 CORVINUS UNIVERSITY of BUDAPEST	LIBRARY ORGANISATIONAL AND OPERATIONAL PROCEDURES annex 2	Effective from: 1 January 2025
LIBRARY RULES AND REGULATIONS		


I. General rules of library use

1. The Corvinus University of Budapest Library (hereafter: Library) is the academic library of a private university maintained by a public foundation. 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. Subject to learning space availability, it is open to all library users over 16 who accept the present regulations.
3. Users of the Library are entitled to the following services free of charge:
 - visiting the Library,
 - on-site use of the collections in the lending area marked by the Library
 - catalogue usage
 - information about the services of the Library and the Hungarian library system.
4. The Library is authorized to register the personal data (ID card, address) of visitors using the Library's free services for statistical purposes. To access any further services, registration to the Library is necessary.
5. The library's study areas, and self-service facilities are open throughout the opening hours. Registration, payment of fees and other services requiring the librarian's cooperation are available during the opening hours of the Service Point. The Library informs its users about its up-to-date opening hours on its website.
6. The Library of the Corvinus University of Budapest (hereinafter: University) may operate with reduced opening hours or may be closed during the summer and winter periods. The General Director of the Library may order a closure for other reasons as well.

II. Registration

Students of Corvinus University of Budapest

1. Registration to the Library for Corvinus students takes place as part of the registration process to the university. The library membership card can be obtained free of charge in person at the Library upon proof of identity.
2. Library membership for students of the University is valid until the end of their studies. Students are entitled to library use during passive terms as well. Library membership may be extended for the purpose of thesis writing until the end of the 2nd semester immediately following the completion of credits for students who have not yet passed their final examination.
3. If the library card is lost, a replacement fee will be charged.


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Faculty and Staff members of Corvinus University of Budapest

1. Employees of the University may redeem their library card free of charge upon proof of identity, which is valid until the termination of their employment with the University.
2. Retired university employees are still entitled to library use free of charge according to the conditions applicable to active employees, except for remote use.
3. Visiting lecturers and researchers can use the Library based on a certificate issued by the host department.
4. The Library shall provide the use of library facilities and IT equipment to employees who leave the University, subject to the approval of the head of the department, for a period of six months from the termination of employment.

External readers

1. The Library is open to all persons over 16 with a verified Hungarian address. Enrolment is completed in person, after online registration, by data reconciliation.
2. A library fee is charged at the time of registration. Persons exempt from paying the library fee and pay only the library card fee:
 - spouses and children (over 16) of permanent employees of the University
 - persons under the age of 25
 - persons eligible for a pension
 - employees of public collections (libraries, museums and archives)
 - the disabled (the blind, the visually impaired, the deaf and people with reduced mobility), with proof of eligibility in the form of a membership card of the representative associations and/or a certificate of the MÁK.
3. Users belonging to these categories are entitled to 50% discount on enrolment
 - Corvinus Alumni
 - external higher education students above the age of 25, with valid Student card
 - Persons receiving childcare benefits (GYES, GYED, CSÉD)
 - registered unemployed
4. Exemption from the registration fee or entitlement to discounts must be proven at registration.
5. At registration, it is possible to purchase a day ticket, valid for the same day, allowing on-site library use, or an annual/semi-annual library card, entitling the user to borrow books.
6. Following personal data are necessary for registration: 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.
7. New users may provide their personal data previously, with a remote online registration, by filling in the form accessible on the Library's website.

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8. Documents requested at personal registration are the following:

- Proof of identity: an original, valid identification document with a photo: an ID card, a passport or a driving license.
- Proof of Hungarian address with an address card. In case the user has no address card, the address must be certified with another official document, e.g., a residential lease agreement, or a dormitory accommodation contract.
- For citizens outside the European Economic Area must provide at registration an additional document, i.e. a statement of a surety with Hungarian citizenship, with the surety's proof of income. Without surety's statement a non-EEA citizen is only entitled to use the Library on site.


9. Documents necessary for registration discounts:

Corvinus Alumni	Certification from Alumni Office
External students	Valid student card or school attendance certificate
Employees of public collections	Employment certificate
Persons receiving childcare benefits (CSÉD, GYED, GYES)	Certificate
Pensioners	Pension certificate
Registered unemployed	Certificate

10. The Library uses the data of registered readers according to the legislation in force and the data handling 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 users


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 bring 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 and suitcases are recommended to be placed in the free lockers. A reader is entitled to use only one seat.

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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 transferable. Readers are responsible for every document borrowed with their library card and for the payment of chargeable services.
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 ILS.
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 user is obliged to take good care of the Library's documents, equipment, furnishings and objects. Anyone who damages a borrowed or locally used library document or the Library's equipment, tools or furnishing must pay compensation for the damage.
10. Readers leaving the Library must show 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 without authorization the security services take a record. Users seriously violating Library rules may be banned from the Library by the General Director, based on the record taken.

IV. Usage 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](#) available in the Library's homepage. One person 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.

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V. Using electronic documents, copying

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

VI. Borrowing

1. Borrowing is only possible in person, only for one's own use, with a valid library card using the self check in/check out machine. A user may borrow only one copy of the same edition of a document.
2. **Borrowing conditions:**
 - Maximum number of volumes to be borrowed at the same time: 8 volumes
 - Lending period categories– shown in the Library catalogue at items:
4-week loan
2-week loan
 - Renewal is possible 3 times.

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


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

- Maximum number of volumes to be borrowed at the same time: 30 volumes
- Lending period is 90 days.
- Renewal is possible 2 times.

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

Faculty members may borrow the volumes acquired withing the framework of a research project can be borrowed with a deadline aligned to the research cycle.

4. 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.
5. The lending period can be extended via the online catalogue, through the self check in-/check out terminals or it can be requested via email if the reader is entitled to renewal and the volume is not reserved by another reader.
6. Keeping the loan deadline is the reader's responsibility. If the deadline is exceeded, the user has to pay an overdue fine, regardless of the Library's former notification. Corvinus students settle their overdue fine via their Neptun account.

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7. 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.
8. 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.
9. 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.
10. At sixty days overdue, the Library considers the book lost, the replacement cost of the book will be charged to the borrowers' account. In the case of Corvinus students, the replacement cost will be charged to their Neptun account. In the case of external readers, a bill will be sent by post.
11. 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.

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 for readers with valid Library card.
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 covers 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 lender's conditions.
4. The Library also tends to other domestic and foreign libraries' user needs, and delivers documents requested from its stack 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 [Old and rare books collection](#).

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IX. Closing provisions

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

The Library provides information about the [fees](#) on its website.

In case of changes in the Library's operating conditions, fees for services and usage are also subject to change. Fees for Corvinus University students are posted on Neptun in their collective account. External readers must pay library fees by credit card, other library fines late payment or damages can be settled by bank transfer by arrangement.