

ORRS13 Annex 1.



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II. LIBRARY USE AND LENDING REGULATIONS of The Special Library of Dharma Gate Buddhist College

Principles

The Dharma Gate Buddhist College Library (hereinafter: the Library) is a special library with limited public access, jointly maintained by the Church and the College and, under church governance, operating as a public collection of the Church.

All members of the communities of the College and the Church, as well as their instructors, staff members, and students, are entitled to use the Library's full range of services.

On a limited basis—primarily for on-site use, with lending allowed for certain parts of the collection—anyone aged 18 or over interested in Oriental studies, as well as students of other higher-education institutions, researchers, instructors, and members of Hungarian Buddhist communities, may be admitted as readers upon registration, provided they agree to the Library's rules and acknowledge priority for users affiliated with the College and the Church.

The Library Use and Lending Regulations (hereinafter: KKSz) briefly outlines the Library's services, sets the terms of use for readers, and requires staff to perform their duties in accordance with the same framework. It sets out in detail the conditions and procedures for using the Library. The effective Regulations are available at the Library and can be downloaded from the Library's website ([\[http://tkbszk.tkbe.hu/bemutakozas/statisztikak/\]](http://tkbszk.tkbe.hu/bemutakozas/statisztikak/)(<http://tkbszk.tkbe.hu/bemutakozas/statisztikak/>)). Failure to acquaint oneself with these Regulations does not waive any obligations.

The Library may suspend or terminate a reader's access to services—temporarily or permanently, in whole or in part—for violations of these rules.

A library user may submit comments or complaints and seek redress by contacting the Library Director, the College Secretary General, or the Church Director.

If operating conditions change, the scope of services and the applicable user fees may be adjusted.

Opening hours

The Library publishes its opening hours on its website (<http://tkbszk.tkbe.hu/nyitva/>) and on the Library, College, and Church notice boards; readers are notified of any changes in good time, including via internal mailing lists.

a/ During the teaching period: Monday–Friday: 12.00–17.30; on teaching Saturdays: 10.30–17.00.

b/ During the examination period: Monday–Thursday: 12.00–17.30; Friday: 12.00–18.00; Saturday: 10.30–17.00; on Sundays in line with the examination schedule, and on any day by prior arrangement as required.

c/ During the spring, summer, autumn, and winter breaks, the Library operates on a limited schedule as announced by separate notice.

Extraordinary closures may be ordered by the Library Director or the Maintainers.

Services

Basic Services

a/ Visiting the Library

b/ On-site use of the collection housed in the reading rooms c/ Use of discovery tools (catalogues)

d/ Information about the Library and the services of the library system.

The Library may register users of its basic services, using their personal identification data, for statistical reporting purposes.

Services Requiring Registration and Services Available Without Registration

Services Requiring Registration: borrowing (books, periodicals, Kindle e-book readers), renewals, hold requests, interlibrary loan, literature searches, expedited processing, use of special collections, internship placements, document delivery.

Services Not Requiring Registration: purchase suggestions, following the website and

Facebook page, email, use of computer workstations, catalogs, and databases, internet, Wi-Fi, NAVA, user training, on-site use, research, attending events, reprographic services, information (reference) services, room rental.

Establishing Library Membership - Registration

Library membership requires registration and is free of charge.

Registration can only be completed in person. After familiarising themselves with the Library Use and Lending Regulations, readers confirm acceptance by signing the *Registration and Data Protection Statement* (KKSz Annex 1a). By signing, they agree to protect any library materials they use, to behave responsibly in the Library, and to use its services only for their intended purposes.

The Library records reader data in its integrated library system, processes it in compliance with applicable law, and uses it solely for library purposes. By logging into the catalog, users can view their personal data in their account at any time. Users must report any changes promptly; any costs arising from incorrect data are the user's responsibility.

Registration is completed by recording the user's personal data; for students, it includes verifying the data imported from the student information system.

For *registration*, the *required data*: name, birth name, mother's maiden name, place and date of birth, permanent address, residence address, and—where needed for certain services—email address and telephone number.

Additional required data: for students, Neptun code.

for external library users, identity card or passport number.

For *registration*, the *required documents*: a valid student ID; or a photo identity card and address card; for foreign nationals, a passport.

Library membership is valid for 1 calendar year and must be renewed .

regularly. Renewing membership requires that all outstanding library charges be settled. Membership does not end when studies are completed or employment ends; however, any priority privileges lapse.

The library card is non-transferable, and its loss must be reported. The Library accepts no liability for any consequences arising from misuse of a lost library card. Issuing a new library card is free of charge, but takes at least 1 week.

What does priority mean?

Readers affiliated with the College and the Church (in a formal legal relationship) have priority. This is reflected in

- a/ in the number of items that may be on loan at the same time,
- b/ in longer loan periods,
- c/ in the permitted number of hold requests and priority placement in the queue,
- d/ in priority access to library equipment and computers,
- e/ in a higher number of renewals,
- f/ in minimal overdue fees or the waiver of such fees,
- g/ in the prompt and comprehensive fulfillment of literature search requests,
- h/ in the provision of reprographic services,
- i/ in the manner in which interlibrary loan requests are fulfilled,
- j/ in the availability of e-book readers for loan,
- k/ in priority access to a research room.

For readers with disabilities, the Library endeavours to provide all services with particular care, tailored to the reader's requests.

Termination of Library Membership

Graduating students must settle any outstanding library materials or other obligations no later than the date of the final state examination.

For staff and students terminating their employment, student status, or appointment with the College or the Church, the Library—after any outstanding obligations

have been settled—issues a clearance certificate (KKSz Annex *1b*) required to finalize the termination.

Membership lapses 5 years after the last recorded use.

Loans

Borrowing is in person only, for personal use, and requires a valid library card.

Items for borrowing may be selected from the catalog or the open shelves.

The Library classifies items into the following categories: Circulating; In-library use only; Restricted or non-circulating.

a/ Circulating: required and recommended readings, course/lecture notes, duplicate copies of books, periodicals, commercially released DVDs, audiobooks, Kindle e-book readers;

b/ In-library use only: books marked with a white spine band, handbooks, encyclopedias, reference guides, theses, the Pāli Canon, volumes of the Publications Special Collection;

c/ Restricted circulation: older or rare books; items of high collection value; the last remaining copies of required course readings;

d/ Non-circulating: books marked with a red spine band; church history archival and bequest materials; audio and video recordings; publications and photographs of the Buddhist Mission; TDK papers and term papers; theses; manuscripts; ephemera.

The Library may reclassify items among categories where justified.

The Library classifies registered readers into categories according to their borrowing privileges: Student; Instructor, staff member; Preferential (e.g., former students, former staff members); External reader.

a/ Students may have up to 15 items on loan at a time; the loan period is 4 weeks and may be renewed twice for an additional 3 weeks each time. Grace period: 1 week.

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b/ Instructors and staff may have up to 20 items on loan at a time; the loan period is 3 months and may be renewed twice, each time for a further 1 month. Grace period: 1 week; no overdue fees.

c/ Preferential members may have up to 10 items on loan at a time; the loan period is 4 weeks and may be renewed twice for an additional 2 weeks each time. Grace period: 3 days.

d/ External readers may have up to 8 items on loan at a time; the loan period is 4 weeks and may be renewed once for an additional 1 week. Grace period: 2 days.

Borrowing of Kindle e-book readers

The Kindle e-book readers acquired under the TKBF EFOP-3.4.3-16-2016-00024

project may be borrowed only by registered library users entitled to the full range of services, for 4 weeks, with up to two renewals, as with books.

External readers may not borrow project-funded equipment.

Uploading any other works to the e-book readers is prohibited. Digitized editions cannot be copied; they are for reading only.

Upon return, the Library verifies that the devices are in working order; any costs arising from damage incurred during use must be reimbursed.

Information on loan periods for documents

After each loan, renewal, or return, the reader receives both verbal and printed confirmation listing the items currently on loan. The printed list shows the reader's name; the validity period of their library card; the author and title of each item on loan; the number of renewals; the due date; and the date of printing.

By logging into the catalog, readers can check due dates in their account. Loan due dates are synchronized with the reader's private Google Calendar, so readers who provided a Gmail address at registration can set reminders in the Google Calendar app.

Overdue

Failure to return borrowed items by the due date incurs an overdue fee. The current fee schedule (KKSz Annex *1c*) sets out the applicable rates. In addition to the overdue fee, the reader is liable for any costs incurred in recovering the outstanding amount. Until any obligations arising from the delay have been fulfilled, the reader may not use borrowing, hold requests, renewals, or interlibrary loan services.

Additional Services

Purchase suggestions

Any library user may suggest purchasing titles that fall within the collection scope but are not yet in the holdings—either in person, by email or phone, or via the form on the Library's website.

E-library

Digitisation

Expanding its digital collection is one of the Library's core missions. Priority is given to digitizing publications connected to the College or the Church. Long-term digital preservation of the outputs of student work (e.g., theses) and of teaching and research activities (e.g., publications, teaching materials) is a priority. Information on the digital holdings and their access is provided by Reader Services staff.

E-services

a/ Website and Facebook page

The Library operates and maintains its own website and Facebook page, with regular updates and posts. Interactive features in both platforms allow users to submit suggestions and requests, to which the Library responds within 24 hours.

b/ Workstations, internet, Wi-Fi

The Library provides readers with 3 computer workstations, a printer, and a scanner. Each workstation includes standard office applications, web browsers, and an e-book converter; when used on the institution's network (institutional IP range), the EISz databases are available. Wi-Fi in the Library operates the same way as on the College network and in the computer lab. A Wi-Fi code valid for one day must be requested from Reader Services staff.

Library users are not permitted to use staff computers.

c/ E-mail requests

On working days, the Library replies within 24 hours to messages sent to its central email address—including requests about renewals, opening hours, contact information, internship placements, document delivery, and literature searches.

d/ NAVA

The Library is a NAVA access point; the National Audiovisual Archive's collection can be viewed without restriction on the specialist reading-room computers. We recommend using your own headphones.

e/ Catalog, EISz databases

Anyone may use the Library's catalog (OPAC) on the workstations in the specialist reading rooms and the research room.

Registered readers may use the online databases provided under the College's subscriptions and made available to Hungarian higher education institutions and the national research network. Users may not reproduce, distribute, modify, or transfer to others the subscribed databases, in whole or in part, nor create electronic or printed compilations from them. Downloading, saving, or printing any document from the databases is allowed solely for personal, on-premises use within the institution and may not be used for commercial purposes or income generation.

f/ Document Delivery

Access to the subscribed databases is available only on the institution's network; they cannot be accessed from home. For readers entitled to full services, the Library downloads and sends as attachments the articles and studies retrieved through remote access.

Hold Requests

Hold Requests for items currently on loan may be placed in person, by phone, or by email. The reader receives an email notification when the held book becomes available. During term time the Library keeps the item on hold for 1 week and during the examination period for 2 days.

Expedited processing

Materials awaiting accessioning and cataloguing are typically made available to readers within a few weeks, occasionally longer. With the Expedited Processing service the item is available for pickup within 48 hours and the Library holds it for 1 week after notification.

The service fee set in the current fee schedule (KKSz *lc* annex) is payable even if the reader does not pick up the book.

User training

The Library supports the development of patrons' digital literacy and skills:

a/ as part of the college curriculum — in coordination with faculty — the Library offers group classes on library use and research methods.

b/ by prior registration and appointment the Library offers small-group user training on using the EISz databases the Corvina Integrated Library System (ILS) catalogue and effective internet search techniques.

In-Library Use and Special Collections

a/ Subject Reading Rooms

The Subject Reading Rooms house books and periodicals for the major academic disciplines. Within each room materials are organized thematically with works grouped by discipline. Signage and call numbers support easy browsing and wayfinding.

Any volume may be retrieved from the shelves and must be left on the table after use.

Materials retrieved from the stacks must be returned to a member of the Circulation staff.

The Library may for professional reasons designate any document or part of the collection for in-library use only.

b/ Special Collections

The Library's Special Collections (Library Publications; Béla Hamvas; Sándor Kőrösi Csoma; Pāli Canon; ecclesiastical-history and estate materials; audiovisual materials; photographs) hold materials considered distinctive for various reasons — their value, uniqueness, thematic coherence, medium, condition, age, equipment-dependent use, or subject matter requiring specialized expertise.

Because the collections encompass many different document types, the methods for bibliographic description, processing, access, and research vary by collection. The volumes in the Library Publications, Béla Hamvas, and Sándor Kőrösi Csoma Special Collections are the most readily available, while manuscripts and ecclesiastical-history materials are the least accessible.

A member of the Circulation staff provides guidance on the permitted use of the requested Special Collection or document. Enquiries may be made in person, by phone, or by email.

Renewals

Renewals may be requested in person, by telephone, by email, or via the Library's Facebook page and must include name and library card number.

Readers may also renew their loans online by signing in to the catalogue and using their account.

Items are not eligible for renewal:

- a/ if the item has reached its maximum renewal limit
- b/ if another reader has placed a Hold Request for the item
- c/ if the reader has outstanding fines or fees
- d/ if the library card has expired

Interlibrary loans

Through Interlibrary Loan the Library provides readers with access to materials not held in its collections. Materials supplied via Interlibrary Loan from libraries in Hungary or abroad are governed by the lending library's rules and conditions which must be strictly observed.

Only readers entitled to the Library's full services who agree to comply with the rules of Interlibrary Loan may use this service.

Except for readers employed by the College or the Church, all costs incurred are the reader's responsibility. The service rates are listed in the current fee schedule (KKSz *1c* annex).

A member of the Circulation staff handles Interlibrary Loan requests processing arrival notifications and lending. The original items received may be used in-library or borrowed. Copies supplied become the reader's property. When using

documents received in electronic form, readers must comply with copyright law. Through Interlibrary Loan the Library does not lend to other libraries theses, manuscripts, rare and estate materials, single-copy holdings, or protected works.

Research

a/ Literature Search

The Library occasionally conducts literature searches at the request of the Maintainers in support of research topics.

For readers entitled to full services the Library provides scholarly information within 48 hours using its own collection, subscribed databases, and open-access databases of other libraries. For students, when the literature search is a coursework assignment and the instructor expressly requests that it not be carried out on the student's behalf, the Library will not conduct the search.

b/ Thesis Research

The Library provides in-library access and research use of printed theses.

Declarations by the thesis author or by legal entities referenced in the work (requests for restricted access) may limit the availability of theses for research. Theses covered by an approved confidentiality request are available for consultation only if the Library receives an individual written authorization from the confidentiality rights holder.

The reproduction and distribution of theses is prohibited. Without the author's written authorization, the Library may not permit or provide the reproduction of theses by any means.

c/ Research Support

To register the College's and the Church's research publications in the Hungarian Scientific Bibliography (MTMT) national database

a/ the Library's MTMT administrator provides professional assistance to authors with managing their data and entering the bibliographic details of their scholarly works;

b/ provides the College with statistics and publication lists.

Upon request, the Library obtains identifiers (ISBN, ISSN) for works published under the Maintainers' auspices and manages the legal deposit copies.

The Library provides a well-equipped *Research Room* for faculty, staff, and students preparing theses who, for a defined period, wish to rely on the Library's collections, on-site materials, and infrastructure in a space suitable for both research and project work.

Use of the Research Room must be arranged in advance with a member of the Circulation staff in person, by phone, or by email.

Volunteering and Internships

The Library welcomes applications at its central email address from library and information science students and *volunteers* who can read and write in Japanese or Chinese.

High school students undertaking community service may take part in the Library's work once a school agreement is in place, and interns may participate at times arranged with Library staff.

Events

a/ Library Events

The Library's spaces also serve community and cultural purposes, providing venues for exhibitions, talks, book launches, and professional meetings. The Library regards the preservation and cultivation of traditional community values as a key priority.

b/ Room Rental

Classes and events may be held in the Library's reading rooms outside opening hours if organised by the College or the Church, or with the Maintainers' permission.

Events must be arranged in advance with the Library Director.

Events must not jeopardise the integrity of the Library's collections, equipment, or spaces.

Reprographic Services, , Printing, Scanning

The Library provides a self-service workstation and a copier-printer for black-and-white or colour copying and for creating printed or digital copies in A4 and A3 formats.

Readers entitled to full services may make or have copies made of documents in the collection in compliance with applicable copyright law. Copying an entire book is prohibited.

Copies may be published only with the Library Director's permission. The Library must be acknowledged in the publication, either in the image caption or as the source.

Theses, manuscripts, and rare or especially valuable materials may not be photocopied or scanned.

Copying, printing, and scanning operate on a self-service basis at the Library. The Library does not offer immediate reprographic services. Expedited service is available to staff only.

Reprographic services may be requested at the rates listed in the current fee schedule (KKSz *Ic* annex).

Information

Readers may request information on:

- a/ the Library — opening hours, how to use the library, its collections and services — and the availability and research use of specific document types;
- b/ the Library's electronic catalogue and its use; c/ the use of the Library's technical equipment;
- d/ the collection focus, services, and opening hours of other libraries.

Protection of Documents, Data, and the Environment

Protection of Documents and Responsible Library Use

All Library visitors and readers must use Library materials, equipment, and furnishings as intended and protect them from damage.

Annotating, underlining, highlighting, or otherwise damaging or defacing library books, periodicals, or other documents by any means is prohibited.

Coats and large bags may not be brought into the reading rooms.

They must be placed on the coat racks or on the storage shelves in the corridor.

Umbrellas must be placed in the umbrella stand in the entrance vestibule. The Library accepts no responsibility for personal belongings or valuables left in coats or bags. Unattended items are posted and held for 2 months, after which they are donated.

Bicycles, skateboards, and other vehicles are not permitted inside the Library.

Mobile phones, laptops, musical instruments, e-book readers, and other interactive or mobile devices may be used quietly, without disturbing others, and while occupying only one seat.

Only authorised services may be accessed on the Library's on-site computers. Personal devices may be connected to power outlets by prior arrangement. On the Library's Wi-Fi network — including on personal devices — it is prohibited to access privacy-intrusive images or films, play games, download large files that unnecessarily consume bandwidth, use peer-to-peer (torrent) services, or otherwise impede other users' study or work.

Except for guide dogs, no animals may be brought into the Library.

Food and beverages may not be brought into or consumed in the reading rooms. The kitchenette is the designated dining area; readers may keep, heat, and consume

their food and beverages there.

Smoking (including e-cigarettes), alcohol and drug use, open flames, and the burning of incense are prohibited throughout the Library.

Lost or Damaged Documents and Equipment

If a library item is lost, the Library's first remedy is replacement with another copy in excellent condition. For rare, valuable, or hard-to-replace items, the reader is liable to pay the item's current estimated market value or a multiple thereof. The same applies in the event of damage or deterioration.

The Library Director, acting on staff's professional recommendations, determines the value of lost documents or equipment and notifies the reader in writing.

Data Processing and Privacy Notice

The data processing policy of the Library's website is available on the homepage and is identical to the Church's: <https://www.tkbe.hu/adatkezelesi-tajekoztato>

Prior to registration the Library provides the reader with the registration-related Privacy Notice for review. The Privacy Notice is also available on the Library's website: [http://tkbszk.tkbe.hu/wp-content/uploads/2018/05/TKBSzK_adatkezelesi_nyilatkozat_v1.pdf]

1a) KKSz Annex – Registration and Data Protection Statement

I, the undersigned, declare that I accept and will abide by the norms of respectful conduct and appearance. I acknowledge that violating conduct standards or Library rules may result in the temporary or permanent suspension of my borrowing and library access privileges.

I accept financial and legal responsibility for all equipment and documents I use on-site and for all items I borrow. In the event of damage or loss, I will replace the missing item and compensate for the damage in accordance with applicable regulations.

I declare that my personal data are accurate.

I declare that I will comply with copyright legislation in the course of library use.

By signing this statement I confirm that I have read and acknowledge as binding on me the Dharma Gate Buddhist College Library (TKBSzK) Data Processing Notice (http://tkbszk.tkbe.hu/wp-content/uploads/2018/05/TKBSzK_adatkezelesi_nyilatkozat_v1.pdf)(http://tkbszk.tkbe.hu/wp-content/uploads/2018/05/TKBSzK_adatkezelesi_nyilatkozat_v1.pdf) and I acknowledge that under Section 57 (1) of Act CXL of 1997 on the protection of museum institutions public library services and community culture and Section 6 (4) of Act CXII of 2011 on the Right of Informational Self-Determination and on

Freedom of Information TKBSzK processes my data for the purpose of providing the library services I use to which I consent.

By signing this statement I expressly consent to TKBSzK transmitting the personal data I have provided to a third party for the purpose and to the extent necessary to enforce any claims that may be asserted against me and to that third party processing such data for the purpose and to the extent necessary to pursue its claim.

Issued..... signature.....

Reader information

Please complete in block capitals.

*Name *Birth	
name	
*Mother's maiden name	
*Date and place of birth	Place: Date:
*Permanent address:	Postcode: _____ City/Town:
*Street, No., Floor,	
Apartment	
Mailing address	Postcode: _____ City/Town:
Street, No., Floor,	
Apartment	
E-mail:	@
Telephon	mobile: +36 / __ / ___ - _____
e	Landline: +36 /
ID card	
number*	
Work address	Name,
Job title	

I consent to *TKBSzK* sending information about library services to my email address.
yes no

* Required field. For items requiring a choice please underline the appropriate option.

1b) KKSz Annex – Certificate for Students and Staff



Library Certificate

For candidates taking the state examination, the form submission deadline is no later than the day of the final exam.

I hereby certify that
(NAME)

..... (Neptun code)

student has no outstanding borrowed books/documents

..... (P.H.)

date

signature

This certificate shall be submitted in all cases to the departmental Student Affairs Officer,

irrespective of whether the student has been a member of the Dharma Gate Buddhist College Library.

Thereafter, they may join the Library as an "external reader".



Library Certificate

I hereby certify that
(NAME)

..... (Date of Birth:)

staff member has no outstanding borrowed books/documents

..... (P.H.)

date

signature

This certificate shall, in all cases — including where the individual has not been a member

of the Dharma Gate Buddhist College Library — be submitted to the Finance Department no later than the date of termination of employment. Thereafter, they may join the Library as an "external reader".

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1c) KKSz Annex – Prices and Fee Schedule



REPROGRÁFIAI SZOLGÁLTATÁSOK

Kollégák, munkatársak számára ingyenes!

Mindenkit kérünk, *előre* gondolja át, hogy mit szeretne, mert *azonnal* csak más munkáink elhalasztásával tudjuk teljesíteni az övét!

Szkennelés, tisztítás, sok nyomtatás: **átlagosan 1 hét, sürgősséggel is minimum 1 nap!**

FÉNYMÁSOLÁS NYOMTATÁS	Önkiszolgáló	Könyvtáros végzi
Fekete-fehér 1 oldalas	10 Ft/ oldal	20 Ft/ oldal
Fekete-fehér 2 oldalas	15 Ft/ oldal	30 Ft/ oldal
FÉNYMÁSOLÁS NYOMTATÁS	Önkiszolgáló	Könyvtáros végzi
Színes 1 oldalas	20 Ft/ oldal	40 Ft/ oldal
Színes 2 oldalas	30 Ft/ oldal	60 Ft/ oldal
SZKENNELÉS	Önkiszolgáló	Könyvtáros végzi
	<i>ingyenes</i>	10 Ft/ oldal
A szkennelő önálló használatát megmutatjuk, segítünk a beállításokban. Szkennelés után pendrive-ra mentjük vagy elküldjük a fájlt. Pl. 100 oldalas könyv önálló szkennelése: ingyenes, tisztítás 2000 Ft, 2 oldalas nyomtatás 750 Ft.		Pl. 100 oldalas könyv: szkennelése 1000 Ft, plusz tisztítása 2000 Ft, plusz a nyomtatása 2 oldalasan 1500 Ft.
OCR, TISZTÍTÁS	Önállóan az Abby FineReader programot ismerőknek	Könyvtáros végzi
	<i>ingyenes</i>	20 Ft/ oldal
Kizárólag megbeszélt időpontra!		

DESCRIPTION	FEES
All services are provided free of charge to staff.	
Registration	Free
Overdue	
For students	5 Ft/day
For preferential readers	10 Ft/day
For External readers	20 Ft/day
Expedited processing	500 Ft/document
Interlibrary loans	postage within Budapest — HUF 800 to other regions free of charge (return postage is the responsibility of the requester)
International	4500 Ft/book
article copy	10 EUR + 600 Ft handling fee per article [+ HUF 40 per page printing cost + postage (<i>up to 50 pages HUF 300, over 50 pages HUF 400</i>)]