University of Pannonia,
University Library and Knowledge Centre

REGISTRATION FORM, TERMS OF USE AND DECLARATION

Librarian: .....

Firstname:	.....
Surname:	.....
Address:	.....
Phone number:	.....
E-mail address:	.....
Neptun code:	.....
Date of birth:	.....

Registration fees:

- Citizens (lecturers/professors, students, employees) of the University of Pannonia: free of charge
- Readers under the age of 25 and above 70: free of charge
- External users: 1 600 HUF/calendar year
- Lecturers/professors and students of other institutions and pensioners: 800 HUF/calendar year

Late fee:

- 100 HUF/book/opening day

Library Terms of Use - Extract

Conditions of library use and registration

1. The University Library is a public research library. The services can be used by anyone who accepts and follows its rules and regulations.
2. The Library is obliged to inform the users about the change of opening hours, according to the Rector's provisions.
3. The right to use the Library can be revoked for those who violate the rules and regulations.
4. The collections and the equipment of the Library are public property. Every visitor has to use them with utmost care.
5. A person who damages a borrowed or locally used document, or equipment deliberately, must compensate for the damage caused.
6. It is prohibited to cause any damage (like marking or folding pages) to documents owned by the Library.
7. Computers owned by the Library may only be used for permitted services.
8. It is not allowed to bring any bags, coats, and food into the reading rooms. Transparent baskets are available and free to use for storing personal belongings in the reading rooms.
9. The use of the cloakroom is mandatory and free of charge. The Library does not take responsibility for personal belongings brought into the building of the Library.
10. Persons leaving the Library area must present the content of their bags upon the request of the doorman.
11. Using the Library facilities requires quiet behaviour, with consideration for the fellow readers and other users.
12. Smoking is prohibited in the Library.

Documents required for registration:

- Adults (above 18): identity card, residence card
- Students (under 18): identity card, residence card, student card and guarantee statement of a legal representative of an adult
- Students of other institutions: student card, identity card and residence card
- Foreign students of the University: passport, bond of guarantee of their department and permit of residence

Using documents onsite

All users can use reading rooms to read books and journals onsite. Documents kept in the depository can be used on request, while books in the reading rooms are free to use. To use the computers and other services, feel free to ask for help from our librarians.

Borrowing

Professors and lecturers of the University:	Upon personal request
Employees of the University:	10 documents
Students of the University:	10 documents
External users:	5 documents

It is not possible to borrow multiple copies of the same document.
The length of the loan period depends on the loan status of the document.
In the case of overdue documents, a late fee will be charged.
Documents on loan by other users can be reserved online or in person.
As soon as a reserved book becomes available, the Library notifies the person who made a reservation request on the document and holds it back for 8 days.
Users who undertake activities which do not comply with the house rules above despite the warnings, may be excluded from loan service for a specific period of time or permanently.
The damage caused by a user, must be compensated as follows:
Lost or damaged documents must be replaced by a copy of the same or a newer edition. In the case of loss or damage of unobtainable documents, the compensation fee will be determined by the Acquisition Board of the Library.

Statement

Hereby I acknowledge and accept the rules and the loan register of the Library. I commit myself to return the borrowed documents by the deadline. I will pay the late fees in the case of any delays in returning books.

I will reimburse any damage or loss I have caused.

Date: ..... **Signature:** .....