

Corvinus University of Budapest, Library Rules and Regulations

I. General rules of library use

1. The Corvinus University of Budapest Library (hereafter: Library) is a foundation-controlled, non-profit, private, higher education institutional library, whose main objective is to support the education, the individual and group learning, and the scientific research taking place at Corvinus University of Budapest.
2. The Library operates at two locations. The University Library operating at the address Közraktár utca 4-6, IX, Budapest is a public library functioning as part of the national library supply system. It can be visited by users over 18 years of age who observe the present regulations. The Campus Library operating at Budai út 43, Székesfehérvár is not a public location of the University Library. The Campus Library can only be used by Corvinus students, faculty, and staff.
3. Users of the Library located at Közraktár utca 4-6, Budapest are entitled to the following services free of charge:
 - visiting the Library,
 - on-site use of part of the collection marked by the Library: books in the borrowing area,
 - using the catalogue,
 - information regarding the services of the Library and the Hungarian library system.
4. The Library is authorized to register free of charge the personal data (ID card, home address) of visitors using the Library's free services, for statistical reasons. To access any further services, registration to the Library is necessary. The Library notifies its users about its up-to-date opening hours on its website.
5. The Library, taking into consideration the operating conditions of the Corvinus University of Budapest (hereafter: University), may be open for reduced time periods or may keep closed during the summer and winter seasons. The General Director of the Library may order the closing of the Library for other reasons as well.

II. Registration

Corvinus University of Budapest - students

1. Registration to the Library for Corvinus students takes place as part of the registration to the university. The library card which certifies library membership can be obtained in person at the Library after personal identification. Students have to pay a one-time fee for the card which is charged in their Neptun account.
2. The library membership of Corvinus students is valid for the duration of their student status at both locations of the Library. Students are entitled to library use during passive terms as well. Library membership can be prolonged for thesis-writing until the end of the term which directly follows the obtaining of the final certificate in the case of students who have not taken their final examination.
3. In the case of losing the library card, to replace the library card a higher card fee has to be paid.

Corvinus University Budapest – faculty and staff

1. The university staff can register at the Library free of charge by proving identity.
2. The library membership card of university staff is valid until the termination of their employment status at the university.
3. Retiring university employees are still entitled to library use free of charge according to the conditions applicable to active employees, except for remote library use. Remotely accessing the e-resources subscribed to by the Library can be requested at the time of retirement from the employer.

External readers

1. Individuals over 18 years of age with a verifiable Hungarian address may register to the Library located at Közraktár utca 4-6, IX. Budapest. Registration takes place in person by signing the registration certificate after proof of identity, following an online registration procedure.
2. On registration, a fee for library use has to be paid. Exempt from paying the fee for library use are the following: individuals with a severe disability certificate or over seventy years old, employees of public collections (libraries, museological institutions and archives). On registration, students of other higher educational institutions who hold a valid student card are entitled to a 50 % discount. The entitlement to discounts has to be verified by showing relevant documents at registration.
3. Information on library use and registration fees can be found on the Library website. If the Library's operational conditions are modified, the fees of services may be altered.
4. At registration, it is possible to purchase a day ticket valid for the day of registration which allows for on-site library use, or to buy a library card valid for a year or six months from the day of registration which entitles the user to borrow books.
5. Personal data necessary for registration are the following: name, birth name, mother's maiden name, place and date of birth, address. The Library keeps record of the user's email address and personal data entitling to discounts with the user's consent.
6. New users may provide their personal data previously, with a remote online registration by filling in the form accessible on the Library's website.
7. Documents requested at personal registration are the following:

For proof of personal identity: an original, valid identification document with a photo, which can be an ID card, a passport or a driver's licence.

For proof of a home address in Hungary: an address card. In the case of an individual who does not have an address card, the address has to be certified with another official document, e.g. a residential lease agreement, a dormitory accommodation contract.

For the registration of citizens outside the European Economic Area: in addition to the above mentioned documents, a statement of a surety with Hungarian citizenship, with the surety's proof of income or the latest salary account of the surety.

8. Documents necessary for registration discounts:

| | |
|--|---|
| Students of other universities/colleges: | Valid student card or school attendance certificate |
| Employees of public collections: | Employment certificate |
| Pensioners: | Pensioner card |

9. The Library uses the data of registered readers according to the legislation in force and the data protection principles published on the Library's website, exclusively for the purposes of library services. Registered readers can view their recorded data by logging into the personal site of the library catalogue. The Library keeps the data of registered readers and sureties for one year after the expiry of library membership. The data of readers who still have borrowed content or unsettled debt cannot be deleted from the record until the debt is settled.

III. Rights and obligations of registered readers

1. The individual user groups have differing entitlements when using library services.
2. To use the Library's services in person, readers must carry their library card. The library staff or the security guards of the university may request the presentation of library card to prove library membership and the ID card for personal identification.
3. Large bags are not allowed inside the Library, they can be left in the bag containers free of charge. For the sake of comfort, it is advised to leave jackets and coats at the free cloakroom. A reader is entitled to use one seat.
4. Library card holders must inform the Library about any changes in their personal data or email address, the Library does not take responsibility for any damages due to missing updates.
5. The library card is not transferrable. Readers are responsible for every document borrowed with their library card and for the payment of services which are available for fees.
6. To avoid misuse, the event of losing the library card has to be reported. After reporting, the Library will block the use of the lost library card in the system.
7. It is possible to submit remarks and suggestions regarding the operation of the Library and its services on the Library's website, via email or in the book at the first-floor service point.
8. Every reader is obliged to take good care of the Library's documents, equipment, furnishings and objects. A compensation fee has to be paid if a reader does damage to borrowed or locally used library documents, the Library's objects, equipment or furnishings.
9. On leaving the Library, if the security system makes a signal, readers are obliged to show the contents of their bag and upper clothing to the security staff. If the Library's documents or items of equipment are taken out of the facilities without authorization, a record will be taken. Readers strongly violating Library rules may be banned from the Library by the General Director, based on the record taken.

IV. Using the Library spaces

1. The Library operates silent zones for individual learning; consultation rooms and social areas for group studies and projects. In the marked social areas conversations are

allowed, at the same time it is expected that readers remain respectful of others' work, with consideration to community norms.

2. Consultation/group study rooms are only to be used by Corvinus students and faculty. Rooms can be booked previously by filling in the online webform. One individual may only book a room for up to two hours and for at least three people per day.
3. It is forbidden to bring food or drink into the reading rooms with the exception of bottled mineral water and coffee with a spill-proof lid. It is forbidden to store food, lunch boxes or litter on the library desks or work stations.
4. Readers are obliged to leave library seats and furnishings in a clean condition, so that the next reader can use them without disturbance.

V. Using electronic documents, copying

1. Electronic contents provided by the Library cannot be used for unlawful actions. Works accessible in electronic format can only be downloaded by registered readers according to copyright regulations and applicable conditions of licence agreements, for the purpose of scientific research or individual learning. Information about conditions of use can be found on the Library's website, or it can be requested from the librarians.
2. Self-service scanning is available free of charge complying to copyright regulations, with the purpose of scientific research or individual learning. The consequences of copying with disregard to legal regulations will be charged to the reader.

VI. Borrowing

1. Borrowing is only possible in person, only for one's own use, with a valid library card. A reader may only borrow one copy of a published document.
2. The Library categorizes documents in the following way:
 - A. Borrowable
 - B. Borrowable with limitations to be used as study material, documents assigned as compulsory or recommended readings at the university
 - C. Not borrowable

3. Borrowing conditions for **Corvinus University students**:

Maximum number of volumes to be borrowed at the same time: 8 volumes

| Category | Duration of loan | Renewal possibility |
|---------------------------------------|---|---------------------|
| Borrowable | 21 days | 3 times |
| Borrowable with limitations | 10 days | 3 times |
| Reference-only books in reading rooms | from closing to opening, overnight or for the weekend | none |

Condition of renewal: no reservation for the same volume

4. Borrowing conditions for **Corvinus University faculties and staff**:

Maximum number of volumes to be borrowed at the same time: 30 volumes

| Category | Duration of loan | Renewal possibility |
|---------------------------------------|---|---------------------|
| Borrowable | 21 days | 5 times |
| Borrowable with limitations | 21 days | 5 times |
| Reference-only books in reading rooms | from closing to opening, overnight or for the weekend | 1 occasion |

Condition of renewal: no reservation for the borrowed volume

Faculty members may borrow books necessary for their curriculum until the end of the current term; books obtained within the framework of a research project can be borrowed with a deadline aligned with the research cycle.

5. Borrowing conditions for **external readers**:

Maximum number of volumes to be borrowed at the same time: 6 volumes

| Category | Duration of loan | Renewal possibility |
|---------------------------------------|---|---------------------|
| Borrowable | 21 days | 3 times |
| Borrowable with limitations | 10 days | 3 times |
| Reference-only books in reading rooms | from closing to opening, overnight or for the weekend | none |

Condition of renewal: no reservation for the borrowed volume

6. Printed newspapers, journals, manuscripts, i.e. doctoral and candidate dissertations, PhD theses, TDK papers and documents with museological value can only be used on-site.
7. On-site books located in the reading spaces can be borrowed overnight and for the closing time of the weekend, from the hour of closing until the first hour of opening on the following day the Library is open.
8. The renewal of loan time can be arranged through the computerized catalogue, or it can be requested via email if the reader is entitled to renewal and there is no reservation for the volume.
9. Keeping the loan deadline is the reader's responsibility. If the deadline is exceeded, the reader has to pay an overdue fine, whether the Library has called on the reader to fulfil their duty or not. Corvinus students settle their overdue fine via their Neptun account.
10. Until the payment of the overdue fine – the debt beyond the fee defined in the list of service fees – further documents cannot be borrowed, renewal cannot be requested.
11. Books borrowed by other readers can be reserved through the computerized catalogue. The Library informs the reader about the return of the reserved book, and will put it aside for the reader for three days from the day of notification.
12. After the expiry of the loan deadline, the Library contacts the readers at their registered email address up to three times, calling on them to return the documents. The Library will not send a postal letter about the expiry of the deadline. The notice sent via email is only a service of convenience, not opening it will not acquit the reader from the consequences.
13. After sixty days following the expiry of the loan deadline the Library will declare the borrowed document lost and will charge the reader with the compensation fee of the document. In the case of Corvinus readers, the compensation fee will be charged to their Neptun account. In the case of external readers, the Library will send a notice about the amount of debt via land mail.
14. If the notices are without a result, the Library may enforce its claim legally, initiating an order for payment, then enforcement proceedings against the reader. Besides the overdue fine, any other additional fees in relation to the procedure, such as notarial fees or the implementing administrative fee, will also be charged to the reader. When settling the book fee and the overdue fines of Corvinus students, the HTJSZ orders are to be considered. External readers with debts can be excluded from library use.

VII. Interlibrary loans

1. As a member of the National Document Supply System, the Library will order books not found in its stock, as originals or as electronic copies, for its registered library card holders, from domestic or foreign libraries.
2. The service has to be ordered in writing via email or by filling in the webform available on the Library's website. The Library will supply original documents requested from domestic libraries free of charge. Originals ordered from abroad, copies and electronic documents can be requested for a fee. In the case of faculty or staff, the Library might cover the fee.

3. Requested original documents can be used on-site. Requested and sent documents as copies – after settling the bill – can be used by the reader complying to copyright regulations and the sending library's conditions.
4. The Library also tends to other domestic and foreign libraries' user needs, and delivers documents requested from its stock via interlibrary loan for the duration according to their loan categories.

VIII. Using the Economic History Research Library

The history research library can be used by Corvinus citizens and other institutions' researchers with valid library cards after booking in advance, at a scheduled date.

Information regarding registration can be found on the Library website, under Economic History Research Library.

IX. Closing provisions

It is the General Director of the Library who sets the service fees in the Library in her power delegated by the chancellor of Corvinus University of Budapest.

Present regulations come into force on September 6, 2021. Therewith, previously issued regulations are overruled.

Present regulations form a part of the Organizational and operational procedures of Corvinus University of Budapest Library, as its attachment No3.

18 August, 2021, Budapest

Zsuzsanna Nagy
General Director