.

The storage shelves at the Mikszáth Square entrance can be used with a declaration, and their contents will be kept for up to 3 months.

In the event of an alarm at the document protection gate at the entrance, the library user must present the contents of his/her bag to the library staff or the receptionist. A report of the alarm and the inspection of the bags will be drawn up and, where appropriate, followed by an investigation or proceedings.

Strictly PROHIBITED ON the premises of the Central Library:

- a) moving reading room and garden furniture,
- b) leaning out of the windows of the corridors, sitting on the ledge, lying down,
- c) connecting or using faulty or damaged electrical equipment (telephone or computer chargers),
- d) connecting portable computers, notebooks to the library network using UTP cables.

## **6. Services**

### *Use on site*

Library users can use the reading rooms, the sections of the collection located there, the catalogue on the designated computer, and the documents in the Mikszáth Square storage room during opening hours. The stock is available at the circulation desk.

The special collections can be viewed by prior arrangement.

### *Borrowing*

A reader can borrow up to 3 textbooks and 5 textbooks 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 4 for specialist books and 8 for textbooks. The maximum number is for all branches of the Central Library.

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

Books with a yellow stripe cannot be borrowed. Only the director of the library or the head of service may authorise a derogation.

The library can make documents stored in external storage available within a week.

Loan period 30 days.

*Documents that cannot be borrowed:*

- a) library stock
- b) Hungarian and foreign journals
- c) doctoral, PhD and candidate theses
- d) book series
- e) CD supplements in the books
- f) museum and old books

The user must return the document before the expiry of the loan period without being requested to do so, or extend the loan period. In the event of an impediment, anyone may return the borrowed document. The loan period may be extended before the expiry of the loan period, but no later than the expiry date. Extensions can be made in person (at the loan desk), by email to [konyvtar@semmelweis.hu](mailto:konyvtar@semmelweis.hu) at least 3 days before the expiry date, or via the online catalogue (OPAC). Loan extensions are allowed up to two times for textbooks with a loan period of one month. In the event that the work to be extended has been subscribed, the loan period has expired or the reader has any debts to the library, the loan period cannot be extended and the documents must be returned immediately.

If the deadline is exceeded, a late fee will be charged per working day and per book. 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 in spite of this warning or fails to pay the specified fee, the library may institute legal proceedings against him or her in accordance with the legislation in force. 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 for the withdrawal of the diploma. It is the duty and responsibility of the reader to protect the borrowed document from any damage or contamination until the librarian takes it back. The replacement of a document which has been lost or damaged beyond repair is subject to the following procedure:

- a) if the lost work is obtainable, the borrower may replace the library's copy with an identical or newer edition of the original;
- b) if the work is not commercially available, further consultation is required.

Borrowed books can only be returned during service hours at the librarian or through the self-check-out system.

#### *Self-service borrowing*

In addition to traditional lending, our library offers the possibility of borrowing and returning items via a self-service terminal.

Self-check-out is only available to readers who have registered in advance with the librarian.

The terminal is open to Semmelweis Citizens from 0-24 hours, and to non-Semmelweis Citizens from 8-20 hours on weekdays.

The returned books must be placed in the book locker next to the self-lending library after returning them. The return will be finalised by the librarian at the time of service.

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

#### *IT equipment borrowing*

The Central Library provides laptop rental services for Semmelweis University citizens. Only 1 laptop (with charger and mouse on request) can be checked out per student or employee at a time. Laptops can be borrowed during service hours, Monday to Thursday 9:00 - 15:30 and Friday 9:00 - 13:30, through the lending librarian.

Documents required for the loan of IT equipment(s):

- a valid digital library card from Semmelweis University
- For students:
  - o valid ID and address card
  - o for foreign students: valid passport
- For a worker:
  - o valid identity card, address card

Forms to be filled in and signed when borrowing an IT device:

- Loan declaration (by signing this declaration, the lender assumes responsibility for the IT equipment loaned)
- Lending register form

For the duration of the loan of the IT device(s), the borrower shall deposit a valid document proving his/her identity (identity card or passport) with the lending librarian, and at the same time assume responsibility for the IT device(s) borrowed.

#### *Library catalog*

The online library system is available on the Library's website, where readers can track their own borrowing transactions, extend the expiry date of documents they hold, and reserve a book they are currently borrowing.



Subscriptions can also be requested in person at the circulation desk. As soon as the book is available, the library will notify the reader. The document will be available for 10 days from the date of notification. After the 10th day, the subscription is cancelled.

#### *Inter-library loans*

As a member of the National Document Delivery System, the Library is a service library, i.e. it only fulfils inter-library requests from other libraries. The service can be accessed through the ODR system or by e-mail at [ill.kk@semmelweis.hu](mailto:ill.kk@semmelweis.hu).

#### *Electronic documents, databases*

The library's computers are free of charge for students and staff of Semmelweis University. Students and lecturers can access the library by entering their Neptun ID and password, other university citizens (without Neptun ID) can register at the circulation desk.

Library users who are not Semmelweis University staff or students may use the computers for a fee. Registration at the lending desk and payment of a fee are required for use. During registration, access for different periods of time can be purchased.

The Central Library provides a VPN service for students affiliated to the University. The service is for private use only, for teaching and research purposes.

#### *Photocopying, spiral binding, poster printing*

Photocopying is only possible with the assistance of a library staff member, for study or research purposes, in accordance with the law. No double-sided copies may be made. Documents from before 1950 may not be photocopied for reasons of preservation and may be reproduced using the library's own digital camera.

Spiral binding is available in A/4 size from the staff of the Mikszáth Kálmán Square building's magazine warehouse.

Posters can be printed in the Central Library's IT room.

#### *Complaints, comments*

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

### **7. Service Fees**

Annual registration fee:

Semmelweis University employees, students	free
Students from other universities and colleges	1.270 Ft
Alumni members	1.270 Ft
Pensioners, public collection workers	free

People with disabilities	free
All other registrants	2.540 Ft

#### Computer and database use

##### For students:

Daily access	500 Ft
Monthly access	1.000 Ft
Annual access	2.000 Ft

##### For individuals:

Quarterly access	10.000 Ft
Half-yearly access	20.000 Ft
Annual access	30.000 Ft

##### Institutions (includes access for 5 people):

Quarterly access	20.000 Ft
Half-yearly access	40.000 Ft
Annual access	60.000 Ft

##### Other service charges:

	Not employees or students of Semmelweis University	Semmelweis University employees, students
Photocopying	50 Ft/page	50 Ft/page
spiral binding	205 Ft/piece	205 Ft/piece
poster printing	22.000 Ft	11.000 Ft For University Transfer Request System or Transfer Request Form

Service fees are also available on the Central Library's website, and are set with the permission of the maintainer.

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