



PÉCSI TUDOMÁNYEGYETEM
EGYETEMI KÖNYVTÁR
ÉS TUDÁSKÖZPONT

**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**

16.04.2020

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The Library Usage Rules for library services available in the South Transdanubian Regional Library and Centre for Learning are as defined below by the Director General of the University of Pécs Library and Knowledge Centre and the Director of the Csorba Győző Library in accordance with the legislation in force and the Organizational and Operational Rules of the University of Pécs Library and Knowledge Centre and the Organizational and Operational Rules of the Csorba Győző Library:

PART ONE: General Provisions

Chapter I: Scope of the Rules

Section 1 (1) The present library usage rules (hereinafter referred to as the Rules) covers the range of library- and related IT services (hereinafter referred to as Services) available to users of the libraries in the building of the South Transdanubian Regional Library and Centre for Learning, the manner of their use and the level of fees.

(2) The services available in the building of the South Transdanubian Regional Library and Centre for Learning are the integrated library- and IT services of the University of Pécs University Library and Centre for Learning, the Csorba Győző Library and the Benedek Ferenc Library of the Faculties of Law and Economics (hereinafter referred to as the Library).

(3) The scope of the rules extends to all Library Users.

(4) The scope of the Rules covers the building parts, premises, fixtures and equipment of the South Transdanubian Regional Library and Centre for Learning in connection with the provision and availability of library services and their use.

Section 2 The scope of the Rules does not apply to the libraries (units) of the library networks of the University of Pécs Library and Knowledge Centre and the Csorba Győző Library, which are not located in the building of the South Transdanubian Regional Library and Centre for Learning. The library usage rules for these library units can be read on the website- or on the premises of the given unit.

Chapter II: Explanatory Notes

Section 3. For the purposes of these Rules:

- a) Library: Units of the Csorba Győző Library and the University of Pécs Library and Knowledge Centre locally based in the South Transdanubian Regional Library and Centre for Learning.
- b) Library Employee: a person with legal relationship with the Library for any work.
- c) *Library shift manager*: the librarian who has been assigned with managerial competence by the management of the Csorba Győző Library and the University of Pécs Library and Knowledge Centre and who, in accordance with the current position, is required to perform the duties of shift manager during the given opening hours. According to the agreement of the Library management, the lawful and regular instructions of the shift manager are to be performed by all librarians.
- d) Library Use Rights: the right to use the services of the Library.
- e) Library User: a person or organization using the Library's services.
- f) Library Document: a book, periodical, other publication, or any text, image, data, or sound record including electronic documents —purchased by the Library and required for the performance of its primary and supplementary functions—with a scientific, educational, artistic, public educational or historical value, except for documents classified as archival material covered by the Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives.

- g) Interlibrary Loan: Providing a document from one library to another, including lending an original document, providing copies, and transmitting requests for inter-library document services.

Chapter III: Principles

Section 4 (1) The Library is a public service library.

(2) Everyone is entitled to use the services of the Library.

(3) The right to use the library may be restricted only in accordance with the law and the Rules.

Section 5 Using the Library's building, equipment, tools and services, a public institution service relationship is established between the Library and the Library User.

Section 6 (1) The Library Users are entitled to use the services provided by the Library, the building of the Library, the objects and equipment of the Library in accordance with the legislation in force and the Rules.

(2) The Library Users must comply with the Rules. By using the Library's facilities, equipment, tools and services; the Library Users accepts and recognizes the provisions of the Rules as binding on themselves.

(3) In order to protect the library usage rights of others, to protect the property, health, bodily integrity or life of library users and library staff, to protect the Library's file and other property, the Library may temporarily or permanently restrict the Library User's rights who is acting in violation of the law or the Rules, or to suspend the possibility of exercising library rights temporarily or permanently.

Section 7 All Library Users shall comply with the lawful instructions—in accordance with these Rules—of library staff and members of the security staff serving in the South Transdanubian Regional Library and Centre for Learning.

Chapter IV: Responsibility

1. Consequences of Unlawful Behaviour of the Library User and their Responsibility

Section 8 The behaviour of the Library User is illegal if it conflicts with the law or the regulations of the Rules, including the case if the Library User does not fulfil his / her obligation.

Section 9 Anyone who causes damage to the Library by his / her conduct shall be obliged to reimburse it in accordance with the rules of legal liability.

Section 10 The Library User is jointly and severally liable—with the third party who caused the damage—for any damage caused by the fact that the means or information that provides personal access had been provided or had been made it known to third party. Similarly, the Library User is responsible for not having taken all reasonable steps to prevent the personal access device or information from being held by a third party or to be unaware of it by a third party.

Section 11 (1) The Director of the Csorba Győző Library or the Director General of the University of Pécs Library and Knowledge Centre (hereinafter referred to as the Director of the Library) shall be entitled to restrict or revoke the Library User's library usage rights. The Director of the Library shall make his/her decision in writing and inform the Library User thereof.

(2) The head of the business association operating the South Transdanubian Regional Library and Centre for Learning—after consultation with the leaders of the libraries—has the right to expel, withdraw and temporarily or permanently ban from the entire building of the South Transdanubian Regional Library and Centre for Learning, any irregularly—in particular harassing or disturbing the visitors of the building or damaging its objects—acting person. The head of the business association shall make his/her decision in writing and inform the Library User thereof.

Section 11/A (1) The Library shift managers are entitled to take temporary action—against the Library User—which is capable of preventing violations of law or damage or mitigating their harmful consequences. These actions are to protect the library rights of others, the property, health, bodily integrity or life of library users and library staff and the library's file and other assets.

Such actions may include, in particular, the Library User's

a) expulsion from the Library;

b) exclude from the Library, if the expulsion does not lead to success;

c) limitation or withdrawal of certain Library services available to the rule breaker.

(2) Provisional measures should only apply in cases of urgency, which cannot be avoided.

(3) The Library shift managers are required to record the provisional measure.

2. Responsibility of the Library

Section 12 (1) The Library is not responsible for damage to items stored in lockers or the cloakroom controlled by the company operating the South Transdanubian Regional Library and Centre for Learning.

(2) The company operating the building of the South Transdanubian Regional Library and Centre for Learning is responsible for damage to items placed in the lockers and the cloakroom, in accordance with the relevant rules of the Civil Code and the "RULES OF PROCEDURE FOR THE USE OF THE CLOAKROOM AND THE LOCKERS".

13 (1) The Library shall not be liable for damages arising from material errors in the information available through the Services of the Library.

(2) The Library shall not be liable for any damages arising from service errors. The concept of error—in the interpretation of this section—should mean, in particular, the incorrect, only partially correct or uncertain operation of the services and the means, equipment, computing systems and programs which ensure their access or use.

(3) The Library shall not be held liable for any damage— especially for their disappearance, loss or theft—caused to things brought into the Library by the Library User.

(4) The Library is not exempt from liability if the Library User who suffered the damage proves that the Library has not acted as it should in the given situation.

Section 13/A The Library shall not be bound by the receipt, preservation, registration, or return of unduly received gift documents. The use or handling of such documents is subject to professional consideration.

Chapter V General Conduct Rules

Section 14 (1) Library Users can only enter specific Library premises.

(2) Access—to premises, traffic routes and elevators that are locked out of Library Users—is also prohibited if the technical measures to protect the premises, routes or elevators are temporarily unsuitable for the purpose for which they are intended.

(3) The Library User may enter the Library only with:

- a library card registered for his/her name
 - an annual visitor card
 - other card registered as a library card
 - a daily card
- or
- as a member of a group led by a library attendant. Under the supervision and responsibility of a person of legal age, a minor below the age of 14 may enter the Library even if he / she does not have a library card, an annual visitor card, another card registered as a library card or a daily card.

(4) It is forbidden to promote the entry—into the premises of the Library, whether intentionally or negligently—of a person who is not authorized to enter.

Section 14/A (1) Library Users who are under 14 years of age may only be present at the premises of the Centre for Learning accompanied by and under the supervision and responsibility of a person of legal age.

(2) The provision of ss. (1) does not apply to Library Users who are under 14 years of age and who are in the premises of the Csorba Győző Library Children's Library – Körbirodalom as well as those who use other premises of the Centre for Learning—only to the extent necessary—to reach or leave the Children's Library – Körbirodalom.

Section 15 (1) The Library User shall appear and act in the Library in such a way as not to interfere with or obstruct others in the proper use of the Services, or do not offend others.

(2) It is forbidden to enter the premises of the Library who are under the influence of alcohol, drugs or other psychoactive substances.

(3) Anyone who fails to comply with Sections (1) to (2), an interim action will be taken against by the members of security staff serving in the South Transdanubian Regional Library and Centre for Learning or the Library shift leaders.

Section 16 (1) It is forbidden to bring into the Library any object that interferes with or hinders the operation of the Library, interferes with or obstructs others in the proper use of the Services, causes scandal in others, endangers the life or health of the library users or library staff, threatens the property of the Library, the library staff or the library users.

(2) In the event of a dispute, the library shift manager is entitled to decide, within his or her competence, what is to be considered as necessary for the proper use of the services specified in Ss. (1).

(3) Members of the library, or the security staff serving in the South Transdanubian Regional Library and Centre for Learning, may refuse to allow the Library User to enter the Library if the Library User wants to enter with something that is specified in Ss. (1).

(4) Prior to entry, the Library User may—in accordance with the liability rule defined in Section 12—place his/her items— specified in Ss. (1) — to the lockers or the cloakroom.

(5) In order to facilitate unimpeded movement in the library, a bag larger than a laptop bag, an average size handbag, a backpack or a briefcase (especially a travel suitcase, a roller suitcase and a shopping bag, a shoulder-bag sports bag, a travel bag) must be placed in the lockers or cloakroom before entering the Library.

Section 17 (1) Only a non-alcoholic beverage stored in a resalable bottle may be entered into the Library.

(2) Eating and smoking in the South Transdanubian Regional Library and Centre for Learning can only be done outside the Library in designated areas.

(3) It is forbidden to bring an animal in the Library.

(4) The prohibition in ss. (3) shall not apply to a disabled person who wishes to use the services of the Library with an assistance dog.

Section 18 (1) The Library User is obliged to act with due care when using the Library's goods (library documents, tools, fixtures).

(2) The use of library documents with permanent alterations or injuries is prohibited, in particular, the creasing, folding and tearing of the pages of printed documents; underlining, highlighting and copying text; writing, drawing on the pages of a document, scratching the surface of optical media (CD, DVD).

Section 19 (1) Image or sound recording to earn or increase income—regardless of the method of production and the nature of the device used to make it—can only be made in a place, manner and degree determined by the business company operating the South Transdanubian Regional Library and Centre for Learning.

(2) The Library may prohibit the use of anything (device, object, equipment) held by the Library User that is likely to interfere with others in the proper use of the Services. The Library is entitled to limit the use of such devices to specific premises.

(3) The Library may prohibit the disruptive use of otherwise permitted devices to use in the Library.

Section 20 Devices for the blind and visually impaired may be used by other Library Users only if the blind or visually impaired Library User is not disturbed or obstructed in using the Services.

Chapter VI Control

Section 21 (1) The Library User— in case of suspected breach of the rules—must present the items in its possession at the Information, upon entry into and exit from the Library, at the request of the security staff serving in the building of the South Transdanubian Regional Library and Centre for Learning.

(2) The Library User is obliged to present for inspection his / her items brought into the Library—in case of suspected breach of the rules—at the request of the library shift manager.

Section 22 Members of the library are entitled—to identify the Library User—to request and check the Library User's

- daily card
- annual visitor card
- library card
- other card registered as library card

(2) Only the library shift manager is entitled to withdraw the Library User's daily card, annual visitor card and library card, if the violation of the Rules justifies this measure.

Section 23 The library has a security system on the premises of the Library for recording and storing images.

Chapter VII: Data Protection, Privacy

Section 24 (1) The Library is entitled and obliged to handle the data of the Library User in compliance with the effective data protection legislation.

(2) The Library's Privacy Policy provides information on the privacy and data management principles related to the management of personal data of the registered Library User, which can be accessed at the Library's registration desk and electronically on the Library's website.

Section 25 The personal data of the Library User is being managed by the Library for the purpose of fulfilling the obligations and exercising rights as part of the public institution service relationship between the Library and the Library User to protect the legitimate

interests of the parties and other library users, and only to the extent and for the time necessary for the realization of these purposes.

Section 26 (1) The personal data managed by the Library—unless otherwise provided by law—may only be known to the Library's staff and only to the extent necessary for the performance of their duties.

(2) The employees of the Library are obliged to treat the personal data they have received in the course of their duties confidentially in accordance with the Rules and the laws.

Section 27 (1) The electronic security system recording during opening hours and capable of recording and storing an uninterrupted image in the whole building of the South Transdanubian Regional Library and Centre for Learning is supervised by the business association operating the South Transdanubian Regional Library and Centre for Learning building.

(2) For personal and property protection, crime prevention and accident prevention purposes, the system enables the continuous monitoring the building, premises and spaces of the South Transdanubian Regional Library and Centre for Learning and records personal data.

(3) The recordings recorded by the system will be stored by the security staff serving the building of the South Transdanubian Regional Library and Centre for Learning on the computer of the company operating the building for 3 days and then are automatically deleted. Security personnel will not delete the recordings only if the law so provides, or they must be kept for personal and property protection, crime prevention or accident prevention purposes.

PART TWO: Special Provisions

Chapter VIII: Use of the Csorba Győző Library, “Körbirodalom” Children's Library

Section 28 In order to enrol in the Children's Library, it is necessary to fill in a so-called Warranty Declaration containing the data of the legal representative if the reader has not yet reached the age of 18 and has no independent income.

Section 29 Only the legal guardian of the child or the grandparents can be a warrant.

Section 30 Registration requires the child's and the warrant's identity- and address card.

Section 31 In the case of siblings, the data of each child wishing to enrol must be indicated and in each case a personal identification library card must be issued to them.

Section 32 Membership fee do not needed to be paid until the age of 16. In the case of an age-related membership fee discount, the condition of the benefit is that the child has filled the age in question on the day of paying the membership fee.

Section 33 Children's registration and library card extension happen in the Children's Library.

Section 34 The lost or damaged library card may also be replenished, for readers under the age of 16, against payment of the respective refund amount.

Section 35 In all cases, only the library card issued for the user's own name may be used, not transferable to other.

Section 36 The Warranty Declarations must be retained in the Children's Library until the expiration date of the enrolment, and for 5 years thereafter.

Section 37 Librarians shall handle or destroy the Warranty Declarations in accordance with the applicable data protection laws.

Section 38 Groups coming from kindergartens, schools or other public institutions providing supervision of minors can request a library visit upon prior check-in. The accompanying person or persons must apply at the information desk upon arrival in the library.

Section 39 If the child has a valid library card but the attendant is not, in such cases the daily card is compulsory for a visitor without a valid library card.

Section 40 (1) Computers in the Children's Library may be used primarily by children.

(2) Children's librarians have the right to limit the use of the computer for 120 minutes of time, if many people are waiting for free machines.

(3) Children's librarians may immediately suspend the use of the computer if its operation leads to disorder, loudness, or violation of the prohibitions listed in Section 82 of the Rules.

Chapter IX: Use of the Csorba Győző Library, Local History Collection

Section 43 (1) The stock of the collection, except for the reference library and the "Dunántúli Napló", is not sheltered and may be used only locally. The documents requested for study can only be used in the premises of the Local History Collection.

(2) In order to protect the file, the bound documents are not allowed to be copied, but can be scanned or photos can be taken of them by using the own cameras of the Visitors.

(3) The digitized / digital documents of the Department's file can be viewed at the DigiTár of Baranya (www.baranyaidigital.hu) or— for those protected by copyright—at the terminals located in the Library area. There is no way to make copies at the terminals.

Section 44 The user of the collection shall perform his research as quietly as possible, so as not to disturb other researchers.

Section 45 Daily card holders are only entitled to use the documents placed in the free shelf file locally. See Section 43 (1).

Section 46 Opening hours of the collection: 8am-6pm from Monday to Saturday.

Chapter X: Use of the Csorba Győző Library, Musical Collection

Section 47 The Library Users may use the music department and the services based on it, individually or in groups.

Section 48 Devices placed on the control panel may only be handled by music's librarians in service. Tools for listening to music or watching movies should also be requested from the librarian and returned after listening to music or watching movies end.

Section 49 The historical records and the manuscript or copied music sheets may not be borrowed. Their use on site and the making of copies for scientific purposes for researchers are subject to the permission of the head of the collection.

Section 50 Any reproduction of other musical notes and AV documents in the collection is prohibited.

Section 51 (1) The Visitors' computers—in addition to Article 80 (1) and (2) of the Rules—may be used by users of the department primarily for musical purposes (listening to music, using music databases, etc.) In order to ensure this, the music's librarian has the right to limit with time restraints the use of the computers for other purposes if many people are waiting for free machines.

(2) Music's librarians may immediately suspend the use of the computer if its operation leads to disorder, loudness, or violation of the prohibitions listed in Section 82 of the Rules.

Section 52 (1) The KAWAI KDP80 type digital piano (hereinafter referred to as instrument) owned by the Csorba Győző Library may only be used by readers with a valid library card, as intended for use, with headphones.

(2) The user of the instrument is responsible for any damage resulting from misuse.

(3) The musical instrument is primarily used to get acquainted with the musical notes of the Music Collection and to sort among them, so its use is free for the first 30 minutes. The fee for the use of the instrument for more than 30 minutes can be found on the website of the Library.

PART THREE: Library Services

Section 53 Fees shall be paid for the use of certain services specified by the Library. The range of services available for a fee and the level of the fees are contained in Annex I. of the Rules.

Chapter XI: Basic Library Services

Article 54 (1) The following basic services are free of charge for the Library User:

- a. visiting the library
- b. using locally selected collection parts of the Library,
- c. using traditional / printed file exploration tools (catalogs),
- d. using electronic / online file exploration tools (catalogs),
- e. information about the Library and library system services,
- f. electronic newsletter
- g. non-registration services available through the Library website.

(2) The basic services referred to in Points (d) to (g) of Ss. (1) may be used by anyone via the Internet.

(3) Basic services within the Library building can only be used with a free daily card, an annual visitor card, a library card, as well as with another card registered as a library card.

(4) The free daily card is subject to personal registration at the registration desk. The rules for the issue of the free daily card and the registration as well as the issue of the library card and the enrolment shall be in accordance with Section 62 - 67.

(5) The free daily card must be delivered to the Information upon departure from the Library.

(6) A replacement fee must be paid in case of lost, stolen, destroyed, damaged, unusable free daily cards the amount of which is contained in Annex I. of the Rules.

Chapter XII: Registration-Free Services Available for a Fee

Section 55 The registration-free services of the Library available for a fee:

- a. literature research,
- b. topic monitoring,
- c. binding activity,
- d. reference services,
- e. reprography (copying, printing, scanning),
- f. education and courses,
- g. individual library events,

- h. birthday newspaper service (Napom Lapja, Ünnepnap-Lap),
- i. digitizing own VHS recordings without post-production,
- j. digitizing own tape recordings without post-production.

Article 56 The Library shall provide the paid services provided for in Article 55 (a.) to (c.) only on request, on a discretionary basis, and only if the (human and technical) resources necessary for the fulfilment of the order are available to it and there is no legal or ethical obstacle to the fulfilment of the order.

1. Copy Service

Section 57 The scope of replicable documents and the analogue or digital copying process available for reproduction of a given document—with regard to the value, condition, copyright status or other aspects of the conservation of the document—shall be determined by the Library.

Section 58 (1) While respecting the applicable copyright laws, a specific portion of the Library's file may be reproduced by the Library User or commission the Library to carry out private copying.

(2) The Library User is obliged to keep the provisions of the applicable copyright rules in the course of both the acts of reproduction made by himself and the Library. In the event of a violation of these rules, the liability shall be borne by the Library User.

(3) Members of the Library shall be entitled to take any measures that are appropriate to prevent copyright infringement.

(4) In the event of a suspicion of copyright infringement, the staff of the Library shall refuse to execute the order.

Section 59 A special permit from the Library is required for the reproduction of documents by private device.

Section 60 The various copy services and their fees are contained in Annex I. of the Rules.

Chapter XIII: Registration Required Library Services and Rules for their Use

1. Registration Required Library Services

Section 61 (1) In addition to the services defined in Chapter XI and XII, other Library services may only be used by Library Users with a registered and valid library card.

Registration required Library services:

- a. the borrowing of documents classified as loanable by the Library (hereinafter referred to as "loan"),
- b. reservation,
- c. interlibrary loan,
- d. piano usage,
- e. computer and internet usage,
- f. the use of e-databases and electronic journals subscribed by the Library,
- g. on-site use of CD-ROMs, DVD-ROMs in the Library's file,
- h. microfilm digitization
- i. NAVA Service,
- j. "The Library goes home!" service (for elderly, ill or disabled Library users).

2. Registration

Section 62 (1) Registered Library Users shall pay a membership fee for the validation of their library card.

(2) The Library User Categories defined by the Library and the membership fee determined by category is contained in Annex I. of the Rules.

(3) The following shall be exempt from the payment of the membership fee:

- a) under 16 years of age,
- b) over 70 years of age,
- (c) employees of library- or museum institutions and archives;
- d) retired workers of the University of Pécs University Library and Centre for Learning, the Csorba Győző Library, and other libraries in Pécs and their predecessors;
- e) Employees of the Office of the Municipality of Pécs County Municipality, Local Government Representatives of Pécs County Municipality, Employees of Baranya County Municipality, Local Government Representatives of Baranya County Municipality, Pécs

Municipal Central Budget Organization (Clearing House), Apáczai Csere János Primary School, Secondary School, College and Primary Art School of Pécs employees and students, Apáczai Kindergarten employees,

f) researchers, lecturers, students and non-teaching employees of the University of Pécs (university citizens of the University of Pécs)

(g) retired lecturers of the University of Pécs;

h) lecturers and students of the Episcopal Theological College of Pécs

i) employees of the British American Tobacco Hungary and OTP

(j) persons employed by the business association operating the South Transdanubian Regional Library and Centre for Learning and members of the security staff serving in the building;

k) severely disabled persons as defined in Section 63

(4) 50% of the membership fee is waived for:

(a) students with a valid student card, not referred to in Ss. 3,

b) teachers,

(c) unemployed persons of active age, who receive unemployment allowance, pre-retirement aid, income replacement allowance or are entitled to an active age care

(d) recipients of maternity benefit, childcare fee and childcare allowance;

e) pensioners;

(f) members of the staff of the Baranya County Police Headquarters and

g) the employees of the National Theater of Pécs, Pannon Philharmonic - Pécs Ltd., Bóbita Puppet Theater, Zsolnay Heritage Management Ltd., Cultural Centre of Pécs, Croatian Theater, Third Theater.

(5) Members of the Pécs Alumni Circle are exempt from paying 10% of the membership fee.

(6) Tüke Card holders are exempt from paying 15% of the membership fee.

(7) Hungarian citizens, persons with a “Certificate of Hungarian Nationality” or “Certificate for Dependents of Persons of Hungarian Nationality” and nationals of the Member States of the European Economic Community shall be entitled to the benefits provided for in points (a), (b), (c) and (g) of Ss. (3) and the whole Subsection (4).

(8) Entitlement to the benefits provided for in Ss. (3) to (6) shall be duly justified at the time of registration and the extension of the period of validity of the card.

Section 63 (1) Exempt from membership fees—according to Section (1) of the 141/2000 (VIII. 9.) Government Decree on the rules for the classification and review of severe disability and on disability assistance—within the meaning of Ss. (1) visually impaired, Ss. (2) hearing impaired, Ss. (3) mentally handicapped, Ss. (4) autistic and Ss. (5) people living with locomotor disabilities. Exempt from membership fees are for people as well who were declared blind before 1 July 2001 according to the 6/1971. (XI. 30.) Ministry of Health Implementation Decree of the 1032/1971 (VII. 14.) Government Decree on the introduction of a personal allowance for the blind or who is— according to Section (1) of 5/2003. (II. 19.) Ministry of Health, Social and Family Affairs Decree on diseases and disabilities eligible for higher family allowances—considered to be hearing impaired, mentally handicapped, visually impaired, locomotor disabled or living with pervasive developmental disorder.

The entitlement to the allowance shall be certified by one of the documents specified in Ss. (2).

(2) Eligibility documents:

- Record sheet in Annex 4 of the 6/1971. (XI. 30.) Ministry of Health Implementation Decree of the 1032/1971 (VII. 14.) Government Decree on the introduction of a personal allowance for the blind.

- Certificate in Annex 3 of 5/2003. (II. 19.) Ministry of Health, Social and Family Affairs Decree on diseases and disabilities eligible for higher family allowances.

- Expert opinion or resolution on serious disability based on the 141/2000 (VIII. 9.) Government Decree on the rules for the classification and review of severe disability and on disability assistance.

- the decision of the competent regional office of the Hungarian State Treasury determining eligibility for disability allowance or the valid official certificate issued on the basis of the decision.

Section 64 (1) During the registration, the Library User declares that he / she has learned the provisions of the Rules, acknowledges them, accepts them as binding and to contribute to the management of his / her data provided during registration.

(2) In accordance with Section 57 Ss. (1) of Act CXL of 1997, the Library User is obliged to disclose and duly justify upon registration:

a) surname, first name, surname and first name of birth,

- b) place of birth,
- c) date of birth,
- d) his or her mother's surname and first name and
- e) home address.

(3) a) The valid identity card, card format driving license, passport and residence permit are particularly suitable to verify the data contained in points (a) to (d) of Ss. (2).

b) The official certificate confirming a valid address (address card) is particularly suitable to verify the data contained in point (e) of Ss. (2).

(4) Students of the University of Pécs are required to provide their student identification code (Neptun code) in addition to the information provided in Ss.s (2) and (3).

(5) At the time of registration, the Library invites the Library User to voluntarily provide information to facilitate and unburden communication between the Library and the Library User. This information may include the email address and phone number. The Library User may refuse to provide this information or request its deletion at any time in the future. The Library sends newsletters to its registered readers. When signing up, the Library User may declare that they will not request a newsletter or that they may unsubscribe at any time.

(6) The Library may manage the data specified in Ss. (2) (a) to (e), (4) and (5) as long as the Library User does not provide in writing—at the same time as returning the borrowed documents and paying the library debts—that he / she does not wish to use the Library services in the future (terminates the library status). Five years after the expiration of the last valid library card, it shall be presumed that the Library User intends to terminate his / her legal relationship, unless the Library User owes the Library any title.

(7) The Library shall permanently delete from its system the data of Library Users whose library status has been terminated.

Section 65 (1) The registered Library User shall notify the Library of any changes in the data specified in Section 64 (2) as soon as possible.

(2) The Library User shall be solely responsible for any damage that occurs due to the fact that the User gives incorrect or incomplete information at the time of registration or does not notify the Library of any change in the information provided within the shortest possible time.

Section 66 (1) An incapacitated or a person with limited capacity to act may enter only with the approval of his or her legal representative or guardian and can register with their Pledge Guarantee.

(2) The legal representative or guardian shall not be required to appear in person at the time of registration.

Section 67 (1) The Library shall issue a Library Card to registered Library Users. The Library Card is the property of the Library; it shall not be transferable.

(2) The term of validity of the Library Card— as stated by the Library User—shall expire 6 or 12 months after the date of issue. The Library Card of the students of the University of Pécs and Episcopal Theological College of Pécs expires on 31 October of each year.

(3) The Library User may extend the validity period of the Card in person or through an authorized representative, by verifying the data required for registration and paying the membership fee. Eligibility for membership waivers or benefits must be reaffirmed upon renewal of the Card.

(4) Before extending the term of validity of the Library Card, the Library User shall return (or extend the due date) his/her library books that were borrowed and expired and settle his/her financial debts.

(5) A fee shall be paid for the replacement of a lost, destroyed, damaged or unusable Library Card, the amount of which shall be in accordance with Annex 1 of the Rules.

(6) The Library User shall notify the Library as soon as possible of the loss or theft of the Library Card. The Library shall, without delay, render the lost or stolen Card unsuitable for access to library services and access to the library spaces of the South Transdanubian Regional Library and Centre for Learning.

(7) The Library Card issued in the building of the South Transdanubian Regional Library and Centre for Learning—upon separate registration—shall be valid in all libraries of the entire network of the University of Pécs Library and Knowledge Centre and the Csorba Győző Library.

(8) Local library cards—issued in the Units of the University of Pécs Library and Knowledge Centre and the Csorba Győző Library, which are not located in the South Transdanubian Regional Library and Centre for Learning—cannot be used for accessing the services available at the South Transdanubian Regional Library and Centre for Learning.

Section 67 / A. (1) During the registration, the Library User may decide not to buy a library card but an annual visitor card, which will only be used in accordance with Chapter XI. and XII. and Section 61 (d) to (j).

(2) The cost of replacing the annual visitor card is set out in Annex 1 of the Rules.

(3) The Library User may at any time decide to replace his / her annual visitor card with a library card, but shall reimburse the difference between the two membership fees. Valid library cards cannot be exchanged for annual visitor cards.

(4) The rules on library cards and registration should apply *mutatis mutandis* on the annual visitor cards.

Section 67 / B. (1) With the consent of the Library User, the Library may register its other card as a library card if the card is capable of identification by the radio frequency identification system operating in the Library.

(2) The rules on library cards and registration should apply *mutatis mutandis* on the other cards used as library cards.

3. Loan and Reservation

Section 68 (1) The Library shall make available a portion of its collection for loan.

(2) A Library User with a valid library card may borrow at the loan desk or at the automatic loan machine.

(3) The Library's integrated library system shall record electronically any changes in its database. The Library considers data recorded in the integrated library system to be authentic.

(4) The Library User may obtain accurate information about library data associated with their library card at any time through the Library's online interface, including in particular borrowed books, loan deadlines and readers' debts.

(5) If the Library User does not complain within 2 calendar days after the date of the data change initiated by him/her, it shall be presumed that he/she is aware of the data change and accepts the data related to the data change in the integrated library system.

Section 69 (1) The loaned document shall be returned within the time limit from the date of the loan. Anyone who fails to meet the deadline will be required to pay a late fee. The amount of the daily and documentary penalty fee is set out in the Annex 1 of the Rules.

(2) Compliance with the loan deadline is the responsibility of the Library User. The consequences of failure to comply with the time limit shall apply irrespective of any other circumstance or condition, including, in particular, the sending or receipt of notice sent by the Library.

(3) That is not a failure if the Library User has been prevented from fulfilling this obligation by a known natural event or other force majeure.

(4) If the Library User fails to meet the time limit through no fault of his/her own, he/she may save himself with a certificate. The certification for request may be submitted within 15 days of the last day of the deadline. If the Library User becomes aware of the omission or the obstacle is delayed, the 15-day time limit for the request of certificate shall begin to run when knowledge is obtained or the obstacle is removed.

(5) Requests for certification shall be considered by the library's Reader Service managers within 8 days of their submission.

(6) No application for a certificate may be submitted after the end of the three months following the last day of the deadline.

Section 70 If the Library User's library debts amount reaches or exceeds HUF 2,000(that is two thousand), the Library shall limit the Library User's right to use the Library. Under the restriction the Library User may not extend the validity of his / her Library Card, cannot demand a daily ticket or use the services listed in Section 61 (1) (a), (b), (c), (e) and (f) furthermore in Section 80 (2) (a) and (b) (some of them are Library computers' related).

Section 71 (1) The citizens of the University of Pécs shall settle their library debts before the termination of their legal relationship with the University of Pécs.

(2) The University of Pécs, in accordance with the applicable laws and regulations of the University, prohibits from applying for semester registration and examination in the study system until the settlement of library debts for those UP students whose:

- a) debt towards the Library (can be considered as outstanding to UP) reaches or exceeds HUF 2,000(that is two thousand)
- b) debt towards the Library (can be considered as outstanding to UP) of any amount hasn't been settled within 60 days
or
- c) 20 days have elapsed after the due date of the loaned library document without being returned to the Library or extended by the UP student.

(3) A student of the University of Pécs, in so far as he/she disputes the library debts on which the prohibition under Ss. 2 is based,

- a) can lodge a complaint at the library unit concerned, whereby librarians and the head of unit shall act on their own initiative within the shortest possible time and in no more than 2 working days.
- b) can lodge a complaint against the measure of the library unit at panasz@lib.pte.hu or in writing to the service coordinator of the University of Pécs Library and Knowledge Centre who will investigate the matter—with the involvement of the head of unit—within 5 working days and informs the student of the Library's final decision signed by the Director General.
- c) may appeal against the decision of the Library on the basis of Section 12 (1) of the Study and Examination Regulations of the University of Pécs.

Section 72 (1) The Library shall send an automatic warning to the e-mail address specified by the Library User 2 days before the expiry of the loan term.

(2) After the 7th day from the end of the loan term, the Library will again notify the Library user by e-mail (notice 1). If the Library User has not provided an email address, the Library will send the notice by mail to his/her permanent address.

(3) The Library shall also send Notice 2 after the 7th day after Notice 1 to the e-mail address or, failing that, by mail to the permanent address of the Library User.

(4) If the Library User does not settle his/her debt after the 14th day after the 2nd Notice, the Library shall send the 3rd Notice by a registered letter with acknowledgement of receipt to the permanent address of the Library User, the costs of which shall be passed on to the data subject.

(5) If the Library User fails to settle the debt after 15 days from the date of the 3rd notice, the Library directs the recovery of the debt to legal action.

(6) The Neptun access of the University of Pécs students for examinations and registration may be restricted if they do not settle their debts towards the Library.

Section 73 The term of the loan can be extended in person, by telephone, e-mail or online at the library's website. The loan term of a document, reserved by another Library User, cannot be extended.

Section 74 The detailed lending conditions— according to the categories of users (number of documents to be borrowed, loan deadlines, renewal options)—are set out in Annex 1 of the Rules.

Section 75 (1) In the case of rented and lost, destroyed or damaged documents by the Library User, the Library and the Library User shall act in accordance with the legal provisions on the inspection (inventory) of the library stock and its deletion from the file. In the case of lost or damaged documents, the collection value determined by the Library shall be the basis for reimbursement.

(2) The provisions of ss. 1 shall also apply if the document in the course of domestic use is lost, damaged or destroyed.

Section 76 (1) A Library user with a valid library card can make a reservation for documents borrowed by others. The loan deadline for a reserved document cannot be extended. After returning the reserved document, only the Library User (hereinafter referred to as the Reserver)—who submitted the reservation—can borrow it.

(2) For reservation fee, see Annex 1. The fee is payable at the time of renting the reserved document.

(3) The Library shall notify the Reserver by e-mail when the requested document is returned and becomes available for loan. The Reserver may also be informed at its request and expense in other ways.

(4) The Library shall set aside the documents—that have been reserved and returned—to the Reserver by the date specified in the notice. After the deadline, the document will again be available for loan by any Library User; or, in the case of multiple Reservers, the next Reserver in line will be notified by the Library.

4. Interlibrary loan

Section 77 The libraries of the South Transdanubian Regional Library and Centre for Learning, as members of the National Document Supply System, offer to the registered users access to materials owned by other domestic or foreign libraries if those materials are not contained in their collections and offer their books and journals to other domestic or foreign libraries.

Section 78 Fees payable for services available in connection with interlibrary loans are contained in Annex 1 of the Rules.

Section 79 The detailed rules for interlibrary loan are contained in Annex 2 of the Rules.

5. IT services (use of computers and internet)

Section 80 (1) Anyone can use the electronic catalog available on the Library's website.

(2) Only Library users holding a valid library card or annual visitor card can use the following IT services:

- computer and internet usage,
- use of databases and electronic journals subscribed by the Library,
- use of CD-ROMs, DVD-ROMs in the Library locally,
- IT assistance.

(3) The Library shall provide the Library User with a unique user ID and password— required to use the services referred to in ss. (2)—upon registration. The password can later be changed freely by the Library User.

Section 81 (1) The Library User shall act with due care and diligence in the use of IT services.

(2) The Library User shall make every effort to prevent any third party from disclosing the User ID or Password.

(3) The Library User shall immediately notify the library staff of any malfunctions in the use of IT services.

Section 82 The Library User is prohibited to

- access to IT services without permission,
- use workstations for library staff,
- connect active network devices to the library network,
- connect server-like tools to the library network,
- use tools or programs that analyse or influence library network traffic,
- use programs that interfere with others or interfere with library services,
- install and run their own downloadable game and other software,
- display, make audible, or distribute content that interferes with, or is offensive to others,
- use the IT service for illegal act(s),
- use a foreign user ID and password,
- find out a foreign password, misuse it in any way,
- share their user ID and password with others,
- modifying, reconfiguring, or even attempting to modify IT assets (hardware and software) (e.g. installing software, disassembling machines, unplugging, moving devices),
- eating and drinking near IT hardware,
- abuse of IT services in any other way.

Section 83 The Library User shall be fully responsible for the data, information and content placed and moved on the Library's IT network.

Section 84 (1) The Library may limit the range of data, information and content available through the Library's IT network.

(2) Subject to applicable law, the Library operates content filtering software on public computers to protect the mental, physical, and intellectual development of minors.

Section 85 (1) The Library User can use his/her own portable computer or smart device (smartphone, tablet) and connect it to the Library's electrical network, provided that it does not interfere with or hinder others in the proper use of the Services.

(2) In addition to the provisions of ss. (1), a Library user with a valid library card can:

- connect their laptop or smart device to a wired local area network,
- connect their laptop or smart device to the wireless network.

Section 86 (1) Services provided to Library users may be restricted.

(2) Restrictions may be imposed for technical or traffic reasons or in violation of the provisions of the Rules.

(3) The limitation may include network bandwidth, storage space and the limitation or periodic blocking of certain services.

Section 87 (1) The Library operates computer terminals (hereinafter referred to as "terminals") to display certain copyrighted works for free use in accordance to Section 38 ss. (5) of Act LXXVI of 1999 on Copyright.

(2) The Library User can display copyrighted works only for the purpose of scientific research or individual study.

(3) When logging in to the terminal, the Library User must declare that he/she will use the copyrighted works displayed on the terminals only for the purpose of scientific research or

individual study. The fact of logging on, as defined on the login screen, is in itself a simultaneous declaration.

PART FOUR: Final Provisions

Section 88 (1) These Rules shall enter into force on the day of their publication.

(2) Method of publication:

(a) publication on the website of the South Transdanubian Regional Library and Centre for Learning; or

b) displaying the Rules in a visible place for Library Users in the premises of the South Transdanubian Regional Library and Centre for Learning.

Section 89 (1) The Library shall notify the registered Library Users by electronic mail of any amendment to the Rules at least one month before it enters into force. Library Users who have not provided an email address will not be notified by the Library by postal letter.

(2) The Library shall make the provisions to be amended available on its website and in the library premises within one month prior to the date of entry into force, so that Library Users who have not provided an electronic mail address may become aware of it.

(3) The Library User may declare in writing that he / she does not accept the amended Terms of Use by the day preceding the date of entry into force of these Rules. The declaration will also terminate the library relationship on the effective date of the amendment. The Library User is obliged to return the loaned library documents and pay the library debts until the termination of the legal relationship.

(4) If the Library User does not declare—in the manner provided for in ss. (3)—before the day the amendment enters into force and does not settle his/her library debts at the same time, the amendment shall be deemed to have been accepted by him/her.

.....
Gábor Szeberényi

Tamás Miszler

Director-General
UP University Library
and Centre for Learning

Director
Csorba Győző Library

Approved by:

.....
Attila Péterffy
major
Municipality of Pécs

ATTACHMENTS

Annex I: Service fees

Daily Card	free
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II.

Membership and Related Fees

Readers	Fee (HUF)	Validity (Month)	Period
University of Pécs Citizen			
<ul style="list-style-type: none">• student/Erasmus student• lecturers• employee	free	31	October of each year
Under the age of 16	free	12	
Over the age of 70	free	12	
Senior lecturers of the University of Pécs	free	12	
Library employees	free	12	

Retired employees of the University of Pécs Library and Centre for Learning, the Csorba Győző Library, other libraries based in Pécs and their predecessors.	free	12
Employees of the business organisation operating the Centre for Learning and the members of the building's security staff	free	12
Employees of the Mayor's Office of Pécs, municipal representatives of Pécs, and employees of Central Budget Accounting Organization of Pécs (Pécsi Ellátó Központ)	free	12
Students and lecturers of the Theological College of Pécs	free	31 October of each year
Employees of BAT and OTP	free	12
Seriously disabled people	free	12
Students and employees of Apáczai Education Centre	free	12
PTE Alumni	2880 / 1980	12/6
Students with valid student ID (non-UP students)	1600 / 1200	12/6
Pedagogues	1600 / 1200	12/6
Personnel of the Baranya County Police Headquarters	1600 / 1200	12/6
Employees of National Theatre of Pécs, Kodály Centre, Bóbita Puppet Theatre, Zsolnay Cultural Quarter, Cultural Centre of Pécs, Croatian Theatre and Third Theatre of Pécs	1600 / 1200	12/6
Pensioners	1600 / 1200	12/6

Unemployed , working age people who are entitled to either: -unemployment benefit or -unemployment benefit before retirement or -wage compensation benefit or -active age supply	1600 / 1200	12/6
People who are entitled to pregnancy confinement benefit or childcare fee and childcare allowance	1600 / 1200	12/6
Tüke Card owners	2720 / 1870	12/6
Full price registration	3200 / 2200	12/6
Gift library card	3200	12
Annual visitor (internet) card	1000	12
Library card replacement	1000	

III.

General Loan Policy (This may vary for some documents or document types, as advised by the lending librarian.)

User type	Maximum loan (document)	Fee	Period	Possibility of extension	Loan fee (HUF/document/day)
University of Pécs student, employee	10	Free	1 month	2*1 month	20
University of Pécs researcher, PhD student, teaching instructor, collegium for advanced studies	15	Free	1 month	2*1 month	20

member					
University of Pécs lecturer	20	Free	3 months	3*1 month	0
Other	10	Free	1 month	2*1 month	20

In the case of lost or damaged documents, the collection value determined by the Library is the basis for reimbursement, which may be several times the original value!

IV.

Interlibrary loan:

For a document requested from abroad: HUF 4500/document

In the case of a domestic document: return postage

Copy request: cost of copy

V.

Reservation

Type of User	Maximum number of documents that can be reserved at a time	Fee (HUF/document)
University of Pécs students	10	100
University of Pécs researcher, PhD students, Collegium for Advanced Studies students	15	100
University of Pécs lecturer	20	0
Others	10	100

VI.

Copy and bindery services

prices are in HUF		Self-Service	Copy Centre	Local History Collection 1
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¹ We are unable to photocopy documents from the Local History Collection for file protection reasons.

Copy and print on normal paper (80 g)	A/4 black and white	15/page	20/page	40/page
	A/4 colour	80/page	80/page	100/page
	A/3 black and white	25/page	30/page	50/page
	A/3 colour	150/page	150/page	180/page
Copy and print on cardboard (120 g)	A/4 black and white			60/page
	A/4 colour			120/page
	A/3 black and white			70/page
	A/3 colour			200/page
Scan	original document to A/3	free	100/page	150/page
	original document to A/2			300/page
	map to A/3			400/page
	map to A/2			700/page
Spiralling	10-40 pages		250	
	41-120 pages		350	
Laminating	A4		150/page	
	A3		300/page	
Thermal Binding	3-10 mm		300-560	

Annex 2: Detailed rules for interlibrary loan

The Director General of the University of Pécs Library and Knowledge Centre and the Director of the Csorba Győző Library defines the detailed rules for interlibrary loan in the building of the South Transdanubian Regional Library and Centre for Learning—in accordance with Act CXL of 1997 on library supplies and public education, Act LXXVI of 1999 on Copyright and 73/2003 (V.28.) Government Decree on the National Document Supply System (ODR)—as it follows:

Section 1 Tasks and Rights of the Library as Provider of its Collection (ODR Service Library):

(1) Within three working days of receipt of the request

(a) make available, without restriction, accessible documents obtained under the ODR framework,

b) borrow documents in their original form which are not protected for any reason,

(c) provide reproduction of protected documents and periodicals, unless there is an obstacle to the protection of stocks or prohibited by copyright law.

(2) Not provided by the Library under interlibrary loan:

- pre-1930 publications,
- dissertations, dissertation theses, theses,
- special collections,
- particularly protected publications.

(3) ODR member libraries do not charge for the loan of documents, but the postage on return is charged at the prevailing postage rate.

4) The reproduction fee shall be invoiced by the Library to the requesting library.

(5) The Library shall determine the duration of the loan and the manner in which the loan document will be used.

(6) The Library shall either return the request with an indication of the impediment to fulfilment or forward the request to another library at the same time as the requesting library is informed.

Section 2 The Library, as requesting library:

a) inform the Library User using the service of the expected time, costs and obligations,

b) identifies or probes the domestic sites and forwards the request to the lending (service) library under more favourable conditions,

c) sends the request to a foreign library in the absence of a domestic site, usually through the National Széchényi Library (OSZK),

d) notify the Library User of the receipt of the requested document,

(e) ensure that the document is returned in due time.

Section 3 The Library User may submit an interlibrary request by completing and signing the application form provided for this purpose. The application form can be requested at the

circulation desks, in the office that coordinates interlibrary requests, or can be downloaded from the Library's website.

Section 4 (1) The cost of an interlibrary loan request from abroad, as determined by the OSZK, shall be paid at the time the interlibrary loan request is made.

(2) In the case of an original document requested from Hungary, the postage of return shall be settled by the Library User upon receipt of the document.

(3) When a copy of a document is requested, the copy fee shall be payable on receipt of the copy.

Section 5 The Library User who uses the services available under interlibrary loan shall act according to the information provided by the Library. In other cases, the provisions of the Library Usage Rules on loans shall properly apply to interlibrary loans as well.