 CORVINUS UNIVERSITY of BUDAPEST	REGULATION ASSOCIATED WITH THE ORGANISATIONAL AND OPERATIONAL PROCEDURES	Version number: 00 File number: JB-SZ/14/2025
ORGANISATIONAL AND OPERATIONAL PROCEDURES OF THE UNIVERSITY LIBRARY AND ARCHIVES		

Person responsible for professional aspects:	Mónika Erika Fischer	Director General
Professional aspects checked by:	Tamás Bartus	Vice-Rector for Faculty and Research
Legal aspects checked by:	Zsuzsanna Borbás	Head of Legal and Procurement Services
Decision-making body:	Senate	
Person responsible for editing and publishing the text:	Anikó Erős	Higher Education Expert

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Preamble

On the basis of Volume I of the University's Rules for Organisation and Operation, Paragraph (4) of Section 53 of the Organisational and Operational Procedures, as well as Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services, Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives and Act CCIV of 2011 on National Higher Education, as well as Decree of the Minister of Human Capacities (EMMI) No. 27/2015 (27 May) on the professional requirements related to the activities of public archives and private archives open to the public, Corvinus University of Budapest (hereinafter: CORVINUS or University), hereby establishes the organisational and operational procedures of the University Library and Archives (hereinafter: ULA OOP) as follows.

General provisions

1. §

- (1) Name of the Library: University Library and Archives of Corvinus University of Budapest
- (2) The name of the Library used in international relations:
Corvinus University of Budapest University Library and Archives
- (3) Abbreviated name of the Library: University Library and Archives
- (4) Registered seat of the Library: 1093 Budapest, Közraktár u. 4–6.
- (5) Registered seat of the Library: 1093 Budapest, Fővám tér 8.
- (6) Foundation year: 1948
- (7) Foundation year: (1987).
- (8) The Library is a foundation-controlled, public-benefit private higher education institution library operating on the basis of Paragraph (2) of Section 11 of Act CCIV of 2011 on National Higher Education, providing library services on the basis of Paragraph (2) of Section 11 of the Nftv., in such a way that it discharges the functions set out in Paragraph (2) of Section 14 of the Nftv., including the public library functions specified in Section 55 of Act CXL of 1997 and the academic and specialised library functions specified in Section 63 of the same Act. In accordance with Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services, and Decree No. 30/2014 (10 April) of the Minister of Human Capacities, the Library shall also function as an academic library, a specialised library and a public library. The operation of higher education archives is regulated in Section 14 of the Nftv. and Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives as well as the Decree of the Minister of Human Capacities (EMMI) No. 27/2015 (27 May) on the professional requirements related to the activities of public archives and private archives open to the public.
- (9) The Library is a member of the National Document Supply System (NDSS).

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- (10) The Library is an organisational unit directly supporting education and academic research with its services and operates according to the Library ULA OOP adopted by the Senate.
- (11) The ULA OOP is Organisational and Operational Procedures in terms of Point (b) of Paragraph (1) of Section 68 of Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services.
- (12) The personal scope of the ULA OOP extends to all organisational units, institutions and employees of the University, to persons who are students, doctoral students or doctoral candidates of the University and any natural person who uses the services of the Library.
- (13) The material scope of the ULA OOP covers all activities, procedures and tasks carried out by the Library.

Operation and supervision of the Library

2. §

- (1) The Library is maintained by the University. The University provides the conditions necessary for the continuous and proper operation of the Library and for the performance of its basic functions.
- (2) The Library is under the professional and legal supervision of the Minister responsible for culture and innovation.
- (3) The Library is a service-providing organisational unit of the University. It is managed by the Vice-Rector for Faculty and Research, in accordance with the University's Organisational and Operational Procedures.
- (4) The development of the Library is in line with the ULA Strategic Concept.


The Mission Statement of the Library

3. §

- (1) The University Library and Archives of the Corvinus University of Budapest is one of the basic institutions of lifelong learning. As part of the academic ecosystem, it supports the acquisition of knowledge, the creation and dissemination of new knowledge and skills through its infrastructure, information transmitting services and community-forming activities.

The Library's Mission is to contribute to the creation and maximisation of the impact of the cutting-edge scientific achievements of Corvinus University, to the education of responsible, motivated, broad-minded and highly qualified professionals and leaders of the future, and to the international reputation of the University through its high-quality, customer-oriented services and learning spaces in line with international trends.

Mission of the University Archives of the Corvinus University of Budapest

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1. Relying on the history of the institution and higher education in economics and through the enhancement, preservation, publication and promotion of its knowledge assets,

a) to promote research into the history of economic education,

b) to support economic science programmes,

c) to raise the social recognition of the institution training economists and the profession;


2. In order to achieve its mission, the BCE Archives collaborates with the library and other institutions. It actively participates in national archive programmes and other events.

Related documents

4. §

(1) The following legislation is linked to the ULA OOP:


- a) Act CCIV of 2011 on National Higher Education (hereinafter, with Hungarian abbreviation: Nftv.),
- b) Act CXL of 1997 on Museum Institutions, Public Library Services and Cultural Education
- c) Joint Decree No. 3/1975 (17 August) of the Minister of Culture and the Minister of Finance on library inventory control (stocktaking) and on the regulations for deregistration from library inventories,
- d) Government Decree No. 379/2017 (11 December) on the keeping of the register of public libraries,
- e) Government Decree No. 6/2001 (17 January) on certain benefits for library users,
- f) Decree No. 14/2001 (5 July) of the Minister of National Cultural Heritage on the professional supervision of libraries,
- g) Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage on regulations concerning the management and record keeping of historical library documents,
- h) Government Decree No. 335/2005 (29 December) on the general requirements concerning document management by bodies with a public service mission,
- i) Decree No. 30/2014 (10 April) of the Minister of Human Capacities on the priority functions of museums with nationwide authority, specialised museums with nationwide authority, national libraries, national specialised libraries and state university libraries,
- j) Government Decree No. 73/2003 (28 May) on the National Document Supply System.
- k) Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives

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The Library's mission

5. §

- (1) In addition to the tasks defined in the University COO, the Library performs the following functions:
- a) continuously developing, exploring, preserving, maintaining and making available its collection,
 - b) operating its own website as part of the University website to provide access to its electronic services and to inform readers,
 - c) providing academic literature and information resources for students of different academic levels,
 - d) providing learning and community spaces for individual and group learning,
 - e) contributing to the development of students' learning skills, especially information and digital competences, and to their success in their studies at the University,
 - f) providing the academic literature and data sources needed for research activities,
 - g) performing the tasks of the university content holder, ensuring the preservation and dissemination of knowledge generated by teaching and research, and participating in the dissemination of academic results, supporting the increase in the social and academic impacts of the University;
 - h) running a scientometric workshop to provide bibliometric advice to researchers and coordinating and carrying out tasks related to the authentic registration of academic publications,
 - i) supporting university research and application evaluation processes, data-driven management decisions and individual and research success at organisational unit level through its publication data services;
 - j) providing information on international academic management and evaluation practices and academic communication patterns to enhance research success,
 - k) providing research data management services,
 - l) coordinating, in cooperation with the University's IT and other organisational units, the subscription of artificial intelligence applications and promoting their ethical use in the University
 - m) coordinating the University's academic publishing activities,
 - n) participating in the exchange of documents and information between libraries,
 - o) supporting library users in acquiring information literacy and in lifelong learning,
 - p) participating in the education and further training of librarians and in library and information science research,
 - q) participating in the implementation of centralised national services to support the operation and development of the public library system,


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- r) organising cultural, community, educational and other events,
- s) supporting the social responsibility and sustainability efforts of the University through its educational activities and its local social and civil network;
- t) contributing to the improvement of the quality of life and the competitiveness of the country through its knowledge, information and cultural outreach activities, and to the preservation of community cultural values;
- u) participating in national and international library and digital research information collaborations.
- v) providing an archival service, collecting, managing, preserving and making available for research the public documents it collects, as well as private documents of lasting value.

Organisational structure of the Library


6. §

- (1) The Library operates functional units that provide complex services to support project work in response to the ever-changing needs of teaching, learning and research.
- (2) In complex jobs that promote knowledge sharing, flexibility and a balanced workload, staff member's activities are shared between functional areas. The functional areas are coordinated by executive staff members (team leaders).
- (3) The organisational structure of the Library is illustrated in the summary diagram in Annex 1 to these Regulations.
- (4) The Library discharges its functions within the following functional organisational units:
 - a) Research Support and Scientometric Services,
 - b) Collection Management and Reader Services,
 - c) Learning Support and Training
 - d) Archives
 - e) Secretariat
- (5) The Research Support and Scientometric Services is responsible for:
 - a) content holder functions for the University,
 - b) operating the electronic library infrastructure,
 - c) operating and developing electronic collections (repositories) for the preservation and dissemination of university research results and documents of university history significance
 - d) technical and methodological support for the University's electronic publishing activities,
 - e) operating a scientometric workshop, ensuring the registration of academic publications and their uploading into the unified national database, as well as bibliometric support for

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degree acquisition and accreditation procedures and tender application activities as well as university research evaluation processes;

- f) supporting the open-access disclosure of publications, advising on copyright and licensing issues and publication channels.
 - g) coordinating, in cooperation with other University organisational units, the subscription of artificial intelligence applications and promoting their ethical use in the University.
 - h) the full coordination of the uniform and high-quality publication of scientific publications, learning materials, specialist books and journals of interest to the University,
 - i) professional coordination of the marketing of certain publications in the book trade.
 - j) implementing and developing research data management services,
 - k) developing a research data management policy and technical recommendations,
 - l) data management advice and practical support for researchers and doctoral students.
- (6) Tasks of The Collection Management and Reader Services:
- a) systematic acquisition of own and external paper-based and electronic collections, as well as their exploration in terms of form and content, in accordance with the needs of the University, ensuring searchability and usability;
 - b) collecting and aligning the University's needs with the available financial resources,
 - c) taking care of the printed stock and preserving the appropriate parts of the stock,
 - d) reduction and scrapping,
 - e) retrospective stock processing,
 - f) promoting the durable use and preservation of electronic resources,
 - g) planning the financial resources for stock increasing, managing the budget,
 - h) analysis of the use of print and electronic information resources, and of the use made of the inputs,
 - i) exploration, preservation and making available of the museum collection, which constitutes the scientific heritage,
 - j) organising the Library's digitisation activities.
 - k) providing academic literature and reading room information adapted to the needs of university teaching and research,
 - l) running the digital applications and interfaces needed to use the Library's stock,
 - m) borrowing services,
 - n) operating reader and community spaces; providing learning and community spaces for individual and group learning,
 - o) processing readers' data in accordance with data protection requirements,
 - p) collecting fees for services via the Neptun study system or by debit card payment,

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- q) providing inter-library services within the framework of the National Document Supply System,
- r) monitoring user satisfaction and experience and incorporating lessons learned into services,
- s) fostering public relations, promoting the Library's services and resources.

(7) Learning Support and Training is responsible for the following:

- a) providing learning support and information training to improve students' learning skills and academic success,
- b) delivering research excellence training courses integrated in the University's internal training system;
- c) supporting professional communication training and courses by developing a range of in-class training courses in cooperation with lecturers,
- d) supporting university talent management processes and systems;
- e) developing and publishing digital and multimedia training materials and information user guides,
- f) improving the methodology of library training.

(8) The Library's mission:

- a) to collect, systemise the documentary materials of enduring value created in course of the operation of the central organs, teaching-research units, offices and institutions of the University, as well as their legal predecessors, and to also make such material researchable. The scope of powers of the University Archives shall extend to the public documents created by the university and the legal predecessors thereof, and its scope of collection shall include private documents on the history of science and of the institution related to the university;
- b) receiving the University's documents of lasting value, stamps of historical significance and other private documents relating to the University which fall within the scope of its collection;
- c) safeguarding, record-keeping, professional management and disclosure of the documents kept by it;
- d) operating a customer service (information and copy service, preparation and drafting of legal status certificates), and of a research service in accordance with the research regulations;
- e) keeping the records of the University's organisational units, controlling their records management, authorising the disposal of documents and taking over documentary materials of enduring value, as defined in the Archives Decree and the Document Management Regulations;


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- f) creating guides and databases to facilitate the use of the archives and ensure faster access to information;
 - g) participating in the scientific, historical and cultural activities of the maintaining institution (conducting scientific research, presenting and publishing research results and documents relating to the history of the University);
 - h) ensuring the professional preservation, management, recording and presentation of records of lasting value;
 - i) in the event of damage caused by natural disasters, immediate assistance with documents and museum material at any point of the University;
 - j) liaising with professional archival organisations;
 - k) liaising with all organisational units and organisations in the course of its university duties and with those under the jurisdiction of the Archives;
 - l) organising the traineeships for students in higher archival education;
 - m) organising the archival activities of students performing school community service
 - n) managing the archives' professional communication, the archives' website and social networking sites.
- (9) The Secretariat is responsible for ensuring the operational functioning of the Library in cooperation with the University's operational organisational units.
- (10) The duties of Library staff members are governed by their position descriptions. Their work is professionally supervised by the Director-General.
- (11) The tasks of each organisational unit and the organisation of work processes are set out in regulations, orders of business, position descriptions and the annexes to these Regulations.
- (12) The services, conditions of use and discounts of the Library are set out in Annex 2 of the ULA OOP, the Library Regulations and the Archives Research Room Regulations.

Management of the Library

7. §

- (1) The Library is headed by a Director-General. The rules governing the appointment of the Director-General are laid down in the OOP and the University's Employment Regulations.
- (2) The Director-General shall perform his/her duties in accordance with the relevant legislation and University regulations.
- (3) In the event of the Director-General's inability to act, absence or temporary vacancy of the post of Director-General, the Head of Research Support and Scientometrics is authorised to replace him/her.

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- (4) The activities of each functional area are organised and coordinated by the team leaders. As work supervisors, they give tasks to the staff members working in the job and supervise and evaluate their performance. The responsibilities and powers of the team leaders are defined in specific position descriptions.

Financial management of the Library

8. §

- (1) The Library and the Archives are maintained by the University budget and its financial management is governed by University regulations.
- (2) The current rates for library and archive services are set by the Director-General and published in the Library Regulations and in the Archives Research Room Regulations.

Quality assurance


9. §

- (1) Pursuant to Point (k) of Paragraph (1) of Section 55 of Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services, the Library organises its services taking into account the aspects of library quality management.
- (2) The Library regularly reviews its documents which are the basis of its activities (e.g. mission statement, plans and regulations) and proposes amendments to them or amends them as necessary.
- (3) The Library provides an ongoing opportunity for library users to express their opinions. It conducts a questionnaire survey at least once a year and monitors the user experience to assess real service needs. At the end of the survey, the comments received and the needs that emerge from the survey are aggregated and used to improve the services.
- (4) Using the quality indicators reported by the Library and national and international standards of library quality assurance, the Library and the University regularly monitor and evaluate the Library's activities.

Data processing

10. §


- (1) The Library shall make the Data Processing Notice pursuant to Article 13 of the GDPR available to data subjects at the time of registration or when using any library service, either online or on paper, both at the Library and the Archives.
- (2) The Library and Archives shall process personal data in connection with the provision of its services in accordance with the Data Processing Notice referred to in Paragraph (1). The Library shall obtain the opinion of Head of Legal and Procurement Services and/or the Data Protection Officer prior to any processing that differs from or goes beyond the scope, purpose or duration of the processing as set out in the Data Processing Notice under Paragraph (1).

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Closing provisions

11. §

- (1) The present Regulations were adopted by the Senate at its meeting of 16 September 2025. The present Regulation enters into force on 7 October 2025, at the same time the Regulation on Organisational and Operational adopted by the Senate No. SZ-31/2022/2023. (7 February) shall be repealed.
- (2) The annexes to the present Regulation are as follows:
 - Annex 1: Organisational structure of the University Library and Archives
 - Annex 2: Library Regulations
 - Annex 3: Library Collections Regulations
 - Annex 4: Research Room Regulations
 - Annex 5: Archive Collections Regulations

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Annex 1

Organisational Structure of the University Library and Archives



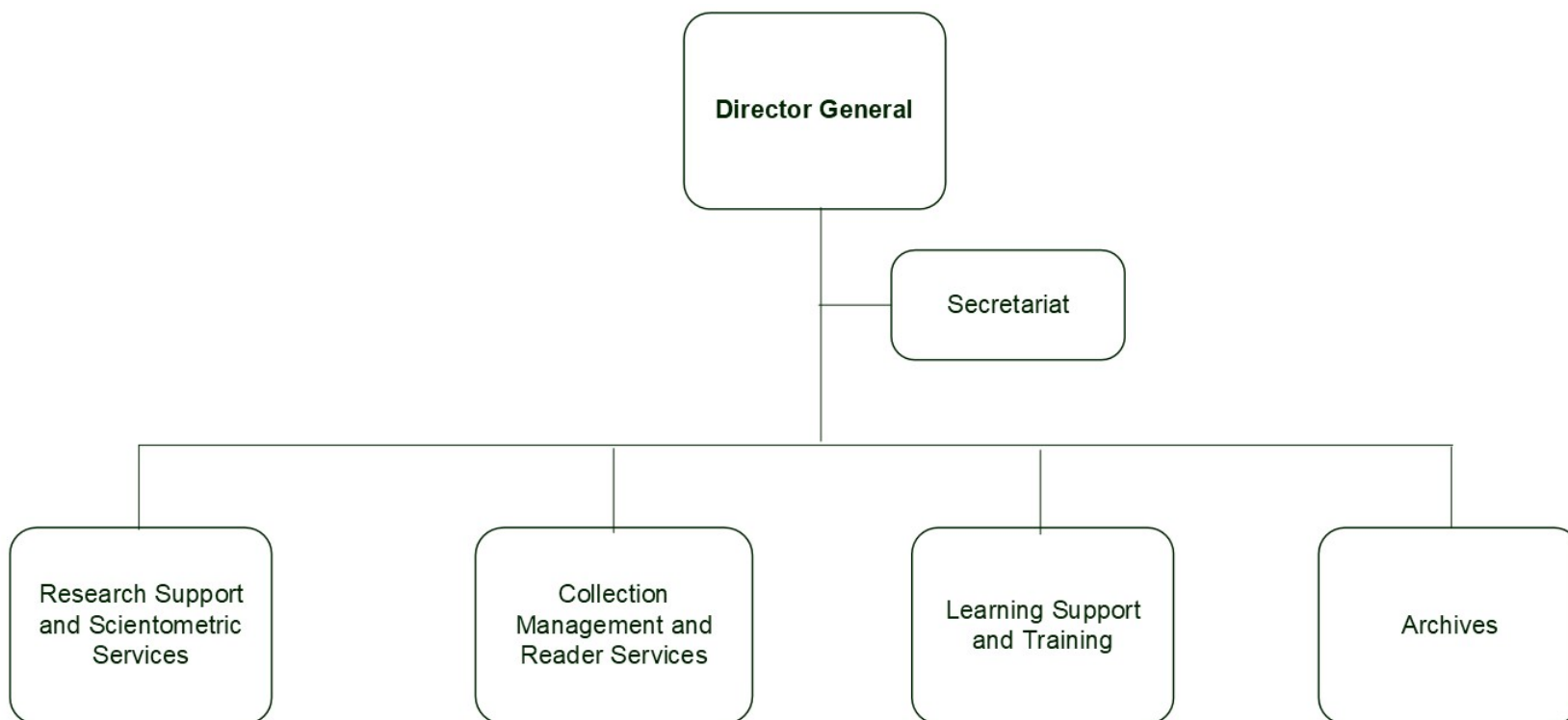
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Annex 2

Library Regulations


I. Basic principles for using the Library

1. The University Library and Archives of Corvinus University of Budapest (hereinafter: Library) is a library of a foundation-controlled, public-benefit private higher education institution, the basic purpose of which is to support education, individual and group learning and academic research at the Corvinus University of Budapest.
2. The Library is a public library within the framework of the national library supply system and, subject to capacity, is open to all library users over the age of 16 who accept the provisions of these regulations.
3. Library users are entitled to the following basic services free of charge:
 - visiting the library,
 - on-site use of the designated collections of the Library in the borrowing area,
 - use of the catalogue,
 - receiving information about the services of the Library and the Hungarian library system.
4. The Library is entitled to register, free of charge and for statistical purposes, the natural identity and address data of visitors who use the free basic services. Use of any additional services is subject to registration.
5. The Library's study areas and self-service facilities are available throughout the opening hours. Registration, payment of fees and other services requiring the librarian's participation are available during the opening hours of the Information and Service Point. The Library informs users of its opening hours on its website.
6. The Library may operate with reduced opening hours and may be closed during the summer and winter periods, taking into account the operating conditions of Corvinus University of Budapest (hereinafter: University). The Director-General of the Library may also order a closure for other reasons.

II. Registration

Students of Corvinus University of Budapest

1. Library registration for University students is part of the University enrolment process. 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 student status. Students are also entitled to use the library during a passive semester. Library membership may be extended for the purpose of writing a thesis until the end of the second semester

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immediately following the award of the final (pre-degree) certificate for students who have not yet passed their final examination.


3. In case of loss of the library card, a replacement fee will be charged.

Lecturers and employees of Corvinus University of Budapest

1. Employees of the University may obtain a library card free of charge upon proof of their identity, which is valid until the end of their employment with the University.
2. Retiring University employees will continue to be entitled to use the library free of charge under the conditions applicable to active employees, except for remote use.
3. Visiting lecturers and researchers of the University may use the Library on the basis of a certificate issued by the host organisational unit.
4. For employees leaving the University, the Library provides the use of library space and IT equipment for six months after termination of employment, subject to the approval of the Head of the organisational unit.

External readers


1. The Library is open to all persons over the age of 16 with a documented Hungarian residential address. Registration is done in person, after online registration, with data reconciliation.
2. A library fee is charged when registering. The following individuals are exempt from paying the library fee and pay only the card fee:
 - spouses and children over 16 of employees of the University with contracts for an indefinite term,
 - individuals aged less than 25,
 - individuals eligible for pension,
 - employees of public collections (libraries, museums and archives)
 - disabled people (blind, partially sighted, deaf, physically disabled), with proof of eligibility in the form of a membership card of the representative associations and/or a certificate of the MÁK (Hungarian State Treasury).
3. The following individuals are eligible for 50% discount at registration:
 - Corvinus Alumni,
 - students of other higher education institutions aged over 25 holding a valid student card,
 - infant care benefit (CSED), child-care benefit (GYED), child care aid (GYES) recipients,
 - the registered unemployed.
4. Exemption from the registration fee and eligibility for discounts shall be proved upon registration.

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5. On registration, a library card valid for the day of registration and allowing on-site use or a library card for borrowing for one year or six months from the day of registration may be purchased.
6. Personal data required for registration: name, name at birth, mother's name at birth, place and date of birth, residential address. The Library records and processes the email address of the user and the personal data entitling the user to discounts with the consent of the user.
7. New users can also provide their personal details in advance by registering remotely online by filling in the form available on the Library's website.
8. Documents requested at the time of personal registration to prove the data:
 - Proof of identity by presenting an original, valid photo ID: identity card, passport or driving licence.
 - Proof of registered residential address in Hungary: address card. For persons without an address card, proof of address shall be provided by another official document, e.g. a rent or dormitory contract in the name of the registering person.
 - In addition to the above, citizens of countries outside the European Economic Area are required to provide a declaration of a Hungarian citizen as first demand absolute direct surety and the income statement of such surety. Without a surety statement, a non-EEA national who registers has the right to use the Library only on site.
9. Documents required to claim a registration discount:

Corvinus Alumni	Certificate from the Corvinus Alumni Office
Students from other higher education institutions	Valid student identity card or school attendance certificate
Employees of public collections	Certificate of employment
CSÉD, GYED, GYES recipients	Certification
Pensioners	Document proving pension entitlement
Registered unemployed	Certification

10. The Library processes the data of registered readers in accordance with the provisions of legislation in force and the Privacy Notice published on the Library's website, and uses it solely for the purposes of library services. Registered readers can view their registered data by logging in to their personal interface of the library catalogue. The Library keeps the data of registered readers and first demand absolute direct sureties for one year after the expiry of their membership. The details of a reader with a borrowed document or an outstanding debt cannot be deleted from the register until the debt is settled.


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III. Rights and obligations of registered readers

1. In the exercise of the rights of users, the University's House Rules shall apply with the additions and exceptions set forth in this Clause III.
2. Individual user groups may have different privileges when using library services.
3. To use library services in person, readers shall bring their library card with them. Library staff or the University Security Service may ask visitors to show their library card provided as proof of library membership and proof of identity.
4. Transport equipment (scooters or roller skates) and pets are not allowed in the library, except guide dogs or other therapy dogs. Large bags may not be brought into the library, but may be placed in the free bag deposit box. One reader may use one seat.
5. Library card holders shall report any changes in their personal data and email address, and the Library shall not be liable for any damage resulting from failure to report such changes.
6. The library card is not transferable to another person. The reader is responsible for all documents borrowed with his/her library card and for the payment of any services used for a fee.
7. To avoid misuse, the loss of a library card shall be reported immediately. Upon reporting, the Library will disable the use of the lost library card on the computer system.
8. Readers' comments and suggestions regarding the Library's operation and services can be submitted on the Library's website, by email, or in the Wish Log located at the 1st floor service point.
9. All readers have a duty to protect the integrity of the Library's documents, equipment, furniture and utensils. Anyone who damages a borrowed or locally used library document or the Library's equipment, assets or furniture must pay compensation for the damage.
10. Readers leaving the Library are required to present the contents of their bags and outerwear to the security staff when the document security system is activated. In the event of irregular removal of library documents and equipment belonging to the Library, the head of the security service will record the case. A reader who seriously violates the Library's rules of use may be excluded from the Library by the Director-General of the Library on the basis of the report.

IV. Use of library spaces

1. The Library operates quiet zones for individual study, consultation rooms and shared study spaces for group learning and problem-solving. Conversation is allowed in designated shared study spaces, but you are expected to respect each other's work and to respect social norms.
2. Only students and lecturers of the University are entitled to use the consultation rooms. Rooms can be booked in advance by filling in an online form. On a given day, a person may request a room for a maximum of 2 hours and for a minimum of 3 people.

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3. Food is not allowed in the reading areas. Drinks may be consumed from a closed bottle or a covered glass. Food, food boxes and waste are not allowed on library tables and workstations.
4. Readers shall leave the library seat or equipment clean and in such a condition that it can be used without interruption by the next reader.
5. Other issues related to the use of the building are governed by the University's House Rules.

V. Use of electronic documents and making copies

1. Electronic content provided by the library may not be used for any unlawful act. Copyright works available in electronic format may be downloaded only by registered readers in accordance with the provisions of copyright law and the terms of the relevant licence agreement, for the purposes of academic research or individual study. You can find out about the conditions of use on the Library's website or ask a librarian.
2. Self-service, free-of-charge scanning can be used to make copies in accordance with copyright law for the purposes of academic research or individual study. The consequences of reproduction without respecting the law are borne by the reader.

VI. Borrowing

1. Lending is only possible in person, for personal use and with a valid library card, using a self-service terminal. A reader may borrow only one copy of the same edition of a document.
2. **Terms and conditions of borrowing:**
 - Maximum number of volumes that can be borrowed at one time: 8.
 - The duration of the loan - according to the lending category in the library catalogue, in the copy details:
available for borrowing for 4 weeks,
available for borrowing for 2 weeks.
 - The borrowing period can be extended 3 times.


The condition for an extension is that there is no waiting list for the borrowed volume.

3. **Terms and conditions for borrowing for lecturers and staff members of Corvinus University of Budapest**

- Maximum number of volumes that can be borrowed at one time: 30.
- The borrowing period is 90 days.
- The borrowing period can be extended 2 times.

The condition for an extension is that there is no waiting list for the borrowed volume.


University staff members may borrow volumes acquired in the framework of a research project with a deadline that fits the research cycle.

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4. Printed newspapers, journals, manuscripts, e.g. doctoral and candidate theses, PhD dissertations, papers of the Students' Scientific Association, and documents of museum value are only available for use on the spot.
5. Borrowing can be extended via the computer catalogue, self-service terminal or by email, provided that the reader is entitled to an extension and there is no waiting list for the work.
6. It is the responsibility of the reader to meet the borrowing deadline, and a late fee will be charged to readers who exceed the deadline, regardless of whether the Library has requested them to fulfil his/her obligations. Late fees for students of the University are charged to their collective account in Neptun.
7. No new documents may be borrowed and no extension may be requested until the amount of the late fee exceeds the amount of the debt as specified in the current price list.
8. A book borrowed by others can be reserved via the computer catalogue. The Library will notify the reader of the receipt of the book reserved and will keep the book for him/her for 3 days from the date of notification.
9. After the borrowing period has expired, the Library will send a message to the registered email address of the reader(s) being late up to 3 times, requesting the return of the document(s). The Library will not send a postal notification of the expiry of the deadline. Notices sent by email are merely a convenience, and failure to receive them does not exempt the reader from the consequences.
10. After the 60th day following the expiry of the borrowing period, the Library will declare the borrowed document lost and charge the borrowing reader for the value of the document. For Corvinus students, the compensation fee will be charged to their Neptun collective account. For external readers, the Library will send a demand for payment by post.
11. If the demands are unsuccessful, the Library may enforce its claim through legal action, initiating an order for payment and then enforcement proceedings against the late reader. In addition to the late payment fee, other additional costs related to the procedure, such as notary's fees and enforcement fees, are charged to the late reader. Arrears of library fees and late payment fees for students of the University are governed by the provisions of the Regulation on Student Fees and Benefits (RSFB). External readers who are in arrears with their fees may be excluded from using the library.

VII. Inter-library borrowing

1. As a member of the National Document Supply System, the Library requests documents not in its stock from national or foreign libraries as originals or electronic copies for readers with a library card.
2. The service may be requested using the [electronic form](#) available on the library's website. The Library provides original documents requested from Hungarian libraries free of charge. Original documents requested from abroad, as well as copies and electronic documents, are available for a fee. For University staff members, the Library may cover the fee.

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3. The original documents requested can be used locally. After payment of the invoice, the reader may use the document requested and sent as a copy, subject to copyright and the conditions of the sending library.
4. The Library also receives requests from users of other libraries in Hungary and abroad and provides the documents requested from its stock on inter-library borrowing for the period of time specified in the borrowing classification.

VIII. Using the Old and Rare Book Collection


1. The museum collection is open to university citizens and researchers from other institutions with a valid library card by appointment.
2. For information on how to check in, see the Old and rare books collection section of the Library's website.

IX. Closing provision

The Director-General of the Library sets the fees for registration and services and other fees.

Information about the fees is available on the Library's website.

In the event of changes in the Library's operating conditions, the rates for services and use may be subject to change. The fees for students of the University are charged to their collective account in Neptun. Outside readers must pay library fees by credit card, while late fees and compensations can be paid by bank transfer by arrangement

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Annex 3

Library collections regulations

The University Library and Archives of Corvinus University of Budapest According to the mission statement of the University Library of Corvinus University of Budapest (hereinafter: Library), as one of the basic institutions of lifelong learning, it supports the acquisition of knowledge and the creation of new knowledge through its educational, knowledge-sharing, service and community-building activities.

Its core tasks in the field of collection building, taking into account the University's strategic objectives and the relevant legislation, are:

1. As a university library, providing academic information for teaching, research and learning at the University in all disciplines and at all academic levels of education relevant to the University and caring, preserving and publishing the University's knowledge creation
2. As a public specialised academic library, building and providing a high-quality research stock in the fields of economics, business and social sciences, and to participate in the operation of the National Document Supply System.

Purpose of the Collections Regulations


The Regulations set out the principles and procedures to ensure that

- the collection supports teaching, research and learning at the university,
- the library fulfils its role in the long-term preservation of the collection as a resource and, in particular, of the intellectual products of the university,
- collection building decisions are fully in line with the mission and objectives of the University.

Collection structure

The Library collection is divided into the following sections

- printed core stock: books, periodicals and other printed documents, whether permanently or temporarily preserved, intended to provide the literature for teaching and research at any given time,
- electronic collection,
 - electronic books purchased or licensed,
 - databases: literature, business and statistical data sources purchased or subscribed to at institutional level or on a consortium basis,
 - university institutional repositories: digital institutional archives that store, archive and provide copyright-compliant services for intellectual products, research

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results, publications, doctoral and student theses and digital documents related to the university's mission,

- special collections: those parts of the stock that the Library treats separately because of their special characteristics (period, provenance, subject, individual and/or collection value, etc.). Current special collections:
 - museum collection: includes the documents from the Library's stock that are classified as museum library documents according to the provisions of Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage,
 - Digital Collection on the History of Corvinus University: digital archive of resources and publications related to the history of the institution and its predecessors,
 - Hungarian Economic History Digital Collection: a digital collection of works by major Hungarian economists,
 - a collection of university posters and small prints.

Collection accumulation and collection scope

The Library carries out planned acquisitions based on stock analysis, partly data-driven, in line with the needs of teaching and research, and increasingly complemented by user-driven acquisitions based on the needs of lecturers and researchers. It is a member of the EISZ national consortium for efficient stock building and collaborates with other academic libraries to implement the expanded collection.


Library purchases and subscriptions serve the entire community of the University. The Library does not acquire content whose use is restricted to individuals. In rare and exceptional cases, the terms of a licence for an electronic data resource may restrict access to a university organisational unit if the organisational unit is funding the purchase.

The scope of the collection varies according to the disciplines taught and researched at the University and the types of documents that can be identified according to other criteria

Depth of the scope of collection and its aspects in terms of discipline

The Library

- as a university content holder, it aims for completeness by collecting
 - the published academic works of the University's lecturers and researchers
 - the literature provided as learning material for the subjects taught at the University,
 - publications of the University and the Library,
 - the documents submitted for the award of diplomas and degrees (doctoral dissertations and theses),

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- award-winning students' academic work,
- documents relating to the history of the University and the Library and their predecessors,
- as a university library and a public academic specialised library, it collects selected Hungarian and leading international academic literature in the disciplines taught and researched, with a special emphasis on Hungarian literature in economics and management

The depth of collection and its aspects in terms of discipline apply to all types of documents.

Information media

The documents defined by the collection scope are collected by the library on any of the available information media types. To improve accessibility, the development of collections on electronic media is a priority. The choice of the information medium is made taking into account the habits of the disciplines, user needs and cost-effectiveness.

Currency

The Library's collection scope is current. Retrospective collection development may be necessary to adapt to changes in the University's teaching and research focus, or to complement the existing collection.

Copy numbers

By default, the Library will only purchase multiple copies when justified. The number of copies is determined by a specific professional decision based on the current needs of teaching and research at the University and users.


The Library is not responsible for providing students with a full range of textbooks. However, to support teaching and learning, it makes available all the works listed as compulsory and recommended literature in its collection.

Language

- the library collects the documents covered by its collection scope in Hungarian and in the world languages relevant to the field of study and to the foreign language programmes offered at the institution,
- and the publications of the University's lecturers in any language.

Ways and sources of stock increase

- Purchase – final ownership
- Subscription, licensing – access for a limited period

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- Gifts
- Obligatory copies
 - works allocated by the National Széchenyi Library in accordance with Government Decree No. 717/2020 (30 December)
 - university obligatory copies of works and publications published by the University

Selection criteria

- The Library collects all the works marked as compulsory and recommended literature used in education. It is the responsibility of the academic community to inform the Library of the works they wish to use in their teaching, and the Library is responsible for their acquisition and provision.
- The acquisition of academic literature and information resources for academic research and monitoring the development of relevant disciplines is carried out in cooperation between the lecturers' community and the Library. The final decision on the use of the purchase budget is the responsibility of the Library.
- The Library acquires documents related to the University, its history or necessary for its current operations.
- Cost, foreseeable frequency of use, usability, functionality and value for money are all selection criteria to be taken into account when making purchasing decisions.

Preservation

- The Library archives
 - documents that are classified as museum library documents according to the provisions of Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage,
 - publications of the University and the Library,
 - academic publications attributed to university lecturers,
 - doctoral dissertations defended at the University,
 - printed documents of a high academic standard with a Hungarian imprint in the fields of economics and management,
- The Library permanently preserves printed documents that serve to provide academic literature for education and research and represent the development of the relevant disciplines.
- The Library temporarily holds and provides documents that are necessary for the supply and services for readers at a given time, but which are not necessary and/or inefficient to keep for the long term.

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In the case of the purchase of the use of electronic resources for a limited period of time, the retention/access period is defined in the contractual terms and conditions. The Library aims to ensure the permanent usability of the documents subscribed to.

Stock reduction

The following legislation in force shall be taken into account for stock reduction:

Joint Decree No. 3/1975 (17 August) of the Minister of Culture and the Minister of Finance on library inventory control (stocktaking) and on the regulations for deregistration from library inventories,

Decree No. 22/2005 (18 July) of the Minister of National Cultural Heritage on regulations concerning the management and record keeping of historical library documents,

Stock reduction may take place for the following reasons:

- planned stock reduction (removal of documents that are obsolete, no longer suitable for teaching and research purposes, and not related to the University, including the reduction of the number of copies),
- natural wear and tear,
- other reasons (e.g. uncollectable claims or compensated claims),

In the case of scheduled stock reduction, the Library will keep at least 1 copy of the works to be archived in its collection.

The Library shall offer the documents subject to the reduction to the national library system pursuant to Point (c) of Paragraph (1) of Section 59 of Act CXL of 1997.

Processing, publishing and ensuring searchability


The Library registers, explores and publishes the documents in its collection in accordance with the relevant legislation and library standards.

The Library provides users with standard exploration applications (online catalogue or electronic search applications) that are interoperable with international services to help them use the collection.

Provides information on electronic resources covered by the collection scope that are accessible remotely without restriction (e.g. open access) through library applications for exploration.


Open access

The Library is committed to the digital open access publication of academic content. As part of their collection-building work, librarians systematically evaluate, select and make available through library applications works that enrich the collection, whether they enhance traditionally available content or offer an alternative use.

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Receiving donations and inheritances and incorporating them into collections


The Library does not generally accept unsolicited donations due to storage capacity constraints and legal considerations. In individual cases, i.e. documents serving education and research or being of special historical value, the Library will examine the donation and, if it accepts it, will determine the selection, processing, conservation and service characteristics on the basis of its own professional judgement.

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Annex 4

Research room regulations

The research room regulations are being prepared.

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Annex 5

Collections Regulations

The scope of collections of the Archives is defined by the current Document Management Regulations of the Corvinus University of Budapest.