

LIBRARY RULES AND REGULATIONS

I. General rules of library use

1. The Corvinus University of Budapest Library (hereafter: Library) is the library of a foundation-controlled, non-profit, private university. The main objective of the Library is to support teaching, individual and group study, and scientific research taking place at Corvinus University of Budapest.
2. The Library is a public library functioning as part of the national library service system. It is open for everyone 18 years old or over who observe the present regulations.
3. Users of the Library 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 about the services of the Library and the Hungarian library system.
4. The Library is authorized to register 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 may be open for reduced time periods or may keep closed during the summer and winter seasons if necessary. 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 process to the university. The library card which certifies library membership can be obtained in person and free of charge at the Library information desk after personal identification.
2. The library membership of Corvinus students is valid for the duration of their studies 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 next semester.
3. If the library card is lost, a replacement fee will be charged.

Corvinus University Budapest – faculty and staff

1. University employees can obtain their library card free of charge after providing personal identification, their card is valid until the termination of their employment status at the university.

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2. Retired university employees are still entitled to library use free of charge according to the conditions applicable to active employees, except for remote library use. Remote access to subscribed e-resources can be requested at the time of retirement.
3. Visiting lecturers and researchers can use the Library based on a certificate issued by the host department.

External readers

1. Individuals 18 years old or over with a verifiable Hungarian address may register to the Library. Registration takes place in person by presenting relevant documents of identification, following an online registration procedure.
2. A library fee is charged at the time of registration. The following persons are exempt from paying the library fee: those possessing a certificate of severe disability, people over 70, employees of public collections (libraries, museums 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's 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, or 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.

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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. Regarding users’ rights, the University’s House Rules are to be applied with the added regulations included in III.
2. Different user groups may have different privileges when using library services.
3. 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.
4. Transport equipment (scooters, roller skates) and pets are not allowed in the Library, with the exception of guide dogs or other medical therapy dogs. Large bags are not allowed inside the Library, they can be left in the lockers free of charge. A reader is entitled to use only one seat.
5. 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.
6. The library card is not transferrable. Readers are responsible for every document borrowed with their library card.
7. To avoid misuse, the loss of the library card has to be reported immediately. After reporting, the Library will block the use of the lost library card in the system.
8. 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 of Wish at the first- floor service point.
9. 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.

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10. Readers leaving the Library must show the contents of their bags and outer clothing to the security staff when the security gate is activated. 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 into the reading rooms. The consumption of drinks is only allowed out of a capped bottle or a cup with a lid. It is forbidden to store food, lunch boxes or litter on the library desks or workstations.
4. Readers are obliged to leave library seats and furnishings in a clean condition, so that the next reader can use them without disturbance.
5. Regarding other questions about the use of the building, please refer to the University's rules and regulations.

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.

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VI. Borrowing

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

3. **Borrowing conditions:**

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

Category	Lending period	Renewals
Normal loan	21 days	3 times
Short loan	10 days	3 times
Not for loan	from closing to opening, overnight or for the weekend	none

Renewal is only possible if the book is not reserved by another reader.

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

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

Category	Lending period	Renewals
Normal loan	60 days	2 times
Short loan	21 days	2 times
Not for loan	from closing to opening, overnight or for the weekend	none

Renewal is only possible if the book is not reserved by another reader.

Faculty members can 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 to the research cycle.

5. Printed newspapers, journals, manuscripts, i.e., doctoral and candidate dissertations, PhD theses, TDK papers and old and rare books can only be used on-site.

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6. On-site books located in the reading rooms can be borrowed one hour before closing time and they should be returned during the first hour after opening, on the next working day.
7. The lending period can be extended via the online catalogue, or it can be requested via email if the reader is entitled to renewal and the volume is not reserved by another reader.
8. Keeping the loan deadline is the reader's responsibility. If the deadline is exceeded, the reader has to pay an overdue fine, regardless of the Library's former notification. Corvinus students settle their overdue fine via their Neptun account.
9. Until the payment of the overdue fine – the debt on top of the fee defined in the list of service fees – further documents cannot be borrowed, renewal cannot be requested.
10. Books borrowed by other readers can be reserved through the online 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.
11. When an item is overdue, the Library sends a courtesy notice or notices up to three times to the borrower by e-mail. Non-receipt of notices does not exempt the borrower from the consequences.
12. At sixty days overdue, the replacement cost of the book will be charged to the borrowers' account. In the case of Corvinus readers, the replacement cost will be charged to their Neptun account. In the case of external readers, a bill will be sent by post.
13. 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 replacement cost, any other additional fees in relation to the procedure, such as notarial fees or the implementing administrative fee, will also be charged to the borrower. When settling the replacement cost and/or overdue fines of Corvinus students, the Regulation on Student Fees and Benefits orders are to be considered. External readers with unsettled debts can be excluded from library use.

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VII. Interlibrary loans

1. As a member of the National Document Supply System, the Library will request documents not in its collection from national or foreign libraries as originals or electronic copies when requested by readers.
2. The service has to be ordered by filling in the webform on the Library's website. Original documents requested from domestic libraries are supplied free of charge. Originals ordered from abroad, copies and electronic documents can be requested for a fee. In the case of faculty, doctoral students and staff, the Library might cover the fee.
3. Requested original documents can be used on-site. Digital documents 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 Old and Rare Book Collection

1. The Old and Rare Book Collection can be used by Corvinus citizens and other institutions' researchers with valid library cards by appointment.
2. Information regarding registration can be found on the Library's website, under Economic History Research Library.

IX. Closing provisions

It is the General Director of the Library who sets the registration and service fees, and all other fees.