

Rules and Regulations of Hutýra Ferenc Library

Hutýra Ferenc Library is a public library. It provides the following services free of charge for any visitors:

- a) Use library assets on site,
- b) Use catalogues and other databases of the library's assets,
- c) Receive information on the entire library system and its services.

Up-to-date information on the Library's opening hours, services, and fees for non-free services can be found on its regularly updated website and/or upon registration.

I. Registration

1. Registered library users can be Hungarian citizens of legal age or any enrolled foreign students who accept the rules of library use.
2. If you are pre-registered, you can use the library services on-site without a registered library membership.
3. Borrowing books requires a registered library membership. To register, you must present your ID or passport. If you are a student, you must also show your Student ID.
4. The registration fee is 1000 HUF per year for students and 500 HUF per year for senior citizens.
5. Registration is free for University of Veterinary Medicine students and staff, the unemployed, young citizens under 25, senior citizens over 70, and people with disabilities.
6. Registered library users will receive a library card. The first card is free of charge, and replacing a lost card costs 500 HUF.
7. Librarians are prohibited from sharing information regarding a reader's personal or library usage data.

II. Use of the reading room

1. Only simple food and drinks in sealable containers are allowed in the reading room.
2. If the security control system signals, librarians and the security guard may check the contents of bags brought into the reading rooms in the owner's presence.
3. Librarians may ask you to leave if you disturb the reading room's silence and disrupt other users.
4. Documents used in the reading room must be left on the table. If you request documents from the storage room, you must return them to the librarians at the counter, who will acknowledge receipt.
5. Please always keep the integrity and cleanliness of the library.

III. Use of “Equus” study rooms

1. Students can use Study Rooms “Equus” for silent, group study sessions.
2. The study room is a community space, so everyone is expected to behave socially.

IV. Borrowable documents

1. You can only borrow one copy of a particular book personally (for yourself) by presenting your library card each time.
2. Unless marked otherwise, the books held on the free shelves or in the storage room are borrowable.
3. Periodicals, reference-only books, and publications from before 1950 are not borrowable!
4. Reference-only books and copies of textbooks may only be borrowed during the library’s closing times (e.g., at night, on weekends, or during school holidays).
5. The maximum number of books that can be loaned to external readers is 5, while for students of our university, it is 10.
6. You can borrow a maximum of two non-borrowable books or restricted loan documents at one time.

V. Rules of book loans

1. Borrowable books

a) Loaning time is one month.

b) Before the current loaning period expires, you may extend the loaning time twice personally, by phone, or via the online catalogue unless the particular item has already been pre-booked. The librarian can provide the bar code/password for the online extension.

c) Users who fail to return books by the deadline pay a penalty of 50 HUF per book per day.

d) Students who do not return books even after the third notice will ultimately be banned from borrowing books. According to Paragraph 4 of Article 33 of The Disciplinary and Compensation Affairs Regulations, Volume III, Organizational and Procedural Regulations of the University of Veterinary Medicine, such individuals will undergo a simplified compensation process. External readers who fail to return their borrowed books after a warning will also be banned from borrowing books.

2. Non-borrowable books and restricted loan materials

a) Books borrowed for the weekend or overnight may be picked up at a time agreed upon with the librarian, after 2 p.m. at the earliest, and must be returned by 10 a.m. the following day or on Monday.

b) Users who fail to return non-borrowable books or restricted loan documents by the deadline pay a penalty of 100 HUF per book per day.

c) Users failing to return non-borrowable books or restricted loan documents within one calendar week after the deadline will be finally banned from borrowing books.

VI. Compensation

1. Users must take care of library documents, preserve their condition, and pay compensation for any damage.
2. Users who lose a library asset must replace it with a copy of the same book edition.
3. If that is not possible, the user must pay the replacement cost, which is the item's second-hand resale value plus the procurement costs.
4. Users who fail to pay their debts even after receiving written notice will be subject to a legal procedure to recover the debt.

VII. Copying

1. By copyright regulations, you can only make paper-based or electronic copies of library documents for study and research purposes.
2. Complete books should not be copied.
3. Excerpts from library assets classified as manuscripts (such as thesis papers and PhD papers) may only be copied with the author's permission. These permissions must be communicated to the librarian by the author in writing, via email, in person, or by phone.

VIII. Computer usage

1. You need to be a registered library user to use the computers in the reading room. Computer usage is governed by the rules of the National Information Infrastructure Development Program (Hungarian abbreviation: NIIF), which provides the network connection.
2. Registered users may freely use the computers for study and research purposes and, to a limited extent, for private purposes.
3. It is forbidden to use the computers in a manner that violates NIIF usage regulations (including violating privacy, illegal commercial gains, copyright violations such as file exchange, downloading illegal content, commercial activity, software modification, malevolent networking activity such as networking games, and unsolicited e-mails).