



TERMS OF USE
METROPOLITAN ERVIN SZABÓ LIBRARY
BUDAPEST

2020

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I. General Rules

1. The Metropolitan Ervin Szabó Library (Fővárosi Szabó Ervin Könyvtár – FSZEK for short) (hereinafter Library or FSZEK) is a public library; its services are available to anyone who accepts and observes its Terms of Use.
2. The regulations apply to the Central Library and all branch libraries of the Library (see Appendix #5).
3. Work schedule, opening hours
 - 3.1. The Library is obliged to inform the users or patrons about the opening hours.
 - 3.2. The annual work schedule is disclosed on the Library's website.
 - 3.3. The Library is closed on holidays.
 - 3.4. 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. For the duration of incidental closures the order of services is regulated by the Director General. The maintainer of the Library can order closure on account of other reasons.
 - 3.5. The valid opening hours of the branch libraries are listed 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

Library membership can be initiated by any natural person or legal person *by registration in person* and *by enrollment for membership*. When personal registration or enrollment is enacted, the data of the Library patron (natural identification data and residential address) are registered.

1. Registration

- 2.1. Upon registration the Library issues a *registration card* that entitles the patron to use the Central Library and all the FSZEK branch libraries. The registration card must be validated in all the branch libraries which will be used. 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 in detail in Chapter *III. Services*).

2. Enrollment for membership

2.1. Enrollment entitles the patron to make use of other services beyond the basic services available with registration.

2.2. Enrollment can be for 1 (one) day, for 3 (three), 6 (six) or 12 (twelve) months.

2.3. Enrollment in the Library is possible

- 2.3.1. by one's own right
 - a) for every action-capable adult Hungarian citizen;
 - b) for a foreign citizen with a temporary or permanent residence permit;
 - c) for a foreign citizen with a Hungarian certificate or a certificate of Hungarian kinship with terms and conditions applicable to Hungarian citizens;
- 2.3.2. by joint and several suretyship guaranteed by his/her official representative or with a Hungarian citizen as his/her guarantor
 - a) for every person under 18 years;
 - b) for a non-actionable person or one with restricted capability of action;
- 2.3.3. for a foreign citizen not belonging to any of the above categories.
- 2.3.4. a legal person with a company site in Hungary or in the European Union.

2.4. Upon enrollment the Library makes out either *a daily card* or *a library card* with borrowing privileges which is valid as of the day of registration or renewal in the branch library in which it was issued.

2.5. Daily card and library card

- The cards belong to the person and it shall not be assigned to any other person for any use.
- By enrollment for half a year (6 months) or for one year (12 months) one can request a *multiple branch membership* for the simultaneous use of more/all branch libraries. The library card attached to multiple branch membership must be validated in all branch libraries to be used before the first use.

- 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.
- The loss of the library card must be reported to the Library.
- The Library will not take responsibility for consequences of abuse prior to the reporting.
- The library card lost within the period of validity is replaced by the Library for a fee payment (see Appendix #7).

3. Allowances for membership

3.1. Exempted from the payment of registration and administration fee are the following:

- persons under age 16 (Act CXL of the year 1997);
- persons over 70 (Act CXL of the year 1997);
- librarians (Government Decree 6/2001. (01.17.) and retired employees of FSZEK;
- employees of museums and archives (Government Decree 6/2001. (01.17.);
- persons with grave disabilities as verified by the district MD or by special medical certification (Government Decree 335/2009. (XII.29)).

3.2. 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 with official permits released from the State Treasury of Hungary.

4.3 Exemption from the registration fee or entitlement to allowance must be certified in every case and on every occasion.

4. Library patron statement

4.1. 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 bulletin of data management and acknowledged the content therein.

4.2. The statement will be valid until termination of the library membership

5. Joint and several suretyship

5.1. 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.

5.2. The surety won't become a library member by signing the contract.

5.3. 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.

5.4. After completion of age 18 the user shall carry full liability for the Library (see 3.3.2 point b.).

6. Data management, data protection

6.1. 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 card with photo and a residence card:

a) In case of a natural person:

- family name and given name,
- mother's birthname,
- place and time of birth;
- permanent residence, address of stay and mailing address.

b) 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.

6.2. 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).

6.3. In case of suretyship, Library handles surety's data recorded in contract.

6.4. 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.

6.5. Further details of data management are contained in the Library's General Privacy Notice.

7. Cease of legal relations of membership

7.1. Legal relations of membership cease

- if validity of reader's card expires;
- in case of withdrawal of suretyship;
- by own request of the user.

7.2. The settlement of all debts by the user towards the library means the term concerning the cease of legal relations of membership

7.3. If legal relations of membership cease, membership fee is not returned by the library.

7.4. 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 FSZEK, 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

- 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) Use of library computers by the barcode of reader's card
- c) Use of WiFi for unrestricted period of time in opening hours, in designated libraries, by own devices, by the barcode of reader's card.

III.2. Services available with a daily card

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

III.3. Services available for patrons with a library card with borrowing privileges

- a) Basic services (See items 1. a) - c))
- b) Loan – printed documents, slides, filmstrips, certain audiovisual documents (see in detail Chapter IV, point 4.3: *Detailed regulation of other services*).
- c) Amenities or services of comfort related to document borrowing:
 - Notification sent in email prior to the due date
 - Email sent containing a warning on the 45th day after the due date
 - Renewal of the due date of documents
 - Delivery of borrowed documents to home of physically disabled
- d) Loan of device: borrowing of a CD-player and tape recorder with cassette for people seriously disabled
- e) The use of subscribed databases locally and with remote access (depending on the contract of service)
- f) The local use of audiovisual documents with a library tool
- g) Utilization of request from stacks

III.4. 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) Interlibrary loan between FSZEK branch libraries
- c) Reservation of documents

- d) Interlibrary loan within the framework of the National Document Supply System (ODR) and international interlibrary loan

III.5. Fee-based reprographic and office services for patrons with library membership (in designated branch libraries only)

- a) Making a digital copy (scanning)
- b) Making a photo of documents with own device (only with photo card)
- c) Ordering a photocopy (sizes A/4, A/3)
- d) Lamination (size A/4)
- e) Printing (sizes A/4, A/3)
- f) Self-service photocopy
- g) Making a paper copy of a microfilm in size A/4
- h) Spiraling with transparent front masthead and backplate

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

III.6. 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

III.7. Services available without library membership for a fee

- a) Various reprographic and office services – in designated branch libraries (See Appendix #14.)
 - Making a digital copy (scanning)
 - Ordering a photocopy
 - Lamination (size A/4)
 - Printing (sizes A/4, A/3)
 - Spiraling with transparent masthead and backplate
- b) Library visits aimed at tourism in the Central Library
- c) Rentals of rooms and cabinets

The relevant rates are in Appendix #7.

III.8. Remote payment

Paying certain fees of services and debts or liabilities via the Library website.

IV. Detailed regulation of certain services

IV.1. Local use

- a) The Metropolitan Ervin Szabó Library (FSZEK) 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 antiqua 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 registration card, daily ticket, reader's card authorizing for borrowing).
 - Patrons may not use the internet service in the Library for illegal actions, nor may they disturb or hamper the work of others. Should the librarian perceive such an occurrence, he/she can forbid further use.
 - If the user saves the identifiers necessary for Internet use while using world wide web 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
 - In its Central Library and in designated branch libraries, FSZEK provides broadband internet connection in terms of library membership
- c) 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. The audiovisual tools are to be handled only by the library staff.

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 FSZEK 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. He/she, however, is allowed to renew overdue documents borrowed by him/her up to a debt of max HUF 1000 (one-thousand 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.
- The rules of borrowing per document types:

	Type of document	Duration	Quantity	Other rules
For patrons with library card without additional fee	Book	4 weeks	max. 8 titles	
	Book in the stock of the Children Library	4 weeks	max. 8 titles	With a child reader card aged 0 to 10 years only documents belonging to the stock of the Children Library may be borrowed.
	Success book	2 weeks	max. 2 titles	The loan period of bestsellers is not renewable.
	Weekly, periodical	2 weeks	max. 10 pieces	
	Sheet music	4 weeks	max. 6 titles	
	Slides	2 weeks	max. 6 titles	
	CD-ROM	1 weeks	max. 3 titles	
	Videotape (VHS)	1 week	max. 3 titles	
	Music or program disc or cassette	1 week	max. 6 titles	
For patrons with library card with additional fee	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 pieces	
	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 prints 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) Home delivery

On the basis of agreements with the district municipalities and self governments the Library delivers home documents to be loaned and if need be the player devices for users bound temporarily or permanently for home stay. The list of branch libraries providing the services is in Appendix #12.

i) 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.
- As a comfort service, if the borrower has given his/her email address for this purpose, the Library
 - will send an email notifying about the due date on the last working day before the expiry, 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 V, 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 collectional 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).

j) 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.

k) 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.
- 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 collectional 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 IV of Appendix #7.

IV.4. Renewal of the due date

- a) 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.

- b) 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.5. Reservation

- a) Documents sought by the patron and on loan 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).
- b) The reserved document is monitored by the Library until the date required by the library patron, or for two months at most.
- c) If the reserved document arrives, the patron will be notified in email or on telephone.
- d) The document is held by the Library for 8 calendar days after notification, the reservation will be nullified thereafter.
- e) The reservations will be satisfied by the Library in the sequence of requests.

IV.6. Interlibrary loan via the National Document Supply System (ODR)

- a) 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.
- b) With awareness of the location of the document and in response to the order by the library patron the Library will initiate the interlibrary loan of the document.
- c) 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.
- d) 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.
- e) In interlibrary 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.
- f) The document received within the framework of interlibrary loan can be collected within 8 calendar days calculated from its arrival. The claimant has the option to request notification about the arrival. The costs of notification and the fee of loan charged by the provider service library are to be borne by the library patron.

- g) 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.7. Interlibrary loan among FSZEK branch libraries

- a) Documents missing from the holdings of certain branch libraries 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.
- b) 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.
- c) 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).
- d) The due date of the documents transferred on loan may not be renewed.

IV.8. Reprographic services

- a) In designated branch libraries, on payment of a separate fee, for library members as well as those lacking library membership, reprographic 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).
- b) Of documents under legal protection of copyright reprographic copy can be made only pursuant to regulations of the copyright law.
- c) 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).
- d) Of documents belonging to the holdings of the Budapest Collection a copy can be made or have a copy made only by separate permission from the Library/librarian. Public use 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.

- e) The range of documents that can be duplicated via reprography and the reprographic 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.

IV.9. Remote payment

For settling various fees and debts the Library offers an opportunity for remote payment to its logged-in patrons as an amenity via its website. To utilize this service, the patron must have a bank card and an email address.

V. Other provisions

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 spaces of public traffic of the branch libraries the consumption of alcohol and drugs as well as smoking is forbidden. Eating is allowed only in designated places. The designated place in the Central Library is the Atrium.
4. 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.
5. The user (visitor, library member) leaving the Library must show the content of his/her bag on demand.
6. 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.
7. 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.
8. The patron is allowed to connect his/her own technical tool to the Library's power current systems at places allocated for this purpose only.

9. 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 under menu „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 FSZEK.

10. Modification of the Terms of Use

- a) The library patron is entitled to initiate the modification of the Terms of Use.
- b) The right to modify the enclosures of the regulation rests with the Director General who is obliged to inform the maintainer on the modifications.
- c) 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.

Clause

The Terms of Use have been endorsed with the resolution No. 25/2019 (XII.10.) by the Committee of Human Resources and International Relations of the General Assembly of the Capital.

In effect: as of 1st of January 2020.

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

Acts

- Act LXXI/2019: Central Budget in Hungary in 2020
- 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/2012: on modification of Act CXL/1997, that is Protection of cultural goods, museums and other institutions with similar roles, public library system and general education
- Act I/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 assests
- 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 ensurance 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 XXXIII/1992: on the Legal Status of Public Servants
- Act LXVI of 1992: Keeping records of the personal data and residential address of citizens

Government decrees

- Government Decree 138/2014. (IV. 30.) on the detailed rules of how to use orphan works
- Government Decree 379/2017. (XII. 11.) on how to manage the List of Public Libraries
- 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 60/1998. (III. 27.) on provision and utilization of deposit copies of press products

Decrees of specialist ministries

- Decree 26/2016. (IX. 8.) by the Ministry of Human Capacities on awards that can be given by the Minister of Human Capacities
- 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 5/2014. (I. 24.) by the Ministry of Human Capacities on detailed rules on subsidy provision for the tasks related to libraries, public education and museums of municipalities
- Decree 68/2013. (XII. 29.) by the Ministry of National Economy on classification order of government functions, special tasks of public finances and special sectors
- Decree 57/2013. (VIII. 7.) by the Ministry of Human Capacities on detailed rules of how to protect cultural properties
- 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 33/2017. (XII. 12.) by the Ministry of Human Capacities on giving the titles of „Qualified Library” and „Library Quality Award”
- Decree 10/2010. (III. 11.) by the Ministry of Public Education on giving „Title of Qualified Institution of Cultural Education” and „Cultural Education Quality Award”
- 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 39/2017. (XII. 29.) by the Ministry of Human Capacities on administrative fees connected to registration of vocational further training program of cultural specialists and qualification procedure related to works of folk art and arts and crafts
- 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

Decree

- 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)

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 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 General Privacy Notice.
4. 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
- feedback on the renewal through the Library portal
- notice about reservation
- notice about interlibrary loan
- remote payment

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

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 the 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 they are stored by pseudonymization (in a restorable way) for other 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 at any time if you do not want to get more e-mail notices. This withdrawal of consent does not refer to previous lawful data management.

IV. Rights; remedies for breach

You are authorised to ask for information about (access to) data management and to ask for corrigendum concerning your personal data; 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 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.

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 Data Management Policy.
4. By signing this statement I expressly give my consent that the Library handles my personal data in accordance with the relevant legal provisions.
5. 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 that the Library uses the email address(es)
in the case of the following services:

- notice before due date
- feedback on the renewal through the library portal
- notice about reservation
- notice about interlibrary loan
- remote payment

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

hereinafter „Data processor” or „Library”

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 the 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 they are stored by pseudonymization (in a restorable way) for other 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 at any time if you do not want to get more e-mail notices. This withdrawal of consent does not refer to previous lawful data management.

IV. Rights; remedies for breach

You are authorised to ask for information about (access to) data management and to ask for corrigendum concerning your personal data; 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 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.

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*

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

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) or you are entitled to turn to a court.

Detailed General Privacy Notice can be found on 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. 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)

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 general director; adatvedelem@fszek.hu)

The purpose of data management: Performance of the contract made with legal person by ensuring provision of library services.

Claim (legal basis) of data management: Our lawful interests connected to the performance of the contract made with legal person.

Duration of data management: Data sheet and the data on the sheet are retained for 8 (eight) years after paying consideration, on the basis of Act C of 2000 on Accounting, Section 169. § (2).

Rights and legal remedy options: You are authorised to ask for information about data management and to ask for either corrigendum 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 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.

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 or FSZEK)

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 especial regard to Appendix #7).

The Library, 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 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.

The Terms of Use and detailed Data Management Policy, with especial regard to rights and remedies for breach, are made available for the Surety by the Library on the spot and on the library website; http://www.fszek.hu/english/data_protection

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:
residence or mailing address:
as of today withdraw the surety provided for the person.....
.....(name mother's name by birth, permanent address, identifying number)
.....
who is the patron of

..... branch library No.of the Metropolitan Ervin Szabó Library

Simultaneously, I settle the user's debts amounting to HUF..... ie,
.....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**Central Library**

Code	Name, address		Opening hours	Fee/year
0801	Central Library	1088 Budapest, Szabó Ervin tér 1.	Mo – Fr: 10 – 8 pm Sat: 10 – 4 pm	HUF 6600
0801G	Children’s Library	1088 Budapest, Szabó Ervin tér 1.	Mo – Fr: 1 pm – 7 pm Sat: 10 – 4 pm	
0801Z	Music Collection	1088 Budapest, Reviczky u. 1.	Mo – Fr: 10 – 8 pm Sat: 10 – 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 – 4 pm	HUF 4600
0201	II/1.	Library of Hűvösvölgyi út 1021 Budapest, Hűvösvölgyi út 85.	Mo, We: 12 – 6 pm Tu, Fr: 10 – 4 pm	HUF 2600
0204	II/4.	Library of Török utca 1023 Budapest, Török utca 7-9.	Mo, We, Fr: 11 – 7 pm Tu, Th.: 10 – 4 pm Sat: 10 – 2 pm	HUF 4600
0302	III/2.	<i>Library of Csillaghegy. Bajáki E. u. 5 – 7.</i>	<i>Service is temporarily suspended</i>	
0305	III/5.	Library of Békásmegyer 1039 Budapest, Füst Milán utca 26.	Mo 12 – 7 pm We, Fr: 1 pm – 7 pm Tu, Th.: 10 – 3 pm Sat: 9 – 1 pm	HUF 4600
0307	III/7.	Krúdy Gyula Library 1035 Budapest, Fő tér 5.	Mo, We, Fr: 1 pm -7 pm Tu, Th.: 10 – 4 pm	HUF 4600
0401	IV/1.	Library of Király utca 1042 Budapest, Király utca 5.	Mo, Tu, Th, Fr: 9 am -7 pm We: 2 pm – 7 pm Sat: 9 -2 pm	HUF 4600
0403	IV/3.	Babits Mihály Library 1048 Budapest, Lóverseny tér 5/a.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 -3 pm Th: 10 – 2 pm	HUF 2600
0502	V/2.	Library of Belváros (City Library) 1054 Budapest, Vadász utca 42.	Mo, We, Th: 1 pm – 7 pm Fr: 10 – 4 pm	HUF 2600
0602	VI/2.	Children’s Library of Terézváros 1061 Budapest, Liszt Ferenc tér 6.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 – 4 pm Th: 1 pm – 4 pm	HUF 2600

Code	Number	Name, address	Opening hours	Fee/ year
0702	VII/2.	Deák Ferenc Library 1074 Budapest, Rottenbiller utca 10.	Mo, We: 1 pm – 7 pm Tu, Th: 10 – 4 pm Fr: 11 – 5 pm	HUF 4600
0703	VII/3.	Library of Kertész utca 1073 Budapest, Kertész u. 15.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 – 4 pm	HUF 2600
0802	VIII/2.	Library of Kálvária tér 1089 Budapest, Kálvária tér 12.	Mo, Fr: 1 pm – 7 pm We: 10 – 4 pm Th: 9 – 3 pm	HUF 2600
0901	IX/1.	Library of Börzsöny utca 1098 Budapest, Börzsöny u. 13.	Mo, We, Fr: 1 pm – 7 pm Tu: 9 – 3 pm	HUF 2600
0902	IX/2.	Library of Boráros tér 1093 Budapest, Boráros tér 2.	Mo, We, Fr: 1 pm – 7 pm Tu: 9 – 4 pm Th: 9 – 2 pm	HUF 2600
1003	X/3.	Újhegyi Library 1108 Budapest, Újhegyi sétány 16.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 – 2 pm Th: 10 – 3 pm	HUF 2600
1004	X/4.	Library of Kőbánya 1105 Budapest, Szent László tér 7 – 14.	Mo, Tu, Th, Fr: 10 – 8 pm We: 10 – 4 pm Sat: 10 – 2 pm	HUF 4600
1103	XI/3.	Móricz Zsigmond Library 1118 Budapest, Nagyszében tér 1.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 – 4 pm	HUF 2600
1105	XI/5.	Library of Kelenföld 1119 Budapest, Etele út 55.	Mo, We, Fr: 12 – 7 pm Tu, Th: 9 – 4 pm Sat: 1 pm - 6 pm	HUF 4600
1106	XI/6.	Karinthy Frigyes Library 1117 Budapest, Karinthy F. út 11.	Mo, We, Fr: 1 pm – 7 pm K, Cs: 10:00 – 4 pm	HUF 4600
1201	XII/1.	Library of Ugozca utca 1126 Budapest, Ugozca u.10.	Mo, Tu, Th, Fr: 9 -7 pm We: 2 pm – 7 pm Sat: 9 – 2 pm	HUF 4600
1302	XIII/2.	Radnóti Miklós Library 1133 Budapest, Pannónia u. 88-90.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 – 3 pm Th: 12 – 4 pm	HUF 2600
1304	XIII/4.	Library of Lehel utca 1134 Budapest, Lehel u. 31.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 – 3 pm Th: 12 – 4 pm	HUF 2600
1306	XIII/6.	Library of Angyalföldi Kertváros 1131 Budapest, Mosoly u. 40/A.	Mo, We, Fr: 2 pm – 7 pm Tu: 11 – 4 pm Th: 12 – 4 pm	HUF 2600
1308	XIII/8.	Library of Dagály utca 1138 Budapest, Dagály u. 9.	Mo, We, Fr: 12 am – 7 pm Tu, Th: 9 – 4 pm Sat: 9 – 2 pm	HUF 4600
1401	XIV/1.	Kassák Library 1145 Budapest, Uzsoki u. 57.	Mo, We: 2 pm – 7 pm Tu, Th: 10 – 3 pm Fr: 1 pm – 5 pm	HUF 2600

Code	Number	Name, address	Opening hours	Fee/ year
1402	XIV/2.	Library of Bosnyák utca 1145 Budapest, Bosnyák u. 1/A.	Mo, We: 2 pm – 7 pm Tu: 9 – 2 pm Th: 10 – 2 pm Fr: 12 – 5 pm	HUF 2600
1404	XIV/4.	Füredi Library 1144 Budapest, Rákosfalva park 1 – 3. <i>Temporarily: 1144 Budapest, Csertő park 10.</i>	Mo, We, Fr: 2 pm – 7 pm Tu: 10 – 2 pm Th: 9 – 2 pm	HUF 2600
1501	XV/1.	Eötvös Library 1153 Budapest, Eötvös u. 8.	Mo, We: 1 pm – 7 pm Tu, Th: 9 – 3 pm Fr: 12 – 6 pm	HUF 4600
1503	XV/3.	Library of Zsókavár utca 1157 Budapest, Zsókavár u. 28.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 9 – 3 pm Sat: 9 – 2 pm	HUF 4600
1504	XV/4.	Library of Szűcs István utca 1158 Budapest, Szűcs I. u. 45.	Mo, We, Fr: 2 pm – 7 pm Tu: 9 – 2 pm Th: 9 – 1 pm	HUF 2600
1601	XVI/1	Rákosi Library 1162 Budapest, Rákosi út 119.	Mo, We, Fr: 2 pm – 7 pm Tu: 9 – 1 pm Th: 10 – 3 pm	HUF 2600
1602	XVI/2.	Library of Sashalom 1163 Budapest, Veres P. út 53.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 – 4 pm	HUF 4600
1702	XVII/2.	Library of Rákoscaba 1171 Budapest, Péceli út 232.	Mo, We, Fr: 2 pm – 7 pm Tu: 10 – 2 pm Th: 10 – 3 pm	HUF 2600
1704	XVII/4.	Library of Rákoskeresztúr 1173 Budapest, Pesti út 167. sz.	Mo: 1 pm – 7 pm Tu, Th: 9 – 3 pm We: 1 pm – 7 pm Fr: 12 – 7 pm Sat: 9 – 1 pm	HUF 4600
1801	XVIII/1.	Library of Pestszentimre 1188 Budapest, Vasút u. 48.	Mo, We: 11 – 7 pm Th: 9 – 5 pm Fr: 11 – 5 pm	HUF 4600
1802	XVIII/2.	Library of Havanna Housing Estate 1181 Budapest, Csontváry K. Tivadar u. 32.	Mo, We, Fr: 1 pm – 7 pm Th: 9 – 3 pm Fr: 12 – 6 pm	HUF 4600
1803	XVIII/3.	Library of Lőrinc 1183 Budapest, Thököly u. 5.	Mo, We, Th, Fr: 9 – 7 pm Tu, Sat: 9 – 2 pm	HUF 4600
1901	XIX/1.	Library of Üllői út 1191 Budapest, Üllői út 255.	Mo: 12 – 7 pm We, Fr: 1 pm – 7 pm Tu, Th: 9 – 3 pm Sat: 9 – 1 pm	HUF 4600

Code	Number	Name, address	Opening hours	Fee/ year
2002	XX/2.	Library of Pesterzsébet 1203 Budapest, Bíró M. u. 7.	Mo, Th: 9 – 4 pm We, Fr: 1 pm – 7 pm Sat: 9 – 1 pm	HUF 4600
2004	XX/4.	Library of Vécsey Housing Estate 1204 Budapest, Pacsirta u. 157/b.	Mo, We, Fr: 1 pm – 7 pm Th: 9 – 3 pm	HUF 2600
2101	XXI/1.	Library of Sétáló utca 1211 Budapest, Rákóczi F. 106.	Mo, We: 12 – 7 pm Tu, Th, Fr: 10 – 5 pm Sat: 9 – 2 pm	HUF 4600
2103	XXI/3.	Library of Királyerdő 1213 Budapest, Szent István út 230.	Mo, We, Fr: 1 pm – 7 pm Th: 10 – 4 pm	HUF 2600
2105	XXI/5.	Library of Csillagtelep 1214 Budapest, Vénusz u. 2.	Mo, We, Fr: 1 pm – 7 pm Th: 10 – 4 pm	HUF 2600
2201	XXII/1.	Library of Nagytétény 1225 Budapest, Nagytétényi u. 283. sz.	Mo, We, Fr: 1 pm – 7 pm Tu: 10 – 3 pm Th: 10 – 4 pm	HUF 2600
2203	XXII/3.	Library of Budafok 1221 Budapest, Kossuth L. u. 30.	Mo, We, Fr: 1 pm – 7 pm Tu, Th: 10 – 4 pm Sat: 9 – 2 pm	HUF 4600
2301	XXIII/1.	Library of Soroksár 1238 Budapest, Grassalkovich út 128.	Mo, We, Fr: 12 am – 6 pm Th: 9 – 3 pm	HUF 2600

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

FSZEK SERVICE MATRIX 2020		WITH FSZEK LIBRARY MEMBERSHIP			AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
1.	BASIC SERVICES				
1.1.	Basic services provided only in the library as a public library				
	Use of the library	✓	✓	✓	
	In-house use of collection parts designated by Library	✓	✓	✓	
	Use of devices exploring the holdings, use of Library's online catalog (OPAC), locally, on Library equipment	✓	✓	✓	
	Information about the Library's services and the library system	✓	✓	✓	
1.2.	Use of library computers with the barcode of reader's ticket; <i>available only for users with library membership</i>	✓	✓	✓	
1.3.	Use of WiFi for unlimited time in opening hours, in designated libraries, by own devices; <i>available only for users with library membership</i>	✓	✓	✓	
2.	SERVICES AVAILABLE WITH A DAILY CARD WITHOUT ANY FURTHER CHARGES				
2.1.	Use of subscribed databases - only in the library		✓		
2.2.	Use of AV documents with library devices		✓		
3.	SERVICES AVAILABLE FOR READERS WITH A MEMBERSHIP CARD, WITHOUT FURTHER CHARGES				
	<i>Loan of library documents (printed documents, slides, certain audiovisual documents)</i>				
3.1.	Loan of books (max. 8 titles)			✓	
3.2.	Loan of bestsellers (max. 2 titles)			✓	
3.3.	Loan of weekly and periodical (max. 10 pieces)			✓	
3.4.	Loan of sheet music (max. 6 titles)			✓	
3.5.	Loan of slides, filmstrips (max. 6 titles)			✓	
3.6.	Loan of CD-ROM (max. 3 titles)			✓	
3.7.	Loan of audiobook on CD, only for blind and visually impaired people (max. 6 titles)			✓	
3.8.	Audiobook on cassette (max. 6 titles)			✓	
3.9.	Loan of videocassette (VHS) (max. 3 titles)			✓	
	<i>Loan of equipment</i>				

FSZEK SERVICE MATRIX 2020		WITH FSZEK LIBRARY MEMBERSHIP			AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
3.10.	Loan of CD-player and tape recorder with cassette for people with serious disabilities			✓	
	<i>Amenity services related to loan of documents</i>				
3.11.	Notification in email prior to due date (if patron has given an email address)			✓	
3.12.	Sending an email with a 45th-day warning following the due date (if patron has given an email address)			✓	
3.13.	Renewal of due date			✓	
3.14.	Home delivery of loaned documents for homebound people			✓	
	<i>Use of subscribed databases</i>				
3.15.	Use of subscribed databases locally		✓	✓	
3.16.	Use of subscribed databases – as a remote service (depending on provider's contract)			✓	
	<i>Use of library equipment</i>				
3.17.	Use of library computers with a daily card		✓		
3.18.	Use of library computers for the visually impaired (by designated computers)		✓	✓	
3.19.	Audiovisual documents used in the library by library equipment		✓	✓	
	<i>WiFi use by own equipment</i>				
3.20.	Use of WiFi for unlimited time in opening hours, in designated libraries		✓	✓	
4.	OTHER SERVICES FOR A FEE FOR PATRONS WITH A READER CARD WITH BORROWING PRIVILEGES				
	<i>Loan (other documents)</i>				
4.1.	DVD (max. 6 items)			✓	
4.2.	Graphics (max. 4 pieces)			✓	
4.3.	Audiobooks on CD (max. 6 items)			✓	
4.5.	Educational package (max. 2 packages)			✓	
4.6.	Music CD or pre-recorded CD (max. 6 items)			✓	
	<i>Other services</i>				
4.7.	Renewal of documents to be borrowed for a fee			✓	
4.8.	Interlibrary loan between branches of the Metropolitan Ervin Szabó Library			✓	
4.9.	Reservation			✓	
4.10.	Interlibrary loan			✓	
4.11.	Use of library computers with a reader card with borrowing privileges			✓	
5.	REPROGRAPHIC AND OFFICE SERVICES FOR A FEE FOR READERS WITH LIBRARY MEMBERSHIP				
5.1.	Making a digital copy (scanning)				
5.1.1.	<i>In the Budapest Collection</i>				

FSZEK SERVICE MATRIX 2020		WITH FSZEK LIBRARY MEMBERSHIP			AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
	Scanning from the picture database – available in the Budapest Picture Archive – for public use	✓	✓	✓	
	New copy of picture (photo, poster, graphics, map, etc) in resolution and file-format as requested by customer - for public use	✓	✓	✓	
	Other documents (part of a book, book illustration, article) - for public use	✓	✓	✓	
	Scanning from the picture collection of the Budapest Picture Archive published on the internet – for private use	✓	✓	✓	
5.1.2.	<i>In the branches</i>				
	Other documents (book, book illustration, article, patron's own document)	✓	✓	✓	
	By National Document Supply System	✓	✓	✓	
5.2.	Take a photo with own device (photo ticket)	✓	✓	✓	
5.3.	Photocopying on request in black and white, size A/4 (only in designated libraries)	✓	✓	✓	
5.4.	Lamination (A/4) (only in the Library of Dagály utca)	✓	✓	✓	
5.5.	Printing (only in designated branch libraries)				
5.5.1.	<i>In size A4</i>				
	Black and white text	✓	✓	✓	
	Text in color	✓	✓	✓	
	Picture in black and white (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
	Picture in color (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
5.5.2.	<i>In size A3</i>				
	Black and white text	✓	✓	✓	
	Text in color	✓	✓	✓	
	Picture in black and white (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
	Picture in color (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
5.6.	Self-service photocopying black and white, chipcard or with coins (only in designated branches)	✓	✓	✓	
5.7.	Chipcard for copying and for internet use in the Central Library	✓	✓	✓	
5..8.	Paper copy of a microfilm, in size A4	✓	✓	✓	
5..9.	Plastic spiral binding; transparent front cover and back (only in the Library of Dagály utca)	✓	✓	✓	
	Computer use, internet and WiFi use				
5.10.	Use of library computers for registered patrons	✓			

FSZEK SERVICE MATRIX 2020		WITH FSZEK LIBRARY MEMBERSHIP			AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
5.11.	WiFi use with own device, individual code, for registered patrons	✓			
6.	SERVICES AVAILABLE FREE OF CHARGE, WITHOUT LIBRARY MEMBERSHIP				
6.1.	Programs of library use for school groups and accompanying teachers	✓	✓	✓	✓
6.2.	Library visit with the purpose of library profession	✓	✓	✓	✓
6.3.	Visit of public library programs	✓	✓	✓	✓
7.	SERVICES AVAILABLE FOR A FEE WITHOUT LIBRARY MEMBERSHIP				
	<i>Certain reprographic and office services (only in designated libraraies)</i>				
7.1.	Making a digital copy of the customer's own document (scanning)				✓
7.2.	Order of photocopying in black and white				✓
7.3.	Lamination (A/4) (only in the Library of Dagály utca)				✓
7.4.	Printing				✓
7.4.1.	<i>In size A4</i>				
	Black and white text	✓	✓	✓	
	Text in color	✓	✓	✓	
	Picture in black and white (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
	Picture in color (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
7.4.2.	<i>In size A3</i>				
	Black and white text	✓	✓	✓	
	Text in color	✓	✓	✓	
	Picture in black and white (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
	Picture in color (the picture of the printed surface is at least 50 percent)	✓	✓	✓	
7.5.	Plastic spiral binding; with transparent front cover and back plate				✓
	<i>Library visits for touristic purposes in the Central Library</i>				
7.6.	<i>Guidance in Hungarian</i>				
	Group guidance (minimum 10 persons)				✓
	Group guidance for students and pensioners				✓
	Group guidance for visitors with deficiency				✓
7.7.	<i>Guidance in foreign languages</i>				
	Group guidance (minimum 10 persons)				✓
	Group guidance for visitors with deficiency				✓
7.8.	<i>Individual visit, not guided (tourist ticket)</i>				
7.9.	<i>Guiding available for individual visitors</i>				

FSZEK SERVICE MATRIX 2020		WITH FSZEK LIBRARY MEMBERSHIP			AVAILABLE FOR USERS WITHOUT MEMBERSHIP
		FOR REGISTERED LIBRARY USERS	FOR LIBRARY USERS WITH A DAILY CARD	FOR LIBRARY USERS ENROLLED FOR 3-6-12 MONTHS	
	<i>Rental of rooms</i>				
7.10.	Room renting in the branches of the Metropolitan Ervin Szabó Library				✓
8.	REMOTE PAYMENT				
	Remote payment	✓	✓	✓	

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 reader card	HUF 200 / 12 months
Daily card	HUF 1100 / day
Registration fees	
in the Central Library	HUF 6600 / 12 months HUF 4600 / 6 months HUF 3300 / 3 months
in the branches belonging to categories I and II*	HUF 4600 / 12 months HUF 3500 / 6 months HUF 2500 / 3 months
in the branches belonging to category III*	HUF 2600 / 12 months HUF 1800 / 6 months HUF 1200 / 3 months
Establishment of membership for using all branches simultaneously	HUF 9500 / 12 months HUF 6600 / 6 months

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

B) Registration fee for legal person is the treble of the fee valid in the branch library regardless of the real period of use.

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

B) Service fees

SERVICES	CHARGES
I. Basic services	
I.1. Basic services provided only in the library as a public library	free of charge
<ul style="list-style-type: none"> Use of the Library 	free of charge
<ul style="list-style-type: none"> Local use of 'reference-only' parts of collections assigned by the Library 	free of charge
<ul style="list-style-type: none"> Use of equipment for delving into the holdings, use of OPAC in the Library by library equipment 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 library membership</i>	free of charge
I.3. Use of WiFi for unlimited time in opening hours, in designated libraries, by own devices; <i>available only for users with library membership</i>	free of charge
II. Services available with a daily ticket without further charges	
II.1. Use of subscribed databases - only in the library	free of charge

SERVICES	CHARGES
II.2. Use of subscribed databases for readers with a membership card - as a remote service (depending on provider's contract)	free of charge
II.3. Use of library computers with a daily ticket	free of charge
III. Services available for readers with a membership card, without further charges	
<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>	
III.1. Books (max. 8 items)	free of charge / 4 weeks
III.2. Bestsellers (max. 2 items)	free of charge / 2 weeks
III.3. Loan of weeklies, periodicals (max. 10 pieces)	free of charge / 2 weeks
III.4. Loan of music sheets (max. 6 items)	free of charge / 4 weeks
III.5. Loan of slides, filmstrips (max. 6 items)	free of charge 2 weeks
III.6. Loan of CD-ROMs (max. 3 items)	free of charge / disc / week
III.7. Loan of audiobook on CD - only for blind and visually impaired people (max. 6 items)	free of charge / 4 weeks
III.8. DVD – for heavily disabled people	free of charge / 1 week
III.9. Audiobook on tape (max. 6 items)	free of charge / 4 weeks
III.10. Loan of videotape (VHS) (max. 3 items)	free of charge / 1 week
<i>Loan of equipment</i>	
III.11. Loan of CD-player and tape recorder for heavily disabled people	free of charge / 4 weeks
<i>Amenities related to document borrowing</i>	
III.12. Notice before the due date sent in e-mail	free of charge
III.13. Warning on the 45th day after the due date sent in e-mail	free of charge
III.14. Renewal of the due date	free of charge
III.15. Home delivery service of the borrowed documents for homebound people	free of charge
<i>Use of subscribed databases</i>	
III.16. Subscribed databases - only in the Library	free of charge
III.17. Use of subscribed databases for readers with library membership - as a remote service (depending on provider's contract)	free of charge
<i>Use of library equipment</i>	
III.18. Use of library computers with a daily card	free of charge
III.19. Use of library computers for the visually impaired (by designated computers)	free of charge
<i>WiFi use by own equipment</i>	
III.20. Use of WiFi for unlimited time in opening hours, in designated libraries	free of charge
IV. Other services for a fee to people with a reader card with loan privileges	
<i>Loan (other documents)</i>	
IV.1. DVD (max. 6 items)	HUF 300 / disc / week

SERVICES	CHARGES
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 pre-recorded CD (max. 6 items)	HUF 200 / disc / week
<i>Other services</i>	
IV.6. Renewal of documents borrowable for a fee	charge of borrowing
IV.7. Interlibrary loan between branches of the Metropolitan Ervin Szabó Library	HUF 500 / volume
IV.8. Reservation	HUF 300 / volume
IV.9. Interlibrary loan	HUF 1600 / package
IV.10. Use of library computers with a reader card with borrowing privileges	free of charge
V. Reprographic and office services for a fee to readers with library membership	
V.1. Making a digital copy (scanning)	
<i>Documents belonging to the holdings of Budapest Collection</i>	
Scanning from the picture database - available in the Budapest Picture Archive – for public use	HUF 800 / image
New copy of picture (photo, poster, graphics, map, etc) in resolution and file-format as requested by customer – for public use	HUF 1250 / image
Other documents (part of a book, book illustration, article) – for public use	HUF 300 / page
Scanning from the picture collection of the Budapest Picture Archive published on the internet	free of charge
<i>In the branches</i>	
Other documents (book, book illustration, article)	HUF 50 / page
V.2. Self-service scanning, with chip card, coins (only in the Central Library)	HUF 10 / page
V.3. Taking a photo with own device (photo ticket)	HUF 700 / occasion
V.4. Order of photocopy in black and white (only in designated libraries)	A/4: HUF 45 / page A/3: HUF 55 / page
V.5. Lamination (A/4)	HUF 200 / sheet
V.6. 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
<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

SERVICES	CHARGES
Picture in color (the picture of the printed surface is at least 50 percent)	HUF 600 / page
V.7. Self-service photocopying black and white, chipcard or with coins (only in the Central Library)	A4: HUF 30 / page A3: HUF 40 / page
V.8. Chipcard for copying and for internet use in the Central Library	HUF 300
V.9. Paper copy of a microfilm, in size A4	HUF 130 / page
V.10. Plastic spiral binding; with transparent front cover and back (only in the library of Dagály utca)	HUF 500
<i>Computer use, Internet and WiFi use</i>	
V.11. Use of library computers for registered readers	free of charge
V.12. WiFi use with own device, individual code, for registered readers	free of charge
VI. Services available free of charge, without library membership	
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
VII. Services available for a fee, without library membership	
<i>Certain reprographic and office services (only in designated libraries)</i>	
VII.1. Making a digital copy of the customer's own document (scanning)	HUF 50 / page
VII.2. Photocopying in black and white	A/4: HUF 60 / page A/3: HUF 70 / page
VII.3. Lamination (A4) (only in the Library of Dagály utca)	HUF 400 / page
VII.4. 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
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
VII.5. Plastic spiral binding; with transparent front cover and back (only in the Library of Dagály utca)	HUF 700
<i>Library visits for touristic purposes in the Central Library</i>	

SERVICES	CHARGES
VII.6. Guidance in Hungarian	
Group guidance (minimum 10 people)	HUF 1500 / person
Group guidance for students and pensioners	HUF 200 / person
Group guidance for visitors with deficiency	free of charge
VII.7. Guidance in foreign languages	
Group guidance (minimum 10 people)	HUF 2000 / person
Group guidance for visitors with deficiency	free of charge
VII.8. Individual visit, not guided (tourist ticket)	HUF 1500 / person
VII.9. Guide available for individual visitors	HUF 5000 / occasion
Room rental	
Rental of venues and rooms in the branches of the Metropolitan Ervin Szabó Library	by individual agreement
Remote payment	
Remote payment	free of charge

C) *Overdue charges*

Overdue charges and the notice fee should 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 55 / volume or piece / calendar day
2. Journals, slides	HUF 55 / piece / calendar day
3. Educational package	HUF 55 / package / calendar day
4. Audiobook (CD and tape)	HUF 55 / title / calendar day
5. DVD	HUF 100 / disc / calendar day
6. Music CD and pre-recorded CD, video tape, CD-ROM	HUF 60 / disc or tape / calendar day
7. Music disc and tape, pre-recorded discs and tapes	HUF 50 / 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, repairing besides the assessed value.
- 2) In the case of educational packages the compensation fee is the (total) amount of the prices of the documents.
- 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 700 / 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 1200
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 Lender) 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 HUFand its accessories (one earphone and an adapter) from theday...ofmonth ofyear to theday ofmonth ofyear.

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 repairment of the damage of the device according to expert opinion and the offer of the authorized repairer.

The Lender, 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 rectification or restriction of your data, or you can protest against data processing. 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 especial regard to rights and remedies for breach, are made available for the Surety by the Lender on the spot and on the library website; http://www.fszek.hu/english/data_protection

The contracting parties agree that on other matters the relevant provisions of the Civil Code 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)

0101	Márai Sándor Library 1016 Budapest, Krisztina krt. 87-91. Phone: (1) 356-4694 E-mail: fszek0101@fszek.hu	1106	Karinthy Frigyes Library 1117 Budapest, Karinthy Frigyes út 11. Phone: (1) 279-1483 E-mail: fszek1106@fszek.hu
0204	Library of Török utca 1023 Budapest, Török utca 7-9. Phone: (1) 212-1103 E-mail: fszek0204@fszek.hu	1201	Library of Ugocsa utca 1126 Budapest, Ugocsa utca 10. Phone: (1) 225-1228 E-mail: fszek1201@fszek.hu
0305	Library of Békásmegyer 1039 Budapest, Füst Milán utca 26. Phone: (1) 245-3409 E-mail: fszek0305@fszek.hu	1308	Library of Dagály utca 1138 Budapest, Dagály utca 9. Phone: (1) 340-3309 E-mail: fszek1308@fszek.hu
0307	Krúdy Gyula Library 1035 Budapest, Fő tér 5. Phone: (1) 368-8476 E-mail: fszek0307@fszek.hu	1401	Kassák Library 1145 Budapest, Uzsoki utca 57. Phone: (1) 251-3669 E-mail: fszek1401@fszek.hu
0401	Library of Király utca 1042 Budapest, Király utca 5. Phone: (1) 369-4979 E-mail: fszek0401@fszek.hu	1602	Library of Sashalom 1163 Budapest, Péter út 53. Phone: (1) 403-0813 E-mail: fszek1602@fszek.hu
0702	Deák Ferenc Library 1074 Budapest, Rottenbiller utca 10. Phone: (1) 342-5362 E-mail: fszek0702@fszek.hu	1803	Library of Pestlőrinc 1183 Budapest, Thököly út 5. Phone: (1) 291-2575 E-mail: fszek1803@fszek.hu
0801	Central Library 1088 Budapest, Szabó Ervin tér 1. Phone: (1) 411-5100 E-mail: info@fszek.hu	2002	Library of Bíró Mihály utca 1203 Budapest, Bíró Mihály utca 7. Phone: (1) 283-0872 E-mail: fszek2002@fszek.hu
1004	Library of Kőbánya 1105 Budapest, Szent László tér 7-14. Phone: (1) 261-6001 E-mail: fszek1004@fszek.hu	2203	Library of Budafok 1222 Budapest, Kossuth Lajos utca 30. Phone: (1) 424-5989 E-mail: fszek2203@fszek.hu

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.

Reason:.....

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 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 general director; adatvedelem@fszek.hu)

The purpose of data management: Performance of the contract made with legal person by ensuring
 provision of library services.

Claim (legal basis) of data management: Our lawful interests connected to the performance of the
 contract made with legal person.

Duration of data management: Data sheet and the data on the sheet are retained for 8 (eight) years after
 paying consideration, on the basis of Act C of 2000 on Accounting, Section 169. § (2). You are
 authorised to ask for information about data management and to ask for either corrigendum 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 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.

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 (ID 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: HUF 1600

total price: HUF, with lettersforints.

Acknowledged date of fulfillment: daymonth 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: Permission to copy and patron’s statement

**Permission to copy and patron’s statement for making reproduction with own device
(photo ticket)**

I, the undersigned, permit (patron’s name).....(patron’s ID number).....to make a reproduction of the following document(s) of the Metropolitan Ervin Szabó Library:

1) author, title, year of publication:

stock number:

number of pages:

2) author, title, year of publication:

stock number:

number of pages:

Budapest,.....daymonth.....year

.....

permitter

I, the undersigned, declare that the reproduction was made only for gathering information, studying and/ or research work; I do not use it for public disclosure, distribution, broadcasting or commercial purpose, either directly or even indirectly without permission from the Metropolitan Ervin Szabó Library or its legal successor.

.....

patron

Appendix #11: How to use special collections

1. The following documents and special collections (located in the Central Library of the Metropolitan Ervin Szabó Library) are protected by 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 pressmark of 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 pressmark of B)
- Ballagi Collection (with the pressmark of Ball)
- Szüry Collection (with the pressmark of Sz)
- Collection of pamphlets (with the pressmark of P)
- Collection of maps (with the pressmark of T)
- Collection of rare books (with the pressmark of R)
- Old brochures (with the pressmark of H)
- Documents labeled ancient by individual decision (with the indication „Protected” indication)

2. Protected (preserved) documents can be used only in the Library (as reference-only documents). 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 for that purpose.

5. Number of special 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 and the ones stored in the specially protected depository (store-room) 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 (the documents).
8. Documents subjected to an enhanced level of protection (issued before 1701) 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 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 (out of copyright) you can use your own device to make a reproduction in order to collect information, study or research. The device must not touch the surface of the document in the reading room of Budapest Collection (camera can be used); additional appliances, like camera stands, direct lighting etc cannot be used.
12. In case of copying with own device you must ask for a permission from the librarian on duty and fill in a form. (See Appendix #10 of the Terms of Use). The rules here are the same as the ones determined in the researching conditions.
13. You must pay for the permission of copying with own device (See Chapter VI of Appendix #7).
14. Publication and other public use of the copies of protected documents require special permissions and payment. Permissions and payment are not regular (depending on the case) and bound to written agreement.

Appendix #12: List of libraries offering book delivery service

0101	Márai Sándor Library 1016 Budapest, Krisztina krt. 87-91 Phone: (1) 356-4694 E-mail: fszek0101@fszek.hu	1105	Library of Kelenföld 1119 Budapest, Etele út 55. Phone: (1) 371-2788 E-mail: fszek1105@fszek.hu
0204	Library of Török utca 1023 Budapest, Török utca 7-9. Phone: (1) 212-1103 E-mail: fszek0204@fszek.hu	1106	Karinthy Frigyes Library 1117 Budapest, Karinthy Fr. út 11. Phone: (1) 279-1483 E-mail: fszek1106@fszek.hu
0305	Library of Békásmegyér 1039 Budapest, Füst Milán utca 26. Phone: (1) 245-3409 E-mail: fszek0305@fszek.hu	1201	Library of Ugocsa utca 1126 Budapest, Ugocsa utca 10. Phone: (1) 225-1228 E-mail: fszek1201@fszek.hu
0401	Library of Király utca 1042 Budapest (Újpest), Király u. 5. Phone: (1) 369-4979 E-mail: fszek0401@fszek.hu	1308	Library of Dagály utca 1138 Budapest, Dagály utca 9. Phone: (1) 340-3309 E-mail: fszek1308@fszek.hu
0502	Inner City (Belváros) Library 1054 Budapest, Vadász utca 42. Phone: (1) 332-7392 E-mail: fszek0502@fszek.hu	1401	Kassák Library 1145 Budapest, Uzsoki utca 57. Phone: (1) 251-3669 E-mail: fszek1401@fszek.hu
0702	Deák Ferenc Library 1074 Budapest, Rottenbiller utca 10. Phone: (1) 342-5362 E-mail: fszek0702@fszek.hu	1402	Library of Bosnyák utca 1145 Budapest, Bosnyák utca 1/a. Tel: (1) 383-0197 E-mail: fszek1402@fszek.hu
0802	Library of Kálvária tér 1089 Budapest, Kálvária tér 12. Phone: (1) 313-8037 E-mail: fszek0802@fszek.hu	1404	Library of Füred 1144 Budapest, Csertő park 10. Phone: (1) 223-0890 E-mail: fszek1404@fszek.hu
0901	Library of Börzsöny utca 1098 Budapest, Börzsöny utca 13. Phone: (1) 357-5808 E-mail: fszek0901@fszek.hu	1501	Library of Eötvös utca 1153 Budapest, Eötvös utca 8. Phone: (1) 306-0742 E-mail: fszek1501@fszek.hu
0902	Library of Boráros tér 1093 Budapest, Boráros tér 2. Phone: (1) 217-8438 E-mail: fszek0902@fszek.hu	1503	Library of Zsókavár utca 1157 Budapest, Zsókavár utca 28. Phone: (1) 416-0736 E-mail: fszek1503@fszek.hu
1004	Library of Kőbánya 1105 Budapest, Szent László tér 7-14. Phone: (1) 261-6001 E-mail: fszek1004@fszek.hu	1602	Library of Sashalom 1163 Budapest, Veres Péter út 53. Phone: (1) 403-0813 E-mail: fszek1602@fszek.hu

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|------|---|------|--|
| 1601 | Library of Rákosi út
1161 Budapest, Rákosi út 119.
Phone: (1) 405-5244
E-mail: fszek1601@fszek.hu | 2101 | Library of Sétáló utca
1211 Budapest, II. Rákóczi F. u. 106.
Phone: (1) 276-3512
E-mail: fszek2101@fszek.hu |
| 1704 | Library of Rákoskeresztúr
1173 Budapest, Pesti út 167.
Phone: (1) 257-4088
E-mail: fszek1704@fszek.hu | 2103 | Library of Királyerdő
1213 Budapest, Szent István út 230.
Phone: (1) 277-5278
E-mail: fszek2103@fszek.hu |
| 1801 | Library of Pestszentimre
1188 Budapest, Vasút u. 48. I. emelet.
Phone: (1) 291-2392
E-mail: fszek1801@fszek.hu | 2105 | Library of Csillagtelep
1214 Budapest, Vénusz utca 2.
Phone: (1) 276-8953
E-mail: fszek2105@fszek.hu |
| 1803 | Library of Pestlőrinc
1183 Budapest, Thököly út 5.
Phone: (1) 291-2575
E-mail: fszek1803@fszek.hu | 2201 | Library of Nagytétény
1225 Budapest, Nagytétényi út 283.
Phone: (1) 207-5257
E-mail: fszek2201@fszek.hu |
| 2002 | Library of Bíró Mihály utca
1203 Budapest, Bíró Mihály utca 7.
Phone: (1) 283-0872
E-mail: fszek2002@fszek.hu | 2203 | Library of Budafok
1221 Budapest, Kossuth Lajos utca 30.
Phone: (1) 424-5989
E-mail: fszek2203@fszek.hu |

Appendix #13: Libraries offering WiFi service

0101	Márai Sándor Library 1016 Budapest, Krisztina krt. 87-91 Phone: (1) 356-4694 E-mail: fszek0101@fszek.hu	E-mail: fszek1004@fszek.hu
0305	Library of Békásmegyer 1039 Budapest, Füst Milán utca 26. Phone: (1) 245-3409 E-mail: fszek0305@fszek.hu	1105 Library of Kelenföld 1119 Budapest, Etele út 55. Phone: (1) 371-2788 E-mail: fszek1105@fszek.hu
0307	Krúdy Gyula Library 1035 Budapest, Fő tér 5. Phone: (1) 368-8476 E-mail: fszek0307@fszek.hu	1106 Karinthy Frigyes Library 1117 Budapest, Karinthy Fr. út 11. Phone: (1) 279-1483 E-mail: fszek1106@fszek.hu
0401	Library of Király utca 1042 Budapest, Király u. 5. Phone: (1) 369-4979 E-mail: fszek0401@fszek.hu	1201 Library of Ugocsa utca 1126 Budapest, Ugocsa utca 10. Phone: (1) 225-1228 E-mail: fszek1201@fszek.hu
0502	Inner City (Belváros) Library 1054 Budapest, Vadász utca 42. Phone: (1) 332-7392 E-mail: fszek0502@fszek.hu	1302 Radnóti Miklós Library 1133 Budapest, Pannónia u. 88-90. Phone: (1) 398-6280 E-mail: fszek1302@fszek.hu
0602	Children's Library of Terézváros 1061 Budapest, Liszt Ferenc tér 6. Phone: (1) 342-1948 E-mail: fszek0602@fszek.hu	1308 Library of Dagály utca 1138 Budapest, Dagály utca 9. Phone: (1) 340-3309 E-mail: fszek1308@fszek.hu
0702	Deák Ferenc Library 1074 Budapest, Rottenbiller utca 10. Phone: (1) 342-5362 E-mail: fszek0702@fszek.hu	1401 Kassák Library 1145 Budapest, Uzsoki utca 57. Phone: (1) 251-3669 E-mail: fszek1401@fszek.hu
0801	Central Library 1088 Budapest, Szabó Ervin tér 1. Phone: (1) 411-5100 E-mail: info@fszek.hu	1404 Library of Füred 1144 Budapest, Csertő park 10. Phone: (1) 223-0890 E-mail: fszek1404@fszek.hu
0902	Library of Boráros tér 1093 Budapest, Boráros tér 2. Phone: (1) 217-8438 E-mail: fszek0902@fszek.hu	1602 Library of Sashalom 1163 Budapest, Veres Péter út 53. Phone: (1) 403-0813 E-mail: fszek1602@fszek.hu
1003	Újhegyi Library 1108 Budapest, Újhegyi sétány 16. Phone: (1) 261-0548 E-mail: fszek1003@fszek.hu	1803 Library of Pestlőrinc 1183 Budapest, Thököly út 5. Phone: (1) 291-2575 E-mail: fszek1803@fszek.hu
1004	Library of Kőbánya 1105 Budapest, Szent László tér 7-14. Phone: (1) 261-6001	1901 Library of Üllői út 1191 Budapest, Üllői út 255. Phone: (1) 281-1163 E-mail: fszek1901@fszek.hu

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| 2002 | Library of Bíró Mihály utca
1203 Budapest, Bíró Mihály utca 7.
Phone: (1) 283-0872
E-mail: fszek2002@fszek.hu | 2201 | Library of Nagytétény
1225 Budapest, Nagytétényi út 283.
Phone: (1) 207-5257
E-mail: fszek2201@fszek.hu |
| 2101 | Library of Sétáló utca
1211 Budapest, II. Rákóczi F. u. 106.
Phone: (1) 276-3512
E-mail: fszek2101@fszek.hu | 2203 | Library of Budafok
1221 Budapest, Kossuth Lajos utca 30.
Phone: (1) 424-5989
E-mail: fszek2203@fszek.hu |
| 2105 | Library of Csillagtelep
1214 Budapest, Vénusz utca 2.
Phone: (1) 276-8953
E-mail: fszek2105@fszek.hu | | |

Appendix #14: Branch libraries providing reprographic and office services

Making a digital copy (scanning)	
<i>Documents belonging to the holdings of the Budapest Collection</i>	
Scanning from the picture database – available in the Budapest Picture Archive – for public use	Central Library, Budapest Collection
New copy of image-like documents (photo, poster, graphics, map, etc.) in resolution and file format as requested by customer – for public use	Central Library, Budapest Collection
Other documents (part of a book, book illustrations, article – for public use	Central Library, Budapest Collection
Download from the holdings of the Budapest Picture Archive published on the internet – for private use	Central Library, Budapest Collection
<i>In branch libraries</i>	
Scanning of other documents (book, book illustration, article, own documents of the patron)	0204 Library of Török utca 0305 Library of Békásmegyer 0401 Library of Király utca 0801 Central Library. Reference Department. 0802 Library of Kálvária tér 0901 Library of Börszöny utca 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 1803 Library of Pestlőrinc 1901 Library of Üllői út 2002 Library of Bíró Mihály utca 2101 Library of Sétáló utca 2203 Library of Budafok
By National Document Supply System	Central Library; Department of Loans and Storage
Taking a photo with own device (photo ticket)	in all branch libraries
Photocopying on request in black and white	Central Library. Budapest Collection & Department of Loans and Storage 0204 Library of Török utca 0305 Library of Békásmegyer 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 1704 Library of Rákoskeresztúr 1803 Library of Pestlőrinc 1901 Library of Üllői út 2002 Library of Bíró Mihály utca 2101 Library of Sétáló utca
Lamination (A/4)	1308 Library of Dagály utca
Printing	
<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 Békásmegyér 0401 Library of Király utca 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 1704 Library of Rákoskeresztúr 1803 Library of Pestlőrinc 1901 Library of Üllői út 2002 Library of Bíró Mihály utca 2101 Library of Sétáló utca 2203 Library of Budafok
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
Self-service photocopy, in black and white, with chip-card, or with coins	Central Library. Budapest Collection & Department of Loans and Storage
Self-service scanning with chip-card or with coins	Central Library; Reference Department
Chipcard for copying and for internet use	Central Library. Department of Loans and Storage
Paper copy of a microfilm, in size A4	Central Library. Budapest Collection
Plastic spiral binding – with transparent front cover and back	1308 Library of Dagály utca