



UNIVERSITY *of*
DEBRECEN

UNIVERSITY AND NATIONAL LIBRARY

Library Use Policy



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1. Purpose and Scope of the Library Use Policy

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

2. Terms of Use

As a public library¹, DEENK provides basic services free of charge, while other services require library registration.

2.1. Basic Services

- On site use of documents on the open shelves;
- Use of the Library Catalogues;
- Orientation 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 and printing from the Library collection;
- Renting study and research rooms;
- Requesting resource information;
- 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).

¹ Act No. CXL of 1997 on the protection of cultural goods, museum institutions, public library services and community culture



2.3. Fee based library services

The following fee paying services are available without library registration.

- Services of the Library Copy Centers;
- Purchase of books and textbooks published by the Debrecen University Press at the designated customer service points.

Information on the details of services and the current rates can be found on the Library's website (lib.unideb.hu) and displayed at the customer service points.

3. Library registration

3.1. Library registration

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

For the registration of children under 18 Parental/ Guardian Consent is required.

The Library defines different types of memberships based on a legal relationship with the University.

By Library registration, user data will be stored in the Library's electronic database. The Library will manage personal information in accordance with the "*Data Management Policy*"².

Upon the expiration of membership, all borrowed documents /equipment must be returned to the Library and any debts must be settled. Membership may be renewed thereafter.

3.1.1. Membership of UD Students, Faculty and Staff

Students, Faculty/Staff members and the employees of the associated organizational units of the University of Debrecen can join the library *free of charge* by filling in our *online registration form*.

²https://dea.lib.unideb.hu/dea/bitstream/handle/2437/257516/Data_management_information.pdf?sequence=3&isAllowed=y



The membership is valid for an academic year regardless of the time of registration and expires on 15 September. During registration legal relationship to the University must be proved.

Citizens of the University do not need to return the documents on loan to renew their membership annually.

When the *legal relationship with the University is terminated*, all documents/ equipment on loan must be returned to the Library and any debts must be settled. The valid membership is converted into external membership until the original membership is expired.

3.1.2. Membership without a legal relationship to the University

External membership

Those without a legal relationship to the University can apply for membership in person in any of our libraries by filling in our “*registration form*”.

Although there is a *registration fee*, people from the following categories can join free of charge: children under the age of 16, librarians, archivists, curators or disabled people and senior citizens above 70 years. Entitlement to discount must be proven at the registration.

External membership is valid for 1 year or six months.

Membership of students and staff of the Debrecen Reformed Theological University

Students and staff of the Debrecen Reformed Theological University can join the Library *free of charge* by submitting the completed “*registration form*” in person in any of our Libraries.

Membership is valid for an academic year regardless of the time of registration and expires on 15 September.

Membership of the Students of Debrecen Summer School

Students of the Debrecen Summer School can join the library *free of charge*. To become a member visit any of our libraries in person and submit a completed “*registration form*”.

The membership is valid until the end of summer school period.



3.2. Annual Reading Room Card, Daily Reading Room Ticket

For registration and the in- library use of fee based services an *Annual Reading Room Card* or a *Daily Reading Room Ticket* is required.

Both the annual reading room card and the daily reading room ticket are *fee based*.

3.3. Library card and My Library Account

3.3.1. My Library Account

You can access your profile online by using your login and password. The protection of the password is the responsibility of the user.

3.3.2. Library Card

All students and staff of the University of Debrecen can use the University Card (UniPass or DEKa) while the students and staff of the Debrecen Reformed Theological University can use the DRHE UniPass to access the services of the library.

For any other readers (external readers, summer school students) the Library issues a special card as an annual reading room card or daily reading room ticket on which the reader's name and the unique barcode are indicated. This card is valid only with a photo ID.

Library cards are not transferable to other persons and patrons must use their own library card to access the services of the Library.

3.4. Foreign Citizens

Foreign citizens, who are not the citizens of the University of Debrecen can only purchase an annual reading room card or a daily reading room ticket.

4. Availability and Use of Printed Documents

Books, journals and other documents on the open shelves are available for in- library use without registration.

Documents in the stacks and special collections are available only for registered members.



The user is required to use library document with full responsibility and protect them from any kind of damage. Highlighting, underlining or taking notes in a document borrowed from the library is not allowed.

Compensation for the damage caused is the responsibility of the user.

4.1. Borrowable and Non-Borrowable Documents

The scope of borrowable and non- borrowable books is determined by the Library.

The status of documents is indicated in the catalogue and marked with color-coded labels on the documents. The interpretation of notations is displayed in the study spaces and under the related sections of the website.

4.1.1. Non- Borrowable Documents:

- Journals;
- Manuscripts, University Archives;
- Publications and documents from sections of collections with protected status.

5. Circulation

5.1. General rules and regulations

Valid membership is needed in order to borrow documents from the library.

Borrowing is available only *in person* with a valid library card (see: chapter 3.3.2).

The number of borrowable documents and the loan periods depend on patron type.

Patrons can borrow only one copy of the same document.

Books must be returned or renewed by the due date (see: chapter 5.4).

The Library imposes fines for overdue books (see: chapter 5.5.1).

Documents which are not borrowed or non-borrowable (see: chapter 4.1) cannot be taken out of the building of the Library. In case a member takes a non-borrowed or non-borrowable document, a librarian shall draw up minutes.

Users cannot borrow if:

- They are not registered members,
- They have overdue loans or fines (over a specified amount),



- They have reached the maximum loan limit of that membership type.

5.2 Information about the loan period

Librarians at the circulation desks inform patrons about the due date of each document.

If patrons use the self-service kiosks for borrowing, they receive a due date reminder via email.

Patrons can keep track of the due date by accessing their “*My library Account*” (see: chapter 3.3.1), where they can renew items online.

5.2.1. Reminders and notification emails

The Library sends *email notifications* to remind and alert patrons about due dates.

Failure to receive a notification email does not eliminate payment obligations.

If the notifications are unanswered, the Library validates its claims according to the general regulations of the University.

5.3. Renewals

The number of renewals is specified, and available for the same period as the original loan.

If another reader has reserved the book, renewal is not possible (see chapter 5.6). In this case, the patron must return the book by the original due date.

The number of renewals depends on patron type.

Renewal methods:

- In person at the circulation desks,
- Online in “My library account” (see: chapter 3.3.1),
- Via email,
- By telephone.

After a patron has reached the maximum number of renewals, they must return the document. (see: chapter 5.4)



5.4. Returns

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

Methods:

- In person, at the circulation desks or placed in the bookdrop boxes
- Postal return: The address of the library: Debreceni Egyetem Egyetemi és Nemzeti Könyvtár 4002 Debrecen Pf. 400.

5.5 Overdue fees and compensation

5.5.1. Overdue fees

Patrons will be charged with an overdue fee if they do not return or renew the documents on time.

There is a 3-day grace period for the items not returned by the due date. During this time, no overdue fines are charged, however once the grace period has elapsed, patrons are fined retroactively, starting from the due date.

5.5.2. Lost and damaged documents

Patrons are required to pay compensation for the loss or damage caused while the item was in their care.

- If the damaged book can be repaired, the library will determine the cost of repair, and patrons must pay for the repairment;
- If it is damaged beyond repair, patrons must replace the item with an identical copy (same edition etc.) or purchase a new edition;
- If the book is no longer available on the market, the library will determine the replacement cost of the item.

5.6 Reservation

Only registered members can reserve documents that are currently on loan.

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



5.7 Interlibrary Loan

Documents unavailable at the DEENK Libraries can be requested from other Hungarian or foreign libraries. Documents from the DEENK Libraries can be borrowed through other Hungarian libraries as well.

Only registered members can request materials via Interlibrary Loan.

6. Use of electronic documents and resources

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

You may not reproduce, redistribute, modify or create parts or full electronic or print collections of the subscribed databases without the consent of the creator of the database.

By citing the source parts of the contents of the database may be used - in an appropriate manner and to an extent- for the purposes of school education or scientific research only if it is not for the purpose of generating or raising income indirectly.

7. Library equipment

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

The patrons are required to use the equipment with responsibility. Any damage caused must be compensated.

7.1 Library computers

Only registered members can use the Library PCs.

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



8. Photocopying and printing

Registered members can use the self-service multi-function printers (hereinafter: MFPs) for printing, photocopying and scanning documents located in the reading spaces.

The service is fee- based. The fees charged for the use of MFPs can be found in the materials displayed on the premises and on the Library's website (lib.unideb.hu).

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 can be reproduced (see: chapter 4.1.1) only in the Library Copy Centers or on the Library's MFPs.

9. Use of library spaces

9.1. Opening hours

Information on the current opening hours of the Libraries is available on the website of the Library (lib.unideb.hu) and displayed on the premises.

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 mins before the Library closes. After that, only self-service services are available.

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

9.2. Required behaviour

Patrons are required to obey the norms of public behaviour fit for the library. Patrons are required to study quietly in consideration of others.

Patrons are expected to:

- Respect each other and maintain a quiet voice while using their cell phones and other devices
- Use headphones while using audio and video equipment so that others cannot hear it.



- Refrain from using a cell phone and other noisy activities in the Silent Zone of the Library
- Keep the library spaces and furniture clean. Inform librarians immediately of any contamination and damages
- Dress appropriately

Patrons cannot enter spaces (offices, circulation desks) closed off to the users.

Smoking, the use of electronic cigarettes, and the consumption of alcohol and drugs is prohibited in the Library buildings.

In case of fire alarm (sirens, librarian) patrons must leave the premises on the designated escape route immediately.

In the library spaces users cannot bring:

- Objects that risk the normal operation of the Library or the physical integrity of others
- Pets are not allowed in the Library except for service dogs.

The Library takes no responsibility for any personal items left unattended in the Library. The objects found 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)

9.3. Food and Drink Policy

The Library allows the consumption of food and drinks in designated areas with the consideration of preserving library materials and furnishings. Customers are encouraged to bring food that are odour free, noiseless and do not leave marks on furnishings.

Drinks must be kept in closed containers (thermos, containers with lids or tops that prevent spilling, etc.).

No food may be brought into the "No Food" zones.



9.4. Photography and video recording in the Library

For taking pictures and filming a permission is needed from the Press of the University of Debrecen in all cases. To obtain this permission, the “*Filming Permits/Registration Form*”³ shall be completed on the website of UD Press.

Requests approved by the UD Press shall be approved by the Library as well.

9.5. The librarians’ sphere of action

Librarians have the right to instruct the user to comply with the library rules and if necessary, to take minutes or to initiate university security measures.

The membership of patrons who harshly or repeatedly violate the rules may be terminated or suspended on a temporary basis.

10. Submission of complaint

Users must always submit their complaints regarding the operation, the activity, the services and the incidental failures of the Library in writing.

The feedbacks will be handled in accordance with the “*Complaint Handling Procedure*”⁴ and the applicable data protection provisions. We always endeavor to resolve the issues satisfactorily.

Ways of submitting a complaint:

- In person at the circulation desks
- Online by completing the complaint submission form
- By postal service

Further information can be found on the relevant sections of the Library’s website (lib.unideb.hu).

³ <https://hirek.unideb.hu/en/filming-permits-registration-form>

⁴ https://dea.lib.unideb.hu/dea/bitstream/handle/2437/231189/Panaszkezelesi_eljarasrend_angol_DEENK_2017.pdf?sequence=8&isAllowed=y