The Semmelweis University Central Library

Library use policy

Budapest, according to time stamp

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

Dr. Béla Merkely
Rector

Budapest, according to time stamp

financial control

Dr. Lívia Pavlik
Chancellor

Effective date: 1 November 2026

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Which 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 together with the Library Use Regulations of Semmelweis University.

1. General rules/principles for the use of the Library

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

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.

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 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 (From 4:00 p.m. to 6:00 p.m., photocopying, spiral binding, and poster printing services are suspended)
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 to non-academic citizens, while the reading rooms are opened to academic citizens depending on the number of visitors and current maintenance work.

The number of visitors on the library's premises at any one time must not exceed the current capacity of the library. In case 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 prohibited in the entire Library.
For university citizens:

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

For non-University citizens:

- A valid electronic library card with uploaded, verifiable data (proof of student status) and a photo. In case of missing data or photo, a valid student ID, identity card or passport is required.
- 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 reception.
In the case of an absence of more than one hour, a warning will be sent to the university e-mail address provided at registration, which expires after one year.
For 2 active warnings, for each subsequent timeout, the reader will be banned from the library for 2 weeks.

Youths under 18 years of age 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 for enrolment.
A fixed fee is payable at the time of registration and is published on the Central Library website.

Annual enrolment discount rate:

For Semmelweis University staff, students, Erasmus+ scholarship holders	100 % discount
For students over 25 from other universities and colleges	50 % discount
For alumni members	50 % discount

For retired persons, persons under 25 years of age, public collection workers	100 % discount
For persons 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 employee'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
Erasmus+ scholarship students	a valid temporary university student card or proof of status with a valid photo ID and address card
Students over 25 years from other universities and colleges	a valid student ID or student status a valid photo ID and an address card
Retired persons, persons under 25 years of age, public collection workers	pension or employer's certificate, valid photo ID and address card
Persons 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 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 (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 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.

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

Behavior following community standards and respecting each other's work is expected on the Library premises. Shared study and telephone facilities are available in designated rooms and corridors.

No food or drink (except water in a resealable bottle) is allowed in the reading rooms.

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 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.

No laptops in visitors' personal property can be used in the computer labs.

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

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.

It is strictly FORBIDDENon 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) 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 catalogue on the designated computer, and the documents in the Mikszáth Square storage room during opening hours. Requests from stock are made at the lending desk.

The special collections can be viewed by prior arrangement.

Borrowing

A reader can borrow up to 3 books at a time. In the case of a multi-volume book, each volume is counted as a separate book, so the maximum number of books is 4.
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 library can make documents stored in external storage available within a week.

Loan period is 1 month.

Documents that cannot be borrowed:

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

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 at least three (3) days before the expiry date, or via the online catalog (OPAC). The loan period may be extended a maximum of two times for books with a one-month loan period. 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 document that has been lost or damaged beyond repair will be made 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.

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

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.
The terminal is open to Semmelweis Citizens from 0-24 hours, and to non-Semmelweis Citizens from 8-20 hours on weekdays.
Returned books must be placed in the book locker next to the self-lending library after return. 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.

Borrowing of IT equipment

The Central Library, located on Mikszáth Square, offers a laptop rental service to members of the Semmelweis University community. Students and staff may rent only one laptop at a time (with a charger, if requested). Laptops can be borrowed 24 hours a day, every day of the week, using the laptop lending kiosk.
To access this service, you must have:

- a valid electronic library card (with SEKA access)
- a valid registration in the library's lending system (Huntéka)

Borrowed IT devices may only be used inside the Mikszáth Square building; removing them from the library is strictly prohibited.
The lockers may only be used to store laptops available for loan; placing anything else in them is prohibited. Any foreign objects placed in the lockers will be removed without prior notice during periodic inspections.
The borrower assumes financial liability for any damage caused by negligence to the borrowed IT device(s) as follows:

- If the laptop is lost or damaged beyond repair, the borrower must either replace it with the same or a very similar model, depending on the laptop's age, or reimburse the purchase price.
- If the laptop is repairable, the borrower must reimburse the cost of the repair.

Failure to comply with these rules will result in the revocation of the right to borrow a laptop.

Borrowing of anatomical instruments

The Central Library offers the loan of anatomical equipment to students who are active in the undergraduate programme of Semmelweis University. A student is entitled to borrow 1 anatomical instrument at a time during the service hours (Monday, Wednesday, Thursday 9:00 - 15:30, Tuesday 9:00 - 17:30, Friday 9:00 - 13:30).
It is strictly forbidden to take anatomical instruments out of the Mikszáth Square building, they must be returned to the lending librarian undamaged by the end of the service period. If the borrower does not return the borrowed device by the end of the service period, he/she is not entitled to borrow an anatomical device for the current academic year.
Documents for the loan of an anatomical instrument:

- a valid digital library card from Semmelweis University
- a valid identity and address card, a valid passport for foreign students

For the duration of the loan, the borrower deposits his/her valid identity document (identity card or passport) with the lending librarian, and at the same time assumes responsibility for the borrowed equipment.

Library catalogue:

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 (10) days from the date of notification. After the 10th day, the reservation becomes invalid.

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 kk@semmelweis.hu.

Electronic documents, databases

The Library's computers are free of charge for students and staff of Semmelweis University. Access is granted to students and lecturers by entering their Neptun ID and password, other university citizens (without Neptun ID) can register at the lending desk.
Library users who are not Semmelweis University staff or students may use the computers for a fee. Use requires registration at the rental desk and payment of a fee. During registration, access for different durations can be purchased.

The Central Library provides a VPN service for students affiliated to the University. The service is for personal and 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, following the law, for study or research purposes. Double-sided copies cannot be made. Documents from before 1950 cannot be photocopied for conservation reasons and can be reproduced using your 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 the purchase of new documents.

7. Service Fees

Annual registration fee:

Semmelweis University employees, students	free of charge
Students from other universities and colleges	1.270 HUF
For alumni members	1.270 HUF
Pensioners, public collection workers	free of charge
Persons with disabilities	free of charge
All other registrants	2.540 HUF

Computer and database use for external visitors

For students:

Daily access,	500 HUF
Monthly access	1.000 HUF
Annual access	2.000 HUF

For individuals:

Daily access,	2.540 HUF
Quarterly access	10.000 HUF
Half-yearly access	20.000 HUF
Annual access	30.000 HUF

Institutions (includes access for 5 persons):

Quarterly access	20.000 HUF

Half-yearly access	40.000 HUF
Annual access	60.000 HUF

For participants in Semmelweis University's vocational and further education courses, the student rates apply for computer and database use. To qualify for the discount, proof of employment is required.

Other service charges:

	Not employees or students of Semmelweis University	Semmelweis University employees, students
colour photocopying:	100 HUF/page	100 HUF/page
spiral binding	205 HUF/piece	205 HUF/piece
poster printing	22.000 HUF	11.000 HUF For University Transfer Request System or Transfer Request Form

The prices for services are also available on the Central Library's website, and are subject to the approval of the library's management.

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.