



PÉCSI TUDOMÁNYEGYETEM  
EGYETEMI KÖNYVTÁR  
ÉS TUDÁSKÖZPONT

## **SHORTENED LIBRARY USAGE RULES**

**15 August 2019**

The services of the Csorba Győző Library and the University of Pécs University Library and Centre for Learning can be used by anyone who accepts the library usage rules as compulsory for them.

## **1. TERMS AND CONDITIONS OF LIBRARY USAGE**

### ***Daily Card***

The library can be visited by anyone with a free daily card. The daily card—which entitles you to a one-time admission—is to be left at the reception when you leave the Library.

To request a daily card, please bring

- identity card / driving license / passport and address card
- or student card

with you.

### ***Annual visitor card***

If you do not want to borrow documents, but you want to regularly use other registration-related services, you have the option of having an annual visitor card. With the registered annual visitor card you can use the computers, access the Internet, use the programs installed on the library computers and browse the databases subscribed by the library. Additionally, the card can be charged at the specific vending machine for copying, printing and scanning. The discounts and service fees can be found in the 1<sup>st</sup> Annex of the common usage rules of the libraries of the South Transdanubian Regional Library and Centre for Learning (in the following: CUR – common usage rules) or you can also find information on our website (<http://www.tudaskozpont-pecs.hu/>) or in the library personally.

### ***Registration***

Enrolment can be done personally in the library, where the reader accepts the usage rules by signing the "Entry Declaration". In exceptional cases, it is possible to enrol and rent by a proxy. By enrolment, the reader's data is added to the computer database where it is stored, managed and maintained by the library in accordance with the applicable data protection rules.

Enrolment and library card extension can be done personally at the Registration Desk. The library issues a registered library card that is valid for 6 or 12 months from the date of issue (for the citizens of the University of Pécs the date is 31 October) and is non-transferable.

The readers' data are recorded in the database of readers of the integrated library system authorized by the Act CXL of 1997 Section 57, Subsection (1). Readers must notify the library of the change in their personal data as soon as possible.

The following documents are required for enrolment:

- identity card (or passport / residence permit / card format driver's license),
- address card,
- proper certification to use enrolment discount,

- student ID valid for the current semester / year (in the absence: certification of student status),
- Under 18 years of age: Guarantor Declaration.

Exemption from the enrolment fee or entitlement to the discount must always be verified. The discounts and service fees can be found in the 1<sup>st</sup> Annex of CUR or you can also find information in the library personally.

Following the enrolment, the services of the Centre for Learning and—after separate registration—the entire network of Csorba Győző Library and the University of Pécs University Library can be used.

## **2. SERVICES OF THE LIBRARY**

### ***Free services, available for daily card users***

- Local use of the substance placed on the free shelves and in the storage
- Visiting the library
- Information about library services, collection, library system
- Use of inventory tools and catalogues
- Group library tours, library usage sessions
- Visiting library programs

### ***Chargeable services, available for daily card users***

- Services of the Copy Point

### ***Services, available for enrolled members***

#### **Loan of Documents**

It is only possible to loan in person, with a valid, registered library card. If there is any doubt about the owner of the library card, the Librarian may request proof of identity. The loaned document must be returned before the due date. If this is not possible, the deadline may be extended. The loan period is 1 month, which can be extended up to 1 month two times. (The due date of a reserved document cannot be extended.)

Compliance with the due date is the responsibility of the Library User, the library charges late fee for documents that have been returned or extended after the due date. If the total debt of the Library User against the Library exceeds HUF 2000 (that is two thousand forints) the Library has the right to limit the available library services.

#### **Renew**

The due date of documents can be extended two times if there is no reservation for the requested work. The extension can be requested personally, by telephone, by e-mail ([info@tudaskozpont-pecs.hu](mailto:info@tudaskozpont-pecs.hu)) or online at <http://www.tudaskozpont-pecs.hu/>. If the readers did not return the documents they loaned until the due date and did not request the extension of the loan period, must pay HUF 20 / day / document as a late fee. The due date of a reserved document cannot be extended.

## **Reservation**

Books in circulation— upon request by the reader—can be reserved. The fee for the reservation is HUF 100 / document, which is payable upon receipt. Readers are notified by e-mail, post or telephone, and the documents are kept for 10 days from the date of notification.

## **Interlibrary loan**

Interlibrary loan is available for documents not found in the library. Detailed rules for this are given in the 2nd Annex of CUR.

## **Reference, databases**

If you have any questions, either to extend your knowledge or about your thesis, our information specialist colleagues are happy to help you. You can request quick information and help with literature research or reference on any topic.

## **Photocopying, printing**

For a fee (1<sup>st</sup> Annex of CUR), the library (with respect to copyright rules) makes copies of the available documents.

## **Internet Usage**

Our enrolled readers and citizens of the University of Pécs with an EHA/Neptun code can use the wireless network (Wi-Fi) available throughout the building.

## **Access to databases available in the library network**

For our enrolled readers we provide access to the free and university subscribed databases.

## **Using the Piano**

For our registered readers, a standalone kawai kdp80 digital piano is available in our musical collection. With the help of a headset, even two person can select pieces and become familiar with the artwork of the collection. It's free for 30 minutes. The instrument can be used for a longer period of time for a fee. Usage fee: HUF 1000/h for adults and HUF 500/h for students.

### 3. OPENING HOURS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Registration, reader's spaces	8-20						10-18
Reference	8-20						closed
Storage	8-18						closed
Local History Collection	8-18						closed
Children's Library	10-18	10-18				10-18	
Musical Collection	10-18	10-18				10-18	

You can find more about irregular and summertime opening hours at the homepage of the Centre for Learning. <http://www.tudaskozpont-pecs.hu/>

### 4. GENERAL RULES

Every bag, larger than average, must be placed in the lockers or the cloakroom before entering in order to facilitate motion in the Library. Please note that the use of the cloakroom is free, but there is a possibility to use a locker cabinet for a deposit. The Library is not responsible for the values left in the clothes and bags. The Library provides a basket for personal valuables that the reader can bring to the reading room.

Please protect the loaned items or documents and the equipment of the Library.

Library usage can be temporarily banned for those, whose behaviour hinder other library users to continually exercise their rights, threaten their health, disturb their calmness or harm the library's documents and equipment.

Only non-alcoholic beverages stored in a sealable bottle may be entered into the Library. Eating is only allowed in the designated area.

No smoking except in designated areas!

Please take care of silence, providing relaxed reading and learning and do not disturb other library users by using a mobile phone.

The Library is obliged to act in the manner described in the Complaints Handling Rules, regarding the complaint of the Reader about the Library's operation, activity, or services in case of the complainant makes a specific, unequivocal claim or complaint and announces it as indicated in the regulations. The Complaints Handling Rules is available on the links below:

University of Pécs University Library and Centre for Learning

<http://lib.pte.hu/dokumentumtar> Csorba Győző Library\_ <http://www.csgyk.hu/letoltheto-dokumentumok/>.