

LIBRARY REGULATIONS OF THE UNIVERSITY OF THEATRE AND FILM

Prepared by: Dr. Knorné Zsuzsanna Csányi
Library Manager

1st December 2010 Budapest

LIBRARY REGULATIONS OF THE UNIVERSITY OF THEATRE AND FILM

The regulations of the Library of the University of Theatre and Film (hereinafter called Library) is defined by the 2005 CXXXIX Higher Education law , the 1997 CXL law of the protection of cultural chattels, establishments with museum pieces, the supply of public libraries and public education, the 1995 LXVI law of the protection of public documents, public archives, private archival documents, the Deed of Foundation and Rules of Organization and Operation of the University of Theatre and Film (hereinafter called University).

The aim of the Regulations is to define the tasks, operation, services of the library and the order of supplying them, the legal status and scope of authority and range of duties of the Library Manager and the general responsibilities of the employees. All employees are obliged to know and to observe and act upon the contents of the Regulations.

I. Legal status of the Library and general instructions

The name of the Library: Library of the University of Film and Theatre

Abbreviated name: SZFEK

Seat and address: Vas utca 2/C Budapest 1088

Date of foundation: 1865

Homepage: www.szfe.hu/index.php?id=2030

Phone number: +36.1 266 41 21

+36.1 318 81 11

E-mail: konyvtar@szfe.hu

The English name of the Library used in international relations is: Library of University of Theatre and Film

The stamps of the Library: (the imprints are included the I Supplement of the Regulations)

- The official circular-stamp stamp with the Hungarian coat-of-arms in the middle and the surrounding text is:
The Library of the University of Theatre and Film 1865
- The rectangular head-stamp inscription is: The Library of the University of Theatre and Film 1088 Budapest Vas u. 2/C
- The inscription on the circular library property stamp is:
University of Theatre and Film (in a circular pattern) Library (in the middle)
- The inscription on the rectangular inventory stamp is:
Inventory-marked (on the top with space below for the inventory-mark)

The Library is maintained by the University of Theatre and Film (hereinafter the University). It is under the supervision of the Rector which right can be given over to the Dean of Studies. The maintainer ensures the conditions of space, material and staff and the funds to cover these expenses are defined in the annual budget of the University and the effective allocation of the sum is made possible. The

University will promote the improvement of the standard of the library services and supply the necessary financial resources.

The vocational supervising body of the Library is the Ministry of National Resources.

In order to supply better services the Library can co-operate with Hungarian or foreign organizations and natural persons. The co-ordination, can be especially aimed at working on and managing grant-applications, creating, operating vocational consortia and supplying services for certain compensation. The framework of the co-operation should be put down in writing. The Library is the permanent member of the following vocational organizations and consortia:

- College of the Directors of University Libraries in Hungary
- Alliance of Libraries and Information Institutes, scientific and research library department
- National Audiovisual Archive of Hungary

II. The Mission and Tasks of the Library

1. The Mission of the Library

The Library of the University of Theatre and Film serves the educational activity of the University with its holdings, services and committed and professional staff. It supplies information for art (performances) and artists in the field of theatre and film as well as supplying services for outside patrons who are interested in our special holdings.

The main task of the Library is to give support for the aim and activities of the University in all respects.

In the spirit of the above the Library ensures the following:

- the supply of special literature for educational purposes
- library information service – the acquisition and research of traditional and multimedia documents
- supplying an effective link to exterior information sources
- supplying the necessary services for teachers and student assisting them in reaching their professional aims and with their university work
- being a public library it gives a possibility for all patrons to have access to modern information services

2. The Tasks of the Library

- It enriches researches and guards the holdings and through its services it makes the Hungarian and foreign specialized literature of theatre film and plays available for our patrons.
- As a member of the National Document Supply System (ODR) the library regularly supplies data to the ODR centre and furnishes the Hungarian library system with documents of our field.
- It supplies library services to the patrons
- It co-operates with other libraries and library networks, independent libraries, consortia and library organizations.

- It participates in the training of students specializing in librarianship.
- It furthers educational, study and research purposes by making its special holdings available
- It supports the studies of (full-time and doctoral) students and the work of teachers by helping them acquire the skills and readiness of accessing modern information sources necessary for obtaining knowledge independently.
- It gives traditional and computer-mediated briefings about the specialized literature.
- It support the teachers' and researchers' scientific publication efforts
- The staff of the library receives regular training and the technical equipment and services are also steadily improved.
- The library furthers the educational activities performed by the University.
- The library does preparatory work when it comes to decisions, which have to be made by the leadership of the University concerning public collections.

III. The Collection Interest of the Library

The collection interest of the library is defined by The Collection Interest and Collection Management Regulations based on the relevant laws and the need of the library patrons. The Management Regulations are in attachment No.2 of the Library Regulations.

1. The Collection Interest of the Library

- Being a higher education and research library it collects and preserves the Hungarian and foreign literature of subjects and sciences taught and researched at our university and the publications of some other related fields of science.
- The library collects and preserves documents about the history of the university.
- It receives an obligatory copy of all exam films and recordings of exam plays.
- Items not included in the collection interest of the library are obtained by inter-library borrowing.

2. Enriching the Collection of the Library

- The collection of the library is expanded through buying, exchanging, gift donations and other means.
- The Library keeps a copy of all the defended dissertations of the Doctoral School and the theses of the students. All titles are made public in the catalogue and the complete texts are available to the patrons in the library databank.
- The library steadily expands its collection from university resources in a planned manner.

- All specialized literature purchased from any type of financial source forms part of the Library collection, is included in the catalogue and is finally kept in the faculty library.

IV. Library Utilization and Services of the University of Film and Theatre

1. The Utilization of the Library

- As a public research library is open to all interested parties - who accept the library regulations and use it accordingly - under defined conditions. The Library Utilization Regulations are in attachment No. 3 of the Library Regulations.
- The basic services of the library defined by law and the Utilization Regulations are available to all patrons free of charge.
- Data concerning the users and usage are confidential and are handled by the library according to the 1992 LXIII law about the protection of personal data and the regulations of the publication of common interest data.

2. Opening hours of the Library:

Monday-Thursday: 9.00 – 6pm.

Friday: 9.00 – 2.30 pm.

Opening hours during the summer period are defined by the leadership of the University. Notification is given on homepage and notice boards.

3. Services of the Library

- Documents (items)
 - On location use (printed and electronic documents)
 - Borrowing
 - Making copies of library documents
 - Inter-library borrowing
- Giving and searching for information
 - Card and on-line catalogue: information about all the holdings of the library
 - Giving information about the holdings and services of other libraries
 - Literature search according to theme, supplying information from database
 - Data search, replying to special questions
- Services assisting publication and scientific work
 - counselling for the compilation of theses and doctoral Methodology theses
 - Supplementation of publication catalogue
- Briefing and training the users and the propagation of services
 - Leaflets
 - Homepage: information
 - Teaching library informatics, training users, individual help

The Library provides its services in the framework defined by the regulations of the 1999 LXXVI. Copyright Law.

The Library steadily monitors the needs of the users and their level of satisfaction in order to shape its services in a manner best suited to the patrons.

V. The Library Management and Organisation of the University of Film and Theatre

1. The Management of the Library

The Library is directed by the Library Manager. The Library Manager is fulfilling her position by way of application according to the defined requirements of her work and assigned by the Rector of the University of Theatre and Film for a defined period of time. The assignment can be repeatedly extended by employing the same procedure.

a. The Scope of Duties and Responsibilities of the Library Manager:

- She Manages the Library in accordance with the relevant laws the Organization and Operation Regulations and the Regulations herein;
- She is responsible for the management of the Library;
- She elaborates and executes the necessary modifications on the basic documents;
- She manages the available funds of the Library;
- She or her deputy will represent the Library on all professional occasions;
- She ensures the necessary conditions of operation within her authority;
- She will contribute to the increase of resources by applying for grants and acquiring donations;
- She runs the marketing activities of the Library;
- She is responsible for the human resources policy of the Library, the further training of the staff, for good work ethic and high standards;
- She briefs the staff of new professional achievements and regularly calls meetings;
- Decisions are made with common consent;

b. The Scope of Authority and Powers of the Library Manager

- She has the authority to decide in all matters concerning the Library if necessary with the consent of the Rector, the Dean of Studies and the Chief Financial Officer;
- Making general decisions concerning the Library and giving instructions, asking for reports and performing supervision;
- Issuing orders of payment and signatory powers as defined by the regulations;

c. The Library Manager's Interior Relations

- Always present at the University Senate Meetings
- And the Dean of Studies staff meetings

d. The Library Manager's Exterior Relations

- College of the Directors of University Libraries in Hungary
- Hungarian Theatre Institute and Museum
- Alliance of Libraries and Information Institutes, scientific and research library department
- Computer and Automation Research Institute Hungarian Academy of Sciences

The Library Manager represents the Library personally or delegates a deputy. All the instruction of the Library Manager is compulsory for all staff members.

2. The Organization of the Library

All employees of the Library carry out their tasks according to their job-description, which describes all the specific tasks pertaining to their position their scope of authority and powers and the order of replacement. One employee may fill in different spheres of activities. The main areas of work and tasks in the Library:

- Library Manager
- STAFF responsible for the:
 - Development of holdings and processing (books)
 - Development of holdings and processing (periodicals)
 - Development of holdings and processing (media and scores)
 - Reading service and information (books)
 - Reading service and information (media and scores)
 - Library-use education
 - Copying

VI. The Order of Library Operation

- a) The tools for regulating the operations, apart from the relevant laws, are:
 - The interior regulations of the University and the Library. The latter is included in the attachment of the Regulations;
 - The instructions of the Library Manager
- b) Attending to matters concerning the interior regulations and briefing parties involved.
- c) Platforms of briefing: weekly work staff meetings

VII. Miscellaneous Instructions

1. Handling and delivering documents

- The Library handles documents independently in certain fields.
- Delivering documents is the right of the Library Manager. The staff of the Library is authorized to conduct correspondence within their scope of authority, informing the Library Manager or by her assignment.
- Handling the stamps

The Library Manager has to keep an inventory of the stamps and those attending to them listed in article 1. of the Regulations herein. The loss of a stamp must be instantly reported to the Library Manager and it should be made invalid instantly.

The persons below are authorized to use the stamps:

- ❖ Circular stamp: Library Manager
- ❖ Head stamp: all staff
- ❖ Property-stamp: employee handling and processing holdings

2. Financial and labour matters.

- The Library Manager is responsible for financial and labour matters.

3. Financial issues:

- The Library Manager is authorized to place a written order and to certify invoices.
- The invoice for the cost of the services of the Library can be balanced in cash or cod and they are issued by the Chief Financial Officer's Office.
- The CFO office will issue an official receipt for the income from the services of the Library separately and under the appropriate legal title. The original copy should be handed over to the depositor the 2. copy should be filed by the responsible Library employee who accounts for it to the CFO Office.
- Safe management of funds is ensured by a metal safety-box given by employer.
- Employee is entitled for extra remuneration for the management of funds.
- Materials and tools necessary for unperturbed operation are ordered on the appropriate form by the Library Manager.

4. Labour issues:

- The 1992 XXXIII law on the status of public servants and the relevant regulations of the University of Theatre and Film define the procedures when employing, modifying or dismissing a Library employee as a public servant.
- The appointment of a future employee is proposed to the Rector by the Library Manager. The appointment and the modifications therein are in the Rector's scope of authority.
- The employees of the Library may address themselves to the leadership of the University by way of or upon the notification of the Library Manager concerning personal or labour issues.

- The employees should enter the commencement and termination of their work-hours on an attendance register. The register has to be handed over to the CFO Office in accordance with University regulations.
- The Library manager authorizes holidays on an appropriate form according to the regulations of the Labour Code. The Library Manager's holiday is authorized by the Dean of Studies.
- All new employees must have practical and theoretical labour safety instructions. The aim of the instruction is to acquaint the employees with the general and specific regulations pertaining to their own field of work and the dangerous situations that may arise while performing duties.

5.Key-handling

- All those workers of the Library who are permanently employed by the university are authorized to handle the key of the Library.
- All the employees of the library must consider property protection regulation and must proceed with utmost care when handling the key.
- After business hours the keys are deposited at the reception service.
- There is an extra, safety set of keys at the reception service apart from the ones being used.
- Transporting the keys outside the University or giving the keys to a non-Library worker must be authorized in writing.
- The Library Manager must be notified should any emergency or dangerous situation arise upon closing the library in order to avert it.
- In case the Library Manager cannot be reached the score or media librarian should be notified who is liable for solving the problem.

VIII. Supplements of the Regulations

- Suppl. No. 1 The stamp- imprints of the Library of University of Theatre and Film
- Suppl. No. 2. The Collection Interest and Collection Management Regulations of the Library of the University of Theatre and Film
- Suppl. No. 3 The Utilization Regulation of the Library of the University of Theatre and Film

