

Balaton Regional History Research Institute Library and Emmerich Kálmán Memorial Home
SIÓFOK

LIBRARY REGULATIONS

The Library Regulations (an annex to the Bylaws of Balaton Regional History Research Institute Library and Emmerich Kálmán Memorial Home) contains all the information and requirements to be complied with by all registered members. The Regulations also include the library services available to all registered members upon compliance with the specified requirements.

I. GENERAL RULES

- a) Balaton Regional History Research Institute Library and Emmerich Kálmán Memorial Home (the “Library”) is a public library; its services are available to anyone complying with the rules applicable to its use.
- b) Intentional damage to library assets (building, furniture, documents etc.) may result in the immediate suspension of the member’s library use rights by the head of the library and in requiring the user to pay a compensation.
- c) The library shall inform the members about the hours of operation. The library is closed on official holidays. The operator of the library may decide on closure for other reasons.
- d) The use of the cloakroom is free of charge and compulsory. Coats, topcoats, bags etc. are to be placed in the lockers in the cloakroom. The library shall be not held responsible for any damage to visitors’ items placed here.
- e) No alcohol, drugs, smoking, drinks or food is allowed in the public spaces of the library. Library users shall conform to the standards of normal public behaviour, otherwise the head of the library may restrict the use of the library.
- f) In the interest of all library users, the library can be attended only in appropriate clothing and in compliance with fundamental standards of personal hygiene. In case of inappropriately revealing clothing or lack of cleanliness, library staff may request the given visitor to leave the library.

II. RULES APPLICABLE TO THE USE OF THE LIBRARY

a) Membership registration, borrowing:

The library is public, certain services are subject to library membership.

Any Hungarian citizen showing his/her ID card or passport as proof of identity may be a member of the library.

The membership is for 1 year for a charge of HUF 1000. Library membership is free of charge for

those under 16 and those over 70.

The library card received upon registration shall be retained. Lost library cards should be reported to the readers' service as the owner of the library card shall be liable for any borrowing with the lost library card. Lost library cards are replaced for HUF 200. Prior to entry into the lending/information space, all readers shall submit their library cards to the lending registration desk, even if the member does not intend to borrow books or intends to read periodicals only. Library cards are returned to the members only when they leave the library.

All library members shall report any changes in their personal information to the readers' service. Signature by library members or registered users signifies binding acceptance of the prevailing rules on the use of the library.

Information required for registration:

- name, last name at birth and first name;
- mother's last name at birth and first name;
- place and date of birth;
- permanent address, residence or postal address;
- ID card or passport number;

Up to 5 books may be borrowed at a time. The loan period is 4 weeks, renewable twice if there is no reservation for the book. Should the reader fail to comply with the loan period or to request the renewal of the loan period, late fines shall be paid for each borrowed book. Late members are sent notice twice to return the books. On the third occasion, notice with recorded delivery is sent, and in case of failure to comply with the notice, the library applies for debt collection.

Fines for late returns:

1st reminder: HUF 120 (postal charge, free of charge by e-mail)

2nd reminder: HUF 490 (HUF 250 late return fine + HUF 240 postal charge)

3rd reminder: HUF 1250 (HUF 500 late return fine + HUF 750 postal charge)

The late return fine for reference library items is HUF 50/day/book.

Members shall handle the borrowed books with due care. Wilful damage or theft may result in the member to be suspended or permanently banned from using the library. Should the reader lose or damage the book or periodical, he/she shall hand over another copy of the same item, in impeccable state, or a bound copy to the library. Should the reader fail to replace the lost or damaged book within 30 days upon the end of the loan period, he/she shall pay the value of the item as determined by the library. Otherwise, the library applies for debt collection.

b) Book Reservations:

When the book sought by the library user is included in the collection of the library but not available as it is on loan, at the bindery or for other reasons, a reservation request can be submitted. When the book comes in, the library notifies the user by phone, by e-mail or mail.

The reserved document shall be held for the requesting user for 6 days the library is open; it can be handed over to other readers for on-site use only. Uncollected books are returned to borrowable status after six days. An extension may not be requested for reserved books.

Charge for book reservations: HUF 100/book

c) Interlibrary loans:

Books not included in our collections are requested from other libraries. Any registered members of the library may avail themselves of the interlibrary service. The documents can be borrowed only in person, upon signing a check-out permit. The lending library determines the loan period for the requested document (not renewable) and the type of lending (borrowing or on-site use). If the book received from the lending library is lost or damaged, the library user is liable to pay compensation as determined by the lending institution. Readers who fail to comply with the above rules shall be automatically excluded from interlibrary loans!

Late fines for books borrowed from the reference library or pursuant to interlibrary loans: HUF 50/day

d) Borrowing periodicals:

Borrowing magazines and periodicals with pictures is free of charge for members. 5 periodicals can be borrowed at a time. The loan period is 1 week, renewable once. The latest issues are not borrowable.

CD supplements of periodicals are borrowed free of charge. The loan period is 2 days, with up to 5 items borrowable at a time. Late fines for periodicals and CD supplements: HUF 15/item/day

e) Borrowing items from the media library:

The **MEDIA LIBRARY RULES** provide detailed information about the conditions for the use of the media library.

MEDIA LIBRARY RULES:

The music section of the library is available for readers with a valid membership, subject to registration to the media library section. The registration fee for the media library is HUF 500/3 months, free of charge for students, allowing members to borrow from the music collection for three months. The standard loan period is 1 week, with up to 10 discs borrowed at a time. The loan period may be extended once.

Registration enables the reader to borrow conventional (vinyl) and CD records from the entire collection. Conventional (vinyl) records and VHS cassettes are borrowable upon the payment of a deposit: HUF 5000/item for conventional (vinyl) records, HUF 2500/item for VHS cassettes. 5 items can be borrowed at a time.

The borrowing of audio cassettes does not require media library registration, only a valid library membership is required. The loan period is 1 week also for cassettes, with up to 5 audio cassettes borrowed at a time. Cassettes or discs constituting a supplement of a book are considered as part of the book, their joint loan period is 4 weeks.

One-time borrowing is also available, in this scenario a reader with a valid library membership may borrow up to 5 musical documents for 1 week, in exchange for a payment of a one-time charge of HUF 200.

Audiobooks are lent free of charge; their borrowing does not require media library registration, only a valid library membership. The audiobook collection provides a selection of classic fiction and reading for pleasure, performed by well-known artists. Items in the collection are available for borrowing on cassettes or CDs. The loan period is 4 week, borrowing is free of charge.

Those DVDs shown as part of our Movie Club are borrowable.

CD-ROMs are available for on-site use.

Lending to staff of educational institutions:

Lending to institutions for educational use requires valid library membership and authorisation by the director of the school; in this case no deposit is required.

Fine for late returns:

A fine is charged for late returns of audio materials, calculated as follows: HUF 50/day/disc

A compensation is charged in the event of damage to any musical documents. The amount of the compensation is proportional to the damage caused. In the event of repeated negligence, the reader may be excluded from borrowing from the media library upon joint decision by the media librarian and the readers' service desk.

Readers are requested to pay special attention to the proper handling of audio materials,

and when borrowing, to personally check the state of the discs, to avoid any disagreement upon their return.

The media library is available for use to any registered readers during the hours of operation.

f) Computer use

The computer service area is available to those users who agree to comply with the terms of the **RULES ON THE USE OF COMPUTERS.**

Charge for Internet use:

HUF 100/15 mins

HUF 150/30 mins

HUF 200/1 hour

Internet pass: HUF 1000/5 hours

Use of word processor: HUF 200/1 hour

The use of the Wi-Fi is free of charge!

RULES ON THE USE OF COMPUTERS

All library users are requested to behave in a disciplined and quiet manner.

Up to two people may sit at one machine.

Changing the defaults, system settings or the applications (Internet home page, screen saver, wallpaper etc.) is not allowed.

Internet access is provided in the library with the purpose of looking up information, for educational use and for civilized entertainment.

Documents saved to the hard disks of the computers, downloaded or installed programs are automatically deleted when the machine is restarted so any items you intend to retain should be saved to a pendrive or other data storage.

Documents downloaded from the catalogue, from databases, the Internet etc. can be printed for a charge.

Any acts in violation of prevailing Hungarian law are prohibited, including, but not limited to the following:

- Violation of the individual rights of third parties; activities aimed at illegal profiteering (e.g. pyramid schemes, Ponzi schemes); copyright violations; intentional and conscious illegal distribution of software,

- abusive behaviour offensive to religious, ethnic, political or other sensitivities of others, and the visiting of distasteful, obscene Internet sites (e.g. display of pornographic materials),
- unwarranted and excessive disruption or obstruction of others' work (e.g. by sending spam).

g) Photocopying:

High-volume photocopying is available as a function of the prevailing workload, upon preliminary agreement. No entire works are copied. Printing is available from the Internet, from external media, from a word processor, library and other databases.

Charges for photocopying and printing:

A/4 HUF 15 (HUF 25 for duplex copies)

A/3 HUF 30 (HUF 50 for duplex copies)

Colour photocopying and printing:

A/4 HUF 180 (HUF 270 for duplex copies)

A/3 HUF 270 (HUF 450 for duplex copies)

III. SERVICES PROVIDED BY THE LIBRARY

a) Services provided as part of the core activities:

- provide on-site use of the entire document collection of the library;
- lend items from the designated part of the collection (see the Library Regulations) [Borrowing certain items in the collection is subject to the director's approval.];
- relay the collection and services from other libraries, lend items from the library's own collection to other libraries;
- maintain book reservations;
- provide multi-level information services based on document databases within the library and in the library organisation;
- provide bibliography, fact-finding, documentation and public-interest information services based on document databases within the library and in the library organisation;
- hold events related to the use of books and libraries, leisure-time activities and school classes, provide a venue for such events;
- maintain contact with educational institutions;

- provide methodology assistance to school libraries;
- nurture the local-interest collection, contribute to the compilation of publications;
- assist in local information/local history efforts in the city, make copies of internal and external resources [Charges for non-free services are set by the library director pursuant to prevailing laws and regulations.]

b) Additional services related to the core activities:

- organise “Meet The Author” events, conferences, exhibitions, contribute to the organisation and conduct of other cultural events
- distribute and sell publications [Charges for additional services are set at the director’s discretion.]

Hours of operation for the general section:

Monday 9 AM to 6 PM
 Tuesday Closed
 Wednesday 9 AM to 6 PM
 Thursday 9 AM to 6 PM
 Friday 9 AM to 6 PM
 Saturday 8.30 AM to 1.30 PM

IV. LENDING/INFORMATION AREA FOR ADULT MEMBERS:

- a) open-shelves book selection area
- b) periodical and newspaper reading section
- c) reference library
- d) history collection
- e) media library
- f) computer services area

a) the open-shelves book selection area:

Readers may browse the open-shelves area to their liking, they may rely on assistance from the librarian at the information desk and also use the different databases.

b) periodical and newspaper reading room:

The periodical and newspaper reading section is in the lending/information space. Periodicals placed in the lending space are available for use by library visitors free of charge. Bound back issues in storage can be requested from the librarian. Reading the periodicals (daily papers, public-interest information materials, magazines, popular scientific content) does not require library membership.

c) reference library:

The reference library can be used free of charge by anyone. Some items of the collection may be borrowed on a short-term basis (while the library is closed).

d) history collection:

The collection is available for on-site use to all registered readers during lending hours. Certain documents are borrowable for a specific period on approval by the provider. The microfiche collection is part of the local-interest collection. To make the collection more complete, the library acquires items which are difficult to access, on microfiche. The microfiche collection is available to all registered readers during lending hours at a time agreed in advance. Microfiche items are not borrowable.

e) media library:

The audio collection of the library primarily consists of audio recordings (vinyl record, CDs and audio cassettes); audiovisual materials (videos) are only collected when movies or programmes are relevant for the sessions in the Children's Section. The general audience section includes music, literature and special content; pursuant to copyright legislation, their copying is not permitted.

V. CHILDREN'S SECTION:

Any child below the age of 14 may become a member of the Children's Section, subject to compliance with the Library Regulations. Registration requires parental consent, it is free of charge. A reader may borrow up to 5 books at a time. Loan periods and late fines are identical to those of the general section. Services of the Children's Section are also available using a valid library card for the general section.

Services provided by the Children's Section:

- lending items
- provide on-site use of the entire document collection of the library

- provide information (fact-finding, book recommendations etc.)
- organise and hold sessions related to the use of books and libraries, leisure-time activities and school classes, provide a venue for such events;
- organise “Meet The Author” events, quiz events
- the Children’s Section also contributes to the organisation and conduct of other events in line with emerging needs
- the book selection area also offers options to listen to music, watch videos, use computers.

Opening hours for the Children’s Section:

Monday 1 PM to 6 PM

Tuesday Closed

Wednesday 1 PM to 6 PM

Thursday 1 PM to 6 PM

Friday 1 PM to 6 PM

Saturday 8.30 AM to 1.30 PM

During the summer school holiday, the hours of operation for the children’s section are identical to those of the general section.