

Pázmány Péter Catholic University
Faculty of Information Technology and
Bionics



REGULATIONS OF THE
ITK FACULTY LIBRARY

13 November 2023

Created by	Dean's Office, Faculty Quality Assurance Committee (FQAC), ITK Library	
Approved by	FQAC	
Adopted by	Faculty Council	KT / 31./2023/XI.9.
Effective from	13 November 2023	

The Faculty of Information Technology and Bionics at Pázmány Péter Catholic University (hereinafter referred to as the Faculty) hereby establishes the following regulations concerning the operation of the Faculty Library.

Opening Hours

Section 1: The use of the library is free of charge for faculty members, students, doctoral candidates, and staff, for whom the library services are provided exclusively.

Section 2: Students and doctoral candidates can access the library services during opening hours, while faculty members may use the library outside of opening hours if they have the appropriate authorization as specified in the Access Regulations.

Reading Room, Borrowing

Section 3: (1) Books of which only one copy exists are not available for borrowing or are available only with restrictions; they can be accessed through reading room use.

(2) In exceptionally justified cases, deviations from point (1) may be allowed based on the library manager's discretion.

Section 4: To borrow books, the library user must verify their eligibility (for example, by presenting a student ID).

(1) When borrowing, the borrower's details are recorded in a designated register in compliance with applicable data protection guidelines.

(2) The borrower must return the borrowed books by the end of the loan period.

(3) The loan period is two weeks, which can be extended.

(4) Upon request, the borrowed items must be returned.

(5) For students, a degree certificate will not be issued if there are outstanding library obligations.

(6) The librarian will not certify the documents required for exit for doctoral candidates and employees if there are outstanding library obligations.

(7) If borrowed items are lost, the borrower must replace the documents. If the lost item cannot be replaced, the borrower must pay one and a half times the original value.

(8) ¹The library will charge a late fee for each late return according to the rules specified in the Student Fees and Allowances Regulations. The late fee cannot exceed the replacement cost of the lost item, as stated in point (7).

Section 5: The purpose of the library space is for studying and research work. Therefore, in the library:

(1) Eating is prohibited.

(2) Bags and coats cannot be stored inside the library; they must be placed next to the entrance door.

(3) Making audio or video calls that disturb the work of others in the library is prohibited.

Additional Services

Section 6: The library catalog is available at <http://catalogus.itk.ppke.hu> (OPAC database). After logging in on the platform, extensions are also possible.

Section 7: Faculty members and doctoral students may use the library's printer and photocopier for educational and research purposes. The name of the printer, the number of printed pages, the purpose of printing, and the date must be recorded on the designated form provided for this purpose.

¹ Incorporated by the Faculty Council Resolution No. 31/2023 (XI.9.). Effective from November 13, 2023.