

Regulations of Use of the Special Collection of the History of Special Needs Education

Users

1. The Special Collection of the Faculty is open for research and organises temporary exhibitions.
2. Users of the Special Collection are visitors of exhibitions and readers conducting research on the history of Special Needs Education.
3. In certain cases, research in the Special Collection requires payment. For fees see the appendix '*Fees of services of the Special Collection*'.
4. Terms and conditions of conducting research in the Special Collection:

Users	Terms and conditions	Research fee/semester
BGGYK Faculty lecturers and researchers	<ul style="list-style-type: none">• personal ID• certification of ELTE service relations (part-time lecturers)	free
ELTE staff members (active or retired)	<ul style="list-style-type: none">• personal ID• certification of ELTE service relations	free
Students of the BGGYK Faculty working on research or a thesis related to the history of Special Needs Education	<ul style="list-style-type: none">• personal ID• certification of student status• introduction of consultant	free
ELTE students from other faculties working on research or a thesis related to the history of Special Needs Education	<ul style="list-style-type: none">• personal ID• certification of student status• introduction of consultant	1,500 HUF
Students of other institutions of higher education working on research or a thesis related to the history of Special Needs Education	<ul style="list-style-type: none">• personal ID• certification of student status• introduction of consultant	3,400 HUF
Other researchers (with special permission from the head of the Collection)	<ul style="list-style-type: none">• personal ID• a research request including research topic addressed to the Head of the Collection	3,400 HUF with student ID 1,700 HUF

5. Documents required for permission of research are to be expedited electronically to the Head of the Collection at the following address: (gyujtemeny@barczi.elte.hu). Research topics and relevant research material are to be specified in the research request. In response, the Head of the Collection will provide information on the conditions of use of the research room. The research fees are to be paid in the Library of the Faculty.
6. Research permission is valid for **one semester**.
7. In the event that the data, documents or pictures used throughout the research are to be published, the researcher must request for **publishing permission** in advance by filling in a *request form*. The Head of the Collection of the History of Special Needs Education may stipulate a publication fee.

SERVICES OF THE SPECIAL COLLECTION

8. The services of the Special Collection are available for researchers only with a valid research permit, at pre-agreed times and upon the payment of a fee.

9. Research room

- 9.1 Data of the stock of the Special Collection is searchable in the ELTE catalogue, which is available on the site of the University Library Service or through the site of the Faculty Library and Special Collection of the History of Special Needs Education.
- 9.2 After preliminary agreement, the staff of the Special Collection of the History of Special Needs Education will prepare relevant material for the researcher in the research room.

10. Copy services – digital copying

Digital copying is possible of museal documents depending on their condition. This service is available with the 'Digital copy order form' at the readers' service counter.

For service fees of digital copying see appendix '*Fees of services of the Special Collection*'.

11. Objects and documents of the Special Collection may be borrowed for exhibition purposes upon a lending contract.

Fees of services of the Special Collection

Research room

- free for ELTE teachers, researchers and students
- for citizens of other institutions of higher education use of the research room is included in their research membership fee

Copy services

- digital copying on researcher's own CD/DVD
- copying texts: 100 HUF/A4
- pictures (depending on resolution) 100-500 HUF/A4

Copyright fee

- upon publishing permission, by special agreement