

 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 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 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.

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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.
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.

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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
CSED, 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