

**THE LIBRARY SERVICE AND UTILIZATION REGULATIONS OF THE
UNIVERSITY OF THEATRE AND FILM**

Prepared by: Dr. Knorrné, Zsuzsanna Csányi
Library Manager

13th. December 2010
Budapest

The Library Service and Utilization Regulations of the University of Theatre and Film

I. Introduction

The library of the University of Theatre and Film is a public library and in accordance with this it is available for any interested party over the age of eighteen concerning services as described in the law pertaining to libraries in the Procedures section and in a manner as described by The Library Service and Utilization Regulations.

The services are available on the following location at the following time during the study and exam period:

Vas u. 2/C 2nd floor
Budapest 1088
Monday-Thursday 9am-6pm.
Friday 9am.-2.30pm.

July and August business hours are defined by the leadership of the University. Notification is given on homepage and notice boards.

The services of the Library are available to patrons on condition of registering their personal data.

II. Conditions of Utilization

The following data are necessary upon presenting authentic documents.

- Name
- Place and Date of Birth
- Mother's Name
- Permanent Address
- ID. Document Number

For Contact:

- Telephone Number
- E-mail Address

In order to register the patron must fill in the REGISTRATION DECLARATION form, acquaints himself with the regulations of utilization, and marks the acceptance of the conditions by signing the form. The lending librarian will give written and oral information about the utilization regulations. The data of the patrons are kept in a register of the library and they are guarded by and according to the laws of protection of personal data. All changes of personal data of the patrons have to be reported to the library without delay.

All registered patrons (the students of our University and outside patrons) receive a **LIBRARY CARD** as a proof of membership.

Registration fees:

- Our teachers, students and staff: free of charge
- Adults: 3000 HUF/ year
- Student: 15000 HUF/ year
- Pensioners under the age of 70: 1500 HUF/ year
- Pensioners over the age of 70, librarians, museum and archives employees: free of charge
- Day pass: 400 HUF/ nap for all (no borrowing)

Outside library users must leave a deposit for borrowed items the sum of which represents the ideal value of the item(s). Upon returning the item(s) the deposit is given back.

The validity of the library card:

- Students: one academic year.
- Outside patrons: a year from registration

If the library card is lost it must be reported instantly in order to avoid possible misuse. When receiving this notice the library blocks the use of the lost card. The library charges an extra fee for the replacement of library cards lost within the validity period.

The fee of replacement is: 100 HUF

The library card is for personal usage exclusively and it cannot be transferred. Patrons can borrow items using their own library card only, registered to their name and with their photos however, the card is not needed to return the item(s).

Students must return all item(s) by the last day of the semester the latest. If students do not fulfil this requirement they will not be able to borrow anything until everything is returned.

Graduating students must return all the items due to the library until the day of the finals. If neglecting to do so the library member will not be allowed to sit his state/professional exams.

III. Library Services:

1) Reading library items on location:

- The reading room and the catalogue are available for patrons during opening hours.

2) Catalogue

- **Library card catalogue of books completed by 31st December 2007**
 - According to title in alphabetical order
 - According to author in alphabetical order
 - Specialized
- **Online catalogue (is being processed)**
 - All post 1st December 2007 acquisitions can be searched in the online catalogues
 - Books: all authors A-K can be found in the online catalogue
 - Cards of scores: according to composer, title and style are available (for circa 1500 compositions) online
 - Cards for videos: According to title, director, cinematographer and genre (now online as well).
 - Cards for CDs: according to composer and title (online as well)
 - Complete selection of DVD available online

3) Reference Library:

- Collection of Thesis and DLA Thesis
- Current newspapers and archival ones
- Exam films
- Recoding of exam performances
- Rare and unique music scores
- Books and scores published before 1900
- Historical publications of the University
- Autographed items

4) Borrowing Items from the Library

- **Our Students:** number of simultaneously borrowed items:
10 books + 5 music scores + 3 other items

Time limits for borrowing:

- for books: 1 month (can be extended 2x)
- musical scores: 1 month (cannot be extended)
- other items: 3 days

- **Outside Patrons:**

3 books + 5 music scores + 3 items other items (deposit must be paid)

Time limits of borrowing:

- Books: 2 weeks (can be extended for another 2 weeks by phone, e-mail or personally)
- Music scores: 2 weeks
- Other items: 3 days

Fine for delays: 20 HUF/ item/day

5) Black and White Photocopy:

- Size A/4 20 HUF/ page
- Size A/3 40 HUF/ page

6) Colour Photocopy:

- A/5 150 HUF/ page
- A/4 200 HUF/ page
- A/3 400 HUF/ page

7) Spiral Bounding: 250 HUF/ piece

8) Scanning: Size A/4 20 HUF/ page

9) Printing: Size A/4 20 HUF/ page

10) Internet Use:

- Free of charge for our teachers and students
- 300 HUF for outside patrons

11) Borrowing from Other Libraries:

- For teachers and students for studying, teaching and research

12) Borrowing of Videos and DVD on location for students and Researchers is possible

IV. Procedure in case item is lost

The value of the item is defined individually for each case and according to current market value.

The item can be replaced by an identical one suitable for library use.

V. The Responsibilities of Patrons:

- The proper use of all the rooms, furnishing, appliances and library items and all damages must be paid for.
- To ensure the comfort of our patrons it is prohibited to use mobile phones or any other noise-generating instruments.
- Eating and smoking is not allowed.
- We do not take any responsibility for valuables, personal documents, money, mobiles or money taken into our library.
- Behaviour considered offensive to the use of the library results in the suspension of visiting and membership or it may lead to final exclusion.

All observations, complaints and proposals can be signalled to the Library Manager.