

 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		

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.