

THE ORDER OF ORGANISATION AND FUNCTION OF THE LIBRARY AND THE SPECIAL COLLECTION OF THE HISTORY OF SPECIAL NEEDS EDUCATION

The Organisation and Operating of the Library and Historical Collection of Special Needs Education of the Eötvös Loránd University Bárczi Gusztáv Faculty of Special Needs Education

The operating of the Library is regulated by the Hungarian law of museal institutions, public libraries and public education (1997. CXL), the law of national higher education (2011. CCIV), the law of protection of cultural heritage (2001. LXIV), the Regulations of Organisation and Operating of Eötvös Loránd University, the Regulations of Organisation and Operating of the ELTE Bárczi Gusztáv Faculty, and the Regulations of Organisation and Operating of the ELTE Library Service.

I. Data of the Library and the Special Collection of the History of Special Needs Education

1. The name, residence, address, telephone number and email address of the Library:

Eötvös Loránd Tudományegyetem Bárczi Gusztáv Gyógypedagógiai Kar Kari Könyvtár és Gyógypedagógia-történeti Gyűjtemény

(The Library and Historical Collection of Special Needs Education of the Eötvös Loránd University Bárczi Gusztáv Faculty of Special Needs Education)

1097 Budapest, Ecséri út 3.

Telephone.: 358-5541

Fax: 358-5539

e-mail: konyvtar@barczi.elte.hu

e-mail: gyujtemeny@barczi.elte.hu

2. Short form of the name of the Library:

ELTE BGGYK Könyvtár és Gyűjtemény

(The ELTE BGGYK Library and Collection)

3. Date of founding of the Library: 1942

Predecessor: Bárczi Gusztáv Gyógypedagógiai Tanárképző Főiskola Könyvtára (the Library of the Bárczi Gusztáv Teacher Training School of Special Needs Education)

4. The name of the Library in German:

Eötvös Loránd Universität, Budapest, Ungarn, „Bárczi Gusztáv“ Fakultät für Heilpädagogik, Bibliothek und Historische Sammlung

5. The position of the Library in the ELTE library system: member library of the University Library Service, faculty library.

6. Address and tax number on the stamp of the Library (in Hungarian):

ELTE Bárczi Gusztáv Gyógypedagógiai Kar

Kari Könyvtár és
Gyógypedagógia-történeti Gyűjtemény
1097 Budapest, Ecséri út 3.

ELTE Bárczi Gusztáv Gyógypedagógiai Kar
Kari Könyvtár és
Gyógypedagógia-történeti Gyűjtemény 1097 Budapest, Ecséri út 3.
Adószám: 15308744-2-41

7. Code of the Library: **B 408**

II. Maintenance and supervision of the Library and the Special Collection of the History of Special Needs Education:

The maintainer of the Library and the Special Collection of the History of Special Needs Education is Eötvös Loránd Tudományegyetem Bárczi Gusztáv Gyógypedagógiai Kar (the Eötvös Loránd University Bárczi Gusztáv Faculty of Special Needs Education).

The direct supervisor of the Library and the Special Collection of the History of Special Needs Education is the Deputy Dean of Science and International Studies.

The maintainer:

3.1 Defines the duties of the Library and the Special Collection of the History of Special Needs Education beyond those prescribed by state laws;

3.2 Consents to The Order of Organisation and Operating of the Library and Historical Collection of Special Needs Education and its appendices, the Regulations of Use of the Library, the Regulations of Use of the Special Collection, and the Collection Development Policy;

3.3 Ensures personal and material conditions required for the Library to perform its duties;

3.4 Defines allocations in the faculty budget required for continuous improving, exploring, preserving, protecting, maintaining and providing for readers of the collections of the Library and the Special Collection of the History of Special Needs Education; and

3.5 Ensures professional independence for the Library and the Special Collection of the History of Special Needs Education.

III. Type and duties of the Library and the Special Collection of the History of Special Needs Education

- 1.1 Type: library of state university, specialist and academic library, public faculty library (the terms and conditions of use are defined in the Regulations of Use of the Library).
- 1.2 The Special Collection of the History of Special Needs Education is open for research and organises temporary exhibitions (the terms and conditions of use are defined in the Regulations of Use of the Special Collection).

2. The Library and the Special Collection of the History of Special Needs Education, beyond the duties prescribed in the state laws, performs the following services:

- 2.1 Providing library background for research and teaching on the Faculty, serving lecturers and students with scientific literature and related information;
- 2.2 Collecting and exploring scientific literature on Special Needs and Special Needs Education and transmitting it to professionals and researchers of the field;
- 2.3 Participating in the recording of scientific publications of lecturers and researchers of the Faculty; and
- 2.4 Providing a base for research and related services for researchers, lecturers and students of the Faculty, as well as external researchers and students, under special terms and conditions, for study of the history of the science of Special Needs Education and Special Needs. Additionally, presenting temporary exhibitions of its collection.

3. Collection Development Policy: The terms and conditions of use are defined in the The ELTE BGGYK Library Collection Development Policy

4. The forms of acquisition of stock are purchase, donation, exchange, bequest and other means.
5. The Library receives 7 copies of newly released publications of the Faculty.
6. The Library stock is recorded in individual records on computer and in collective inventories.
7. The Library and the Special Collection of the History of Special Needs Education explores their stock via a computerised catalogue.

IV. Organisation and operating of the Library and the Special Collection of the History of Special Needs Education

1. Employer's rights over state employees of the Faculty Library and Special Collection of the History of Special Needs Education are exercised by the Dean of the Faculty.
2. Work in the Faculty Library and Special Collection of the History of Special Needs Education is managed by the Director. In professional issues concerning the historical collection, the Director co-operates with the Professional Head of the Special Collection of the History of Special Needs Education. The Professional Head is appointed by the Dean.
3. The responsibilities of the Director of the Faculty Library and Special Collection are as follows:
 - 3.1 Planning, organising, managing and controlling the work of the Library and Special Collection;
 - 3.2 Representing the Library and Special Collection of the History of Special Needs Education at the Faculty and the University Library Council;
 - 3.3 Representing the Library and Special Collection of the History of Special Needs Education at professional organisations and forums;
 - 3.4 Managing allocations of the Library and Special Collection of the History of Special Needs Education;
 - 3.5 Presenting reports concerning the operation of the Library and Special Collection of the History of Special Needs Education;
 - 3.6 Expressing opinions and making proposals towards the exerciser of employer's rights concerning personal issues; and
 - 3.7 Assigning holidays to state employees in the Library and Special Collection of the History of Special Needs Education.
4. Employees of the Library and Special Collection of the History of Special Needs Education
 - 4.1 The duties and qualification requirements of the librarians working in the Library are specified by governmental regulation 150/1992.
 - 4.2 User level knowledge of library informatics and technical devices is required in all positions in the Library.
 - 4.3 The scope of activities, duties and working hours of employees working in the Library and Special Collection of the History of Special Needs Education are defined by their job description.
5. Cooperation with member libraries of the University Library Service: The Library performs its professional duties in close cooperation with member libraries of EKSZ (the University Library Service).

V. Financial management of the Library and Special Collection of the History of Special Needs Education

1. The Library and Special Collection of the History of Special Needs Education manages allocations as defined in the Faculty budget.

VI. Miscellaneous provisions

1. The present modification of the regulations was accepted by the Faculty Council of the Bárczi Gusztáv Faculty of Special Needs Education on the 17th of June, 2015.

1. The present regulations are valid from the 1st of July, 2015.

2. Appendices:

3.1 The ELTE BGGYK Library Collection Development Policy

3.2 Regulations of use of the Bárczi Gusztáv Faculty Library

3.3 The Bárczi Gusztáv Faculty Special Collection of the History of Special Needs Education Collection Development Policy

3.4 Regulations of use of the Bárczi Gusztáv Faculty Special Collection of the History of Special Needs Education

Budapest, the 28th of May, 2015.

Dr. Zászkaliczky Péter

Dean