



PÉCSI TUDOMÁNYEGYETEM  
EGYETEMI KÖNYVTÁR  
ÉS TUDÁSKÖZPONT

**Common library usage rules of the libraries of the University  
of Pécs Library and Knowledge Centre operating outside the  
South Transdanubian Regional Library and Centre for  
Learning  
(ULUR)**

**01.01.2023**

The Director General of the University of Pécs Library and Knowledge Centre (hereinafter: ULKC) in accordance with the legislation in force and the Organizational and Operational Rules of the University of Pécs Library and Knowledge Centre defines the library usage rules, for university library services available in the library network, as follows:

Section 1 (1) These library usage rules (hereinafter: ULUR or Rules) specify the scope of the university library and the related IT services (hereinafter: services) that can be used by Library Users outside the South Transdanubian Regional Library and Centre for Learning building and the manner of their use.

(2) The university library services available outside the South Transdanubian Regional Library and Centre for Learning building are a set of integrated library and IT services provided by the library network of the ULKC.

(3) The scope of the Rules extends to all Library Users who use the ULKC network libraries specified in Section 1 paragraphs (1) – (2) and their services.

(4) The scope of the Rules covers the building parts, premises, equipment and devices of the ULKC network related to library services and their provision and use.

(5) The scope of the Rules does not extend to the libraries (units) of the library network of the ULKC and the Csorba Győző Library, which are located locally in the building of the South Transdanubian Regional Library and Centre for Learning. The rules for the use of libraries of these library units is the *“Common Library Usage Rules of the Csorba Győző Library and the University of Pécs Library and Knowledge Centre (University of Pécs Central Library and the Benedek Ferenc Library of the Faculties of Law and Economics) Operating in the Building of the South Transdanubian Regional Library and Centre for Learning (hereinafter: KCUR)”*, the current version of which is available on the website of the Knowledge Centre and at the registration desk as well.

Section 2 (1) The provisions of the KCUR shall apply to the library legal relationship and services regulated by the ULUR, with the exceptions contained in the ULUR.

(2) Specific rules (different from the general rules) for each unit of the ULKC network are set out in the Annexes to the ULUR.

(3) The preamble and Chapter I. of the KCUR shall not apply to legal relationships and services regulated in the ULUR.

[To Chapter II. of the KCUR]

Section 3 (1) Section 3 a) point of the KCUR shall be applied with the exception that the concept of Library includes only the units of the ULKC operating locally outside the building of the South Transdanubian Regional Library and Centre for Learning.

(2) Section 3 c) point of the KCUR shall not apply. In the later stages where the KCUR mentions the library shift manager, the ULUR refers to the library employee of the ULKC network unit.

(3) Where the KCUR mentions a member or members of the security staff serving in the building of the South Transdanubian Regional Library and Centre for Learning, this term shall be disregarded in the relevant sections in connection with the legal relations and services regulated by the ULUR.

(4) Where the KCUR mentions the building or premises of the South Transdanubian Regional Library and Centre for Learning, the premises of the units of the Library Network shall be understood.

(5) Where the KCUR mentions a free daily card, an annual visitor card, other cards registered as a library card or library card, the versions used by the relevant library unit shall be understood as meaning that the annual visitor card can only be purchased at the South Transdanubian Regional Library and Centre for Learning.

(6) Where the KCUR mentions Information/Information Desk, it means the registration desk or the circulation desk at the entrance of the library unit, where the library employee can monitor the Library Users' entering and leaving the Library.

[To Section 11 of the KCUR]

Section 4 (1) Section 11 (1) of the KCUR shall be applied with the exception that the head of the Library shall mean only the Director General of the ULKC.

(2) Section 11 (2) of the KCUR shall be applied with the exception that it contains the privileges of the Head of the Library.

[To Section 12 of the KCUR]

Section 5 Section 12 of the KCUR is not applicable. The specific cloakroom and safekeeping rules for each unit of the library network are set out in the annexes of the ULUR.

[To Section 14/A of the KCUR]

Section 6 Section 14/A (2) of the KCUR shall not apply.

[To Section 16 of the KCUR]

Section 7 Section 16 (4) and (5) of the KCUR shall not apply.

[To Section 17 of the KCUR]

Section 8 Section 17 (2) of the KCUR shall be applied with the exception that it is prohibited to bring food, eat and smoke in the library premises. Designated locations in university buildings that house library facilities may be used for this purpose.

[To Section 19 of the KCUR]

Section 9 Section 19 (1) of the KCUR shall be applied with the exception that the Director General of the Library shall grant permission for the production of images or sound recordings to be made in library units for the purpose of obtaining income or increasing income.

[To Section 23 of the KCUR]

Section 10 (1) A security system suitable for recording and storing images may operate in the premises of the Library. A pictogram at the entrance of the given unit informs of this fact the persons entering.

(2) The security system operating in the library unit enables the continuous monitoring of the building and the premises of the Library and records personal data for the sole purposes of personal and property protection and crime prevention.

(3) Information on the managing of recorded personal data are set out in the Library's documents on Data Protection.

(4) Section 27 of the KCUR is not applicable.

[To Chapters VIII.–X. of the KCUR]

Section 11 Chapter VIII., IX. and X. shall not apply.

Section 12<sup>1</sup>

[To Section 61 of the KCUR]

Section 13 Section 61 Ss. (1) d), g), h), i) and k) points of the KCUR shall not apply.

[To Section 67 of the KCUR]

Section 14 Section 67 (6) of the KCUR may be applied with the exception that in order to prevent abuse, the Library renders the lost or stolen free daily card, annual visitor card, other cards registered as a library card and library card unsuitable without delay to use library services and – if necessary and possible – to enter the library premises.

[To Section 67/A. of the KCUR]

Section 15 Section 67/A. of the KCUR is not applicable.

[To Section 67/B. of the KCUR]

Section 15/A. Section 67/B (1) of the KCUR may be applied with the exception that other cards can be registered as library cards that otherwise are not capable of being identified by radio frequency identification system operating in the ULKC.

---

<sup>1</sup> Repealed: 01.08.2022

[To Section 68 of the KCUR]

Section 16 Section 68 (2) of the KCUR shall be applied with the exception that documents can be loaned only at the circulation desk.

[To Section 77 of the KCUR]

Section 17 Section 77 of the KCUR shall also apply to library units falling within the scope of the ULUR.

[To Section 88 of the KCUR]

Section 18 Section 88 (2) a) point of the KCUR shall be applied with the exception that the place of publication of the rules is the website of the University of Pécs Library and Knowledge Centre.

[To the Annexes of the KCUR]

Section 19 (1) Annex 1 of the KCUR shall be applied with the exception that the annual visitor card cannot be exchanged in the units of the library network outside the South Transdanubian Regional Library and Knowledge Centre.

(2) Chapter VI. of Annex 1 to the KCUR shall be applied with the exception that the Copy Centre shall mean the reprographic activity performed by the librarians and the column entitled Local History Collection and other references to the Csorba Győző Library shall be disregarded.

(3) Annex 2 of the KCUR shall be applied with the exception that the rules of interlibrary loan are determined by the Director General of the University of Pécs Library and Knowledge Centre.

Gábor Szeberényi

Director General

University of Pécs Library and Knowledge Centre

## **ANNEXES OF THE ULUR**

No. 1 Central Library, Department of Historical Collections

No. 2 Pekár Mihály Library of Medicine and Life Sciences

No. 3 Tóth József Faculty Library of Humanities and Sciences

No. 4 Faculty of Health Sciences Library at Pécs

No. 5 Library of Engineering and Information Technology: The Usage Rules for the Online Standard Library (Online Szabványkönyvtár)

No. 6 Library of the Faculty of Music and Visual Arts

### **No. 1 Research Regulations of the Special Collections of the Department of Historical Collections**

Section 1 Museum collection — according to the 22/2005. (18 July) Ministry of National Cultural Heritage Decree by the Minister of National Cultural Heritage — is:

- Klimo Library and the Canon Collection (under 60,000 machine numbers)
- Collection of the Parliament
- Manuscript Collection of the former Episcopal Library
- Archives of the former Episcopal Library
- Books and periodicals belonging to the holdings of the university library, declared as museum library documents pursuant to the Ministry of National Cultural Heritage decree (before 1851)
- Documents and works of art of the University History Collection of Pécs
- Library of Flórián Mátyás
- Historical materials of the Reuter heritage

## Section 2 Non-museum collection:

- Auxiliary library
- Library and press excerpt collection of the Institute of Minorities of the University of Pécs
- Key documents of the Library of Károly Kerényi
- Library volumes of the Reuter heritage

Section 3 The special collections are available to the citizens of the university and to external researchers registered to the library, in possession of a valid library card and / or research permit in the research room with librarian supervision under Section 4 of 47/2001 Government Decree.

## Section 4 Rules on the usage of museum collections:

(1) The researcher is obliged to indicate his/her data on the researcher's identity card, as well as his/her research topic and objectives on the first day of research.

(He/she shall repeat the process every calendar year and in case his/her topic changes.)

(2) The researcher shall sign daily the researcher's logbook that was introduced for the registration of users which documents he/she has used.

(3) In the case of research on original archival documents, note-taking shall be done using a pencil only.

(4) If the library has a copy of the requested document of sufficient quality, the copy may be made available to the researcher instead of the original document due to reasons of protecting the document.

(5) If the requested document is damaged or deteriorated, the library is not obliged to make it available to the researcher.

(6) If the researcher fails to complete his/her research with use of documents made available to him/her on the first visit, at his/her request, the material shall be set aside by the staff member in charge. If the researcher does not resume the research that he/she has begun by



the second Monday following the date of the request, the document shall be returned by the research librarian due to reasons of protecting the document.

(7) The bibliographic data of the material produced using the material of the research room shall be communicated by the researcher to the ULKC within 1 month.

#### Section 5 Rules on the usage of non-museum collections:

(1) The auxiliary library, the library and the press excerpt collection of the Institute of Minorities of the University of Pécs, key documents of the Library of Kerényi Károly and the library volumes of the Reuter heritage shall also be used in the research room during the opening hours.

(2) The reader is obliged to preserve the physical condition of the document(s) he/she is using and to ensure careful and diligent usage. It is forbidden to lean his/her elbows on the document(s) or to take notes in them. Any reader who damages a document may be excluded from library research.

#### Section 6 Making copies:

(1) It is forbidden to make photocopies of documents originated before 1900 due to reasons of protecting the document. The reader can request digital copies. Depending on the quantity, copies shall be made within 8 working days.

(2) Documents originated between 1851 and 1900 may be photographed with the use of the reader's own digital camera under the supervision of the research librarian.

(3) Section 6 (1) on documents originated before 1900 applies to the copying of documents held in the auxiliary library and non-museum collections.

(4) The reader can make copies of material from the Parliamentary Collection and the Repository of Regulations originated after 1900.

(5) A document that may be copied in accordance with the Regulations may be withheld by the Librarian in view of its condition.

Section 7 Section 16 (5) of the KCUR shall be applied with the exception that no coats or bags can be brought into the Library.

Section 8 Section 17 of the KCUR shall be applied with the exception that no food or drink can be brought into the research room.

## **No. 2 Pekár Mihály Library of Medicine and Life Sciences**

Section 1 (1) Section 3 (5) of the ULUR shall be applied with the exception that annual visitor card can also be issued in the Pekár Mihály Library of Medicine and Life Sciences.

(2) Section 19 (1) of the KCUR is not applicable.

Section 2 Section 3 f) of the KCUR may be applied with the exception that the term “library document” shall also include medical illustrative aids catalogued with the document type called “object”.

Section 3 Section 13 (4) of the KCUR may be applied with the addition that after the closure of the Library, staff members shall hand in at the information desk – with a record being made – objects of any value belonging to Library Users that they have left in the Library.

Section 4 Section 16 (5) of the KCUR shall be applied with the exception that no coats or bags can be brought into the Library – laptop bags and handbags cannot be larger than 25\*25 cm.

Section 5 Section 22 (1) of the KCUR may be applied with the addition that when entering the Library, the Library User shall present his/her daily card, other card registered as a library card or library card without being asked to do so.

Section 6 Personal data recorded and stored by the security system operating in the Library is managed by the designated staff member of the Occupational Safety Coordination Department of the University of Pécs.

Section 7 (1) Annex No. 1 (I) of the KCUR shall be applied with the exception that documents held in the research room and legal deposit copies can only be loaned for 2 weeks.

(2) Documents in the reading space can only be loaned from the closing hour of the Library until the next opening by the students of the University of Pécs.

### **No. 3 Tóth József Faculty Library of Humanities and Sciences**

Section 1 Section 14 (3) of the KCUR is not applicable.

Section 2 (1) Section 16 (5) of the KCUR shall be applied with the exception that no coats or bags can be brought into the Library – laptop bags and handbags cannot be larger than 25\*30 cm.

(2) At the entrance of the Library, racks and shelves are available for Library Users to place their bags and coats. Library Users can use them only at their own risk. The Library shall not be liable for objects and valuables placed there.

(3) There is an electronic security system near the racks and shelves provided for in paragraph (2) for recording and storing images. The camera recordings made by this security system are kept by the Library for a period of 3 days and then permanently deleted. The Library does not delete the recordings if required by law or if they need to be retained due to personal and property protection, crime prevention or accident prevention purposes.

Section 3 (1) Section 54 (1) of the KCUR shall be applied with the exception that the scope of free, non-registration basic services is extended to include computer and internet use under point h).

(2) Section 54 (3) of the KCUR shall be applied with the exception that free basic services can be used by anyone without daily card, library card or other card registered as a library card.

(3) Section 61 (1) point e) and Section 80 (2) points a) and b) of the KCUR are not applicable.

Section 4 Section 58 (1) of the KCUR shall be applied with the exception that the Library may not be assigned to perform private copying tasks because only self-service photocopying is allowed in the Library.

#### **No. 4 Faculty of Health Sciences Library at Pécs**

Section 1 Section 16 (5) of the KCUR shall be applied with the exception that no coats or bags can be brought into the Library.

## **No. 5 Library of Engineering and Information Technology: The Usage Rules for the Online Standard Library (Online Szabványkönyvtár)**

Section 1 The Online Standard Library can only be used on the days specified by the Faculty Library during the opening hours.

Section 2 The service is only available if the texts of standards are read on screen.

Section 3 The services of the Online Standard Library are only available for users or readers registered in the Library.

Section 4 The Online Standard Library can only be used by one person at a time on a computer designated for this purpose by the librarians.

Section 5 Access to the system can only be done by librarians.

Section 6 The Library keeps a record of people who use the Standard Library: name, contact details, time of use, which the user confirms with his/her signature.

Section 7 The copying and reproducing of the text of standards as well as violating copyrights is infringement, the perpetrator of which must bear all the consequences.

Section 8 Making screen saving is especially PROHIBITED, and this means the immediate suspension by the Hungarian Standards Board (Magyar Szabványügyi Testület; hereinafter: HSB) as well as the obligation of the user to pay compensation for any material damage resulting from the unlawful use.

Section 9 The HSB reserves the right to take the necessary measures in the event of any deviation from intended use, use without the permission of the HSB or any infringement.

Section 10 Further information and help for use can be found on the following website:  
<http://szabvanykonyvtar.mszt.hu>

## **No. 6 Library of the Faculty of Music and Visual Arts**

Section 1 Section 14 (3) of the KCUR is not applicable.

Section 2 Section 16 (5) of the KCUR shall be applied with the exception that in addition to lockable lockers at the entrance of the Library, there are also racks for the storage of bags, coats and musical instruments. Library Users can use them only at their own risk. The Library shall not be liable for objects and valuables placed there.

Section 3 (1) Section 54 (1) of the KCUR shall be applied with the exception that the scope of free, non-registration basic services is extended to include computer and internet use under point h).

(2) Section 54 (3) of the KCUR shall be applied with the exception that free basic services can be used by anyone without daily card, library card or other card registered as a library card.

(3) Section 58 (1) of the KCUR shall be applied with the exception that the Library may not be assigned to perform private photocopying, printing and scanning because these are provided by the Student Council's Services Office operating in the Library.

(4) Section 61 (1) point e) and Section 80 (2) points a) and b) of the KCUR are not applicable.