

 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		

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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
- f) digital competences, and to their success in their studies at the University,
- g) providing the academic literature and data sources needed for research activities,
- h) 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;
- i) running a scientometric workshop to provide bibliometric advice to researchers and coordinating and carrying out tasks related to the authentic registration of academic publications,
- j) 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;
- k) providing information on international academic management and evaluation practices and academic communication patterns to enhance research success,
- l) providing research data management services,
- m) 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

