

Library Rules and Policies

GENERAL RULES

- Coats, umbrellas, bags, backpacks should be left in the lobby of the Library.
- Food and drink is not allowed in the reading rooms and disturbing the silence of the reading room by using mobile phones or by other ways is prohibited.
- The documents, devices and equipment of the Library are owned by the Faculty and the University and protected by laws. Patrons are financially responsible for harms resulting from carelessness, intentional damaging or taking out the possessions of the Library illegally.
- The Library may cancel, temporarily or permanently, partially or fully, patrons' eligibility for services if library rules and regulation are broken.
- One patron should not borrow anything in the name of others. If the reader's card is lost, it should be reported to the Librarian as soon as possible.

REGISTRATION:

- Registration is prior to active student status. Required documents: valid ID card or passport.
- Registration is free.
- Registration is valid throughout the whole study at the Faculty till the end of the final exams. At the beginning of new academic years renewing registration is not needed. However, any changes of personal data (name, address, ID number etc.) must be reported.
- At registration users should accept the Library Rules and Policies and the computer register system by signing the acceptance form.

SERVICES OF THE LIBRARY:

LOANING:

- Patrons are allowed to borrow books or documents only by showing their valid student card or reader's card.
- At a time for a one-month period patrons are allowed to borrow only 6 books.
- Books of the reader's room including dictionaries, lexicons, encyclopaedia, theses, journals, periodicals should not be borrowed.
- Some of the textbooks and the lecture notes of courses are allowed to be borrowed by students of certain study programs for also one or two semesters.
- The books of the Physiotherapist study program can be borrowed only by the lecturers and students of this program.
- A certain borrowing period can be lengthened twice by requesting it personally or by email (address: konyvtar@etszk.u-szeged.hu) giving the barcode of the readers' card or student card number.
- In the case of missing the deadline several times, or damaging or losing the borrowed books and documents the Library may cancel, temporarily or permanently, partially or fully, readers' eligibility for services.
- The readers are fully financially responsible for the borrowed books, documents and have to give them all back in an intact state.

- Making notes in the documents or truncating them, highlighting or underlining texts are forbidden.
- Instead of lost or damaged books, documents the Library accepts another new or second-hand copy of them or may ask compensation.
- Upon ending student status or quitting job one must return the borrowed documents to the Library and the fact of it should be written in the Form of Returning Loaned Faculty Devices and Documents by the Librarian.

THESES

- The theses can be looked into by only Faculty teachers, lecturers and students.
- The list of theses and the chosen thesis should be asked from the Librarian.
- Theses cannot be borrowed and copied, one is allowed to read them only in the Library.
- Theses written several years ago are stored in a separate room, where lectures are held, thus the Librarian can get and hand them within only 1 or 2 days. A list of theses written nowadays back to ten years is available at the Librarian.
- Please, keep in mind that since English language study programs started only in 2018 in the Faculty, there are only theses written in Hungarian, however, their titles were translated to English. The first English language theses can be expected in 2022 in the Faculty.

INTERNET

- Computers of the Library are allowed to be used by only the registered students and teachers of the Faculty.
- Computers should be used only for searching in the library catalogues, getting information to study, lecturing, researching works and for word processing. Using CD-s in the computers or printing is not possible in the Library.
- Gaming on the computers or using interactive entertainment interfaces are prohibited.
- In peak times the time for computer using might be limited.

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