

# THE LIBRARY OF THE ELTE BÁRCZI GUSZTÁV FACULTY OF SPECIAL NEEDS EDUCATION

## Regulations of Use of the Library

### I. Users of the Library

1. The Faculty Library is a **public** library that freely provides basic services as defined in *Regulations of Use of ELTE University Library Service (4.§ (1))* for registered users.
2. Users of the Library are **visitors** and **enrolled readers**.
3. **Visitors** may access basic library services freely after registration.
  - 3.1 Use of the special collections is subject to fees. Library fees are included in the appendix of the present regulations (*Library fees*).
4. **Enrolled readers** are entitled to use all services of the Library.
  - 4.1 The terms and conditions of enrolment are as follows:

<b>Users</b>	<b>Terms and conditions</b>	<b>Enrolment fee</b>
BGGYK Faculty staff members	<ul style="list-style-type: none"> <li>• personal ID</li> </ul>	free
ELTE staff members (active or retired)	<ul style="list-style-type: none"> <li>• personal ID</li> <li>• certification of ELTE service relations</li> </ul>	free
Part-time lecturers at the BGGYK Faculty	<ul style="list-style-type: none"> <li>• personal ID</li> <li>• certification of ELTE service relations</li> </ul>	free
Students of ELTE	<ul style="list-style-type: none"> <li>• personal ID</li> <li>• certification of student status</li> </ul>	free
Part-time students of the BGGYK Faculty	<ul style="list-style-type: none"> <li>• passport or personal ID</li> <li>• certification of student status</li> </ul>	free
Students of the BGGYK Faculty after completion of their studies but before the state examination – For two semesters after completion	<ul style="list-style-type: none"> <li>• personal ID</li> </ul>	YES
Students of other institutions of higher education working on a thesis related to Special Needs Education	<ul style="list-style-type: none"> <li>• personal ID</li> <li>• certification of thesis topic</li> <li>• certification of service relations or a guarantee declaration by a guarantor with personal ID and certification of service relations</li> </ul>	YES

Teachers and researchers of Special Needs Education	<ul style="list-style-type: none"> <li>• personal ID</li> <li>• certification of service relations</li> </ul>	YES
Librarians	<ul style="list-style-type: none"> <li>• personal ID</li> <li>• certification of service relations</li> </ul>	free
Other users (exceptionally)	<ul style="list-style-type: none"> <li>• An enrolment request addressed to the Head of the Library</li> <li>• personal ID</li> <li>• certification of service relations or a guarantee declaration by a guarantor with personal ID and certification of service relations</li> </ul>	YES
Other users – disabled persons (exceptionally)	<ul style="list-style-type: none"> <li>• an enrolment request addressed to the Head of the Library</li> <li>• personal ID</li> <li>• certification of service relations or a guarantee declaration by a guarantor with personal ID and certification of service relations</li> <li>• certification of disability</li> </ul>	free

4.2 The validity of library membership is the current academic year (from the 1st of September or a date of enrollment after the 1st of September until the start of the following academic year). Membership of final year students is valid until the date of their state examination, and for students postponing the state examination after completion it is valid for one semester.

4.3 Users may register/enrol personally at the readers' service desk. ELTE citizens may also enrol online through the Library WebApp. The terms and conditions of registration/enrolment are specified in Regulations of Use of the ELTE University Library Service (5. and 6. §).

Enrolled readers are obliged to report any changes in their personal data to the Library within 10 working days.

## II.

### Library services

5. Library services are available for enrolled readers with student ID or an ELTE reading card, for registered visitors with a sealed library card.

#### 6. Library loans

6.1 Loaning is only possible in person, with a valid library card or ELTE student ID.

6.2 All documents available in the circulation section are loanable, except for journals.

Items of the media collection (cassettes, CD-ROMs, videos, DVDs), except for archived items and those that belong to the reference room (reading room), are also loanable.

6.3 The number of documents loanable at a time and the possible intervals of loans are as follows:

<b>Registered readers</b>	<b>Number and rental period of documents loanable at a time</b>
Lecturers and researchers of the BGGYK Faculty	50 items for 180 days
Other members of the BGGYK Faculty staff	25 items for 180 days
ELTE staff members (active or retired)	5 items for 4 weeks
Part-time lecturers at the BGGYK Faculty	5 items for 4 weeks
Students of ELTE	5 items for 4 weeks
Part-time students of the BGGYK Faculty	5 items for 4 weeks
Students of the BGGYK Faculty after completion but before the state examination – For two semesters after completion	2 items for 4 weeks
Students of other institutions of higher education working on a thesis related to Special Needs Education	2 items for 4 weeks
Teachers and researchers of Special Needs Education	2 items for 4 weeks
Librarians	2 items for 4 weeks
Other users (exceptionally)	2 items for 4 weeks

6.4 The loan period limit for media documents is 1 week, except for BGGYK staff members, for whom it is 4 weeks.

6.5 The loan period may be extended before the due date online, on telephone, in email or in person for 2 weeks, with a maximum of 2 occasions. The Library might restrict loan period extension of documents that are in great demand. For BGGYK staff members, an extension for 6 months is possible on 1 occasion. Loan periods of media documents cannot be extended.

6.6 The Library will send a reminder 2 working days before the due date to readers that provide their email address. On the day of loan expiration, the Library will send a notice. Readers have 3 calendar days to arrange their debts. In the event of missing due time and after 3 days grace, readers must pay a late return fee retroactively from the day after expiration of the loan.

6.7 In the event of missed due time, after 14 calendar days the Library will send a demand by email, after 28 calendar days another one by post.

For documents that are returned after the due date, a late return fee will be charged. For calculating the amount due, see appendix '*Library fees*'. The terms and conditions of arranging library debts are specified in *Regulations of Use of ELTE University Library Service (9.§)*.

6.8 Readers may not access any services in ELTE Libraries until they settle all their debts with the Library. ELTE students with extant late return fee debts may not register for end of term examinations or courses for the following semester (*HKR 137/A§ (2)*).

6.9 For enrolled lecturers and researchers of the BGGYK Faculty, the Library provides inter-library loans from the country and abroad, for other members of BGGYK staff from the country.

## **7. Local access**

7.1 Information about the stock of the Library (and other member libraries of the University Library Service) can be found in the online catalogue (ELTEFind), which is available on the website of the University Library Service or that of the Faculty Library.

7.2 Documents in the reading room, journals, special collections (theses, dissertations and items of the archive collection) and archived items of the media collection are for reference only, and may not be loaned.

7.3 Theses in digital format are accessible in EDIT (the Digital Collection of ELTE) only on dedicated computers in the Library (<https://edit.elte.hu/>) as specified in *HKR 296§ (5)*.

Theses in paper format (submitted before 2010) may be requested with a call card at the readers' service counter (with the maximum of 5 theses at a time).

7.4 Due to laws of copyright, copying any parts of theses or dissertations is strictly prohibited. Archived documents from before 1960 may be copied with permission of the Library, considering aspects of stock protection.

7.5 The library catalogue, the University's Repository (EDIT), subscribed online databases and CDs, DVDs of the Library collection are accessible on computers in the Library.

## **8. Copy services**

### **8.1 Digital copying**

8.1.1 Copiable documents are defined by the Library considering their value, condition, copyright status and other aspects of stock protection.

8.1.2 Digital copying is free for all registered users with a scanner provided by the Library or with their own device.

### **8.2 Printing**

8.2.1 Printing requests may be made with the '*Application form for printing*' at the readers' service counter.

8.2.2 Readers may operate the printer with paper provided by the Library.

**8.3 Copy service fees** are included in appendix '*Library fees*'.

## **9. The Hungarian Science Bibliography (MTMT) – management of author profiles**

9.1 In accordance with publishing mandates, the Library will upload publications and citations to the MTMT for lecturers and researchers of the BGGYK Faculty and also check data uploaded by authors.

9.2 Upon payment the Library will collect and upload citations in the MTMT. Service fees are included in appendix '*Library fees*'.

## **10. Study room**

Besides the reading room, which provides place for silent reading, the Library is also equipped with a room for project work and group work.

## **11. Special equipment supporting readers with visual impairment**

Readers with visual impairment may access a special work terminal in the Library equipped with a speaking program, a Braille printer and a table video magnifier.

## OTHER REGULATIONS

12. Loud noises, telephone calls and eating are not permitted in the Library. Drinks are only allowed in closed containers. When the cloakroom does not operate, bags and coats must be left in lockers in front of the Library.
13. Lockers may only be used by readers during the opening hours of the Library. Lockers are self-operated and free. Readers may obtain keys to lockers in exchange for their library card at the readers' service desk.
14. Any damage caused to books, journals and other library equipment must be repaid. Library documents, furniture and other equipment must not be taken out without permission (loaning).
15. Persons violating Library regulations may be excluded from Library use temporarily or permanently.
16. Library users may make observations or complaints regarding Library service in the following ways:
  - orally or in writing at the readers' service desk
  - via email to: [library@barczy.elte.hu](mailto:library@barczy.elte.hu)
  - through the website of EKSZ (the University Library Service)  
(<https://eltekonyvtarak.elte.hu/en/university-library-service> - **Question, feedback, complaint**)

17 Regarding any questions not defined in the present document, *Regulations of Use of ELTE University Library Service* apply.

The present regulations were discussed and accepted by the Council of ELTE Bárczi Gusztáv Faculty of Special Needs Education on the 22nd of September, 2022.

The regulations are valid from the 1st of June, 2023.

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Dean