

# **Library Usage Regulations of the National Library of Foreign Literature**

National Library of Foreign Literature (OIK) is a national public library.

## **1. Opening Hours**

Library is closed on public holidays. Electronic services of the library are available on the homepage.

## **2. Services of the library**

It offers general and specific information with the help of its stock, catalogues and databases. It provides information about the Hungarian and foreign libraries.

Its stock can be borrowed partly and is available in situ. Documents being not available can be requested via inter-library loan.

Its stock is accessible for members of other libraries via inter-library loan. Library documents are allowed to be copied by considering the rules of copyright and the aspects of stock protection. Library offers Internet and computer usage and access to databases. Own computer can be used also. There are opportunities to participate in library events, exhibitions, performances and courses.

### **2.1. Personal library usage instructions**

Cloakroom is free and obligatory. Library takes the responsibility for objects being only set in the cloakroom.

One small sized handbag (35X30 cm) and laptop can only be carried in the library. Library users can be obligated to have any library staffs a view in one's own bag. Eating is allowed in the inner court.

Using mobile phones is forbidden in the reading room and the open access area. In the area of the library an electronic surveillance system is operated.

Smoking, using drugs or consuming alcohol are not allowed in the whole area of the library. Director General of the library can allow occasional alcohol consumption in a written notice. Library users should not disturb others with their wrong appearance, attitude and activity.

Information devices, networks, electronic services of the library cannot be used for illegal business activities. Users are not permitted to visit on websites which can hurt others' mental calmness.

Internet usage for people being under-aged is restricted by the law.

Besides chargeable services video, photo and tape recording can be allowed by the permission of the director of National Library of Foreign Literature (OIK) as a reference to copyright.

Users are obliged to pay compensation for damage in the furnishings, devices and documents of the library. Damage is recorded in the protocol.

Documents being not protected by copyright need to be agreed in a contract with users about the methods and prices of reproduction for business goals. Breaking the rules can put an end to library usage and limit visiting to the library by director's decision.

Users can write their remarks, complaints, recommendations in the so-called Request-Guest Books in the Reading Room or via Internet, e-mail or in a letter. Librarians reply them within 5 working days.

**Users can initiate the improvement of library usage regulations.**

## **3. Usage of the library**

### **3.1. The following tickets can be used for library services:**

- Costless visitor ticket
  1. general information about library holdings
  2. usage of the librarian database
  3. in situ usage in the open access area (not concerning the listening or viewing of audio or audiovisual materials)
  4. visiting programmes free of charge
- Daily ticket – all services can be used that day except for circulation
- Library ticket – all services (including circulation) can be used several times. Beside this ticket, a bar-code and a password are given to readers to reach online access. Library ticket can be used for 6 or 12 months depending on the type of the ticket.

### 3.2. Registration

Using the library is attached to registration. An entering system can be found by the entrance. Enter and exit is available by library ticket or entering card. By registration reader declares to have learnt and accepted the Library Usage Regulation.

Conditions of registration:

Hungarian or EU citizens being able to act and being over the age of 14 can register with Hungarian Identity Card or with other European Card. Foreign citizens from outside the European Union can be enrolled by the presentation of the following documents: right of abode, temporary right of settlement, passport, Hungarian Identity Card. Students must have a valid student card for registration. Foreigners not belonging to any groups above can enrol by the warranty of a Hungarian citizen over 18. Declaration of people being under-aged or unable to act must be signed by his/her legal representative. Persons (max. 3 persons) entitled library usage are guaranteed by a legal entity by registration.

For registration the following data are required:

- Natural person:

- surname and first name
- birth name
- place of birth and date of birth
- mother's first and surname
- permanent address (postal code, place, street, number)
- temporary address

- Legal entity:

- designation by formal charter
- address of seat (postal code, place, street, number)
- temporary address and phone number
- delegate persons (names, status)
- personal data of persons entitled library usage (max. 3 persons)
- original copy of signature sample

Users owing the library any unsettled debt cannot register.

### 3.3. Signing the declaration of entrance, the signer has the responsibility for the following:

- fee for returning the borrowed items in delay
- damage from missed and injured documents
- paying for the damage in the devices and documents of the library

Demanding any discount, entitlement is needed to certify.

Discounts for enrolment:

A. 50% reduction for

- student over 16 with valid student card
- pensioners
- those who get maternity benefit (GYES) and child benefit (GYET)
- registered unemployed

B. Free of charge registration for

- students under 16
- people over 70
- people with certificate for heavy disability
- people with certificate for employees of similar public collections, KKDSZ members

Reductions are also valid for those who hold a Certificate of Hungarian Nationality.

Users are obliged to inform the library on changes in any personal data.

Library ticket cannot be transferred. Physically disabled person can authorize another natural person to borrow library items on behalf of him/her. Form needed to authorization is provided by the library. Users are obliged to announce the missing of their library ticket.

Library replaces the missing ticket against payment. Library stores data in an information system, and handles them according to the prescriptions of data protective rules.

### **3.4. Ways of library usage**

1. Using the information system of the library via online (homepage, OPAC)
2. request to reference service in situ or via online
3. in-library usage
4. loan, inter-library loan
5. visit library events
6. visit the library alone or in a group

#### **3.4.1. Information system of the library can be used by online.**

It is free of charge and free from any registration.

#### **3.4.2. Request to reference service in situ or via online**

General reference is free of charge. Prices of special services are included in the charges.

#### **3.4.3. In-library usage**

Free of charge services by visitor ticket:

- library visit
- general information about the volumes of the library
- usage of the library catalogue (OPAC)
- in-library usage of documents in shelf-access room (not concerning the listening or viewing or audio or audiovisual materials)
- information about the library and its services
- WIFI service

Free of charge services by daily ticket or library ticket

- specialised reference
- usage of databases
- computer usage and Internet access
- piano usage
- listening CD
- usage of language lab
- in-library usage of protected volumes
- participate in the library events

In the reading room, readers are given a seat number, referring to a seat to be occupied. Reference librarians control all the books being taken in the reading room. It is allowed to require any documents from other collections of the library.

When leaving the reading room, required documents are obliged to return to reference librarians.

Required documents from Károly Fajszki Esperanto Collection and periodicals from music collection after 4 pm. are given out in each case the next day.

Required documents from protected volumes can be studied at the place and way appointed by the librarian. These documents can be copied analogously and digitally under an advance permission.

Copying from any manuscripts and scores cannot be permitted.

#### **3.4.4. Chargeable services:**

- compile a bibliography in a topic of library collection
- consideration of issues in a topic of library collection
- other chargeable information services

- booking in advance
- printing
- photocopying, scanning
- administration fee for documents borrowed with permission
- international inter-library loan
- loanable laptop for in-library use
- Kensington Lock for in-library use
- Rented cloak room (depends on capacity)

### 3.4.5. Loaning, inter-library loan

Loaning can be allowed by library ticket. A core collection of the books is available through direct shelf-access. The rest of the books can be requested from the library stock. Request from the library stock is allowed until half an hour before closing time. Loaning time takes until a quarter an hour before closing time.

8 documents are permitted to loan which can contain 20 items altogether. 20 documents are permitted to loan in case of research ticket, which can also contain 20 items altogether.

During opening hours library documents can be returned at the Registration.

List of documents depending on their loaning time and renewing opportunities

Classing	Loaning time (working days)	Numbers of renewing
Documents for a long term loan	20	3
Documents for a short term loan	5	1
Documents with limited loaning time (only with permission)	0	0

Renewal can be requested 10 days before loan expiration via post, online, in e-mail, on phone/fax or personally.

Loaning time cannot be renewed in case of the followings:

- after expiration
- document is booked in advance
- renewal of the documents is over three times
- owing the library any unsettled debt

In case of expiration, fine is obliged to pay. Fine is paid after each document.

Borrowed documents can be booked in advance. An announcement is sent after the required document has arrived. The document is proved to maintain for only one week after the day of announcement.

Renewal and in advance booking can be initiated online. There is an opportunity for borrowing documents - except for protected volumes, periodicals, records – for a limited time during closing time (from evening to next morning, weekends, summer and winter closing time).

In order to require this service, at least half-year membership is obligatory.

An application form is needed to fill in and hand in for a permission 2 days before loaning. Administration fee of the service is needed to pay when loaning.

As a member library of the National Document-supplier System the library undertakes a service referring to documents accessible in Hungary in an original or a copy form for registered readers. It is obliged to fill an application form in for the service. Library sends an announcement to the reader when the required documents have arrived. These documents can be borrowed for a date denominated by the sending library. These documents are excluded from normal loaning.

Readers cannot borrow any other documents until the followings:

- one of the borrowed documents has expired

- any debt has left towards to the library
- registration has expired

Library provides laptop and Kensington Lock for in-library use against payment. Library membership (over a year) and ID card are needed for loaning a laptop. For the reader's request the library sends an announcement before the date of expiration. This announcement is sent three times to an address given by the user. Administration fee to this service is obliged to pay by users. 45 days after the last unsuccessful announcement, users have to pay the expenses emerged.

In case of any damages in the books, users are obliged to replace an issue of the same value. Users have to notify the Circulation Desk in a written form when losing a book. 45 days are provided for replacement. Besides notification users have to pay for return fee. To determine the final return fee is in the payment of damage. When the book cannot be purchased, a curator of the documents recommends a price. In case of any damages of a document consisting of more items can need the purchase of the whole document.

#### **3.4.6. Visiting library events**

Library events can be:

- public
- demanding any registration in advance
- visited by daily tickets, library tickets, visitor tickets
- free of charge

Chargeable library events are announced in advance.

#### **3.4.7. Visiting library in a group**

Library provides the opportunity for visiting in a group. It is needed to conciliate a date with Reference Group or Musicology Section in advance in case of visiting in a group.

### **4. Final provision**

This regulation as a director's order comes into force on the 1<sup>st</sup> September 2017. Publication of this document in an electronic way or in a written form appears on the same day. The former document repeals on the 30<sup>th</sup> August 2017.

Enclosure:

1. Charges
2. More important laws concerning library use
3. Application form for documents with limited loaning time
4. Permit for reprography and user's statement
5. Registration form
6. Declaration of guarantee and repeal the declaration of guarantee
7. Order form for interlibrary loan
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9. Declaration of a legal entity for library membership

**Charges**

		A year	Half - year
<b>1.</b>	<b>Registration fee</b>	3 500 HUF	2 000 HUF
	<b>50% reduction for pensioners and students over 16, registered unemployment, and for those who get Maternity benefit (GYES), and Child benefit (GYET)</b>	1 750 HUF	
	<b>Research ticket</b>	6 500 HUF	
	Legal entity	15 000 HUF	
	Students under 16 *	Free of charge	
* Registration is permitted for those who are over 14 years old.			
	Over 70	Free of charge	
	With certificate for heavy disability	Free of charge	
	With certificate for employees of similar public collections, KKDSZ members	Free of charge	
Reductions are also valid for those who hold a Certificate of Hungarian Nationality.			
<b>2.</b>	<b>Day ticket</b>	600 HUF	
	<b>Visitor ticket</b>	Free of charge	
<b>3.</b>	<b>Replacement of lost library ticket</b>	700 HUF	
<b>4.</b>	Late return fee for long term loan documents	20 HUF/day/item	
<b>5.</b>	Late return fee for short term loan documents	100 HUF/day/item	
<b>6.</b>	Late return fee for documents borrowed with permission	1 000 HUF/day/item	
<b>7.</b>	<b>Administration fee for documents borrowed with permission</b>	200 HUF/item	
<b>8.**</b>	Photocopying, printing		
	black	20 HUF /page	
	color	100 HUF /page	
**Prices for A4 page. Prices are double in case of a sheet or A3 page.			

9.	Digital copy(scanning, photography)	100 HUF/scan	
10.	Self-service scanning	10 HUF /scan	
11	Self-service photo taking by own device	Free of charge	Printed documents of the library, except scores
12.	Internet use for registered readers and day ticket holders	Free of charge	
	<b>Internet use for visitor ticket holders</b>	50 HUF/15 minutes	
13.	Internet via WIFI	Free of charge	
14.	Laptop borrowing (for in library use)	500 HUF/day	
15.	Kensington Lock (for in library use)	150 HUF/day	
16.	<b>Replacement of cloak room ticket</b>	500 HUF	
17.	<b>Replacement of safe deposit lock</b>	1 250 HUF	
18.	Rented cloak room (depends on capacity)	200 HUF/day	
		4 000 HUF/month	
19.	<b>Administration fee of notifications</b>		
	<b>Notice</b>	200 HUF/occasion	
	Advance booking	100 HUF	
20.	<b>Compiling a bibliography</b>	3 000 HUF	
21.	SDI		
	Weekly	800 HUF/week	
	Monthly	3 000 HUF/month	
	Quarterly	10 000 HUF/quarterly	

*Comment: Prices contain VAT*

## More important laws concerning library use

1959. évi IV. törvény a Polgári Törvénykönyvről
5. 1992. évi LXIII. törvény a személyes adatok védelméről és a közérdekű adatok nyilvánosságáról
  6. 1992. évi LXVI. törvény a polgárok személyi adatainak és lakcímének nyilvántartásáról
  7. 2001. évi XXXIX. törvény a külföldiek beutazásáról és tartózkodásáról
  8. 1994. évi LIII. törvény a bírósági végrehajtásról
  9. 1996. évi XX. törvény a személyazonosító jel helyébe lépő azonosítási módokról és az azonosító kódok használatáról
  - 10.1997. évi CXL. törvény a kulturális javak védelméről és a muzeális intézményekről, a nyilvános könyvtári ellátásról és a közművelődésről**
  - 11.1997. évi LXXXI törvény a társadalombiztosítási nyugellátásról
  - 12.1999. évi LXXVI. törvény a szerzői jogról**
  - 13.1999. évi XLII. törvény a nemdohányzók védelméről és a dohánytermékek, fogyasztásának, forgalmazásának egyes szabályairól
  - 14.6/2001.(01.17.) Korm. rendelet a könyvtárhasználókat megillető egyes kedvezményekről.**
  - 15.2001. évi LXIV. törvény a kulturális örökség védelméről.
  - 16.2001. évi LXII. törvény a szomszédos országokban élő magyarokról
  - 17.18/2003. (XII.10.) NKÖM rendelet a szomszédos országokban élő magyarokról szóló 2001. évi LXII. törvény hatálya alá tartozó személyeket megillető kulturális kedvezményekről
  - 18.319/2001. (XII.29.) Korm. rendelet a szomszédos országokban élő magyarokról szóló 2001. évi LXII. törvény hatálya alá tartozó személyek diákkedvezményeiről
  - 73/2003.(V.28.) Korm. rendelet az Országos Dokumentum-ellátási Rendszerről**

## Application form for documents with limited loaning time

Author:	
Title:	
Shelf reference:	

Date of request:

Permitted:

Date of loaning time:

I, undersigned, admit that I borrow this document today. I undertake that I pay 1000 HUF/document in case of any delay.

Data of the reader:

(name, bar-code)

	Borrow	Return
Date (year/month/day/hour)		
Signature of the reader		
Signature of the librarian		

## Declaration of guarantee

Undersigned, I

(First name, surname, birth name)

(city, town)

(street/road)

(number)

as a citizen and as a legal representative guarantee for a reader of the library.

Reader's name

mother's birth name

address

bar-code of library ticket

I know and accept the Library Usage Regulation of National Library of Foreign Literature and its system.

I announce the personal data and the changes in them.

Repealing this declaration in a written form refers to the abolishment of membership.

(date)

(signature)

\*It can be abolished in case of foreigner citizen.

## Repeal the Declaration of guarantee

Undersigned, I (name) (Identity card number)  
(number) (city/town) street/road/square)

as a citizen repeal the guarantee for a reader of the library and pay the debts emerged in  
HUF.

Reader's name

Mother's birth name

address

bar-code of library ticket

Budapest, 20

signature

I have received this declaration.

librarian

Order form for interlibrary loan (ask for the librarian's help in filling the form)

Könyvtárközi kéréslap		
OIK iktatószám:	ODR szám:	OSZK szám:
A félkövérrel szedett kérdéseket az olvasó válaszolja meg. A csillaggal jelölt kérdésekre adott válasz nélkül a kérés érvénytelen.		
*Csak Magyarországról <input type="checkbox"/> Külföldről is <input type="checkbox"/>		
*Eredeti dok <input type="checkbox"/> . Másolat <input type="checkbox"/>		
*Dokumentum fajtája: 1.Könyv <input type="checkbox"/> 2.Periodika <input type="checkbox"/> 3.Egyéb <input type="checkbox"/>		
*1/a Könyv cím:		
*1/b Szerző:		
*1/c Kiadási adatok:		
*1/d Más kiadás lehet: igen <input type="checkbox"/> nem <input type="checkbox"/>		
1/e Ismert fellelhetőség:		
*2/a Periodika címe, évfolyama, száma:		
*2/b Cikk szerzője:		
*2/c Cikk címe:		
2/d Oldalszám:		
*3/a Egyéb kiadvány szerzője:		
*3/b Címe:		
*3/d Dok. típus:		
*A kérés teljesítésének határideje:		
*A kérő neve:		
*Értesítési telefonszám:		
*Vállalt legnagyobb költség:		
A kérés továbbításának dátuma:		
A kérés irányítása: ODR <input type="checkbox"/> OSZK <input type="checkbox"/> Egyéb <input type="checkbox"/> .		
éspedig:		
Beérkezés dátuma:		
Kértesítés dátuma:		
A szolgáltatás számlaszáma:		Ára:
Visszaküldési határidő:		
Visszaküldés dátuma:		

Kötelezettséget vállalok arra, hogy a küldő könyvtár által számlázott költségeket a dokumentum / másolat átvételekor maradéktalanul megfizetem.

Budapest, 20.... ..

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Aláírás

## Application form for lost document

Undersigned, I confess that I have lost the following document borrowed from National Library of Foreign Literature. I ask to determine the way of compensation.

Data of the following document:

Author	
Title	
Publishing date	
Publisher	
Shelf reference	
Bar-code	
ISBN	

Reader's name	
Address	
Bar-code of library ticket	
Telephone	
E-mail address	

Compensation is possible for 45 days after the written declaration of loss. Declaration of loss doesn't exempt from the pay of return fee. Final fixing of return fee happens at delivering of the replacing document or paying of the compensation.

Budapest, 20

reader

librarian

Referential reply: