



Ferenc Rákóczi II. County and City Library

Address: 3530 Miskolc, Görgey A. u. 11.

Phone number:46/503-120

E-mail:rakoczi@rfmlib.hu,

Web:www.rfmlib.hu

**Rules for Use of Ferenc Rákóczi II. County and
City Library**

2017

Contents

1. CONTACT	4
2. CONDITIONS AND RULES FOR LIBRARY USE	5
2.1 ADMISSION, REGISTRATION	6
2.2. ADMISSION/REGISTRATION FORMS	7
2.2.1 DATA REGISTRATION	7
2.2.2 ADMISSION STATEMENT	7
2.2.3 READER'S CARD	7
2.2.4 GUARANTEE STATEMENT	8
2.2.5 ONLINE REGISTRATION	8
2.3 TREATMENT OF LIBRARY USERS' PERSONAL PARTICULARS	8
2.4 HANDLING OF COMPLAINTS	9
3. LIBRARY SERVICES	9
3.1 SERVICES AVAILABLE WITHOUT LIBRARY MEMBERSHIP	9
3.2 SERVICES AVAILABLE FREE OF CHARGE BY REGISTRATION	9
3.2.1 LOCAL USE OF RECORDS	9
3.3 SERVICES ATTACHED TO REGISTRATION	10
3.3.1 BORROWING RECORDS OF THE LIBRARY	10
3.3.1.1 RULES OF BORROWING	10
3.3.1.2 REQUEST FOR RECORDS FROM OTHER LIBRARIES	11
3.3.1.3 RENEWAL	11
3.3.1.4 PROCEDURE OF DEFAULT	12
3.3.2 INTERLIBRARY LOAN	12
3.3.2.1 INTERLIBRARY LOAN FOR REGISTERED MEMBERS	12
3.3.2.2 INTERLIBRARY LOAN FOR OTHER LIBRARIES	13
3.3.3 USE OF TECHNICAL DEVICES OF THE LIBRARY	13
3.3.4 USE OF OLD BOOKS' LIBRARY	14
3.4 SERVICES AVAILABLE FOR A FEE	14
3.4.1 RESERVATION AND BOOKING OF DOCUMENTS	14
3.4.2 COPYING SERVICE	15
3.4.3 LITERATURE SEARCH, BIBLIOGRAPHY	15
3.4.4 OBSERVATION	16
3.4.5 USE OF COMPUTERS	16

3.4.6 LOAN OF DIGITAL CONTENTS	16
3.5 SERVICES AVAILABLE FOR A FEE WITHOUT MEMBERSHIP	17
3.5.1 "BIRTHDAY PRESENT"	17
3.5.2 DIGITALISATION OF OWN FILMS AND PHOTOS	17
3.6 ELECTRONIC SERVICES	18
4. OTHER RULES	18
Final clauses	19
Supplement No. 1	20
Supplement No. 2	21
Appendix No. 1	22
Appendix No. 2	27

1. CONTACT

Ferenc Rákóczi II. County and City

Library

3530 Miskolc, Görgey Artúr u.11.

Website: www.rfmlib.hu

County library portal: www.bazkonyvtar.hu

E-mail: rakoczi@rfmlib.hu

Phone numbers:

Director-General:	46/503-123
Information	46/503-120
Service:	
Interlibrary	46/503-127
Loan:	
Renewal:	46/503-128
Fax:	46/340-448

Central Building

3530 Miskolc, Görgey Artúr u. 11.

Opening hours:

Monday	12:00– 18:30
Tuesday	09:00 – 18:30
Wednesday	09:00 – 18:30
Thursday	09:00– 18:30
Friday	09:00 – 18.30
Saturday	10:00– 16:00
Sunday	CLOSE

Contact and opening hours of branch libraries:

Attila József Library

3526 Miskolc, Szentpéteri kapu 95.

Tel.: 46/324-105

jozsefkvt@rfmlib.hu

Monday-Friday: 10:00-18:00

Margit Kaffka Library

3528 Miskolc, Park u. 8.

Tel.: 46/ 368-881

kaffka1962@rfmlib.hu

Monday-Friday: 10:00-18:00

József Lévy Library of Rare Books

3530 Miskolc, Mindszent tér 2.

Tel.: 46/350-473

levaykvt@rfmlib.hu

Monday-Friday: 9:00-17:00

Ferenc Móra Library

3524 Miskolc, Klapka Gy. u. 2.

Tel.:46/304-107

avasilib@rfmlib.hu

Monday-Friday: 10:00-18:00

Sándor Petőfi Library

3535 Miskolc, Nagy Lajos király. u. 16.

Tel.:46/ 379-032

petofikvt@rfmlib.hu

Monday-Friday: 10:00-18:00

Lőrinc Szabó Library of Foreign Languages

3530 Miskolc, Mindszent tér 2.

Tel.: 46/344-851

szabolib@rfmlib.hu

Monday-Friday: 10:00-18:00

Saturday:10:00-16:00

Mihály Tompa Library

3528 Miskolc, Gyöngyösi I. u. 1.

Tel.: 46/380-566

tompalib@rfmlib.hu

Monday-Friday: 10:00-18:00

Depository Audio Library of Lőrinc Szabó Library

3525 Miskolc, Jókai u. 18.

Tel.: 46/507-077 manyika.kovacs@rfmlib.hu

Tuesday-Wednesday-Thursday: 9:00-13:00

2. CONDITIONS AND RULES FOR LIBRARY USE

The services of the library may be available for anyone who accepts and agrees to abide by the Rules for Use.

2.1 ADMISSION, REGISTRATION

The basic terms of registration: the person who intends to use the library verifies his or her particulars with valid identifying documents (personal ID, passport, new type of driving license). The data below are required:

- name: surname and first name /by women birth name as well
- date and place of birth
- mother's name
- permanent address: location, street, street number, floor, door (If you have a temporary address in Miskolc, it is needed as well. However, in this case you have to mark your mailing address)
- those who don't have any address need a certificate from an organisation where his or her letters can be delivered/homeless shelter etc./.

The library asks the readers for the following data but these are not compulsory:

- phone number
- e-mail address

As per Act LXII/2001 Hungarians who live in the neighbouring states have the same rights to make use of the library's services as the Hungarian citizens.

Foreign citizens have to present their temporary residence permit and passport to apply for membership.

Foreign citizens without temporary residence permit need to get guarantee of a Hungarian citizen over 18.

Services attached to registration can be requested for 365 days. Fees of services can be found in Appendix No. 1. Registration is also possible for a half year or a semester at a proportionally reduced price.

To validate the reader's card after expiration all documents which were used at the first registration (identifying documents and certificates entitle to reduced price) are needed to show again.

Every registered reader is entitled to the use of the whole library system and make use of the services in any branch library.

Registration - visitor's card - is free of charge.

2.2. ADMISSION/REGISTRATION FORMS

2.2.1 DATA REGISTRATION

Readers' data are fixed in the integrated computer system of the library which are completed with barcode for identification. The library used them for keep in contact with the readers or in the case of debt for distraint proceeding.

At a library visitor's request these data can be deleted if he/she doesn't intend to use the services of the library.

2.2.2 ADMISSION STATEMENT

Readers' Register contains the data of readers in which the reader acknowledges with signature to be acquainted with the Rules for Use, undertakes to respect its rules, accept the means of loans' record keeping and takes financial responsibility for the borrowed books.

2.2.3 READER'S CARD

Reader's Card with the reader's name and personal identifier is the precondition of visiting the library and using its services.

- Reader's Card is personalized, only its owner can use it. Reader's Card for under 14 can only be used for borrowing age-appropriate documents.
- Readers have to preserve the Reader's Card in identifiable condition.
- The owner of the Reader's Card is responsible for any misuse of the card. Loss or theft of the card has to be announced at the Registration desk. Any changes in the reader's status is worth announcing in the reader's own interest.
- For the lost Reader's Card the library makes out a new one for a supplementary fee. Its validity is the same as the original one's.
- Reader's Card must be presented at the request of the librarian or the receptionist.

- The presentation of the Reader's Card is not condition for returning books.
- Hungarian people living outside the Hungarian borders may register on the same terms as the Hungarian citizens.

2.2.4 GUARANTEE STATEMENT

The guarantee statement is obligatory for people under the age of 18 and foreigners.

It has to contain the reader's name and registration number, personal particulars of the guarantor and a signed acknowledgement of taking guarantee.

Only Hungarian citizen over 18 and legal representative can be guarantors.

2.2.5 ONLINE REGISTRATION

If a non-library member asks for digital contents-service it needs online registration. Data sheet must be filled in by using the electric catalogue of the library. Click on the link of [Registration](#).

At the first visit the library requests to prove personal personal particulars, resp. documents authorized to benefits and the signature of the Readers' Register.

The fee of registration /digital contents-service can be paid by transfer. Direct to II. Rákóczi Ferenc Megyei és Városi Könyvtár to the next account:

10700086-47063909-61100005

Registration may be valid after the transfer had arrived.

The library issues invoice for the registered reader's name, address and delivers it.

2.3 TREATMENT OF LIBRARY USERS' PERSONAL PARTICULARS

The recorded data of library users can be only used for keeping library registers, making library statistics or doing scientific research.

The library won't hand over personal data at the request of a third applicant, nor make them public without the written consent of the reader, except to recover debt ordered by the Court of Justice.

Registers and data carriers handled by the library are only available for authorized personnel /librarians responsible for keeping registers/.

2.4 HANDLING OF COMPLAINTS

Visitors can turn to the heads of units, branch libraries and departments with their complaints.

To fill out the Complaint Form is always compulsory.

It can be downloaded from the website of the library or available in any branch library.

3. LIBRARY SERVICES

3.1 SERVICES AVAILABLE WITHOUT LIBRARY MEMBERSHIP

- Use of cloakroom, buffet
- Individual or group visit of programmes organized to public
- Group visit in the library
- Information about the services of the library

3.2 SERVICES AVAILABLE FREE OF CHARGE BY REGISTRATION

- Individual or group visit in the library
- Use of prescribed parts of collection locally
- Use of the means of stock exploration (container label, online catalogues)
- Information about the services of the library system

3.2.1 LOCAL USE OF RECORDS

The library ensures that the visitors can use prescribed parts of its stock locally.

Library users can take documents, books and periodicals stored on open shelves in hand.

To use the periodicals kept in the store of the Central Library the readers have to complete and sign an application form with the help of a librarian. They are obtainable by using the Store modul as well.

Other documents can be requested electronically through the Store modul of OPAC.

10 books can be applied for at the same time from the store.

The condition of using documents requested from the store is the handover of the Reader's Card to the librarians. It is returned after surrendering the documents.

Application form must be signed by the reader.

Store documents can be reserved for 1 day at the reader' request.

Readers must take care of the completeness and clearness of every document.

In case of physical damage, mutilation, scribbling, underlining, etc. the librarian on duty is required to suspend the use of the documents, forbid temporarily the reader to use the services of the library and make the reader pay for the damage.

The Collection of Local Studies /Central Library/can be only used locally, in the territory of the department. Photocopying makes an exception which is carried out by the librarian on duty of the Local Knowledge Collection.

Rules for Use of Old Books' Library can be seen in 3.3.4.

3.3 SERVICES ATTACHED TO REGISTRATION

3.3.1 BORROWING RECORDS OF THE LIBRARY

3.3.1.1 RULES OF BORROWING

The library lends prescribed parts of its documents to the registered readers/members.

It is kept on file in the integral digital system of the library.

Appendix No. 1 includes registration fees.

Books on open shelves, audiobooks, music CD-s, video and audio cassettes and language training kits can be borrowed for a period of 21 days; store books, DVD-s, language learning CD-s, periodicals for a period of 7 days.

Appendix No. 1 includes the details of categories.

Borrowing DVD-s needs to have a Club Card which is redeemable in any branch library. It is effective in any branch library within the term of validity. Appendix No. 1 includes its fee.

At the same time 20 items can be borrowed from any branch library.

The period of lending of popular documents can be shorter temporarily.

Loan fees of different types of documents are approachable in Appendix No. 1.

The books of Local Knowledge Collection and books published before 1920 cannot be lent.

Borrowing of books published between 1900-1945 remains subject to individual assessment.

To borrow DVD by a child under 14 needs written agreement of a parent/guarantor.

The library makes the borrowing from reference collection possible in the period of closure.

In this case lending needs deposit which is refunded to the reader at the time of returning.

To allow loans, determination the time of returning and the sum of deposit, completing special application forms are the duties of the librarians who inform the readers.

Returning reference books after the due-date leads to to pay fine related to store books(see Fee Schedule).

Readers with overdue items may not be allowed to lend further reference books. The deposit of returned books in damaged condition can be retained fully or partially as a refund.

3.3.1.2 REQUEST FOR RECORDS FROM OTHER LIBRARIES

Loanable records on open shelves can be requested among the Central Library and the branch libraries. Requests are fulfilled in a period of 7 days after the date of access.

3.3.1.3 RENEWAL

The due-date of every record can be renewed 2 times if they weren't reserved previously.

Renewal can be asked for personally, by phone, email or through the library's portal /Catalogue menu item/.

Renewal after the due- date always results in paying overdue charges. Getting warning email/request letter doesn't exempt anybody from paying compensation.

3.3.1.4 PROCEDURE OF DEFAULT

The reader who didn't return the books until the due -date or didn't ask for renewal in due time must pay fine and postage for the library.

After the due date the library notifies the reader of default by mail or e-mail.

If the borrowed items aren't taken back to the library in a period of 15 days after the due-date, the library summons the reader for return.

In the case of guarantee the notice is delivered to the guarantor. It contains the type and quantity of the borrowed items.

After the next 15 days the library sends a notice to the reader or guarantor again in the form of registered letter with acknowledgement of receipt. It indicates the outstanding debt of neglecting the return of the borrowed items.

This amount includes fee of default, expense of postal service and administration, the countervalue of the borrowed items in case of destruction or loss. The estimation of countervalue is based on the collection value which is different from the price of the item/s.

The notice calls the reader's attention to that the library can take legal action after the 30th day from post if debt is still in existence. It proposes to obligate the reader to pay his/her debts owing to the library on the basis of laws in force.

3.3.2 INTERLIBRARY LOAN

3.3.2.1 INTERLIBRARY LOAN FOR REGISTERED MEMBERS

The library ensures loan of items which aren't in the library collection in the way of interlibrary loan. In justified cases books of special literature which are in stock but not available can be requested in this way.

The borrowing of original records is free of charges in Hungary but the lender library can request fee for replicas.

Postal charge burdens the supplying institution if it's member of the National Document Supply System. In the lack of state support the lender library can ask the reader to pay for postage.

Borrowing from abroad is always subject to charges. It can only be managed by the National Széchényi Library. Its fee can be found in Appendix No.1.

The conditions of using these records are always determined by the lender library. It prescribes deposit on loanable books. Its procedure is decided by service regulation.

3.3.2.2 INTERLIBRARY LOAN FOR OTHER LIBRARIES

The library being member of the National Document Supply System makes its records available for the readers of other libraries in the way of interlibrary loan.

The request for lending single copies of stock, single periodicals, documents of librarianship, records of Local Knowledge Collection and Rare Books and original copies of non-duplicated manuscripts can be refused on the decision of the service department manager.

The period of returning records borrowed by interlibrary loan is generally 3 weeks which can be modified.

This service is free of charge in case of original documents. For duplicates fee is needed to pay. It is included in the Fee Schedule.

Sending back of electronic duplicates is also free of charges not exceeding 10 pages.

Postage of returning charges the library which has lent the records.

II. Rákóczi Ferenc County and City Library undertakes the postage of returning in case of providers which has contracted to the library.

3.3.3 USE OF TECHNICAL DEVICES OF THE LIBRARY

Registered readers can make use of technical devices such as microfilm readers, recorders, players and computers intended for the use of multimedia applications and database without any cost. To keep computers safe only pendrives, CDs checked by the librarian can be used for savings and loadings.

Saving and loading are only possible to do by the reader, under the control of the librarian in compliance with the law of copyright.

Registered readers can use their own laptops. They can employ the library's power and wifi-system after asking for preadmission and identifier.

There is a computer in the Compass of the Central Building on which readers can compose text with the help of an appropriate software.

3.3.4 USE OF OLD BOOKS' LIBRARY

Only registered readers can use the records of Old Books' Library and just locally. Because of preservation making photocopies here isn't allowed. Only photocopying without flash or scanning is possible with the records of Old Books' Library under the conditions fixed in the Fee Schedule.

Books under special protection can be used only with research permission and previous agreement during the fixed opening hours except Saturdays. About them the colleagues of Local Knowledge Collection can give information.

3.4 SERVICES AVAILABLE FOR A FEE

The list of services and their fees are included in the Fee Schedule/Appendix No. 1.

3.4.1 RESERVATION AND BOOKING OF DOCUMENTS

RESERVATION

If the required book is in stock but not available of being loaned or any other reason, it can be reserved.

The library sends notice-by phone, mail or e-mail phone -when lending becomes possible.

At the time of setting reservation the current cost of call or delivery have to be paid.

Notification by email is free of charge.

There is an opportunity to set online reservation throughout the online catalogue of the library.

Reserved items are allocated for 5 workdays or 3 in case of stock books or AV documents.

After it reservation will be deleted.

BOOK IN ADVANCE

Readers can set booking on available documents. They become parts of the reader's active reservations with the consent of the librarian on duty.

Booking can only be set on records of the Central Library Building which are allocated for 7 days after the setting. The library sends the reader email about it.

3.4.2 COPYING SERVICE

Documents belong to the stock of the library can be photocopied primarily. Rules of copyright and protection of the collection always have to be considered. Copying of the books of Local Knowledge Collection and records published before 1945 always need permit.

Digital copy about some parts of non-photocopying documents can be claimed. They can be handed over in printed form or in case of non-protected records on data carriers on the basis of the law of copyright,

Pictures in quality of 300 dpi can be taken about the chosen document with the previous consent of the librarian. Only digital camera without flash or flashlight apparatus can be used for it. Pictures can be taken only at designated places. In case of a record belongs the Local Knowledge Collection the presence of a librarian is required. Its fee shall be paid before taking a picture. At the same time the reader have to declare not to publish it. In case of any damages of the documents the reader is liable to bear the cost of repairing.

3.4.3 LITERATURE SEARCH, BIBLIOGRAPHY

Readers can claim compilation of literature search, bibliography in different topics considering specific needs. It can be asked personally or online through the library portal with completing an application form.

If necessary the librarian can ask further clarification by email.

Its fee can be found in Appendix No. 1.

In the case of online application, compilation will be sent electronically after the certificate of bank transfer has arrived by email. Here you can find where to send the bank transfer:

II. Rákóczi Ferenc Megyei és Városi

Könyvtár

10700086-47063909-51100005

Reference: fee of literature search

3.4.4 OBSERVATION

The library undertakes observation on demand.

After settling the theme and the records which come under observation an agreement is concluded. The cost of this service is fixed in the agreement.

3.4.5 USE OF COMPUTERS

The library provides opportunity to use computers, Internet, computer programmes and data bases ensured by the library in the Compass/Central Library Building/, reading rooms of branch libraries. Always respect the *Rules for Computer Use* /Appendix No. 2/ when take advantage of this service.

The library gives assistance to use the computers and the Internet and organizes computer user courses.

Internet use of readers under the age of 14 is only possible with parent/guardian's permit, except workshops for groups. This service is available in Children's Department and children's reading rooms in the branch libraries.

Internet subscription can be used only in the branch library in which it was made out.

3.4.6 LOAN OF DIGITAL CONTENTS

The new modul of the integrated system of the library allows the readers to borrow digital copies from its stock. This service can be claimed through the library portal/ Catalogue/ after log in with an identifier (number of the Reader' Card) and password.

Loan of digital contents isn't free of charge. The way of using is defined per item and always has to comply with the copyright law. The reader makes his or her claim final with full knowledge of its cost calculation.

About the status of digitalization information can be found on the library portal/[Catalogue/Readers' Particulars/](#).

The claimant gets email about his or her fulfilment.

The library provides access to digital copies after the reader has paid its fee and the certificate about the bank transfer has arrived by e-mail.

Here you can find where to send the bank transfer:

II. Rákóczi Ferenc Megyei és Városi Könyvtár

10700086-47063909-51100005

Reference: loan of digital copy

Fee Schedule contains its charges(Appendix No. 1).

This service can be applied by visitors without library membership through online registration/enrolment. Its description can be found in 2.2.5.

3.5 SERVICES AVAILABLE FOR A FEE WITHOUT MEMBERSHIP

3.5.1 "BIRTHDAY PRESENT"

Individual compilation connected to a concrete event can be requested from the library's stock. Its fee can be found in Appendix No. 1.

3.5.2 DIGITALISATION OF OWN FILMS AND PHOTOS

The library provides the possibility for digitizing own films and videos. Its cost is determined by individual tariffs fixed in the Rules for Use/Fee Schedule.

3.6 ELECTRONIC SERVICES

- Digital-Library of Borsod-Miskolc
- Online use of catalogue
- Online renewal
- Online reservation
- Online registration
- Online request for records
- Online literary research
- Electric newsletter
- Notification by e-mail
- Interlibrary loan

4. OTHER RULES

- Basic rules of hygiene and wear of appropriate clothes have to be observed when visiting the library.
- The use of cloakroom and the lockers is compulsory and it is free of charge.
- The institution doesn't take responsibility for valuables, money, etc. left in clothes, bags, etc.
- Use of cell phones, mobile devices isn't allowed in reading rooms because it can disturb the visitors.
- Readers can take their own documents with themselves into the reading rooms if they show them to the librarian on duty when they enter and leave the library.
- Digital camera, laptop –without its borsz - can be carried into the library with special permit which can be applied for at the registration desk.
- Own appliances, the permit and the Reader's Card have to be shown to the librarian on duty when you enter and leave the library.
- The library is equipped with electronic safety device in the cause of its stock protection. If it marks when the reader leaves the library, the employer of the library has to ask for the reader's assistance during control. Illegal intension of

carrying out of the library's document is recorded which has to be signed by the reader. In this record the reader can express his/her opinion.

- In the case of breach of Rules for Use, the reader's right to use the services can be suspended by the library. The right to use the library can be withdrawn from those whose attitude hinders other readers from exercising a right, endangers other readers' health, disturbs other readers' piece and quiet and whose behaviour or clothing doesn't meet the norms of behaviour in a community. In more serious cases the library can initiate legal procedure as well.

This Rules for Use is available in all branch libraries, all places of service and the library's portal. It is valid for the use of the total system of the library with the exception of József Lévay Library. Its regulation is in Supplement No. 1.

Library user can initiate the modification of the Rules for Use on the basis of Act CXL/1997 Article 57(4).

Final clauses

All colleagues of the library are liable to execute the rules of this Rules for Use. Further details about the disposals of the Rules for Use can be read in notices, guide-books, leaflets which are available through the library's portal.

This Rules for Use is valid from 1 January 2018. Previous rules become void simultaneously.

Regulation on Organization and Operation of Ferenc Rákóczi II. County and City Library includes the Rules for Use in Appendix No. 3.

It was approved by the 39/2017 resolution of the KKTIS Committee.

Miskolc, 1 December 2017.




Dr. Prokai Margit

General Director

Supplement No. 1

Rules for use of the József Lévay Library of Rare Books

3530 Miskolc, Mindszent tér 2.

Phone number: 46/350-473

E-mail: levaykvt@rfmlib.hu

Opening hours:

Monday-Friday: 9:00 -17:00

Conditions of library use

Services

Local borrowing

Local use

Photocopying service

Other rules

For further details see Lévay József Muzeális Könyvtár Könyvtárhasználati Szabályzata.

Supplement No. 2

Depository Audio Library of Lőrinc Szabó Library

Address: 3525 Miskolc, Jókai u. 18.

Phone number: 46/507-077

E-mail: manyika.kovacs@rfmlib.hu

Based on the cooperation agreement between the Ferenc Rákóczi II. County and City Library and the Borsod-Abaúj-Zemplén County Federation of the Blind and Visually Impaired a Depository Library works in the headquarters of the Federation.

Opening hours:

Tuesday-Wednesday-Thursday: 9-13

Use of the library is **free of charge by registration** for the blind and visually impaired.

The library keeps a record of personal particulars/ surname and first name, date and place of birth, mother's name, address, identification card number/ in the Readers' Register resp. Record of Registration.

Library services:

- Borrowing of audiobooks
- At the same time 10 CD-s or 8 audio cassettes can be borrowed for a period of 3 weeks. Loan time can be renewed 2 times.
- Interlibrary loan
- Audiobooks lacking in the stock of the Depository Library can be lent from the Central Library in the way of interlibrary loan.
- Use of computers

Use of computers is available with screen reader programme which makes the users read the text that is displayed on the computer screen with a speech synthesizer.

Appendix No. 1

Fee Schedule

Admission fees

(the fees include value added tax)

	<i>person/year</i>
Employees of public collections, local government /maintainer/ workers	Free of charge
Pensioners above the age of 70, students below the age of 16, persons with large family benefits, disabled persons	Free of charge
Pensioners below the age of 70, educators, registered unemployed, students above 16	HUF 800
Adult readers	HUF 1600
Family Reader's Card(min. 3 persons)	HUF 2400

Documents must be presented as proof of eligibility for any discount.

Services available for fee by admission

Types of documents	Number of items	Fee/Period includes 27 %VAT
Books	20	Books on open shelves: 3 week
	6	Stock books: 1 week

Scores	10	3 weeks
Records and tapes/music and prose/	6	3 weeks
Language teaching CDs, CD-ROM	6	HUF 100/disk/ 1 week
DVD	6	Club membership HUF 500/six-month 1 week
CD/music/	6	3 weeks
Video cassette	6	3 weeks
Audio books (CD)	10	3 weeks
Audio books (cassette)	8 titles	3 weeks
Loanable periodicals	10	1 week
Language learning KIT	2	HUF 200/KIT/3 weeks
Digital contents		Base fee HUF200 Picture HUF40/page Picture +text(OCR) HUF50/page
Interlibrary loan from abroad		HUF4500 Ft/item

Readers can borrow up to 20 items from the libraries of the system at the same time.

**Charges related to loan
(the charges include value added tax)**

	loanable books, audio books, video and audio cassettes	stock book, CD, DVD, reference book, language learning KIT
Overdue charges	HUF 20/item/day	HUF 200/item/day
Notification about reservation by mail or phone	Current cost of standard postal charge	
Notification about reservation by e-mail	-	
Postal charge	standard	Current postal rates
	registered	

**Reprographic services
(the fees include value added tax)**

		<i>A/3</i>	<i>A/4</i>
Photocopying	black and white	HUF15	HUF10
	double-sided	HUF25	HUF15
Printing	black and white text	HUF60	HUF30
	black and white picture	HUF200	HUF100
	colour picture	HUF400	HUF200

Printing on computers of the central library building (ground and second floor)	black and white	HUF15	HUF10
	double-sided	HUF25	HUF15
Scanning (+ printing)			HUF40

**Other fees
(the fees include value added tax)**

Use of the Internet	Case-by-case	HUF100 /hour	
	Internet subscription	HUF500 Ft /hour	
		HUF1000 /3 months	
	Below the age of 14	50 % discount	
Literature research, observation	Registered readers	HUF500 up to 10 items, HUF500+10/items above 10 items	
	Institutes, specialised companies, etc	Defined by contract	
Bindery	Thesis, binding	Defined by calculation of production cost	
	Plastic spiral binding	up to 50 pages	HUF300

		50– 100pages	HUF400
		100– 200 pages	HUF500
	Thermo binding	up to 25	HUF200
		25-50 pages	HUF300
	Lamination	A/4	HUF100

Fax transmission	HUF320/ page
CD DVD	HUF250
Replacement of card for the first time	HUF200
Replacement of card on each further occasion	HUF300
Rent of rooms depending on technical needs	By individual agreement
Selling publications	Defined by calculation of production cost
Selling of surplus stock	Price determination/each item
Use of digital camera occasionally	HUF600
Birthday set/plush box 40 pages A/4, 16 pages A/3	HUF7,100
Birthday set/plush binding 40 pages A/4, 16 pages A/3	HUF6,600
Birthday set/artificial leather binding 40 pages A/4, 16 pages A/3	HUF4,100
Birthday set/artificial leather with reduced contents 20 pages A/4, 10 pages A/3	HUF3,600
Further specific needs	By individual offer
Digitalisation of own video/photo	Digitalisation:HUF1500/hour Multiplication:HUF100 /item Disk (CD/DVD)HUF250

Invoicing about the payment of fees which aren't submitted to value added tax, isn't allowed to be made out, even on the request of the reader. These fees aren't qualified as countervalue of the services.(Act C/2000, Article77(2) and Value Added Tax Act LXXIV/1992 Article5(1))

Appendix No. 2

Rules for computer use

- Use of computers and word processing are available on the computers set in the periodicals' reading room of the Central Library Building and the reading rooms of the branch libraries. Its fee is defined by the Fee Schedule. Only registered readers can make use of this service. For readers below the age of 14 it is accessible in Children's Department.
- Please indicate your intention to the librarian if you want to use library computers. It always needs Reader's Card.
- One hour of computer use is allowed during the opening hours. However, time limit doesn't work in case of free computers.
- Internet subscription entitles 1 hour of Internet use a day. Further needs for computer use is available for fee.
- Readers who are on waiting list take priority over who aren't. We don't make a note for the period of more than 1 week. Note can be postponed in case of full utilization of library computers.
- Printing is subject to payment.
- Please do not misuse the freedom of Internet and always respect the rules of etiquette.
- The library doesn't have opportunity to provide email address to the readers. Please use free email clients.
- Max. 2 users can take a seat in front of a computer.
- Downloaded files and documents have to be deleted after use.
- Please do not experiment with files, programmes. Ask the librarian for help if you don't know what the programme is actually for.
- The library is a cultural public institution so visiting Internet sites against public taste and morals isn't allowed.
- Readers can't use this library service for unlawful activities, hindering or disturbing others' work. Unlawful activities such as misuse of internal resources; unwarrantable use, modification or damaging database; spreading information,

programmes endanger the security of the library network; insult the religious, ethnic, political sensibility of other readers, harassment others.

- Use of own CD/DVD-ROM or pendrive is only permitted after control in the cause of antivirus protection. Removable data carrier can only use on your own responsibility considering the Copyright Act.
- Users are required to denote any operating trouble, e.g.: trouble with load and execute programmes, breakdown of the computer. Failures can only be repaired by the librarian. Only he/she is authorized to switch on or restart the computers.
- You mustn't change the settings /screensaver, background, homepage, browser, password, network/ of the computer.
- You mustn't install any software or downloaded files on the computers. Installed programmes without a valid permit are deleted immediately.
- If you finish your work, please do not switch off the computer and close the apps run in the background.
- In the case of any breach of these rules, the reader will be prohibited from using the library computers and may lead to further actions by the library according to the extent of the deliberate damage.