



1904 FŐVÁROSI  
SZABÓ ERVIN  
KÖNYVTÁR

# TERMS OF USE METROPOLITAN ERVIN SZABÓ LIBRARY BUDAPEST

FSZEK-3856-3/2024.

**2025**

**Table of Contents**

I.	General Rules .....	3
II.	Library membership .....	3
	1. Basic principles .....	3
	2. Registration .....	4
	3. Enrollment for membership .....	4
	4. Allowances for membership .....	5
	5. Library patron statement .....	6
	6. Joint and several suretyship .....	6
	7. Data management, data protection .....	6
	8. Cease of legal relations of membership .....	7
III.	Services .....	7
	The structure of services .....	7
	1. Basic services accessible with registration card .....	8
	2. Services available with online registration .....	8
	3. Services available with a daily card .....	8
	4. Services available with a library card with borrowing privileges .....	8
	5. Other fee-based services for patrons with a library card with borrowing privileges .....	9
	6. Fee-based reprography and office services for patrons with library membership (only in certain libraries) .....	9
	7. Services freely available without library membership .....	9
	8. Services available without library membership for a fee .....	10
	9. Remote payment, payment via card .....	10
IV.	Detailed regulation of certain services .....	10
	1. Local use .....	10
	2. The use of library devices .....	10
	3. Loan .....	11
	4. Loan of e-books via CloudLibrary platform .....	14
	5. Renewal of the due date .....	14
	6. Reservation .....	14
	7. Interlibrary loan via the National Document Supply System (ODR) .....	15
	8. Interlibrary loan among MESZL branch libraries .....	16
	9. Reprography services .....	16
V.	Other rules .....	17
	Clause .....	18
	Appendix #1: List of legal provisions determining operation of the Library .....	19
	Appendix #2: The library patron's (natural person) statements .....	23
	Appendix #3: Library patron's statement (legal person) .....	29
	Appendix #4/1: Contract for joint and several suretyship .....	30
	Appendix #4/2: Declaration of the withdrawal of surety .....	31
	Appendix #5: Opening hours and registration fees in the branch libraries .....	32
	Appendix #6: Service matrix in the Metropolitan Ervin Szabó Library .....	36
	Appendix #7: Chart of rates .....	41
	Appendix #8: Loan of documents. Loan of equipment .....	47
	Appendix #9: Interlibrary loan .....	51
	Appendix #10: How to use special and historic collections .....	52
	Appendix #11: Branch libraries providing reprographic and office services .....	54

## I. General Rules

1. The Metropolitan Ervin Szabó Library (MESZL for short) (hereinafter Library or MESZL) is a public library; its services are available to anyone who accepts and observes its Terms of Use.
2. The regulations apply equally to the Central Library and all branch libraries of the Library (see Appendix #5).
3. Work schedule, opening hours
  - 3.1. Work schedule
    - 3.1.1. The annual work schedule of the Library is regulated by the Director General.
    - 3.1.2. The Library is closed on holidays. The maintainer of the Library can order closure on account of other reasons.
    - 3.1.3. For the duration of incidental closures the order of services is regulated by the Director General.
    - 3.1.4. The annual work schedule is disclosed on the Library's website.
  - 3.2. Opening hours
    - 3.2.1. The valid opening hours of the branch libraries are listed in the Terms of Use (see Appendix #5).
    - 3.2.2. The Central Library and branch libraries – allowing for their conditions of operation – can be open with reduced opening hours on summer or can be closed.
    - 3.2.3. For the duration of incidental closures the order of services is regulated by the Director General.
    - 3.2.4. The Library is obliged to inform the users or patrons about the opening hours detailed in Appendix #5.
4. The printed and electronic version of the Terms of Use are available in all the branch libraries, and the chart of rates (see Appendix #7) is hung at a visible location.
5. The most important legal rules and acts associated with the Library's operation and use are enumerated in Appendix #1.

## II. Library membership

### 1. Basic principles

- 1.1. Library membership can be initiated by any natural person or legal person *by registration in person and by enrollment for membership*.
- 1.2. When personal registration or enrollment is enacted, the data of the Library patron (natural identification data and residential address) are registered by the Library.
- 1.3. Online registration includes the service of remote access to the online databases the Library is subscribed to, to the e-book loan system on the CloudLibrary platform, or to both at the same time.

### 2. Registration

- 2.1. Upon registration the Library issues a *registration card* that entitles the patron to use the Central Library and all the MESZL branch libraries. The registration card must be validated in all the branch libraries the user wishes to use. The registration card is valid for 12 months from the date of registration.
- 2.2. The administration fee of issuing the registration card of one-year validity is contained in the chart of rates (see Appendix #7).
- 2.3. The users with registration (registered patrons) have the option to utilize the basic services of the Library and certain fee-based services (see detailed in the chapter *III. Services*).
- 2.4. Online registration valid for the use of databases gives the option to access remotely the online databases the MESZL has subscription for, the e-book loan system on the CloudLibrary platform, or both at the same time. The virtual card is valid for 30 days from the date of activation and is renewable after expiration. The registration process can be started on the website of the Library. Access to the databases is available after remote payment.

The fee of online registration is in the chart of rates (see Appendix #7).

### 3. Enrollment for membership

- 3.1. Enrollment entitles the patron to make use of other services beyond the basic services available with registration. (Detailed in the chapter *III. Services.*)
- 3.2. Enrollment in the Library is possible
  - 3.2.1. by one's own right
    - a) for every action-capable adult Hungarian citizen or citizen of the European Union;
    - b) for a foreign citizen with a temporary or permanent residence permit issued in Hungary or with an official accommodation registration;
    - c) for a foreign citizen with a Hungarian certificate or a certificate of Hungarian kinship with terms and conditions applicable to Hungarian citizens;
  - 3.2.2. by joint and several surety-ship guaranteed by his/her official representative
    - a) for every person under 18 years;
    - b) for a non-actionable person or one with restricted capability of action;
  - 3.2.3. for a foreign citizen not belonging to any of the above categories by guarantor-ship with a Hungarian citizen as his/her guarantor;
  - 3.2.4. a legal person with a company site in Hungary or in the European Union.
- 3.3. Users have the option to enroll for 1 (one) day, 3 (three), 6 (six) or 12 (twelve) months into each of the branch libraries and the Central Library.

In case of using all libraries of MESZL at the same time, users have the option to enroll for 6 (six) or 12 (twelve) months with a library pass.
- 3.4. Daily card and library card
  - 3.4.1. After enrollment the Library issues a *daily card* or a *library card* with borrowing privileges, which is valid from the date of issue or renewal in the branch library it was purchased. The extension of the membership can be done in the 28 days preceding the expiration date at the earliest. The membership will be renewed for the required time starting from the date of expiration.
  - 3.4.2. The library pass attached to multiple branch memberships is valid in all branch libraries and the Central Library, the library card must be validated in all branch libraries to be used before the first use.
  - 3.4.3. The cards belong to the person and it shall not be assigned to any other person for any use.
  - 3.4.4. During his/her library membership, the library patron, in case of a verified grave disability or in cases of special consideration, can make use of the library services via his/her authorized representative for a determined period.
  - 3.4.5. The loss of the library card must be reported to the Library.
  - 3.4.6. The Library will not take responsibility for consequences of abuse prior to the reporting.
  - 3.4.7. The library card, lost within the period of validity, is replaced by the Library for a fee payment (see Appendix #7).
  - 3.4.8. The services of the library can be used by the digital bar code on the screen of the patron's own mobile device. The bar code can be accessed on the patron profile after logging into the MESZL website.

### 4. Allowances for membership

- 4.1. Exempted from the payment of registration and administration fee are the following:
  - persons under age 25 (Act XXX of the year 2024);
  - persons over age 70 (Act CXL of the year 1997);
  - librarians (Government Decree 6/2001. (01.17.) and retired employees of MESZL;
  - employees of museums and archives (Government Decree 6/2001. (01.17.);

- as per contracts with district municipalities;
  - persons with grave disabilities (blind, visually impaired, deaf, handicapped, mentally disabled, autistic) proving their eligibility with the membership card of the representative associations and/or MÁK card (card issued by the State Treasury of Hungary).
- 4.2. An allowance of 50 percent is due for the duration of the validity of the entitlement:
- to pupils and students with Hungarian or international student permit in case of those with valid Hungarian or European Union citizenship, to students with international student permit if they are without European Union citizenship (Government Decree 6/2001. (01.17.),
  - to pensioners up to age 70,
  - to persons receiving regular social benefit from the municipality,
  - to persons who get childcare assistance (GYED),
  - to persons entitled to childcare aid (GYES) or child education support (GYET) or infant support (CSED), and
  - to persons whose illnesses covered by Government Decree 335/2009. (XII.29.), with a doctor's certificate.
- 4.3. Exemption from the registration fee or entitlement to allowance must be certified in every case and on every occasion.

## 5. Library patron statement

- 5.1. Upon establishment of membership the patron makes a statement. In this the patron declares that he/she
- desires to be a user of the Metropolitan Ervin Szabó Library;
  - has read and understood the Library's Terms of Use and holds those contained therein as mandatory on himself or herself; and
  - has known the content of the policy of data management and acknowledged the content therein.
- 5.2. The statement will be valid until termination or expiration of the library membership.

## 6. Joint and several surety-ship

- 6.1. At the time of the library patron's registration a surety or guarantor concludes a surety contract (unconditional payment guarantee) with the Library (see Appendices #4/1 and #4/2). The contract is to be filled in in two copies.
- 6.2. The surety won't become a library member by signing the contract.
- 6.3. The library membership, taken out by a joint and several surety, will cease, following the settlement of debts, upon the day of expiry of the surety contract.
- 6.4. After completion of age 18 the user shall carry full liability for the Library.

## 7. Data management, data protection

- 7.1. When establishing or renewing a library membership, when undertaking the surety and when modification to the data is submitted, the following data must be verified by presenting a valid identification: personal identification data and address.
- 7.1.1. In case of a natural person:
- family name and given name,
  - family name and given name at birth,
  - place and time of birth,
  - mother's birth name,
  - permanent and/or temporary residence address.
- In case of a legal person:
- appellation pursuant to an official document,

- address of headquarters (postcode, settlement, street, house number),
  - mailing address and telephone number,
  - name and official title of person(s) entitled to representation,
  - personal data (name, residential address, current location or mailing address) of representatives entitled to use,
  - a certified copy of specimen signature.
- 7.2. In order to maintain connection and to utilize other services the user is recommended to give their other data of access (email address, telephone number).
- 7.3. In case of surety-ship, the Library handles surety's data recorded in contract.
- 7.4. The institution handles the personal data of library patrons pursuant to *EU Directive 2016/679 on the protection of natural persons concerning the handling of their personal data and the free flow of such data* (heretofore Directive) as well as *Act CXII of the year 2011 on the right to self management of information and the freedom of information*. The legal grounds for data management of libraries are the relevant parts of Directive - item e) of 1. section of paragraph No. 6 - considering *Act CXL of the year 1997 about museum institutions, public library services and public culture*.
- 7.5. Further details of data management are contained in the Library's General Privacy Notice on <https://fszek.hu/rolunk/dataprotection>.

## 8. Cease of legal relations of membership

- 8.1. Legal relations of membership cease
- if validity of reader's card expires;
  - in case of withdrawal or expiration of surety-ship;
- 8.2. by own request of the user;
- in case of a deceased reader, deletion of data can be requested by showing the death certificate and settling any debts toward the Library in their name.
- 8.3. The settlement of all debts by the user towards the Library means the condition of the cease of legal relations of membership.
- 8.4. If legal relations of membership cease, membership fee is not returned by the library.
- 8.5. After the cease of membership, user's data are managed by the library according to the General Privacy Notice.

## III. Services

The services offered in the branch libraries of MESZL, depending on the circumstances and conditions of the particular branch, can be different. The local options of services are on the websites of the branch libraries.

### The structure of services

#### **III.1. Basic services accessible with registration card**

- a. The Library's basic services offered free of charge and locally:
- visit to the Library,
  - local use of collection parts designated by the Library,
  - the use of devices for the exploration and detection of stock (online catalog),
  - information on the services of the Library and the library system.
- b. Photographing documents with the users' own device.
- c. Unlimited WiFi use during opening hours in the designated libraries, with own device, using the barcode of the library card (The list of libraries with this service can be found on <https://fszek.hu/page/wifi-szolgaltatassal-rendelkezo-konyvtarak>.)

#### **III.2. Service available with online registration valid for access of databases**

- a. Remote access to online databases the Library has subscribed to.

- b. Remote access to the e-book loan system on the Library's CloudLibrary platform.
- c. Remote access simultaneously to online databases the Library has subscribed to and the e-book loan system on the Library's CloudLibrary platform.

### **III.3. Services available with a daily card**

- a. Basic services (See items 1. a) - c))
- b. The use of library computers.
- c. The local use of subscribed databases
- d. The local use of audiovisual documents with library equipment

### **III.4. Services available for patrons with a library card with borrowing privileges**

- a. Basic services (See items 1. a) - c))
- b. The use of library computers.
- c. Notification sent prior to the expiry date of the library card
- d. Loan – printed documents, slides, filmstrips, certain audiovisual documents (see in detail Chapter IV, point 4.3: Detailed regulation of other services).
- e. E-book loan via the CloudLibrary platform
- f. Literature research and topic monitoring
- g. Amenities or services of comfort related to document borrowing:
  - Notification sent in email prior to the due date or membership expiration date
  - Email sent containing a warning on the 45th day after the due date
  - Renewal of the due date of documents
  - Remote payment
  - Delivery of borrowed documents to home of physically disabled by designated libraries (The list of libraries with this service can be found on [https://fszek.hu/page/dokumentum-hazhoz-szallitas.](https://fszek.hu/page/dokumentum-hazhoz-szallitas))
  - Receiving reserved documents from self-servicing book delivery machines (lockers) in the designated libraries (The list of libraries with this service can be found on [https://fszek.hu/page/onkiszolgalo-cserepont-locker.](https://fszek.hu/page/onkiszolgalo-cserepont-locker))
- h. Borrowing of a CD-player and tape recorder with cassette for seriously disabled people in the designated libraries (see Appendix #8.2)
- i. The use of subscribed databases locally and with remote access (depending on the contract of service)
- j. The local use of audiovisual documents with a library tool
- k. Utilization of request from stacks

### **III.5. Other fee-based services for patrons with a library card with borrowing privileges**

- a. Borrowing – other documents (see in detail: IV. Detailed regulation of other services, point 4.3)
- b. Inter-library loan between MESZL branch libraries
- c. Reservation of documents
- d. Inter-library loan within the framework of the National Document Supply System (ODR) and international inter-library loan

### **III.6. Fee-based reprography and office services for patrons with library membership (in designated branch libraries only)**

- a. Making a digital copy (scanning)
- b. Ordering a photocopy (sizes A/4, A/3)
- c. Lamination (size A/4)
- d. Printing (sizes A/4, A/3)
- e. Self-service photocopy, printing, scanning
- f. Making a paper copy of a microfilm in size A/4

For the list of branch libraries providing these services, see Appendix #14. The relevant rates are in Appendix #7.

### **III.7. Services freely available without library membership**

- a. Session of library use for school groups and their teachers
- b. Library visits aimed at library expertise
- c. Public library programs
- d. "Library From Home" online information service
- e. Informational Service for Higher Education

### **III.8. Services available without library membership for a fee**

- a. Various reprography and office services – in designated branch libraries (See Appendix #11.)
  - Making a digital copy (scanning)
  - Ordering a photocopy
  - Printing (sizes A/4, A/3)
- b. Library visits aimed at tourism in the public areas of the Central Library.
  - Individual tickets can be purchased for 1 to 9 persons. The tourist tickets are non-transferrable and entitles the visitor entry on the day of purchase.
  - Above 10 persons, only group visits are available, which can be attended on a previously scheduled date with the guide of a library worker.
- c. Rentals of rooms and cabinets
- d. Attending library events with tickets

The relevant rates are in Appendix #7.

### **III.9. Remote payment**

- a. As a comfort service, paying certain fees of services and debts or liabilities is available via the Library website after logging in. For this, the barcode of the card, a debit card and an e-mail address is necessary.
- b. The fees can also be paid locally by card with POS card readers in designated libraries. The list of libraries with POS card readers can be found on [https://fszek.hu/page/bankkartyas-fizetesi-lehetoseg-pos.](https://fszek.hu/page/bankkartyas-fizetesi-lehetoseg-pos))

## **IV. Detailed regulation of certain services**

### **IV.1. Local use**

- a. The Metropolitan Ervin Szabó Library (MESZL) is a public library, its basic services provided locally are free of charge, yet their usage requires registration.
- b. The range of documents for local use only is determined by the branch libraries.
- c. Documents of antique collection can be used only locally. The location of use is the reading room of the Budapest Collection of the Central Library.

### **IV.2 The use of library devices**

- a. The use of computers
  - The computers of the Library may be used only by patrons with a valid library membership (with daily ticket, reader's card authorizing for borrowing).
  - Patrons may not use the internet service in the Library for business actions, illegal actions, nor may they disturb or hamper the work of others. Should the librarian perceive such an occurrence, he/she will take action as per point V.2..
  - If the user saves the identifiers necessary for Internet use while using it through library computers and so he/she gives chance for misuse, the Library does not take the responsibility, it cannot be impeached.
- b. The use of WiFi with own device



- c. In its Central Library and in designated branch libraries, MESZL provides broadband internet connection to users with library membership (daily card or library card with borrowing privileges) and visitors with tourist cards in the Central Library, during their stay. (The list of libraries with this service can be found on <https://fszek.hu/page/wifi-szolgaltatassal-rendelkezo-konyvtarak.>)
- d. Other technical equipment
  - The reading devices available for blind and visually impaired people in certain branch libraries, as well as audiovisual technical tools available in the branch libraries can be used only by patrons with library membership (daily card or library card with borrowing privileges)
- e. Self-service photocopy, printing, scanning with uploaded balance
  - The service can be accessed after uploading a balance. Usage payment from the previously uploaded balance is non-refundable after billing. The balance can be used in any libraries providing these services.

### IV.3. Loan

- a. The borrowing of certain documents is available for a fee (see in detail in Appendix #7).
- b. Employees and pensioners of MESZL can borrow any type of document without a fee.
- c. Borrowing is possible only with a valid library card until the date of validity of library membership. The period of loan is divergent according to types of documents (see point e).
- d. The library patron who has debts of any kind to the Library is forbidden from borrowing - even e-books. He/she, however, is allowed to renew overdue documents borrowed by him/her up to a debt of max HUF 1500 (one thousand five hundred forints). The user whose membership has been suspended by the Library is barred from borrowing.
- e. Loan of documents
  - All documents may be borrowed from the Library that are not labeled for local use. The success books (bestsellers or blockbusters) in great demand may be separated by the branch libraries. The range of weeklies and periodicals that may be borrowed is determined by the branch libraries.
  - One user can have a total of 18 documents out of the various document types on loan in each branch library.
  - The rules of borrowing per document types:

	Type of document	Duration	Quantity	Other rules
With library card with borrowing privileges	Book	4 weeks	max. 10 titles	Renewal of due date can only be done twice at most.
	Book in the stock of the Children Library	4 weeks	max. 10 titles	With a child reader card aged 0 to 10 years only documents belonging to the stock of the Children Library may be borrowed.
	Bestseller book	2 weeks	max. 2 titles	The loan period of bestsellers is not renewable.
	E-book	2 weeks	max. 1 title	The loan period can be extended multiple times, until a reservation is put on the title.
	Weekly, periodical	2 weeks	max. 10 pcs	
	Sheet music	4 weeks	max. 6 titles	
	Slides	2 weeks	max. 6 titles	
	CD-ROM	1 week	max. 3 titles	

	Type of document	Duration	Quantity	Other rules
	Videotape (VHS)	1 week	max. 3 titles	
	Music or program disc or cassette	1 week	max. 6 titles	
<b>With additional fee</b>	Audiobook - on cassette	4 weeks	max. 6 titles	Persons with serious impairments are allowed to borrow max 2 titles with the player device without paying a fee.
	Audiobook – on CD	4 weeks	max. 6 titles	Persons with serious impairments are allowed to borrow max 2 titles with the player device without paying a fee.
	DVD	1 week	max. 6 titles	Persons with serious impairments are allowed to borrow max 2 titles without paying a fee.
	Graphics	3 months	max. 4 pcs	
	Education pack	4 weeks	max. 2 packs	Persons with serious impairments are allowed to borrow max 2 titles without paying a fee.
	CD with music or other programs	1 week	max. 6 titles	Persons with serious impairments are allowed to borrow max 2 titles without paying a fee.

- f. Loan of device
- The Library allows people with grave impairments to borrow a CD player and cassette-recorder for playing certain types of documents.
  - A playing device can be borrowed only together with the document (CD, cassette).
  - Upon receipt of the device a contract of device loan is concluded between borrower and library for each cycle of loan (see Appendix #8.1).
- g. The borrower acknowledges the fact of borrowing by signing the receipt in the branch libraries. The self-service loan system in operation in the Central Library and designated branch libraries prints a voucher of the issued or returned documents which is valid without signing. The user must ascertain the fact of readmission and preserve the voucher.
- h. In designated MESZL libraries, self-servicing book lockers send e-mails about the checked-out and returned documents to the users. (The list of libraries with this service can be found on <https://fszek.hu/page/onkiszolgalo-cserepont-locker>.)
- i. Home delivery  
The Library home delivers documents to be loaned and, if need be, the player devices for users bound temporarily or permanently for home stay. (The list of libraries with this service can be found on <https://fszek.hu/page/dokumentum-hazhoz-szallitas>.)
- j. Duration period of loan, delay
- The patron must return the borrowed documents and devices to the Library by the determined deadline without any further notification.
  - If the borrower fails to return the documents and/or devices by the due date, then the Library will send a registered letter to the library patron, or the surety in case of a surety borrower, prompting him/her to settle the debt. The day of notification: 18th calendar day calculated from the due date and in the case of devices the 7th calendar day calculated from the due date. The postal fee is to be borne by the patron.
  - As a comfort service, if the borrower has given his/her email address for this purpose, the Library
    - o will send an email notifying about the due date on the last working day before the

- expiry date, or
  - will send an email as a last warning of the date of commencement of order for payment and the expected charges on the 45th day calculated from the due date. The Library shall not be responsible for the failure of notifications on the receiver's side.
- For documents and devices returned after the due date of loan – irrespective of allowances for fees the library patron is entitled to – each borrower must pay a delay fee. The degree or measure of the fee is contained in Chapter C) of Appendix #7.
- The Library handles the documents and devices not returned as lost items, thus, in order to reimburse its damage caused by unlawful infliction, it will proceed in accordance with *Act L of the year 2009* on the prosecution of the order for payment. Following the 57th day calculated after the due date, the Library will request a notarial order for payment, or initiates a court order for enforcement for settling the property financial damage (which is the collection value of the lost document or the device's registered value) and for paying the delay fine. The fee of the prosecution, the charge of the notification and the interest costs shall be borne by the library patron (or the surety).
- k. Handling of debts
  - The library patron may settle his/her debt of fees in person in any of the branch libraries or via remote payment via the Library's website. As for his/her debt of documents, however, it can be settled only in the particular branch library where it originated.
- l. Compensation
  - The Library hands over to the library patron documents and devices suitable for use. The Library will check the condition of the documents and devices upon their return (in designated libraries, upon the emptying of the lockers on automatic collection points).
  - If the borrower has lost or mutilated the document or has returned the borrowed one with supplement incompletely and has not made up for the missing part with a full copy of equal collection value of the document, then the borrower must pay compensation for damage and costs of the legal proceedings. The fines and other rules are contained in Chapter D of Appendix #7.

#### **IV.4. E-book loan via the CloudLibrary platform**

- m. The MESZL has e-books for loan via the CloudLibrary platform for every registered user above the age of 10, who has a valid library card with borrowing privileges or an online registration.
- n. This service is for the e-books purchased by MESZL out of the available stock of the platform.
- o. Number of e-books readers can borrow: 1 title at the same time; the loan period: 2 weeks. After the expiration of the due date, the e-book will cease to be available for the reader.
- p. The due date on an e-book can be extended up until that e-book is reserved by another reader.
- q. Reservation for e-books is free of charge.
- r. Number of e-books you can reserve: 1 title.
- s. Availability of the reserved e-book can be checked on the CloudLibrary platform. If you have provided your e-mail address, you will receive a message about the fulfilled reservation. You will have 48 hours to borrow the reserved e-book.
- t. Further details and information about the e-book loan service via the CloudLibrary platform can be found on the MESZL website.

#### **IV.5. Renewal of the due date**

- u. The term of loan – except for success books and reserved works – can be renewed twice before the due date, until the end of the term of the library membership at most in person, by telephone, in email or via the Library's website 24/7.
- v. On his/her renewal through the website the library patron gets a message on the interface and, in case he/she has given his/her email address, a feedback in email as well.

#### **IV.6. Reservation**

- w. Documents sought by the patron, loanable, on loan and in transit to branch library, may be reserved, having paid the fee of notification and procedure, in person in the branch libraries and on the web-based catalog of the Library after login. The charge of utilization of the service is contained in the list of rates (see Appendix #7).
- x. The reserved document is monitored by the Library until the date required by the library patron, or for six months at most.
- y. The reservation can be canceled before notification. If the reserved document arrives, the patron will be notified in email or on telephone. At the same time, the fee of the reservation will be assigned to the patron. The fee has to be paid even if the reservation is canceled or if the patron has not come for the document.
- z. The document is held by the Library for 8 calendar days after notification, the reservation will be nullified thereafter.
- aa. The reservations will be satisfied by the Library in the sequence of requests.
- bb. In designated libraries, the automatic collection points of reserved documents is the self-servicing book delivery machine (locker). The locker sends an e-mail to the patron about the documents to be collected. This e-mail includes a code for one-time use, which can be entered into the locker. The fee of reservation can be paid via remote payment. (The list of libraries with this service can be found on <https://fszek.hu/page/onkiszolgalo-cserepont-locker>.)

#### **IV.7. Inter-library loan via the National Document Supply System (ODR)**

- cc. The Library gives information on the location of documents missing in the holdings of its branch libraries in the service system set up by the System of National Document Supply by means of the national register of locations.
- dd. With awareness of the location of the document and in response to the order by the library patron the Library will initiate the inter-library loan of the document.
- ee. The library patron must reimburse the expenses incurred by the delivery of the document (mailing fee, packing) upon receipt of the document. The relevant charges are in Appendix #7.
- ff. If the delivery of the requested document is claimed by the requesting library in digital form, the charges of scanning must be reimbursed. The relevant charges are in Appendix #7.
- gg. In inter-library loan the conditions of use of the document are stipulated by the provider library. The expenses of reprography of documents deliverable in copy only are to be paid by the library patron. The copy must be ordered by the library patron in writing.
- hh. The document received within the framework of inter-library loan can be collected within 8 calendar days calculated from its arrival. The claimant will receive notification to the e-mail address they provided about the handover options and the borrowing conditions issued by the supplying library.
- ii. The international library loan of documents available only in foreign libraries is managed by the Library in cooperation with the National Széchényi Library (Országos Széchényi Könyvtár - OSZK). The procedure and rates of this are determined by the National Széchényi Library.

#### **IV.8. Inter-library loan among MESZL branch libraries**

- jj. Documents missing from the holdings of certain branch libraries, with the exception of "Bestseller books", can be transferred on loan from another branch library by the library patron for a fee. The fee of the transfer loan are contained in the list of rates (see Appendix #7). The fee of the transfer loan must be paid when the request is submitted.
- kk. The document requested in transfer loan is secured for the library patron by the Library within 20 working days calculated from its accessibility in the branch library where the request was submitted as a member.
- ll. The fees of reprography of documents or document parts not to be loaned and available only in

copy to be sent must be reimbursed by the library patron. The fees of copying are contained in the list of rates (see Appendix #7).

mm. The due date of the documents transferred on loan may not be renewed.

#### **IV.9. Reprography services**

- nn. In designated branch libraries, on payment of a separate fee, for library members as well as those lacking library membership, reprography services are available. The list of services is in the chapter Services, and the fees are contained in the chart of rates (see Appendix #7).
- oo. Of documents under legal protection of copyright reprography copy can be made only pursuant to regulations of the copyright law.
- pp. Reproduction can be taken of books, maps and periodicals by own device for not public use. Music sheets, whole books and periodicals under legal protection of copyright cannot be copied/photocopied, not even by own device. Device not touching the surface of the document can only be used as own equipment - mobile phone (smart phone), photo camera for instance - by given light, without camera- stand, direct lighting and other equipment (types of aid).
- qq. Of antique documents (see Terms of Service Appendix #10) a copy can be made or have a copy made only by separate permission from the Library/librarian. Public use (distribution, presenting to the public) of the copies is bound to separate permission from the Library, and the institution may claim to the payment of fee (fee of public use). The fee is subject to a written agreement on a case by case basis.
- rr. The range of documents that can be duplicated via reprography and the reprography process applicable for the multiplication of the given document – considering the value and condition of the document or other aspects of the protection of holdings – are determined by the Library.

#### **V. Other rules**

1. The Library's patron must comply with the norms of community social behavior.
2. Only those patrons can stay in the Library who do not disturb the running of the Library and the users of the Library with their appearance, behavior, and attitude. In case of a breach of norm, the head of the Library can limit or revoke the use on the given day of service. The exclusion of a patron for more than one day is determined by the Director General on the initiative of the Director of the Central Library or the regional director. The Library will inform the patron on the decision in writing.
3. In the branch libraries, the consumption of alcohol and drugs as well as smoking is forbidden.
4. Eating is allowed only in designated places. Any liquids can only be taken into reader areas in a closable container.
5. The use of lockers or cabinets in the cloakroom
  - a. In the branch libraries where there are cloakroom lockers, the use thereof is free of charge and mandatory.
  - b. For objects placed in the cloakroom lockers, the Library will not assume responsibility.
  - c. For a lost cabinet key the Library charges damage compensation and fee for separate procedure. For the opening of the cloakroom locker requested by the patron (in case of loss of the key or the forgetting of the PIN code) a separate fee of procedure is set. The event must be taken down in record. The fees are contained in Appendix #7.
6. The user (visitor, library member) leaving the Library must show the content of his/her bag on demand.
7. In the case of deliberate damage, dilapidation or theft of library assets (eg. building, document) the library patron's right to use the library can immediately be suspended by the head of the Library. On the exclusion beyond one day of grave violators of library regulations, decision is made by the Director General upon written initiative from the Director of the Central Library or the regional director.

8. The “quiet zones” of the libraries are for deep studying, silent reading. In these areas the loud talking, the use of cell phones is prohibited, headsets and earbuds can be used only if they do not disturb the other patrons.
9. In the palace rooms of the Central Library, photography and video-making with non-professional devices are allowed for personal use, as long as it does not disturb other patrons and is in accordance with the rules of GDPR. Any other types of recording needs a letter of agreement.
10. The documents are fitted out with a tool of electronic protection and barcode. The mutilation or obliteration of these or their rendering useless involves the measures summarized in point 6.
11. The patron is allowed to connect his/her own technical tool, only 1 device per person at the same time, to the Library’s power current systems at places allocated for this purpose only.
12. Issuing an invoice
  - a. The Library is liable to issue an invoice with the member’s name on fee-based services used by the library patrons and on other payments commenced by them.
  - b. In case of remote payment the Library releases the customer an invoice automatically generated in the Corvina integrated system which the patron, following their personal login on the website [www.fszek.hu](http://www.fszek.hu) under „Távhasználat” (Remote Use), can view and print out.
  - c. For accounting the printed version of the invoice can be used only.
  - d. The original invoices in printed form suitable for accounting can be received also from the branch libraries of MESZL.
13. Modification of the Terms of Use
  - a. The library patron is entitled to initiate the modification of the Terms of Use.
  - b. The library patrons can turn in person to the head of the branch library, the regional directors, the Director of the Central Library and the Director General submitting observations, complaints, suggestions for modifying the Terms of Use. Also, they can put these to writing in the guest books on public places in the branch libraries or they can send them in email to the address [titkar@fszek.hu](mailto:titkar@fszek.hu).

#### Clause

The Terms and Conditions have been approved by the Committee of Human Resources of the General Assembly of the Capital during the meeting held on 16th December 2024.

In effect: as of 1st January 2025.



**Appendix #1: List of legal provisions determining operation of the Library****Acts**

- Act XXX of 2024: the modifications of certain regulations in the interests of children
- Act XXXII of 2020: the change of status for the public service employees in cultural institutions and modifications of acts concerning various cultural subjects
- Act CXXIV of 2019: the National Cultural Committee, the culturally strategic institutions and modifications of acts concerning various cultural subjects
- Act XCIII of 2016: Collective management of copyright and related rights
- Act CXLIII of 2015: Public procurement
- Act V of 2013: Civil Code
- Act XCV of 2012: Special protection of borrowed cultural assets
- Act LXIII of 2012: Recycling of public data
- Act CLII of 2012: modification of Act CXL/1997 - Protection of cultural goods, museums and other institutions with similar roles, public library system and general education
- Act I of 2012: on the Labour Code
- Act CCIV of 2011: National higher education
- Act CXCVI of 2011: National assets
- Act CXCV of 2011: Public finances
- Act CXC of 2011: National public education
- Act CLXXIX of 2011: Rights of nationalities
- Act CLXXXIX of 2011: Municipalities of Hungary
- Act CXII of 2011: Right of information self-regulation and freedom of information
- Act CLXXXV of 2010: Media services and mass communication
- Act L of 2009: Warrant for payment
- Act CLII of 2007: Obligations for making assets declaration
- Act CVI of 2007: State assets
- Act LXXXVIII of 2005: Volunteer activities of public interest
- Act CXXXVII of 2004: National Audiovisual Archive
- Act CXXV of 2003: On equal treatment and improvement of equal opportunities
- Act C of 2003: Electronic communication of information
- Act LXIV of 2001: Protection of cultural heritage
- Act LXII of 2001: On Hungarians living in neighboring countries
- Act LXXVI of 1999: On copyright
- Act XLII of 1999: Protection of non-smokers and certain rules on marketing and consumption of tobacco goods
- Act XXVI of 1998: Rights of persons with disabilities and ensuring of equal opportunities
- Act CXL of 1997: Protection of cultural goods, museums and other institutions with similar roles, public library supply and general education
- Act LXXXI of 1997: Social security pension
- Act XXXI of 1997: Child protection and guardianship
- Act XX of 1996: Identifying methods and codes to replace the identity sign
- Act LIII of 1994: Judicial enforcement
- Act XCIII of 1993: Safety of workers
- Act LXVI of 1992: Keeping records of the personal data and residential address of citizens

**Government decrees**

- Government Decree 717/2020. (XII. 30.) on the provision, preservation and usage of mandatory copies of published documents
- Government Decree 626/2020. (XII. 22.) on the detailed rules of web archiving
- Government Decree 416/2017. (XII. 18.) on the conditions of the continuing works of cultural professionals and the upkeep of the registration of cultural professionals

- Government Decree 379/2017. (XII. 11.) on how to manage the List of Public Libraries
- Government Decree 378/2017. (XII. 11.) on the rules of registering the further vocational training of cultural professionals
- Government Decree 138/2014. (IV. 30.) on the detailed rules of how to use orphan works
- Government Decree 305/2005. (XII. 25.) on specific provisions relating to the electronic disclosure of Public Sector Information (PSI), the unified PSI Search Service as well as the data content of the central list and data integration
- Government Decree 73/2003. (V. 28.) on the National Document Supply System
- Government Decree 319/2001. (XII. 29.) on student discounts for people under the scope of Act LII of 2001 on Hungarians living in neighboring countries
- Government Decree 6/2001. (I. 17.) on discounts for library users
- Government Decree 141/2000. (VIII. 9.) on the rules of classification and judicial review of heavy deficiency and on the granting of aid of deficiency
- Government Decree 165/1999. (XI. 19.) on the National Library Board of Trustees

### **Decrees of specialist ministries**

- Decree 2/2023. (III. 8.) by the Ministry of Culture and Innovation on the awards that can be given by the Minister of Culture and Innovation
- Decree 48/2020. (XII. 23.) by the Ministry of Human Capacities on the regional servicing and jurisdiction of city libraries with county-level jurisdictions
- Decree 39/2020. (X. 30.) by the Ministry of Human Capacities on the scope of works and employment requirements of employees in cultural institutions, the procedure of the applications to the position of head of institution, and modifications of various decrees concerning cultural subjects
- Decree 33/2017. (XII. 12.) by the Ministry of Human Capacities on giving the titles of „Qualified Library” and „Library Quality Award”
- Decree 32/2017. (XII. 12.) by the Ministry of Human Capacities on the further vocational training of cultural professionals
- Decree 58/2015. (XII. 30.) by the Ministry of Human Capacities on management and use of appropriations both in sectional and central relevance
- Decree 51/2014. (XII. 10.) by the Ministry of Human Capacities on professional indices necessary for the Annual Work Plan of Museums, the National Reference Library and County Library
- Decree 30/2014. (IV. 10.) by the Ministry of Human Capacities on the accentuated tasks of the National Museum, the National Reference Museum, the National Library, the National Reference Library and the one belonging to the State University
- Decree 39/2013. (V. 31.) by the Ministry of Human Capacities on the operation of the System of National Document Supply
- Decree 14/2011. (IV. 7.) by the Ministry of National Resources on data necessary for public lending, and division of payment rightful to the author and on public libraries obliged to disclose data
- Decree 22/2005. (VII. 18.) by the Ministry of National Cultural Heritage on management and registration of antiqua library documents collected to preserve
- Decree 18/2003. (XII. 10.) by the Ministry of National Cultural Heritage on cultural discounts for people under the scope of Act LXII of 2001 on Hungarians living in neighboring countries
- Decree 14/2001. (VII. 5.) by the Ministry of National Cultural Heritage on library inspectorates
- Decree 7/1985. (IV. 26.) by the Ministry of Culture on the reporting of library materials
- Joint Decree 3/1975. (VIII. 17.) by the Ministry of Culture and the Ministry of Finances on publication of regulations concerning the control (stock taking) of library holdings and deletion from the holdings

### **Government resolution**

- 1341/2019. (VI. 11.) Government Decree about the development and implementation of a Digital



**Competence Framework System**

- 1404/2017. (VI. 28.) Government Decree about the Digitization Strategy of the Public Collection made during the execution of the Digital Nation Development Project
- 1037/2016. (II.9.) Government Decree on establishing the annual development framework of the Human Resource Development Operative Program
- 1011/2016. (I.20.) Government Decree on establishing the annual development framework of the Competitive Central Hungary Operative Program

**Employment Regulations**

- Act I. of 2012: the Labour Code

**European Union Regulations**

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)
- Commission Recommendation 2012/417/EU of 17 July 2012 on access to and preservation of scientific information
- Directive 2012/28/EU of the European Parliament and of the Council of 25 October 2012 on certain permitted uses of orphan works
- Commission Recommendation 2011/711/EU of 27 October 2011 on the digitization and online accessibility of cultural material and digital preservation
- Directive 96/9/EC of the European Parliament and of the Council of 11 March 1996 on the legal protection of databases

**Capital City Regulations**

- The current financial regulation of the Metropolitan Government, the current regulation about the temporary financing and the current regulation about their execution
- Decree 1/2020. (II.5.) of the City Council about the Organizational and Operational Rules of the Metropolitan Government of Budapest
- Decree 22/2012. (III.14.) of the City Council about the assets of the Metropolitan Government of Budapest and the exercising of ownership rights over the asset items

**Appendix #2: The library patron’s (natural person) statements**

Identifying number: .....

**Library patron’s statement (natural person)**

*Before giving your data, please read our General Privacy Notice on the 2nd page.*

Family name and first name: .....  
 Family name and first name by birth: .....  
 Mother’s maiden name: .....  
 Place and date of birth: .....  
 Permanent address: .....

1. I, the undersigned, declare that I wish to be the patron of the Metropolitan Ervin SzabóLibrary.
2. I have read and accept to be bound by the prevailing Terms of Use published by the Library.
3. I declare that I will create copies of library documents for personal use only. I will abide by the regulations of Act LXXVI of 1999 concerning copyright.
4. I have read and acknowledge the General Privacy Notice.
5. I acknowledge that this statement will be valid till the termination of my membership.

.....  
 date signature

**Additional statement concerning the utilization of email services**

I give my consent for the Library to use my email address.....  
 in the case of the following services:

- notice before due date
- notice before membership expiration
- receiving list of checked-out books
- feedback on the renewal through the Library portal
- notice about reservation
- notice about inter-library loan
- remote payment
- notice about changes in services
- notice about procedure of payment order

This statement will be valid till withdrawal.

.....  
 date signature

## **General Privacy Notice(in short)**

### **I. Data manager**

Metropolitan Ervin Szabó Library

Principal office: 1088 Budapest, Szabó Ervin

tér 1. Representative: Dr. Péter Fodor

general director Website:

<http://www.fszek.hu>

E-mail address of data protection officer: [adatvedelem@fszek.hu](mailto:adatvedelem@fszek.hu)

### **II. Patron's statement**

Purpose of data management: Your (as on behalf of yourself, authorized representative or witness) identification is to ensure our service provision and the establishment of library membership. Purpose of the management of data necessary for contact (e-mail address, phone number) is to keep in touch.

The legal grounds for data management are the relevant parts of Directive - item e) of 1. section of paragraph No. 6 of GDPR; data management is needed to implement data manager's duties of public interest.

Legal provisions relating to data management:

◆ 56.§ (3) and 57.§ (1) sections of Act CXL/1997 about protection of cultural goods, museums and other institutions with similar roles, public library system and general education; according to these sections it is compulsory to give the data mentioned above;

◆ Retention time of voucher is determined on the basis of Act C of 2000 on Accounting, Section 169. §(2) – for at least 8 years.

Duration of data management:

◆ Your data are retained for 5 (five) years in our system after the expiry of membership, and under a pseudonym (restorable) for another 10 (ten) years;

◆ Regardless of information mentioned above your data given in case of registration and the use of certain services requiring payment shall be retained for 8 (eight) years, as verifying documents connected to the invoice issued concerning the fee, on the basis of Act C of 2000 on Accounting, Section 169. § (2).

### **III. Use of the service related to e-mail notices**

For this purpose, your e-mail address is managed together with the data given at registration.

Purpose of data management: To send a notice.

Claim (legal basis) of data management: relevant parts of Directive - item e) of 1. section of paragraph No.6 of GDPR; data management is needed to implement data manager's duties of public interest.

Duration of data management: E-mail messages are sent as long as you have valid membership. You can unsubscribe by sending an e-mail to [adatvedelem@fszek.hu](mailto:adatvedelem@fszek.hu) at any time if you do not want to get more e-mail notices.

### **IV. Rights; remedies for breach**

You are authorized to ask for information about (access to) data management and to ask for correction concerning your personal data; data management can be restricted by request. If you wish to enforce any of your rights, please write it to us to any of the addresses mentioned above. We also inform you that You can make a complaint at the Hungarian National Authority for Data Protection and Freedom of Information or You can go to law.

**Detailed Data Management Policy, with special regard to rights and remedies for breach, can be found on [http://www.fszek.hu/english/data\\_protection](http://www.fszek.hu/english/data_protection).**

Identifying number: .....

**Management of data of persons under 18 and those subject to guardianship in the Metropolitan Ervin Szabó Library**

*Before giving your data, please read our General Privacy Notice.*

**Library patron’s data**

First and last name: .....  
 First and last name by birth: .....  
 Mother’s first and last name: .....  
 Place and date of birth: .....  
 Permanent address: .....

**Authorized representative’s data**

First and last name: .....  
 First and last name by birth: .....  
 Mother’s first and last name: .....  
 Place and date of birth: .....  
 Permanent address: .....

1. I, the undersigned, declare that I wish to be the patron of the Metropolitan Ervin Szabó Library.
2. I have read and accept to be bound by the prevailing Terms of Use published by the Library.
3. I have read and acknowledge the Privacy Policy.
4. I acknowledge that this statement will be valid till the termination of my membership.

..... Authorized representative’s signature	..... Library patron’s signature
..... date	..... date

**Additional statement concerning the utilization of email services  
 (In case of persons under 18 and those subject to guardianship)**

I give my consent for the Library to use my email address.....  
 in the case of the following services:

- notice before due date
- notice before membership expiration
- receiving list of checked-out books
- feedback on the renewal through the Library portal
- notice about reservation
- notice about inter-library loan
- remote payment
- notice about changes in services
- notice about procedure of payment order

This statement will be valid till withdrawal.

..... date	..... signature by patron / authorized representative
---------------	--

## **General Privacy Notice(in short)**

### **I. Data manager**

Metropolitan Ervin Szabó Library

Principal office: 1088 Budapest, Szabó Ervin

tér 1. Representative: Dr. Péter Fodor

general director Website:

<http://www.fszek.hu>

E-mail address of data protection officer: [adatvedelem@fszek.hu](mailto:adatvedelem@fszek.hu)

### **II. Patron's statement**

Purpose of data management: Your (as on behalf of yourself, authorized representative or witness) identification is to ensure our service provision and the establishment of library membership. Purpose of the management of data necessary for contact (e-mail address, phone number) is to keep in touch.

The legal grounds for data management are the relevant parts of Directive - item e) of 1. section of paragraph No. 6 of GDPR; data management is needed to implement data manager's duties of public interest.

Legal provisions relating to data management:

◆ 56.§ (3) and 57.§ (1) sections of Act CXL/1997 about protection of cultural goods, museums and other institutions with similar roles, public library system and general education; according to these sections it is compulsory to give the data mentioned above;

◆ Retention time of voucher is determined on the basis of Act C of 2000 on Accounting, Section 169. §(2) – for at least 8 years.

Duration of data management:

◆ Your data are retained for 5 (five) years in our system after the expiry of membership, and under a pseudonym (restorable) for another 10 (ten) years;

◆ Regardless of information mentioned above your data given in case of registration and the use of certain services requiring payment shall be retained for 8 (eight) years, as verifying documents connected to the invoice issued concerning the fee, on the basis of Act C of 2000 on Accounting, Section 169. § (2).

### **III. Use of the service related to e-mail notices**

For this purpose, your e-mail address is managed together with the data given at registration.

Purpose of data management: To send a notice.

Claim (legal basis) of data management: relevant parts of Directive - item e) of 1. section of paragraph No. 6 of GDPR; data management is needed to implement data manager's duties of public interest.

Duration of data management: E-mail messages are sent as long as you have valid membership. You can unsubscribe by sending an e-mail to [adatvedelem@fszek.hu](mailto:adatvedelem@fszek.hu) at any time if you do not want to get more e-mail notices.

### **IV. Rights; remedies for breach**

You are authorized to ask for information about (access to) data management and to ask for correction concerning your personal data; data management can be restricted by request. If you wish to enforce any of your rights, please write it to us to any of the addresses mentioned above. We also inform you that You can make a complaint at the Hungarian National Authority for Data Protection and Freedom of Information or You can go to law.

**Detailed Data Management Policy, with special regard to rights and remedies for breach, can be found on [http://www.fszek.hu/english/data\\_protection](http://www.fszek.hu/english/data_protection).**

**General Privacy Notice in short for people under 18****I. Data processor**

Your data are stored and used by the Metropolitan Ervin Szabó Library address of registered office: 1088 Budapest, Szabó Ervin tér  
1. represented by: Dr Péter Fodor, Director General  
website: <http://www.fszek.hu>  
e-mail of the data protection officer: [adatvedelem@fszek.hu](mailto:adatvedelem@fszek.hu)

**II. Library patron's statement**

If you want to be the member of the library, you have to give your data because it is necessary for fulfilling our duties. Your data are preserved for 15 years.

**III. How to use e-mail service**

If you want to get e-mail notifications, you have to give your e-mail address to us in order to fulfill your request. We will send our e-mail notifications to you as long as you opt out of this service.

**IV. Rights and legal remedy options****V.**

You may request information from the Library in letter or via e-mail; you may ask us to rectify your data or not to use them.

Besides, you have the right to file a complaint with the Hungarian National Authority for Data Protection and Freedom of Information (NADPFI) ([www.naih.hu](http://www.naih.hu)) or you are entitled to turn to a court.

**Detailed General Privacy Notice can be found on [http://www.fszek.hu/english/data\\_protection](http://www.fszek.hu/english/data_protection) .**

**Appendix #3: Library patron's statement (legal person)**

Identifying number: .....

***Library patron's statement (legal person)***.....  
.....(designation by formal charter)

..... (postal code).....

(address of seat) .....(street) .....(house number)

I/We, the undersigned, am/are authorized to represent the legal person mentioned above, have read and acknowledge the prevailing Terms of Use and the registration system of the Library and I will ensure to inform the persons listed below of the General Privacy Notice. I/We provide the data required by the rules and I/we announce their changes within 48 hours. As user(s) while collecting information, I am/we are liable to do everything in compliance with the orders of Act LXXVI of 1999 about copyright.

The data provider is liable for any abuse of rights according to the failure to announce changes.

I/We acknowledge that the legal person is liable to meet all the financial claims of the Library. I/we state that the company is not being wound up or in liquidation.

The following persons are authorized to use the library:

..... (name).....(ID number/passport number)

..... (name).....(ID number/passport number)

..... (name).....(ID number/passport number)

Any copies made of the library documents may be for personal use only. Their usage must be in compliance with the regulations of Act LXXVI of 1999 concerning copyright.

This statement is valid till the termination of membership. It can be withdrawn in writing.

.....(date)

.....

(authorized signature), (stamp)

***Information about data management:***

*The personal data of the authorized representative and library user, given above, are managed as follows:*

*Data manager:* Metropolitan Ervin Szabó Library (address: Budapest VIII. ker. Szabó Ervin tér 1.; represented by: dr. Péter Fodor Director General; [adatvedelem@fszek.hu](mailto:adatvedelem@fszek.hu))

*The purpose of data management:* Executing of the contract made with legal person.

*Claim (legal basis) of data management:* Directive - item e) of 1. section of paragraph No. 6 of GDPR; data management is needed to implement data manager's duties of public interest.

*Duration of data management:* Data sheet and the data on the sheet are retained for 8 (eight) years

*Rights and legal remedy options:* You are authorised to ask for information about data management and to ask for either correction concerning your personal data or erasing them; data management can be restricted by request. You can object to the management of your data and you have the right to ask for receiving the data. If you wish to enforce any of your rights, please write it to us to any of the addresses mentioned above. We also inform you that You can make a complaint at the Hungarian National Authority for Data Protection and Freedom of Information or You can go to court.

Detailed Data Management Policy, with special regard to rights and remedies for breach, can be found on [www.fszek.hu/rolunk/adatvedelem](http://www.fszek.hu/rolunk/adatvedelem).

**Appendix #4/1: Contract for joint and several suretyship**

**Surety contract**

which was made between the Metropolitan Ervin Szabó Library (1088 Budapest, Szabó Ervin tér 1.) (hereinafter referred to as Library) and

First and last name:.....

First and last name by

birth:.....

Mother's name by birth:.....

Place and date of

birth:.....

Permanent address:.....

as legal representative\* surety (hereinafter referred to as Surety).

This contract is made in order to ensure discharge of duties included in the Terms of Use of the Library, related to the library use of a minor /foreign citizen/citizen under guardianship registered in the Library.

On the basis of paragraphs 6:416-418 and 6:420 of Act V of 2013 on the Civil Code the Surety guarantees to fulfill payment obligations of a minor/foreign citizen/citizen under guardianship registered in the Library

First and last name:.....

First and last name by birth:.....

Mother's name : .....

Place and date of birth: .....

Permanent address:.....

Residence or mailing address:.....

Identifying number:.....

(hereinafter referred to as Obligant) as a result of failure to observe the rules included in the Terms of Use (with special regard to Appendix #7).

The Library, as data processor, manages Surety's data recorded in this contract for 5 (five) years (duration) after the cease of contract; it does it within the implementation of duties of public interest (legal grounds) for the interest of the recording and validation of surety. You may request information (access), you can ask for rectification or restriction of your data, or you can object to the management of your data and you have the right to ask for receiving the data.. If you wish to enforce any of your rights, please write it to us to any of the addresses mentioned above. You have the right to file a complaint with the Hungarian National Authority for Data Protection and Freedom of Information or you may turn to the court. Detailed Data Management Policy, with special regard to rights and remedies for breach, can be found on [www.fszek.hu/rolunk/adatvedelem](http://www.fszek.hu/rolunk/adatvedelem).

The Terms of Use and detailed Data Management Policy, with special regard to rights and remedies for breach, are made available for the Surety by the Library on the spot and on the library website. Surety accepts them by signing this contract.

This contract is made by the parties for a definite period of time, that is the duration of Obligant's registered membership unless Obligant is minor and reaches the age of 18 within the duration. The contract is automatically terminated when Obligant comes of age.

In case of matters not regulated in this contract the rules in Civil Code are prevailing.

Date: .....

.....

On behalf of the Library

.....

Surety (signature)

*\*In case of surety for foreign citizens it shall be deleted*



**Appendix #4/2: Declaration of the withdrawal of surety****Declaration of the Withdrawal of Surety**

Reader's ID no: .....

I, the undersigned, ..... (first and last name)  
 (mother's name by birth: .....)  
 (permanent address: .....)  
 as of today withdraw the surety provided for the person .....  
 with Identifying Number ..... (name mother's name by birth: .....)  
 (permanent address: .....)  
 who is the patron of ..... branch library No ..... of the  
 Metropolitan Ervin Szabó Library.

Simultaneously, I settle the user's debts amounting to HUF .....  
 or: .....forints.

By signing this declaration I acknowledge that the library membership of the patron ceases  
 with immediate effect.

..... (date)

..... (signature)

I, the undersigned, took the declaration on behalf of the Metropolitan Ervin Szabó Library:

..... (date)

..... (administrator's signature)

**Appendix #5: Opening hours and registration fees in the branch libraries**

The allowances of enrollment for membership can be found in Chapter II. Library membership/ 3.

Allowances for membership

**Central Library**

Code	Name, address		Opening hours	Fee/year
0801	Central Library	1088 Budapest, Szabó Ervin tér 1.	Mo – Fr: 10 am – 8 pm Sat: 10 am – 4 pm	HUF 8100
0801 G	Children’s Library	1088 Budapest, Szabó Ervin tér 1.	Mo – Fr: 1 pm – 7 pm Sat: 10 am – 4 pm	

**District branch libraries**

Code	Number	Name, address	Opening hours	Fee/ year
0101	I/1.	Márai Sándor Library 1016 Budapest, Krisztina krt. 87-91.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 am – 4 pm	HUF 5600
0201	II/1.	Library of Hűvösvölgyi út 1021 Budapest, Hűvösvölgyi út 85.	Mo, We: 12 pm – 6 pm Tu, Fr: 10 am – 4 pm	HUF 3200
0204	II/4.	Library of Török utca 1023 Budapest, Török utca 7-9.	Mo, We, Fr: 11 am – 7 pm Tu, Th.: 10 am – 4 pm Sat: 10 am – 2 pm	HUF 5600
0302	III/2.	<i>Library of Csillaghegy Bajáki E. u. 5 – 7.</i>	<i>Service is temporarily suspended</i>	
0305	III/5.	Library of Békásmegyér 1039 Budapest, Füst Milán utca 26.	Mo, We, Th: 12 pm – 7 pm Tu, Fr: 9 am - 4 pm	HUF 5600
0307	III/7.	Krúdy Gyula Library 1035 Budapest, Fő tér 5.	Mo, We, Th: 1 pm - 7 pm Tu, Fr.: 10 am – 4 pm	HUF 5600
0401	IV/1.	Library of Király utca 1042 Budapest, Király utca 5.	Mo, Tu, Th, Fr: 9 am - 7 pm We: 1 pm – 7 pm Sat: 9 am - 1 pm	HUF 5600
0403	IV/3.	Babits Mihály Library 1048 Budapest, Lóverseny tér 5/a.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 am - 3 pm Th: 10 am – 2 pm	HUF 3200
0502	V/2.	Library of Belváros (City Library) 1054 Budapest, Vadász utca 42.	Mo, We, Th: 1 pm – 7 pm Fr: 10 am – 4 pm	HUF 3200
0601	VI/1.	Boulevard Library 1066 Budapest, Teréz körút 2-4.	Mo, Tu, Th: 9 am – 7 pm We: 12 pm – 7 pm Fr: 9 am - 6 pm Sat: 10 am - 2 pm	HUF 5600

<b>Code</b>	<b>Number</b>	<b>Name, address</b>	<b>Opening hours</b>	<b>Fee/ year</b>
0602	VI/2.	Children's Library of Terézváros 1061 Budapest, Liszt Ferenc tér 6.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 am – 4 pm Th: 1 pm – 4 pm	HUF 3200
0702	VII/2.	Deák Ferenc Library 1074 Budapest, Rottenbiller utca 10.	Mo, We: 1 pm – 7 pm Tu, Th: 10 am – 4 pm Fr: 11 am – 5 pm	HUF 5600
0802	VIII/2.	Library of Kálvária tér 1089 Budapest, Kálvária tér 12.	Mo, Th: 1 pm – 7 pm We, Fr: 10 am – 4 pm	HUF 3200
0901	IX/1.	Library of Börzsöny utca 1098 Budapest, Börzsöny u. 13.	Mo: 1 pm – 6 pm Tu: 9 am – 3 pm We: 1 pm - 7 pm Fr: 10 am - 5 pm	HUF 3200
0902	IX/2.	Library of Boráros tér 1093 Budapest, Boráros tér 2.	Mo, We, Fr: 1 pm – 7 pm Tu: 9 am – 4 pm Th: 9 am – 2 pm	HUF 3200
1003	X/3.	Újhegyi Library 1108 Budapest, Újhegyi sétány 16.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 am – 2 pm Th: 10 am – 3 pm	HUF 3200
1004	X/4.	Library of Kőbánya 1105 Budapest, Szent László tér 7 – 14.	Mo, Tu, Th, Fr: 9 am – 7 pm We: 9 am – 3 pm Sat: 9 am – 2 pm	HUF 5600
1103	XI/3.	Móricz Zsigmond Library 1118 Budapest, Nagyszeben tér 1.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 am – 4 pm	HUF 3200
1105	XI/5.	Library of Kelenföld 1119 Budapest, Etele út 55.	Mo, We, Fr: 12 pm – 7 pm Tu, Th: 9 am – 4 pm Sat: 1 pm - 6 pm	HUF 5600
1106	XI/6.	Karinthy Frigyes Library 1117 Budapest, Karinthy F. út 11.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 am – 4 pm	HUF 5600
1201	XII/1.	Library of Ugocsa utca 1126 Budapest, Ugocsa u.10.	Mo, Tu, Th, Fr: 9 am - 7 pm We: 2 pm – 7 pm Sat: 9 am – 2 pm	HUF 5600
1302	XIII/2.	Radnóti Miklós Library 1133 Budapest, Pannónia u. 88-90.	Mo, We, Fr: 2 pm – 7 pm Tu, Th: 10 am – 3 pm	HUF 3200
1304	XIII/4.	Library of Lehel utca 1134 Budapest, Lehel u. 31.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 am – 3 pm Th: 12 pm – 4 pm	HUF 3200
1306	XIII/6.	Library of Angyalföldi Kertváros 1131 Budapest, Mosoly u. 40/A.	Mo, We, Fr: 2 pm – 7 pm Tu: 11 am – 4 pm Th: 12 pm – 4 pm	HUF 3200
1308	XIII/8.	Library of Dagály utca 1138 Budapest, Dagály u. 9.	Mo, We, Fr: 12 am – 7 pm Tu, Th: 9 am – 4 pm Sat: 9 am – 2 pm	HUF 5600

Code	Number	Name, address	Opening hours	Fee/ year
1401	XIV/1.	Kassák Library 1145 Budapest, Uzsoki u. 57.	Mo, We, Th: 2 pm – 7 pm Tu: 10 am – 3 pm Fr: 12 pm – 4 pm	HUF 3200
1402	XIV/2.	Library of Bosnyák utca 1145 Budapest, Bosnyák u. 1/A.	Mo, We: 2 pm – 7 pm Tu: 9 am – 2 pm Th: 10 am – 2 pm Fr: 1 pm – 6 pm	HUF 3200
1404	XIV/4.	Füredi Library 1144 Budapest, Rákosfalva park 1 – 3. <i>Temporarily:</i> <i>1144 Budapest, Csertő park 10.</i>	Mo, We, Fr: 2 pm – 7 pm Tu: 10 am – 2 pm Th: 9 am – 2 pm	HUF 3200
1501	XV/1.	Eötvös Library 1153 Budapest, Eötvös u. 8.	Mo, We: 1 pm – 7 pm Tu, Th: 9 am – 3 pm Fr: 12 pm – 6 pm	HUF 5600
1503	XV/3.	Library of Zsókavár utca 1157 Budapest, Zsókavár u. 28.	Mo, We, Fr: 12 pm – 7 pm Tu, Th: 9 am – 4 pm	HUF 5600
1504	XV/4.	Library of Szűcs István utca 1158 Budapest, Szűcs I. u. 45.	Mo, We, Fr: 2 pm – 7 pm Tu: 9 am – 2 pm Th: 9 am – 1 pm	HUF 3200
1601	XVI/1	Rákosi Library 1162 Budapest, Rákosi út 119.	Mo, We, Fr: 2 pm – 7 pm Tu: 9 am – 1 pm Th: 10 am – 3 pm	HUF 3200
1602	XVI/2.	Library of Sashalom 1163 Budapest, Veres P. út 53.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 am – 4 pm	HUF 5600
1702	XVII/2.	Library of Rákoscsaba 1171 Budapest, Péceli út 232.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 am – 2 pm Th: 10 am – 3 pm	HUF 3200
1704	XVII/4.	Library of Rákoskeresztúr 1173 Budapest, Pesti út 167. sz.	Mo, We: 1 pm – 7 pm Tu, Th: 9 am – 3 pm Fr: 12 pm – 7 pm Sat: 9 am – 1 pm	HUF 5600
1801	XVIII/1.	Library of Pestszentimre 1188 Budapest, Vasút u. 48.	Mo, We: 11 am – 7 pm Th: 9 am – 5 pm Fr: 11 am – 5 pm	HUF 3200
1802	XVIII/2.	Library of Havanna Housing Estate 1181 Budapest, Csontváry K. Tivadar u. 32.	Mo, We: 1 pm – 7 pm Th: 9 am – 3 pm Fr: 11 pm – 5 pm	HUF 3200
1803	XVIII/3.	Library of Lőrinc 1183 Budapest, Thököly u. 5.	Mo, We, Th, Fr: 9 am – 7 pm Tu, Sat: 9 am – 2 pm	HUF 5600

<b>Code</b>	<b>Number</b>	<b>Name, address</b>	<b>Opening hours</b>	<b>Fee/ year</b>
1901	XIX/1.	Library of Üllői út 1191 Budapest, Üllői út 255.	Mo: 12 pm – 7 pm We, Fr: 1 pm – 7 pm Tu, Th: 9 am – 3 pm Sat: 9 am – 1 pm	HUF 5600
2002	XX/2.	Library of Pesterzsébet 1203 Budapest, Bíró M. u. 7.	Mo, Fr: 9 am – 4 pm Tu: 9 am - 2 pm We, Th: 1 pm – 7 pm Sat: 9 am – 1 pm	HUF 5600
2004	XX/4.	Library of Vécsey Housing Estate 1204 Budapest, Pacsirta u. 157/b.	Mo, We, Fr: 1 pm – 7 pm Th: 9 am – 3 pm	HUF 3200
2101	XXI/1.	Library of Sétáló utca 1211 Budapest, Rákóczi F. 106.	Mo, We: 12 pm – 7 pm Tu, Th, Fr: 10 am – 5 pm Sat: 9 am – 2 pm	HUF 5600
2103	XXI/3.	Library of Királyerdő 1213 Budapest, Szent István út 230.	Mo, We: 12 pm – 6 pm Th: 10 am – 4 pm Fr: 11 am – 5 pm	HUF 3200
2105	XXI/5.	Library of Csillagtelep 1214 Budapest, Vénusz u. 2.	Mo, We: 12 pm – 6 pm Th: 10 am – 4 pm Fr: 11 am – 5 pm	HUF 3200
2201	XXII/1.	Library of Nagytétény 1225 Budapest, Nagytétényi u. 283. sz.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 am – 4 pm	HUF 3200
2203	XXII/3.	Library of Budafok 1221 Budapest, Kossuth L. u. 30.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 am – 4 pm Sat: 9 am – 2 pm	HUF 5600
2301	XXIII/1.	Library of Soroksár 1238 Budapest, Grassalkovich út 128.	Mo, We, Fr: 12 pm – 6 pm Th: 9 am – 3 pm	HUF 5600

**Appendix #6: Service matrix in the Metropolitan Ervin Szabó Library**

MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
<b>1.</b>	<b>BASIC SERVICES</b>					
1.1.	Basic services provided only in the library as a public library					
	◆ Visiting the library	X		X	X	
	◆ In-house use of collection parts designated by Library	X		X	X	
	◆ Use of devices exploring the holdings, use of Library's online catalog (OPAC), locally, on Library equipment	X		X	X	
	◆ Information about the Library's services and the library system	X		X	X	
1.2.	Photographing library documents with own device	X		X	X	
1.3.	Use of WiFi for unlimited time in opening hours, in designated libraries, by own devices, using the barcode of the library card	X	X	X	X	
<b>2.</b>	<b>SERVICES AVAILABLE WITH ONLINE REGISTRATION TO ACCESS AND USE DATABASES</b>					
2.1.	Use of subscribed databases remotely		X			
2.2	Remote use of e-books (CloudLibrary)		X			

MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
2.3	Simultaneous use of subscribed databases and e-book loan system on CloudLibrary remotely		X			
<b>3.</b>	<b>SERVICES AVAILABLE WITH A DAILY CARD WITHOUT ANY FURTHER CHARGES</b>					
3.1.	Basic services			X		
3.1.	Use of subscribed databases locally			X		
3.2.	Use of library computers with the barcode of the library card			X		
3.3.	Use of audiovisual documents with library devices			X		
<b>4.</b>	<b>SERVICES AVAILABLE FOR READERS WITH A MEMBERSHIP CARD, WITHOUT FURTHER CHARGES</b>					
	<i>Loan of library documents (printed documents, slides, certain audiovisual documents)</i>					
4.1.	Basic services				X	
4.2.	Use of library computers				X	
4.3.	Loan of books (max. 10 titles)				X	
4.4.	Loan of bestsellers (max. 2 titles)				X	
4.5.	Loan of weekly and periodical (max. 10 pieces)				X	
4.6.	Loan of sheet music (max. 6 titles)				X	
4.7.	Loan of slides, filmstrips (max. 6 titles)				X	
4.8.	Loan of CD-ROM (max. 3 titles)				X	
4.9.	Loan of audiobook on CD, only for blind and visually impaired people (max. 6 titles)				X	
4.10	Audiobook on cassette (max. 6 titles)				X	

MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITH OUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
4.11.	Loan of videocassette (VHS) (max. 3 titles)				X	
4.12.	E-book loan via the CloudLibrary platform				X	
4.13.	Literature research, topic monitoring				X	
4.14.	Utilization of request from storage	X		X	X	
<b><i>Loan of equipment</i></b>						
4.15.	Loan of CD-player and tape recorder with cassette for people with serious disabilities				X	
<b><i>Amenity services related to loan of documents</i></b>						
4.16.	Notification in email prior to due date (if patron has given an email address)				X	
4.17.	Sending an email with a 45th-day warning following the due date (if patron has given an email address)				X	
4.18.	Renewal of due date				X	
4.19.	Notification in e-mail prior to expiration of membership (if patron has given an email address)				X	
4.20.	Home delivery of loaned documents for home-bound people				X	
4.21.	Collecting of reserved documents from self-servicing book delivery machines (locker) in designated libraries				X	
<b><i>Use of subscribed databases</i></b>						
4.22.	Use of subscribed databases locally			X	X	



MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITH OUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
4.23.	Use of subscribed databases – as a remote service (depending on provider's contract)				X	
<b><i>Use of library equipment</i></b>						
4.24.	Audiovisual documents used in the library by library equipment			X	X	
5.	<b>OTHER SERVICES FOR A FEE FOR PATRONS WITH A READER CARD WITH BORROWING PRIVILEGES</b>					
<b><i>Loan (other documents)</i></b>						
5.1.	DVD (max. 6 items)				X	
5.2.	Graphics (max. 4 pieces)				X	
5.3.	Audiobooks on CD (max. 6 items)				X	
5.4.	Educational package (max. 2 packages)				X	
5.5.	Music CD or prerecorded CD (max. 6 items)				X	
<b><i>Other services</i></b>						
5.6.	Renewal of documents to be borrowed for a fee				X	
5.7.	Inter-library loan between branches of the MESZL				X	
5.8.	Reservation				X	
5.9.	Inter-library loan				X	
6.	<b>REPROGRAPHIC AND OFFICE SERVICES FOR A FEE FOR READERS WITH LIBRARY MEMBERSHIP</b>					
6.1.	Making a digital copy (scanning)					
6.1.1.	<i>Using antique documents in the Budapest Collection</i>					
	Technical costs of copies for public use	X	X	X	X	
	Downloading from the Budapest picture archive on the internet - for personal use	X	X	X	X	
6.1.2.	<i>In the branches</i>					

MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITH OUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
	Part of a book, book illustration, article, patron's own document	X	X	X	X	
	By National Document Supply System	X	X	X	X	
6.2.	Take a photo with own device	X	X	X	X	
6.3.	Photocopying on request in black and white, size A/4 (only in designated libraries)	X	X	X	X	
6.4.	Lamination (A/4) (in Boulevard, Üllői road, Bíró Mihály street and Soroksár Libraries)	X	X	X	X	
6.5.	Printing (only in designated branch libraries)					
6.5.1.	<i>In size A4</i>					
	Black and white text	X	X	X	X	
	Text in color	X	X	X	X	
	Picture in black and white (the picture of the printed surface is at least 50 percent)	X	X	X	X	
	Picture in color (the picture of the printed surface is at least 50 percent)	X	X	X	X	
6.5.2.	<i>In size A3</i>					
	Black and white text	X	X	X	X	
	Text in color (in designated branch libraries)	X	X	X	X	
	Picture in black and white (the picture of the printed surface is at least 50 percent)	X	X	X	X	
	Picture in color (the picture of the printed surface is at least 50 percent)	X	X	X	X	

MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
6.6.	Self-service photocopy, printing and scanning in the Central Library and the Petőfi 200 Memorial Library of Soroksár	X	X	X	X	
6.7.	Paper copy of a microfilm, in size A4 (only Budapest Collection)	X	X	X	X	
<b>7.</b>	<b>SERVICES AVAILABLE FREE OF CHARGE, WITHOUT LIBRARY MEMBERSHIP</b>					
7.1.	Programs of library use for school groups and accompanying teachers	X	X	X	X	X
7.2.	Library visit with the purpose of library profession	X	X	X	X	X
7.3.	Visit of public library programs	X	X	X	X	X
7.4.	Using "Library From Home" online information service	X	X	X	X	X
7.5.	Informational Service for Higher Education	X	X	X	X	X
<b>8.</b>	<b>SERVICES AVAILABLE FOR A FEE WITHOUT LIBRARY MEMBERSHIP</b>					
8.1	<b><i>Certain reprography and office services (only in designated libraries)</i></b>					
8.1.1	Creating digital copy (scanning)	X	X	X	X	X
	<i>Using antique documents in the Budapest Collection</i>	X	X	X	X	X
	Technical costs of copies for public use	X	X	X	X	X
	Downloading from the Budapest picture archive on the internet - for personal use	X	X	X	X	X
8.2.	Making a digital copy of the customer's own document (scanning)	X	X	X	X	X
8.3.	Order of photocopying in black and white	X	X	X	X	X

MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
8.4.	Lamination (A/4) (in Boulevard, Üllői road, Bíró Mihály street and Soroksár Libraries)	X	X	X	X	X
8.5.	Printing	X	X	X	X	X
8.5.1.	<i>In size A4</i>					
	Black and white text	X	X	X	X	X
	Text in color	X	X	X	X	X
	Picture in black and white (the picture of the printed surface is at least 50 percent)	X	X	X	X	X
	Picture in color (the picture of the printed surface is at least 50 percent)	X	X	X	X	X
8.5.2.	<i>In size A3</i>					
	Black and white text	X	X	X	X	X
	Text in color	X	X	X	X	X
	Picture in black and white (the picture of the printed surface is at least 50 percent)	X	X	X	X	X
	Picture in color (the picture of the printed surface is at least 50 percent)	X	X	X	X	X
8.6.	Visiting library events with entrance fees	X	X	X	X	X
<b><i>Library visits for touristic purposes in the Central Library</i></b>						
8.7.	<i>Guidance in Hungarian</i>					
	Group guidance (minimum 10 persons)	X	X	X	X	X
	Group guidance for students and pensioners	X	X	X	X	X
	Group guidance for visitors with deficiency	X	X	X	X	X
8.8.	<i>Guidance in foreign languages</i>					
	Group guidance (minimum 10 persons)	X	X	X	X	X

MESZL SERVICE MATRIX 2024		WITH MESZL LIBRARY MEMBERSHIP				AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR REGISTERED ONLINE	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
	Group guidance for visitors with deficiency	X	X	X	X	X
8.9.	<i>Individual visit, not guided (tourist ticket)</i>	X	X	X	X	X
8.10.	<i>Guiding available for individual visitors</i>	X	X	X	X	X
<b>Rental of rooms</b>						
8.11.	Room renting in the branches of theMESZL	X	X	X	X	X
<b>9. REMOTE PAYMENT, PAYMENT BY CARD</b>						
9.1.	Remote payment	X	X	X	X	
9.2.	Payment by card	X	X	X	X	X

**Appendix #7: Chart of rates****A) Establishment of membership**

ESTABLISHMENT OF MEMBERSHIP	CHARGES
Registration for natural and legal persons	free of charge/12 months
Administration fee of registration library card	HUF 400/12 months
Online registration to access and use databases	HUF 1700/30 days
Daily card	HUF 1700/day
Membership fees for natural persons (see legal persons below)	
in the Central Library	HUF 8100 / 12 months HUF 5600 / 6 months HUF 4100 / 3 months
in the branches belonging to categories I and II*	HUF 5600 / 12 months HUF 4300 / 6 months HUF 3100 / 3 months
in the branches belonging to category III*	HUF 3200 / 12 months HUF 2300 / 6 months HUF 1700 / 3 months
Establishment of membership for using all branches simultaneously	HUF 10000 / 12 months HUF 7700 / 6 months

See registration fees of the branch libraries in Appendix # 5.

**B)** Membership fee for legal person is the triple of the fee valid in the branch library (3 months/6 months/12 months).

**C)** Fee of complex library service based on agreement is equal to the fee for using all branches simultaneously, per user. Allowances rightful for users, set out in the legislation, have to be considered.

**B) Service fees**

SERVICES	CHARGES
<b>I. Basic services</b>	
I.1. Basic services provided only in the library as a public library	
◆ Use of the Library	free of charge
◆ Local use of parts of collections assigned by the Library	free of charge
◆ Use of equipment for delving into the holdings, use of computer catalogue (OPAC) in the Library by library equipment	free of charge
◆ Information on services of the Library and the library system	free of charge
I.2. Use of library computers with the barcode of reader's ticket; <i>available only for users with daily cards or memberships with borrowing privileges!</i>	free of charge
I.3. Notification in e-mail 2 weeks prior to expiration of membership	free of charge
<b>II. Services available with paid membership (daily ticket or enrollment) without further charges</b>	

SERVICES	CHARGES
<b><i>Loan of library documents (printed documents, slides, certain audiovisual documents); readers can borrow 18 items of different types of document altogether, in a branch library.</i></b>	
II.1. Books (max. 10 items)	free of charge / 4 weeks
II.2. Bestsellers (max. 2 items)	free of charge / 2 weeks
II.3. Loan of weeklies, periodicals (max. 10 pieces)	free of charge / 2 weeks
II.4. Loan of music sheets (max. 6 items)	free of charge / 4 weeks
II.5. Loan of slides, filmstrips (max. 6 items)	free of charge 2 weeks
II.6. Loan of CD-ROMs (max. 3 items)	free of charge / disc / week
II.7. Loan of audiobook on CD - only for blind and visually impaired people (max. 6 items)	free of charge / 4 weeks
II.8. DVD – for heavily disabled people	free of charge / 1 week
II.9. Audiobook on tape (max. 6 items)	free of charge / 4 weeks
II.10. Loan of videotape (VHS) (max. 3 items)	free of charge / 1 week
<b><i>Loan of equipment</i></b>	
II.11. Loan of CD-player and tape recorder for heavily disabled people	free of charge / 4 weeks
<b><i>Amenities related to document borrowing</i></b>	
II.12. Notice before the due date sent in e-mail	free of charge
II.13. Warning on the 45th day after the due date sent in e-mail	free of charge
II.14. Renewal of the due date	free of charge
II.15. Home delivery service of the borrowed documents for homebound people	free of charge
II.16. Collecting of reserved documents from self-servicing book delivery machines (locker) in designated libraries	HUF 300 / item
<b><i>Use of subscribed databases</i></b>	
II.17. Subscribed databases - only in the Library	free of charge
II.18. Use of subscribed databases for readers with library membership - as a remote service (depending on provider's contract)	free of charge
<b><i>Use of library equipment</i></b>	
II.19. Use of library computers	free of charge
II.20. Use of library computers for the visually impaired (by designated computers)	free of charge
II.21. Use of audiovisual documents locally with library equipment	free of charge
<b><i>WiFi use by own equipment</i></b>	
II.22. Use of WiFi for unlimited time in opening hours, in designated libraries with a daily ticket or a library card with borrowing privileges	free of charge
<b>III. Services available without further charges exclusively for registered readers (with library cards with borrowing privileges)</b>	
III.1. E-book loan via the CloudLibrary platform	free of charge

SERVICES	CHARGES
<b>IV. Other services for a fee to people with a reader card with loan privileges</b>	
<i>Loan (other documents)</i>	
IV.1. DVD (max. 6 items)	Free of charge / week
IV.2. Graphics (max. 4 pieces)	HUF 450 / piece / 3 months
IV.3. Audiobooks - on CD (max. 6 items)	HUF 300 / title / 4 weeks
IV.4. Educational packages (max. 2 packages)	HUF 500 / package / 4 weeks
IV.5. Music CD or prerecorded CD (max. 6 items)	Free of charge / week
<i>Other services</i>	
IV.6. Renewal of documents that can be borrowed for a fee	charge of borrowing
IV.7. Inter-library loan between branches of the Metropolitan Ervin Szabó Library	HUF 500 / volume
IV.8. Reservation	HUF 300 / volume
IV.9. Postal service fee of inter-library loan	the current postal service fee
IV.10. Use of library computers with a reader card with borrowing privileges	free of charge
IV.11. User training	HUF 150 / hour
IV.12. Attending library events with entrance fee	as per entrance fee of event
<b>V. Reprographic and office services for a fee to readers with library membership</b>	
V.1. Making a digital copy (scanning)	
<i>Documents belonging to museum collection</i>	
Technical costs of copies for public use	HUF 600 / image
Downloading from the Budapest Picture Archive on the internet	free of charge
<i>In the branches</i>	
Section from books, book illustration, article	HUF 50 / page
V.2. Self-service scanning, with chip card, (only in the Central Library)	HUF 10 / page
V.3. Order of photocopy in black and white (only in designated libraries)	A4: HUF 45 / page A3: HUF 55 / page
V.4. Lamination (A/4) (only in Boulevard Library)	HUF 200 / sheet
V.5. Printing (only in designated branch libraries)	
<i>In size A4</i>	
Black and white text	HUF 60 / page
Text in color	HUF 270 / page
Picture in black and white (the picture of the printed surface is at least 50 percent)	HUF 200 / page
Picture in color (the picture of the printed surface is at least 50 percent)	HUF 300 / page



SERVICES	CHARGES
<i>In size A3</i>	
Black and white text	HUF 110 / page
Text in color	HUF 400 / page
Picture in black and white (the picture of the printed surface is at least 50 percent)	HUF 400 / page
Picture in color (the picture of the printed surface is at least 50 percent)	HUF 600 / page
V.6 Self-service photocopying black and white, chipcard (only in Central Library)	A4: HUF 30 / page A3: HUF 40 / page
V.7. Self-service photocopy, printing and scanning with preuploaded balance (only in the Central Library and the Petőfi 200 Memorial Library of Soroksár)	A4: HUF 200 / page A3: HUF 400 / page
V.8. Paper copy of a microfilm, in size A4	HUF 130 / page
<b>VI. Services available free of charge, without library membership</b>	
VI.1. Programs of library use for school groups and accompanying teachers	free of charge
VI.2. Library visit with the purpose of library profession	free of charge
VI.3. Visit of public library programs	free of charge
VI.4. Library from Home online information service	free of charge
VI.5. Information Service for Higher Education	free of charge
<b>VII. Services available for a fee, without library membership</b>	
<b><i>Certain reprography and office services (only in designated libraries)</i></b>	
VII.1. Making a digital copy (scanning)	
<i>Documents belonging to museum collection</i>	
Technical costs of copies for public use	HUF 600 / image
Downloading from the Budapest Picture Archive on the internet	free of charge
VII.2. Making a digital copy of the customer's own document (scanning)	HUF 50 / page
VII.3. Photocopying in black and white	A/4: HUF 60 / page A/3: HUF 70 / page
VII.4. Lamination (A4) (only in the Boulevard Library)	HUF 400 / page
VII.5. Printing	
<i>In size A4</i>	
Black and white text	HUF 80 / page
Text in color	HUF 300 / page
Picture in black and white (the picture of the printed surface is at least 50 percent)	HUF 250 / page
Picture in color (the picture of the printed surface is at least 50 percent)	HUF 400 / page
<i>In size A3</i>	
Black and white text	HUF 150 / page
Text in color	HUF 500 / page

SERVICES	CHARGES
Picture in black and white (the picture of the printed surface is at least 50 percent)	HUF 500 / page
Picture in color (the picture of the printed surface is at least 50 percent)	HUF 700 / page
<b>Library visits for touristic purposes in the Central Library</b>	
VII.6. Guidance in Hungarian	
Group guidance (minimum 10 people)	HUF 2000 / person
Group guidance for students and pensioners	HUF 1000 / person
Group guidance for visitors with deficiency	free of charge
VII.7. Guidance in foreign languages	
Group guidance (minimum 10 people)	HUF 2800 / person
Group guidance for visitors with deficiency	free of charge
VII.8. Individual visit, not guided (tourist ticket)	HUF 2000 / person
Individual visit, not guided (tourist ticket) up to age 6	free of charge
VII.9. Guide available for individual visitors	HUF 5000 / occasion
VII.10. Use of Wifi with own device for visitors with tourist tickets for the Central Library, during their stay	free of charge
<b>Room rental, attending events with entrance fees</b>	
VII.1. Rental of venues and rooms in the branches of the Metropolitan Ervin Szabó Library	as defined in the received quotation
VII.2. Attending of library events with entrance fees	as per entrance fee of event
<b>Remote payment</b>	
VIII.1. Remote payment	free of charge
VIII.2. Payment by card (only in designated libraries)	free of charge

### C) Overdue charges

Overdue charges and the notice fee must be paid by all who have a library reader card with borrowing privileges, regardless of any discount.

DOCUMENT TYPE	OVERDUE CHARGES
1. Books, music sheets	HUF 70 / volume or piece / calendar day
2. Journals, slides	HUF 70 /piece / calendar day
3. Educational package	HUF 70 / package / calendar day
4. Audiobook (CD and tape)	HUF 70 / title / calendar day
5. DVD	HUF 100 / disc / calendar day
6. Music CD and prerecorded CD, video tape, CD-ROM	HUF 70 / disc or tape / calendar day
7. Music disc and tape, prerecorded discs and tapes	HUF 70 / piece / calendar day
8. CD player and tape player	HUF 70 / piece / calendar day

### D) Compensation fee

- 1) Compensation for books, periodicals, sheets, slides, graphics and audiobooks is the purchase price if the document can be purchased again. If not, then you should pay for the copy, binding, repair costs and the so-called collection value, assessed by antiquaries.

- 2) In the case of educational packages the compensation fee is the amount of the price of the document in the package.
- 3) In the case of CDs, CD-ROMs, DVDs, videotapes, records or tapes, it depends on the number of borrowing as follows:

NUMBER OF LOANS	PERCENTAGE OF CURRENT PRICE
1-10	100%
11-20	90%
21-30	80%
31-40	70%
41-50	60%
51-60	50%
61-70	40%
71-80	30%
81-90	20%
Above 90 loans	10%

- 4) Compensation will not be returned if the document (which has already been compensated) is found.

**FEE OF COMPENSATION PROCEDURE:**

**HUF 1000 / piece**

**E) *Compensation and extra costs of procedures in the cloakroom***

Compensation and procedure fees of lost locker keys	HUF 2100
Fees of extra procedure to open the locker	HUF 600
Procedure fees of replacement of lost reader cards	HUF 600

The fees include value added tax and should be paid in advance.

**Appendix #8: Loan of documents. Loan of equipment**

**Appendix #8/1: Agreement on loan of equipment**

**Agreement on loan of equipment**

which has been made between the Metropolitan Ervin Szabó Library (Budapest VIII. ker. Szabó Ervin tér 1.) (hereafter referred to as Loaner) and registered reader, member of the library (hereafter referred to as Borrower) (name) resident under address: ..... (identifying number: .....) about the loan/borrowing for use of the player (playing device) ..... (type) ..... (serial number) ..... (individual identifier) with the value of HUF ..... and its accessories (one earphone and an adapter) from the ..... day of ..... month of ..... year to the ..... day of ..... month of ..... year.

According to the Terms of Use, the Library provides the functioning player only for documents borrowed from the library collection.

The borrower makes the pledge:

- to return the equipment on due date,
- to use the equipment according to its function,
- to be responsible for all kinds of damage resulting from inappropriate or not contractual use,
- not to pass over the device to third person,
- to pay for the operation of the equipment,
- not to have the equipment repaired if it is damaged.

The borrower agrees to pay the costs of repairs of the damage of the device according to expert opinion and the offer of the authorized repairer.

The Loaner, as data processor, manages guarantee's data recorded in this contract for 5 years (duration) after the cease of contract; it does it within the implementation of duties of public interest (legal grounds) for the interest of the recording and validation of surety.

You may request information (access), you can ask for correction or restriction of your data, or you can protest against data processing. If you would like to exercise your rights, please send us a message to one of our contact addresses above. Furthermore, you have the right to file a complaint with the Hungarian National Authority for Data Protection and Freedom of Information or you may turn to the court.

The Terms of Use and detailed Data Management Policy - with special regard to rights and remedies for breach - are made available for the Surety by the Loaner on the spot and on the library website ([www.fsze.hu/rolunk/adatvedelem](http://www.fsze.hu/rolunk/adatvedelem))

The contracting parties agree that on other matters the relevant provisions of the Civil Code (Act V of 2013.) are regarded as prevailing.

Budapest, .....

.....	.....
loaner	borrower

Today I returned/received the equipment mentioned above

- a) in a condition ready to work
- b) in a defective condition according to attached record.

Budapest,.....

.....	.....
loaner	borrower

**Appendix #8/2: Branch libraries lending players (equipment)**

0305	Library of Békásmegyer 1039 Budapest, Füst Milán utca 26. Phone: (1) 245-3409 E-mail: <a href="mailto:fszek0305@fszek.hu">fszek0305@fszek.hu</a>	1105	Library of Kelenföld 1119 Budapest, Etele út 55. Phone: (1) 371-2788 E-mail: <a href="mailto:fszek1105@fszek.hu">fszek1105@fszek.hu</a>
0307	Krúdy Gyula Library 1035 Budapest, Fő tér 5. Phone: (1) 368-8476 E-mail: <a href="mailto:fszek0307@fszek.hu">fszek0307@fszek.hu</a>	1201	Ugocsa street Library 1126 Budapest, Ugocsa utca 10. Phone: (1) 225-1228 E-mail: <a href="mailto:fszek1201@fszek.hu">fszek1201@fszek.hu</a>
0801	Central Library 1088 Budapest, Szabó Ervin tér 1. Phone: (1) 411-5100 E-mail: <a href="mailto:info@fszek.hu">info@fszek.hu</a>	1803	Library of Lőrinc 1183 Budapest, Thököly út 5. Phone: (1) 291-2575 E-mail: <a href="mailto:fszek1803@fszek.hu">fszek1803@fszek.hu</a>
0901	Börzsöny street Library 1098 Budapest, Börzsöny utca 13. Phone: (1) 357-5808 E-mail: <a href="mailto:fszek0901@fszek.hu">fszek0901@fszek.hu</a>	2002	Bíró Mihály street Library 1203 Budapest, Bíró Mihály utca 7. Phone: (1) 283-0872 E-mail: <a href="mailto:fszek2002@fszek.hu">fszek2002@fszek.hu</a>
1103	Móricz Zsigmond Könyvtár 1118 Budapest, Nagyszében tér 1. Phone: (1) 248- 1207 E-mail: <a href="mailto:fszek1103@fszek.hu">fszek1103@fszek.hu</a>	2203	Library of Budafok 1222 Budapest, Kossuth Lajos utca 30. Phone: (1) 424-5989 E-mail: <a href="mailto:fszek2203@fszek.hu">fszek2203@fszek.hu</a>

**Appendix #8/3: Authorization for seriously disabled patrons to borrow**

Registration number ...../.....

**Authorization**

I, the undersigned, resident under address.....  
.....as the reader of  
the branch library ..... (library  
code.....) of the Metropolitan Ervin Szabó Library authorize  
.....(name), resident under  
address..... to  
borrow documents for me according to the Terms of Use, during the validity of my membership.

Budapest,.....

.....  
principal

.....  
agent

Witnesses:

I received the authorization today.

.....  
administrator

Authorization is withdrawn on the..... (day) of .....(month) of.....(year).

.....  
principal

.....  
administrator

**Appendix #8/4: Authorization to assign the right of borrowing**  
**Authorization**

I, the undersigned, .....

.....  
 (name, mothers name, place and time of birth, residential address, identity number) as the reader of the branch library (library code.....) of the Metropolitan Ervin Szabó Library authorize hereby

.....(name, mother’s name, place and time of birth, residential address) to borrow documents for me according to the Terms of Use, for the following duration – from..... till..... within the validity of my membership.

The principal takes full responsibility for observing the Terms of Use of the Library within the duration defined above.

Budapest,.....

..... principal	..... agent
Witness 1 .....	Witness 2 .....
First and last name:: .....	First and last name:: .....
Place and date of birth: .....	Place and date of birth: .....
Permanent address: .....	Permanent address: .....
Signature:.....	Signature: .....

**Information about data management:**

*The personal data of the authorized representative, library user and witness, given above, are managed as follows:*

*Data manager: Metropolitan Ervin Szabó Library (address: Budapest VIII. ker. Szabó Ervin tér 1.; represented by: dr. Péter Fodor general director; contact of data protection officer: [adatvedelem@fszek.hu](mailto:adatvedelem@fszek.hu))*

*The purpose of data management: Providing of library services (for eligible person).*

*Claim (legal basis) of data management: Directive - item e) of 1. section of paragraph No.6 of GDPR; data management is needed to implement data manager’s duties of public interest.*

*Duration of data management: Data sheet and the data on the sheet are retained for 5 (five) years.*

*Rights and legal remedies: You are authorized to ask for information about data management and to ask for either correction or restriction concerning your personal data and you can object to the management of your data. If you wish to exercise any of your rights, please write to us to any of the addresses mentioned above. Furthermore, You can make a complaint at the Hungarian National Authority for Data Protection and Freedom of Information or You can go to court.*

*Detailed Data Management Policy, with special regard to rights and remedies for breach, can be found on [www.fszek.hu/rolunk/adatvedelem](http://www.fszek.hu/rolunk/adatvedelem).*

I received the authorization today.

.....  
 administrator

Authorization is withdrawn on the.....(day) of .....(month) of .....(year).

..... principal	..... administrator
--------------------	------------------------

**Appendix #9: Interlibrary loan**

Registration no: ...../.....

**Order Form for Interlibrary Loan**

I, the undersigned, .....(name), as reader of the branch library (library code:...) of the Metropolitan Ervin Szabó Library (identity number:.....) order the following document / the copy of the following document by interlibrary loan:

Title: .....

Author: .....

Place and year of publication: .....

Number of pages: .....

Name of the sending library:.....

Address: .....

The cost of photocopy to be expected:

- HUF .....
- Postal and packing charge: the current postal service fee

total price: HUF .....

with letters ..... forints.

Acknowledged date of fulfillment: ..... day ..... month 20..... year

I commit to pay the costs invoiced by the sending library as well as the postal and packing charges totally when the document / copy is received.

Budapest,.....

.....

orderer

.....

administrator



## Appendix #10: How to use special and historic collections

1. The following documents and special collections in the Metropolitan Ervin Szabó Library as per the decree of the Ministry of National Cultural Heritage 22/2005. (VII. 18.):

- medieval codices and records of the Hungarian language,
- medieval and early modern manuscripts,
- library documents issued before 1701,
- documents ('Hungarica') published in Hungary or abroad, issued before 1851.

In the online catalog these are marked by the year of publication and the indication „Protected”.

Documents archived with obligation for permanent preservation:

- Collection of manuscripts and curios (with the reference number beginning with 09, q09, f09, f091, q091)
  - Budapest Collection, including posters, brochures and items of photography collection, except for copies located in the reference library and work rooms (with the reference number beginning with B)
  - Ballagi Collection (with the reference number beginning with Ball)
  - Szüry Collection (with the reference number beginning with Sz)
  - Collection of pamphlets (with the reference number beginning with P)
  - Collection of maps (with the reference number beginning with T)
  - Collection of rare books (with the reference number beginning with R)
  - Old brochures (with the reference number beginning with H)
  - Documents labeled ancient by individual decision (with the indication „Protected”)
2. Protected (preserved) documents can be used only in the Library. These can be borrowed by institutions, exclusively, in order to display (within the frame of an exhibition), copy, restore, or for other well-founded reasons. In these cases, conditions of circulation are regulated by a contract of loans-for-use or other acts.
3. Protected or ancient documents can be used as reference-only documents by all who registered or have a membership in the library.
4. Protected documents can be used in the reading room of the Budapest Collection in the Central Library. In the branches, you can use them at the tables designated.
5. Number of book type museum documents used by one patron at the same time:
- document issued before 1701: up to 2 items
  - preserved documents issued before 1851: up to 5 items
  - other preserved documents (photos, posters, brochures) by individual judgment.
6. Patrons can receive the protected publication by a signed certificate. Computerized register is done about the receipt.
7. Documents issued before 1701 or stored in the specially protected storeroom of the Central Library are subjected to an enhanced level of protection. You have to fill in a call-slip to use them. It includes:
- patron's name
  - number of the library card
  - author of the requested document
  - title of the requested document
  - year of publication
  - call number or stock number of the document
  - theme of research
  - signature of the person in charge
  - time of use
  - patron's signature (acknowledgement of receipt)

- librarian's and stock-keeper's signature to certify checking out and checking in.
8. Documents subjected to an enhanced level of protection can be handed out upon a prior agreement, with permission from the leader of the Budapest Collection or the person commissioned by him, on the day after the request at the earliest.
  9. The protected document can be studied at the desk designated for that purpose. The usage is video-recorded by surveillance cameras in the room in compliance with the legislation in force. When returning, the condition of the document is checked in the presence of the patron. Readers have to be warned beforehand, and time of use has to be set counting with that. Other precautions may be taken to protected documents (cotton gloves, pencils instead of pens, longer waiting time).
  10. Copy of the museum document may be made only by the approval of the librarian on duty. Copying can be refused or subjected to other conditions on account of copyright and protection of the holdings.
  11. In case of books, maps and periodicals you can use your own device to make a reproduction for not public use. The device must not touch the surface of the document in the reading room of Budapest Collection (camera or phone can be used); additional appliances, like camera stands, direct lighting etc cannot be used.
  12. Copying of museum documents for public use (distribution, broadcasting to the public) requires permission from the Library, for which the Library may ask for a fee (public usage fee). The permission and fee is subject to written agreement on a case-by-case basis.

**Appendix #11: Branch libraries providing reprography and office services**

<b>Making a digital copy (scanning)</b>	
<i>Documents belonging to the holdings of the Budapest Collection</i>	
Scanning from the picture database in the Budapest Picture Archive for public use	Central Library, Budapest Collection
Download from the holdings of the Budapest Picture Archive published on the internet	Central Library, Budapest Collection
<i>In branch libraries</i>	
Scanning of documents (book, article, own documents of the patron)	0204 Library of Török utca 0305 Library of Békásmegyer 0401 Library of Király utca 0403 Babits Mihály Library 0601 Boulevard Library 0801 Central Library. Reference Department. 0802 Library of Kálvária tér 0901 Library of Börzsöny utca 0902 Library of Boráros tér 1004 Library of Kőbánya 1105 Library of Kelenföld 1201 Library of Ugocsa utca 1308 Library of Dagály utca 1402 Library of Bosnyák utca 1501 Library of Eötvös utca 1503 Library of Zsókavár utca 1704 Library of Rákoskeresztúr 1801 Library of Pestszentimre 1803 Library of Lőrinc 1901 Library of Üllői út 2002 Library of Bíró Mihály utca 2101 Library of Sétáló utca 2203 Library of Budafok 2301 Petőfi 200 Memorial Library of Soroksár
By National Document Supply System	Central Library. Reference Department
<b>Taking a photo with own device</b>	in all branch libraries
<b>Photocopying on request in black and white</b>	Central Library. Budapest Collection & Reference Department 0204 Library of Török utca 0305 Library of Békásmegyer 0601 Boulevard Library 0802 Library of Kálvária tér 1003 Library of Újhegy 1201 Library of Ugocsa utca 1308 Library of Dagály utca 1503 Library of Zsókavár utca 1602 Library of Sashalom 1702 Library of Rákoscsaba 1704 Library of Rákoskeresztúr 1801 Library of Pestszentimre 1803 Library of Lőrinc

	1901 Library of Üllői út 2002 Library of Bíró Mihály utca 2101 Library of Sétáló utca 2105 Library of Csillagtelep 2301 Petőfi 200 Memorial Library of Soroksár
<b>Lamination (A/4)</b>	0601 Boulevard Library 1901 Library of Üllői út 2002 Library of Bíró Mihály street 2301 Petőfi 200 Memorial Library of Soroksár
<b>Printing</b>	
<i>In size A/4</i>	
Text and picture in black and white	Central Library. Budapest Collection & Reference Department 0204 Library of Török utca 0305 Library of Békásmegyer 0401 Library of Király utca 0403 Babits Mihály Library 0601 Boulevard Library 0802 Library of Kálvária tér 1003 Library of Újhegy 1004 Library of Kőbánya 1105 Library of Kelenföld 1201 Library of Ugocsa utca 1308 Library of Dagály utca 1503 Library of Zsókavár utca 1602 Library of Sashalom 1702 Library of Rákoscsaba 1704 Library of Rákoskeresztúr 1801 Library of Pestszentimre 1803 Library of Lőrinc 1901 Library of Üllői út 2002 Library of Bíró Mihály utca 2101 Library of Sétáló utca 2103 Library of Királyerdő 2203 Library of Budafok 2301 Petőfi 200 Memorial Library of Soroksár
Colored text and picture	Central Library. Budapest Collection
<i>In size A3</i>	
Black and white text and picture	Central Library. Budapest Collection & Reference Department
Colored text and picture	Central Library. Budapest Collection
<b>Self-service photocopy, printing and scanning with pre-uploaded balance</b>	Central Library. Budapest Collection & Reference Department, Petőfi 200 Memorial Library of Soroksár
<b>Self-service scanning with pre-uploaded balance</b>	Central Library; Reference Department, Petőfi 200 Memorial Library of Soroksár
<b>Uploading balance for copying and for internet use</b>	Central Library. Reference Department
<b>Paper copy of a microfilm, in size A4</b>	Central Library. Budapest Collection