UNIVERSITY AND NATIONAL LIBRARY
UNIVERSITY *of* DEBRECEN

LIBRARY USE POLICY

20 MARCH 2026

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1. Purpose and scope of the library use policy

The *Library Use Policy* summarizes the rules applicable to the University and National Library, University of Debrecen (DEENK, hereinafter referred to as *Library*). The scope of this policy covers all DEENK libraries.

2. Terms of Use[1]

As a public library[2], DEENK provides basic services free of charge, while services beyond the basic services require library registration.

2.1. Basic services

- On site use of documents on the open shelves;
- use of the library catalogues and search engines;
- information request about the services and collections of the Library;
- use of public computer terminals.

2.2. Services that require library registration

- Document/equipment loans;
- requesting documents from the stacks;
- use of non-public library computers;
- copying or printing from the Library collection;
- renting study or research rooms;
- requesting information about professional literature;
- access to subscription databases, information retrieval services, and electronic documents.

Registration and other fees are determined by the management of the Library in accordance with the applicable regulations of the University of Debrecen (hereinafter: University).

2.3. Fee based library services[3]

Certain services provided by the Library are paid services. Information on the details of such services and on the current fees can be found on the Library's website (lib.unideb.hu/en) and at the customer service points.

[1] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[2] Pursuant to Act CXL of 1997 on Museum Institutions, Public Library Services and Community Culture.
[3] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.

3. Library registration

3.1. Registration[4]

Citizens of the University of Debrecen and any Hungarian citizen over the age of 14 years who agree to comply with the Library Use Policy can join the Library.

For the registration of children under the age of 18 years, a third-party guarantee statement by the child's legal representative (parent or guardian) is required.

The Library defines *different types of memberships* based on the type of legal relationship Users have with the University.

Upon registration, the User's *data* are stored in the Library's electronic database.

Upon the *expiration of membership*, the User must return all borrowed documents and equipment to the Library and must settle any debts. Membership may be renewed thereafter.

After the expiration of membership, the Library stores the User's personal data for 30 days. Afterwards, the Library uses the data in an anonymized form, for statistical purposes exclusively. The data of any registered User who has not settled his or her debts of any kind shall not be deleted.

3.1.1. Membership of persons having a legal relationship with the University of Debrecen

Membership is *free of charge* for persons having a legal relationship with the University (students, faculty/staff members and employees of associated organizational units) and is valid until the beginning of the succeeding academic year (i.e. 15 September). Upon registration, the User is required to verify his or her legal relationship with the University.

Citizens of the University are not required to return the documents on loan upon the annual renewal of their membership.

When a User's *legal relationship with the University expires*, the User is required to return all documents and equipment on loan to the Library and to settle any debts. Afterwards, the valid membership is converted into external membership (*see Chapter 3.1.2.*) until the original membership expires.

3.1.2. Membership of persons not having a legal relationship with the University of Debrecen

External membership[5]

Persons not having a legal relationship with the University shall pay a *registration fee* upon registration. Registration is free of charge for persons under the age of 25 years, employees of libraries, museums and archives, persons having a teacher ID card, persons with disabilities and persons over the age of 70 years.

University students of other universities over the age of 25 years shall pay 50% of the registration fee (except students of the Debrecen Reformed Theological University). The eligibility for discount shall be verified upon registration.

External membership is valid for six months or one year starting from registration.

[4] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[5] Amended by the Senate resolution no. 9/2026. (III. 19.); in force from 20 March 2026.

Membership of students and staff of the Debrecen Reformed Theological University

Membership is *free of charge* for students and staff of the Debrecen Reformed Theological University (DRHE) and is valid until the beginning of the next academic year (i.e. 15 September).

The legal relationship of the student/staff member with DRHE shall be verified upon registration.

Membership of students of the Debrecen Summer School

Membership is *free of charge* for students of the Debrecen Summer School and is valid until the end of the summer school period.

The legal relationship of the student with the Debrecen Summer School shall be verified upon registration.

Foreign citizens

Concerning the membership of foreign citizens having a legal relationship with the University of Debrecen (students, researchers, professors), the above provisions related to the "*membership of persons having a legal relationship with the University of Debrecen*" apply.

Foreign citizens that are not citizens of the University of Debrecen may only purchase daily tickets (*see Chapter 3.2.*).

3.2. Daily ticket[6]

To use services in the Library that require registration or are paid services, a User may purchase a *daily ticket*.

Such services are listed in Chapter 2.2., but loaning documents is not included in the daily ticket.

The daily ticket is *fee based*.

3.3. Library card, My Library Account

3.3.1. My Library Account

The User can access his or her profile stored in the Library's database (*see Chapter 3.1.*) online, using a login ID and password. The password is confidential, the User is responsible for its protection.

3.3.2. Library card[7]

Citizens of UD can use the University card (UniPass) as library card. *Students and staff of DRHE* can use the DRHE UniPass card as library card.

For any other readers (external readers, summer school students) the Library issues a special card as a daily ticket on which the reader's *name* and a unique *barcode* that identifies the reader in the Library's database are indicated. This card is only valid in combination with a photo ID card.

Library cards are not transferable to other persons and patrons must use their own library

[6] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[7] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.

card to access the services of the Library.

4. Availability and use of printed documents

Books, journals and other documents on the open shelves may be browsed or used in the Library without registration (*see Chapter 2.1.*).

Documents in the stacks and special collections are only available for Users having a valid membership.

Users are required to use library documents responsibly and to protect them from any kind of damage. Users are not allowed to take notes in documents or to highlight or underline texts.

Users are required to compensate for the damage caused in the documents of the Library (*see Chapter 5.5.2.*).

4.1. Borrowable and non-borrowable documents

The Library may categorise its documents as borrowable or non-borrowable.

The status of a document is indicated in the catalogue and marked with colour-coded labels on the document. The interpretation of the labels is displayed in the study spaces and on the Library's website (lib.unideb.hu/en).

4.1.1. Documents that are non-borrowable under any conditions

- Journals;
- manuscripts, theses, dissertations;
- publications and documents with protected status.

5. Circulation

5.1. General rules and regulations[8]

Documents may be borrowed according to the loan policy. Based on that, a document may be borrowable, non-borrowable or borrowable with restriction. Libraries may determine their own loan policies which are indicated on the Library's website (lib.unideb.hu/en).

To borrow a document from the Library, the patron shall have a valid membership.

To borrow a document, a valid library card is required. Patrons shall use their *own library cards* for borrowing (*see Chapter 3.3.2.*).

The number of documents that a patron can borrow is determined according to the type of membership. The privileges related to the types of membership are indicated on the Library's website (lib.unideb.hu/en).

The loan due date is uniformly 30 calendar days from the date of the loan.

A patron may only borrow one copy of a document.

When the loan due date is reached, the borrowed document must be returned to the Library or the due date shall be prolonged (*see Renewal in Chapter 5.4.*).

[8] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.

The Library imposes *a fine* for overdue documents (see Chapter 5.5.1.).

Documents which are not borrowed or non-borrowable (*see Chapter 4.1.*) must not be taken out of the building of the Library. If a User takes a non-borrowed or non-borrowable document, a librarian shall write a report.

Borrowing is not allowed if the User:

- does not have a valid membership;
- has overdue loans or fines over a specified amount;
- has reached the maximum loan limit of his or her membership type.

5.2. Information about the loan period[9]

Upon borrowing, the patron is informed about the due date of the borrowed document.

Patrons can keep track of the due date online in the *My Library Account* (see Chapter 3.3.1.). There they can renew their loans as well.

5.2.1. Reminders and letters of formal notice

The Library sends *reminders and letters of formal notice* to remind or alert the patron about upcoming due dates.

Failure to receive such a reminder or letter of formal notice does not eliminate payment obligations.

If the reminders and letters are unanswered, the Library puts forward the claim in accordance with the relevant regulations of the University.

5.3. Renewal[10]

The number of renewals is specified, one renewal lasts for the same period as the original loan.

If another patron reserves a document (*see Chapter 5.6.*), renewal is not possible. In this case, the patron must return the document by the due date.

The maximum number of renewals depends on the document's loan policy (*see Chapter 5.1.*).

Ways of renewal:

- in person at a circulation desk;
- online in the My Library Account (*see Chapter 3.3.1.*);
- by email;
- by telephone.

After the maximum number of renewals is reached, the document must be returned to the Library (see Chapter 5.4.).

5.4. Return

Patrons must return the borrowed documents to the library of DEENK from which they borrowed them.

[9] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[10] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.

Ways of return:

- *in person* at a circulation desk or by placing the document in a book-drop box;
- *by registered postal mail* to the Library's address: *Debreceni Egyetem Egyetemi és Nemzeti Könyvtár, 4002 Debrecen, Pf. 400.*

5.5. Overdue fees, compensation

5.5.1. Overdue fees

The Library imposes an overdue fee on a patron that returns the document after the due date.

There is a grace period of 3 days starting from the due date to return or renew the document. During that period, no overdue fine is charged, but once the grace period has elapsed, the patron shall be fined retroactively, starting from the due date.

5.5.2. Lost or damaged documents[11]

Patrons are required to recover any damage that they cause to the Library's documents.

- If the damaged document can be repaired, the patron shall cover the cost of repair;
- if the document cannot be repaired or has been lost, the patron shall replace the document with an identical copy or a new edition;
- if the above is not possible (if the book is no longer available on the market), the patron shall pay the collection value of the document. Such value is determined by the Library individually for the given document.

5.6. Reservation

Only patrons with a valid membership can reserve documents that are currently on loan.

Reserved books must be returned by the due date, their renewal is not possible.

5.7. Interlibrary loan

Documents that are not available at the DEENK libraries can be requested from other Hungarian or foreign libraries. Documents of the DEENK libraries can be borrowed through other Hungarian libraries as well.

Only patrons with a valid membership can request an interlibrary loan.

6. Use of electronic documents and resources

When using electronic documents or resources, the User must comply with copyright laws, personal data protection policies and the terms and conditions set by the service provider for the given resource.

The User must not reproduce, redistribute, modify or make electronic or print collections of the subscribed databases or a part of them without the consent of the creator of the database.

By citing the source, parts of the contents of the databases may be used – in an appropriate manner and to a relevant extent – for the purposes of school education or scientific research, if it is not for the purpose of generating or raising an income directly or indirectly.

[11] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.

7. Library equipment

The Library provides various kinds of equipment (e.g. headphones, laptop stands, laptops etc.) for in-library use and/or for loan.

Users shall use the Library's equipment responsibly. Users shall recover any damage caused intentionally or by improper use.

7.1. Library computers[12]

Public terminals of the Library may be used by anyone for searching for documents and for online services available on them.

Non-public computers may only be used by Users having a valid membership.

Library computers must not be used to download or view illegal or harassing content (e.g. pornography, violence).

8. Photocopying, printing[13]

Users with a valid membership may use the self-service photocopier (hereinafter: *photocopier*) located in the reading spaces for printing, photocopying and scanning.

The service is *fee based*. The current fees and information about the use of the photocopiers are available next to the machines and on the Library's website (lib.unideb.hu/en).

Users can reproduce library documents and the contents of the subscribed databases only in accordance with the applicable law. It is the user's responsibility to comply with the applicable law.

Non-borrowable documents may be reproduced (*see Chapter 4.1.1.*) only with the Library's photocopiers.

9. Use of library spaces

9.1. Opening hours[14]

Information on the current opening hours is displayed in the Library and on the Library's website (lib.unideb.hu/en).

Service time does not coincide with the Library's opening hours. The circulation and information desks open at the same time as the Library opens, but they close 15 minutes before the Library closes. After that, only self-service services are available.

Users must leave the building of the Library by closing time.

9.2. Accepted conduct

In the Library space, users are required to observe the norms of public behaviour and to behave in an appropriate manner, staying silent and respecting each other's work and personality.

[12] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[13] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[14] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.

Users are required to:

- keep a quiet voice and to tend to not disturb others while using a cell phone;
- use headphones while using audio and video devices, at a volume that does not disturb others;
- refrain from using a cell phone and from other noisy activities in the "*Silent Zone*" ("*Csendes terület"*) of the Library;
- keep the library spaces and furniture clean and to inform librarians immediately if any contamination or damage occurs;
- dress in a manner that is suitable for the place and to be well-groomed.

Patrons must not enter *spaces closed off to Users* (offices, circulation desks etc.).

In the library buildings, smoking, lighting a fire, electronic cigarettes, and the consumption of alcohol and drugs are prohibited.

In case of fire alarm (sirens, alert by librarians) Users must leave the premises of the Library on the designated escape route immediately, following the librarians' instructions.

Into the library spaces, Users must not bring:

- any object that jeopardises the normal operation of the Library or the physical integrity of others;
- living animals, except service dogs.

The Library takes no responsibility for any personal objects left unattended in the library spaces. *Lost objects* are handled in accordance with the procedures in force in the given library building.

The *use of lockers*, *cloakroom* and *studying spaces* is determined by the applicable rules of the given library building. Information is displayed on the premises and on the Library's website (lib.unideb.hu/en).

9.3. Food and drink policy

Users may only bring into the Library food and drinks that do not jeopardize the equipment and the documents of the Library and do not have noisy packaging and smell.

Drinks must be kept in closed containers.

Users must not bring food into areas marked with "*No food zone*" ("*Étkezés mentes terület*").

9.4. Photography and video recording in the Library[15]

For taking pictures or filming, a permission is needed from the Press Centre of the University in all cases. To obtain permission, the "*Filming permits/Registration Form*" ("*Fotózási és Forgatási engedély/Újságírói regisztrációs adatlap*") shall be completed on the website of the Press Centre.[16]

Requests approved by the Press Centre shall be approved by the management of the Library as well.

[15] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[16] https://hirek.unideb.hu/en/form/fotozasi-es-forgatasi-engedely

9.5. Suspension of membership, restriction on access to the Library[17]

Librarians have the right to warn Users to comply with the library rules, and to write a report or request an intervention of the security service of the University, if necessary.

The membership of patrons that violate the rules repeatedly or grossly may be suspended temporarily, and his or her access to the Library may be restricted.

In justified cases, the restriction on access to the library may also include banning the user from a Library service location or locations. The maximum duration of the ban is 3 years, and if justified by the gravity of the committed act, the territorial scope of the ban may extend to all service locations of the Library. The list of the Library's service locations is contained in Appendix 6 of the Organizational and Operational Regulations of the University of Debrecen.

Decisions on bans shall be made by the Director General of the Library. The user has the right to appeal in writing within 15 days after receiving the decision. The appeal shall be addressed to the Rector of the University of Debrecen but submitted to the Director General of the Library. Way of submitting the appeal: by post, to the postal address of the Library (4002 Debrecen, Pf. 400).

After a decision on a ban becomes final, the Library will notify the Security Directorate of the University of Debrecen which will ensure the enforcement of the decision on the ban.

The maximum period of suspension of membership is 1 year, the procedure is the same as the procedure for banning, with the difference that a decision to suspend membership may be made by the Head of the Customer Service Department instead of the Director General of the Library.

Under a ban, the membership is automatically suspended too, and in such a case the duration and territorial scope of the suspension of membership is aligned with the duration and territorial scope specified in the ban.

10. Submission of complaint[18]

Users may submit a complaint about the Library's operation, activities, services and failures in writing.

The Library shall handle complaints in accordance with the "*Complaint Handling Procedure*" ("*Panaszkezelési eljárásrend*")[19] and the applicable data protection provisions. The Library aims to resolve the issues satisfactorily.

Ways of submitting a complaint:

- in person at a circulation desk;
- online, using the complaint submission form;
- by postal mail.

The Library preserves the documentations of complaints in its archives for 5 years, in accordance with document processing regulations.

Information about the submission and processing of complaints is available on the Library's website (lib.unideb.hu/en).

[17] Amended by the Senate resolution no. 19/2025. (IX. 25.); in force from 26 September 2025.
[18] Amended by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.
[19] https://dea.lib.unideb.hu/server/api/core/bitstreams/6e8d084e-b2c1-44e5-8f2b-5596a4c0098a/content

11. Privacy policy[20]

Personal data provided to the Library during the use of the library and its services are processed in accordance with the provisions of the Library's privacy policy information. The privacy policy information is available on the Library's website (lib.unideb.hu/en) in the ABOUT menu.

12. Clauses and enforcement

The Senate of the University of Debrecen approved this Library Use Policy by the resolution no. 1/2020. (II. 7.), following an electronic vote on 7 February 2020. The Library Use Policy enters into force on 8 February 2020.

Any amendments after the Library Use Policy comes into force shall be indicated with footnotes.

As this Library Use Policy comes into force, the Library Use Policy of 29 September 2016 shall expire.

At Debrecen, on 25 September 2025

Dr. Szilvássy Zoltán
Rector

Dr. Bács Zoltán
Chancellor

[20] Approved by the Senate resolution no. 22/2024. (VI. 13.); in force from 14 June 2024.