



ESZTERGOMI FŐSZÉKESEGYHÁZI KÖNYVTÁR

BIBLIOTHECA ECCLESIAE METROPOLITANAE STRIGONIENSIS

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## REGULATIONS ON THE USE OF THE LIBRARY

1. The Cathedral Library of Esztergom is a public library; every individual over the age of 18, who has handed in the application form, has become registered among the users of the library, and has accepted the regulations on the use of the library is entitled to use it. The application process is free of charge. Registering of personal data (name, address, identity card number, passport number, phone number, e-mail address) is performed after the checking of personal identification cards. Membership is valid for one year following the application. The library shall be informed in writing about any changes in the personal data of the reader.
2. Registered readers can use on the spot and without any special permission the reference library, the journals, and the documents issued after 1850, which are to be found in the research room of the Library. Some parts of the stock are to be found in a separate bookstore, therefore the provision of these takes two working days.
3. Borrowing  
As the main function of the library is not the provision of community culture, this possibility is replaced by the service of copying on demand and by reading on the spot.

### Interlibrary loaning

Any documents missing from the stock of the library are provided for the readers by interlibrary loaning (in original or copied form). The conditions for using these documents are determined by the providing library. The costs of interlibrary loaning are imposed on the reader.

4. The usage of documents issued before 1850, of the manuscript collection and other special collections is only allowed by permission. The permission for research includes the personal data of the researcher (name, address, identity card number, passport number, workplace), as well as the subject of the research, its purpose, duration and the name of the collection where the research is to be performed. The permission is issued by the managing director of the Library together with the conditions and validity included in it. The permission for research does not entitle its owner for publication. In case a copy of the research material is available (in a traditional or digital form), the library may also provide it instead of the original, if the condition of the original requires it. The publication of the copies of the documents in the library is only allowed by permission, which also includes the personal data of the researcher (name, address, identity card number, passport number, workplace), the subject of publication, its purpose, date (or planned date), from which work the publication was made (register, author, title, year of publication) and the page numbers affected (with a reference to page numbers). Complying with the current copyright laws is the responsibility of the person applying for publication permission. The permission is issued by the managing



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director of the library, together with the conditions included in it and only for a single occasion. For publication on the Internet, the same conditions apply; in this case the permission for publications also contains technical data (resolution, etc.) and the duration of the publication.

Research may take place in times previously negotiated with the librarian, within the opening hours of the Library.

A research claim should be handed in two working days before the usage, even if the researcher has valid research permission. The research claim forms are to be downloaded from the website of the Library ([www.bibliotheca.hu](http://www.bibliotheca.hu)) and can be sent via e-mail or post.

5. The documents of the Library can be copied after paying the determined copying fees. The copy (photocopy, photo, scanned version) is made by the librarian. The current fees of this are made public in the Library. The determination or increasing of these fees is the exclusive right of the Library. In case the state of the document makes it justifiable, the permission for copying may be withheld. The time of copying is always determined by the Library.

6. General conditions on the usage of the Library

The use of the cloak-room is obligatory. Coats, bags, food and drinks shall not be taken into the reading room. The usage of mobile phones is only allowed outside the research room. Damaging of the documents and equipment results in the suspension of the entitlement for the use of the Library and may result in consequences under criminal law.

#### Using the computers of the library

The computers of the library can be used by the readers of the library within opening hours. Besides Internet access, there is a possibility of using the programs on the computer as well (word processing, spreadsheet programs). Printing from the computers is not available. The use of computers is allowed by the Library after registration. The costs of damages and physical harm done to the computers have to be paid by the user. The user shall not download illegal material from the Internet or upload it to the computer. The user may freely use the service available on the Internet by keeping the above mentioned regulations. In case the user violates these regulations, he / she is will be prohibited to use the computers in the future.