



ALADÁR SZILASSY LIBRARY

TERMS OF USE

Summary

- The library can be used only by registered users. Registration is free and available for everyone.
- The use of the cloakroom is free and compulsory to protect our documents.
- It is forbidden to bring food, drink or any type of bag to the library.
- Loan is available only for the employees of Faculty of Law, for the winners of Károly Eötvös Scholarship Programme and after a special consideration, for the employees of the University.

Opening Hours of the Library

Monday	9:00-16:30
Tuesday	9:00-13:00
Wednesday	9:00-18:30
Thursday	9:00-16:30
Friday	CLOSED
Saturday	9:00-13:00
Sunday	CLOSED

CLOSED on Saturdays during exam sessions.

CLOSED during holidays (autumn, winter, spring and summer breaks) and during the Károli Community Days.

Type of the Library

Public scientific institution of the Faculty of Law of the Károli Gáspár University.

Maximum capacity of the reading room: 60 seats.

What the Library Expects from its Users

- silence and comply with the norms of community social behaviour
- appropriate use of the library's documents, devices and furniture
- following of the library's policies and terms of use

Condition of Use

- The first time a person visits the Library they have to fill out a short registration form. With the registration, the new user obtains information about the library's policies and terms of use and declare that they comply with it.
- The library can be used only by registered users. Registration is free and available for everyone.



Services of the Library

- local use
- information providing
- access to previous theses
- access to our online catalogue
- information about academic literature
- support of research activities
- usage of computers
- access to subscribed and free databases
- user trainings
- loan (for a limited group of users only)

Rules and Usage

- During the first visit, the librarian informs the user of the Library's rules and policies, the catalogue and the arrange system of the books.
- Users must show their own books and documents to the librarian every time they enter the Library.
- Users must show every book and documents to the librarian every time they leave the Library.
- In the reading rooms every seat is useable.
- If a user wants to read theses, it is only allowed in the first reading room.
- Every book on the shelves in the reading rooms (in thematic order) is freely useable.
- Every periodical (daily and weekly papers, journals) and bulletin on the periodical stands are freely useable.
- Books, periodicals and theses stored in the closed stack should be requested from the librarians.
- Every document the user used has to be left on the desks.
- To turn on, restart or turn off the computers are only permitted to the librarians.
- Computers are for study, research and education. Someone who tries to prevent these activities could be banned from the computers.
- It is not allowed to change any configuration of the computers, to unplug them or to move them from their original location.
- Every malfunction (frozen computer, error message, virus etc.) should be reported to the librarian.
- Users should end their work on the library's computers half hour before closing.
- Every unsaved work and file will be lost after switching off computers.
- Users can charge their electric devices from the empty sockets and extension cords.
- The use of the cloakroom is free and compulsory to protect our documents.
- Our Library does not bear the responsibility of valuables and cash money left in clothes or bags.
- It is forbidden to bring food, drink or any type of bag to the library.
- It is forbidden to make phone calls and litter in the Library.
- Theses and other protected documents are not allowed to copy. The list of the protected documents is provided by the librarians.
- It is forbidden and can cause an expulsion from the Library to damage, excise or remove any documents from the Library. Any damage could trigger a disciplinary procedure.
- In case of multiple breaks of the rules included in the Terms of Use, the Leader of the Library can request the Dean of the Faculty to suspend the library membership of the offender.