



## LIBRARY GUIDE

and

Circulation FAQ...

Online catalogue:

[opac.elte.hu](http://opac.elte.hu)

Facebook:

[www.facebook.com/IKkvt](http://www.facebook.com/IKkvt)

Webpage:

<http://tinyurl.com/zfhhwnh>

### Opening hours

Monday: 9.00 am - 6.00 pm

Tuesday: 9.00 am - 6.00 pm

Wednesday: 9.00 am - 6.00 pm

Thursday: 9.00 am - 6.00 pm

Friday: 8.30 am - 2.00 pm

### 1. How to borrow books from the library?

If you have a valid student status (ELTE) you can be a library member.

Please verify this before you want to register here. Then you have to fill out a registration form with your correct and valid details.

### 2. What do I need to check out an item?

You need your own valid Library Card/Student Card.

### 3. How do I see a list of my checkouts, requested materials, and bills online?

If you sign up on this website:

<http://tinyurl.com/ho5ryyw> you can see your personal data and borrowing status.

### 4. Can my friend use my card to check something out for me?

No. The Library Card presented must belong to the holder. Items on hold may only be released to the requestor.

### 5. How many books can I borrow at once?

If you have an ELTE ID card/Student card/Library card, you can borrow 10 documents at the same time.

### 6. How can I borrow Journals and Theses?

Unfortunately, these are not available for borrowing but they can be read on site.

### 7. I need something that's checked out-- what can I do?

You can also reserve a book that is out on loan to another borrower. If you want we will send you an email when the book is returned.

### 8. I'm going out of Budapest. What happens if an item is recalled from me?

If you are going to leave the area for more than a week, you should return all library items or arrange for them to be returned by

someone else if they are recalled. Or you can renew this item via email, for example.

## 9. Borrowing

What you'll need...

To check out library materials, present a valid Student Card, Library Card at the circulation desk. Number of items that may be borrowed.

Before your first borrowing you have to fill in the registration form. Change of postal or e-mail address must be reported immediately.

Cards may only be used by the person to whom they are issued. Lost or stolen Cards must be reported. Users who mark, damage, lose or refuse to return a book, or have the book stolen whilst on loan, will be sent an invoice for the cost of replacement, fines due and an administration charge. The fines and administration charge will be charged whether or not the book is eventually returned. **The rate of fines is 40 forints per document .**

**Borrowing times: 30 days.**

Two days before the return date, you will receive a reminder that the book is to be returned. The reminder is sent to your valid email address.

You can renew your books on our website ([opac.elte.hu/](http://opac.elte.hu/) or [here: http://tinyurl.com/ho5ryyw](http://tinyurl.com/ho5ryyw))

**It is not possible to borrow journals and theses!**

## 10. How can I renew my loans?

- [Renew items online](mailto:iklib@inf.elte.hu) (before due date) [iklib@inf.elte.hu](mailto:iklib@inf.elte.hu)
- in person in our opening hours
- or by telephone +36 1 372 2500/8567
- Maximum renewal: twice.

If your record is blocked for any reason, or you can't renew books online, via e-mail or by phone. Check My Account to see why you are blocked, or write us an e-mail.

**11. Return...** Return receipts are available upon request during library hours. If you don't renew and don't bring back our book(s) you have to pay a fine (40 Forints/document/day).

## 12. Reservations

You will receive an email when the book has arrived. Reserved books must be picked up from us within three days.

We do not send books or articles to students from other universities.

## Contact us:

1117 Budapest, Pázmány Péter sétány 1/C, 1st floor 835.

Tel: + 36 1 381 2239, +36 1 372 2500 /8567

E-mail: [iklib@inf.elte.hu](mailto:iklib@inf.elte.hu)

**13. Other information about our collections...** Our online available collections (foreign source information such as journals, database, open access - you can check this Külföldi információforrások...etc. - and you can find more information about these at our website:

<http://tinyurl.com/zfhhwnh>

Our complete collection is available online: [opac.elte.hu](http://opac.elte.hu)

*....and finally breaking news about us:*

[www.facebook.com/IKkvt](http://www.facebook.com/IKkvt)

