



**Library Use Policy of the Branch Library of the Faculty of Health Sciences of
Library use policy**

Budapest, 23 July 2025

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

Dr. Béla Merkely
Rector

Budapest, 11 July 2025

financial control

Dr. Lívia Pavlik
Chancellor

Effective from: 25 August 2025

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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: <https://semmelweis.hu/etk/az-egeszsegtudomanyi-karrol/konyvtar/>

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

Reading rooms must be vacated 15 minutes before closing time.

Information on changes to opening hours will be posted on the library website and on our social media platform. <https://www.facebook.com/SEETKkonyvtar>

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.

The keys to the library cabinets are issued in exchange for a student ID card, library card, registration card, or other credible documents/ID cards.

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.
- d) In case of loss of the registration ticket, a new ticket can be issued up to 2 times per year.

Before using any type of service - on each visit - the user is required to record their name legibly 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.

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 valid student ID or, *in the absence of a valid student ID*, proof of 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 case of students of other higher education institutions, the name, Neptun code, mother's name, maiden name, date and place of birth, address, identity card and valid student ID card or passport, residence permit and Hungarian citizenship card number of the enrolled student. In the absence of a valid student ID, a credible proof must be provided of the student status at an institution of higher education.

- 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 citizens who also hold a Hungarian citizenship card must also submit a statement of guarantee from a Hungarian citizen and a certificate from their employer in order to register.
- dh) The library user is obliged to notify the library of any changes to his/her personal data at the first visit to the library after the official transfer. /57. § (1), 58. § (3)/

After verifying the data, in accordance with paragraph d) of the “Lending” section, all new readers fill out a data sheet - on the basis of which the library user's personal data is also recorded in the integrated library system - and accept the data management statement, and then present their identification documents to the librarian, who will issue them with a barcoded library card.

The library is obliged to ensure the protection of personal data in accordance with the relevant legislation.

- 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 subscriber receives an automatic email 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) Readers may request that documents be set aside (max. 8 items), either in person or online. The requested work can be picked up within 5 business days from the date of reservation. If you do not pick it up within this period, the reservation will expire.
- i) A reader can only borrow 1 copy of a book at a time.
- j) The online library system is accessible from the library's website, where readers can track their own borrowing transactions, extend the due dates of documents they have borrowed, reserve books that are currently on loan, and request hold-items.

- k) 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*).
- l) 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.
- m) The borrower may request an extension of the loan period for the document borrowed for four weeks at the earliest 10 days before the expiry of the period. If there is no other applicant for the document borrowed (four weeks), the deadline may be extended three times per case. Two-week loan books can be renewed once.
- n) If the item to be renewed has been reserved, the loan period has expired, or the reader has any outstanding debts to the library, the loan period cannot be renewed and the item must be returned immediately.
- o) The borrower is fully financially responsible for the borrowed documents and must return them complete and intact at the end of the term. 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.
- p) 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).
- q) 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.
- r) 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.
 - ra) If the lost document cannot be replaced by another copy or duplicate, the borrower is obliged to pay the current market price of the document, the value of which is determined by the Library and accepted by the user/borrower/student.
 - rb) In the case of an irretrievable document, a copy of the lost document may also be a substantial substitute for the lost document, and the borrower may replace the document with a bound copy made using a technique determined by the Library or by reimbursing the cost of making such a copy.
 - rc) The borrower shall also be liable for any damage caused to library property that is returned in a damaged condition.

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

- s) 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.

- t) The library and the borrower (user/borrower/student) agree that any legal dispute arising from their legal relationship regarding the use of the library (including its adjudication), including compensation for damages, shall be settled by the competent unit of the University. Registration with the Library constitutes acceptance of this condition.
- u) Special lending rules apply to final-year students, employees, and external lecturers employed on a fixed-term contract.
 - ua) Final exam candidates must settle their library debts by the day of their final oral exam: they must return any documents they have borrowed by the date of their oral final exam, regardless of the original loan period, and settle any outstanding debts in cash or via NEPTUN.
 - ub) SE ETK employee, i.e. internal lecturer, faculty member (*in HunTeka, reading department: ETK teachers and other staff*): you can borrow an unlimited number of documents. The loan period for documents can be extended an unlimited number of times, but during the library inventory period, employees/teachers are required to present the library documents they have borrowed in response to an email request from the library.
- Loan renewals are handled by the library's designated staff member
- uc) External lecturers, i.e. external, temporary, contract staff (*HunTeka's reading class: ETK Lecturers*): may borrow on the same terms and conditions as in ub) for the duration of their lectureship/assignment contract, but must settle their library balance by the end of the examination period of the semester in question.
- Loan renewals are handled by the library's designated staff member.

4. Inter-library loans

At the request of library users, the library undertakes to obtain documents not available in its own stock, either in original or in copy, from other libraries for SE ETK employees. 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.

The keys to the library cabinets are issued in exchange for a student ID card, library card, or registration card, or other credible documents/ID cards, except for personal ID cards.

The library is not responsible for objects left in the lobby or on tables.

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

Az olvasóteremben elhelyezett számítógépek kizárálag 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 event of simultaneous mass demand from users (sending homework assignments by email, obtaining information on the Internet, compiling bibliographies using computerized library catalogues, etc.), we are forced

to prioritize the use of the computers. 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. The Library's Service Fee Schedule

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

- HUF 100 is the electronic payment limit
- The student can pay the 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. (10 December) Decree of the NKÖM Articles 3, 4;
	persons with certified severe disability: 49/2009. (10 December) Decree of the Ministry of Health on the classification and certification of severe disability

	for persons under 25 and over 70: Act 1997. CXL Article 56 paragraph (6);
1.500 HUF <i>i.e. 50 % discount</i>	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 $5 \times 7 \times 65$ 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 58 000** i.w. Fiftyeighthousand-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 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,
- - 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 printing: 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)

Complaints and comments

Visitors can submit their complaints or suggestions for service modifications or new document acquisitions in the document entitled Reader Comments, Complaint Handling.

The current library policy is available at the circulation desk, next to the reader's catalogue, at the Information Desk, the University's Rules and Regulations Office and the Library's website.