



# LIBRARY USE

## ELTE PPK Library



The Faculty Library was established in 2004, simultaneously with the establishment of the Faculty of Pedagogy and Psychology. The Faculty Library of the Teacher Training College has merged with the Library of the Institute of Psychology of Eötvös Loránd University. During the reorganization, several institutional collections were added to the new library. The diverse themes of the collection, which exceeds 140,000 volumes, completely cover the disciplines of the Faculty. In addition to the paper and audiovisual documents that are now considered traditional, the library provides access to various domestic and foreign databases available via the Internet, and to publications published entirely in electronic form, thus contributing to the transmission of modern universal knowledge.

The ELTE PPK Library is a public library, which can now be considered one of the most visited collections of the University due to its wide range of services and to teacher training at the Faculty.

The PPK Faculty Library collects and explores the special literature on educational science and psychology in Hungarian and foreign languages. As a special library in higher education it integrates the most advanced information technology knowledge and the most modern tools into its own activities; with its highly organized knowledge base, it fits into the educational and scientific system of the Faculty as an information center of knowledge transmission.

The library provides access to traditional and virtual forms of presentation of documents and information at computerized research tables in its reading rooms. The library supports the students' independent research work by organizing user trainings and small group practical briefings. Librarians provide insights into library use and information retrieval as part of a class lecture for first-year students of certain majors. The instructors are provided with MTMT trainings by the local librarian administrators, who not only supervise the uploading of the publication lists to the Hungarian Library of Scientific Works, but also help them to find their way in the jungle of reference search.

The library is a green library, with a special focus on selective waste collection and the rational use of resources.

The Faculty Library awaits those interested in two service locations: in the Kazinczy street section it is mostly pedagogical, psychological, while in Izabella Street, readers can access mainly psychological literature.

**ELTE PPK Library Kazinczy Street**  
1075 Budapest Kazinczy street 23-27.  
Postal address : 1364 Budapest Pf. 122.  
Phone : 06-1-461-4563

**ELTE PPK Library Izabella Street**  
1064 Budapest Izabella street 46. ground floor 7.  
Postal address : 1364 Budapest Pf. 122.  
Phone : 06-1- 461-2665

## OPENING HOURS

KAZINCZY STREET CIRCULATION ROOM:	KAZINCZY STREET READING ROOM:
Monday: 10-16	Monday: 10-18
Tuesday: 8-16	Tuesday: 8-18
Wednesday: 8-16	Wednesday: 8-18
Thursday: 8-16	Thursday: 8-18
Friday: 8-13.30	Friday: 8-15

IZABELLA STREET:
Monday: 10-18
Tuesday: 8-18
Wednesday: 8-18
Thursday: 8-18
Friday: 8-13.30

	email	phone
Head of library	varga.andrea@ppk.elte.hu	06-1- 461-4565
Kazinczy Street Library	konyvtar@ppk.elte.hu	06-1-461-4563
Izabella Street Library	izukonyvtar@ppk.elte.hu	06-1- 461-2665
Printing/ Kazinczy Street Library	print.ppk@gmail.com	06-1-461-4500/3891
Printing/ Izabella Street Library	izukonyvtar@ppk.elte.hu	06-1-461-2600/5665
Interlibrary loan/Kazinczy Street Library	kazykonyvtarkozi@ppk.elte.hu	06-1-461-4500/3808
Interlibrary loan/ Izabella Street Library	izukonyvtar@ppk.elte.hu	06-1-461-2600/5665
Digitizing for lecturers	digit@ppk.elte.hu	

# General rules of library use:

Registration is required to use ELTE PPK Libraries. Anyone over the age of 14 who accepts the rules of library usage as binding on themselves can be a member.

Registration is done in person, by filling in and signing the entry form at the circulation desk, during the opening hours of the circulation room. It is also possible to enroll remotely, but only for ELTE citizens. Registration into the library is free for both ELTE citizens and external users.

## Documents required for library enrollment:

For university citizens: identity card (or residence permit, passport) and student card valid for the current semester (school attendance certificate - until there's no valid student card), Neptune code.

For all other readers, identity card (or residence permit, passport)

## Data register:

Data provided during enrollment is handled by the 2016/679 regulation (27th April 2016) of the European Parliament and Council (EU). It is about the protection of individuals with regard to the processing of personal data and the free movement of such data.

**The library keeps record of the reader's data on computer and uses it exclusively for internal purposes of the library!**

## Registration process:

Upon personal enrollment, the applicant has to fill in the enrollment form and has to undersign the conditions of library use and data management. You can find information about the conditions on the website of the ELTE PPK Library, and you will also receive a brief verbal information and an information sheet on library use when you enroll.

Online enrollment is currently available via the webapp . Orientation on the surface is aided by FAQs. After logging in, the ELTE PPK Library must be selected for member library registration. Email received upon successful registration requires confirmation of the email address.

Thereafter, within one work day, the librarians approve the library membership of the ELTE citizen with legal status.

## **Renewal and extension of library membership:**

All registered readers of the ELTE PPK Library must renew their library membership every academic year, which they can do at the circulation desk during the opening hours of the Circulation room. There you can also report changes in your personal data during the school year. ELTE citizens can also renew their membership via the web app.

## **Conditions of borrowing:**

Book borrowing is possible in person with a valid library card.

From the Kazinczy Street Library students, lecturers and staff of ELTE can borrow books.

From the Izabella Street Library only students and lecturers of the ELTE PPK Institute of Psychology can borrow, but anyone can use the library locally free of charge.

Persons who do not have a legal relationship with ELTE can not borrow books.

## **Documents for loan:**

From Kazinczy Street Library you can borrow documents that are in storage in Kazinczy Street.

From Izabella Street Library you can borrow the documents that are on the free shelves.

## **Documents that can not be borrowed:**

Books in the Reading Room in Kazinczy Street Library, books for local use in the Library of Izabella Street, theses, dissertations, journals, documents of special collections, documents classified as protected files.

## **Loan limit:**

From Kazinczy Street Library a student can borrow 10 books at the same time while a lecturer can borrow 25 books.

From Izabella Library a student can borrow 10 books at the same time while a lecturer can borrow 25 books.

## Submitting loan requests:

Loan requests can be made only for books that can be found under the label: „Kazinczy u. raktár” or „Izabella u. kölcs.” The [online catalog](#) can be used for information.

Loan requests can be made via email, phone or in person. Please indicate the exact details of the desired book: author, title, storage reference number. In case of a personal request, a request form must be issued for the selected books in the Kazinczy Street Library.

## Loan:

The books are brought up from the Kazinczy Street Storage on demand, the books can be picked up 10-15 minutes after the request is submitted because of the transit time.

There is a free shelf system in the Izabella Street Library, it is not necessary to fill in a request form. The selected books must be handed over to the librarian in the Circulation room, who will lend the documents to the reader in the integrated system.

Books requested by e-mail can be picked up for 5 working days, during which time the books will be set aside in the name of the requester. Picking up the books you want to borrow is possible during the opening hours of the Circulation Room. Books requested to borrow can only be picked up in person.

## Reservation:

If there is no copy available for loan in the library, reservation can be made. Documents on loan may be reserved on the web-based catalog of the Library after login; or with the help of the librarian.

## The term of loan:

In Kazinczy Street Library, the default loan period is 4 weeks (28 days). We also have books with shorter deadlines, 2 weeks (14 days), 1 week (7 days). Semi-annual documents are long-term loans for instructors.

In Izabella Street Library, the default loan period is 4 weeks (28 days). We also have books and tests with shorter loan periods of 1 week (7 days). Semi-annual documents are long-term loans for instructors.

As a convenience, the library will send you an email 2 working days before the end of the loan period. Alert notices that are not sent out or not delivered due to possible technical problems are not a legal basis for the delay and cannot be held accountable at the library.

## **Extension of loan:**

Due dates of the borrowed books can be extended two times, if there is no reservation made. The extension of the loan can be requested via phone, e-mail, via the web app and by logging in to the online catalog. Books with expired loan periods can only be extended by the librarian.

## **Return:**

It is possible to return or return the borrowed books to another person during the opening hours of the Circulation Room. The current expiration dates can be checked in online catalogue, after logging in.

## **Delay:**

A late fee is paid by the reader, who returns the borrowed document after the end of the loan period or extends it late. The amount of the late fee is included in the current "fee table". The late fee for documents with shorter loan periods is double the amount for late return in the "fee table".

The late fee can be paid in cash or by bank transfer.

The reader who has a book or money debt is temporarily excluded from the loan. If the reader, despite a warning, does not comply with the rules, handles the book carelessly, and does not return it after urging, the reader may be excluded from the loan for a specified period of time or permanently.

Students who are temporarily or permanently dismissed from the faculty are required to report to the library until the day prior to leaving the institution.

Those student can be admitted to the final exam who has settled his or her library debts.



## Use of Reading Rooms:

The use of the reading room is free of charge for all registered readers. Upon entry, please present a reader's card or student ID confirming the validity of your library enrollment.

In Kazinczy Street Library, the reading room has a free shelf layout, the books placed in the reading room can only be used locally. Please place unused books taken off the shelf on the book trolley.

In Izabella Street Library, documents that can only be used locally can be requested from librarians. After use, please return the book to the librarian.

Coats and bags can be brought into the reading room of the Kazinczy Street Library

You can bring coats and bags into the reading room on Izabella Street, but personal belongings can be placed in the lockers in the ground floor hallway, for which you can request a key at the reception.

Readers can freely use their own laptops in both library units. The inspection of the laptop bag can be initiated by the librarian at any time for stock protection reasons.

If the anti-theft gate is signaled, the reader can be submitted to an investigation to clarify the cause of the signal.

## Services:

About the use of Databases, computers, copier (copier, scanner) available in the reading room librarians provide information.

Photocopying is done exclusively by the reader in a self-service system. Digital copying and printing is only possible with the help of a librarian.

**Both library units are equipped to serve ELTE citizens with special needs.**

Our on-site tools: magnifying glass flatbed scanner, Jaws (reader) program, AbyFine Reader (converting a pdf document to a word document), embossed printer, high-performance sheet-fed scanner.

## **Wifi service:**

The wireless internet service in the Libraries of ELTE PPK is provided by the Informatics Directorate of ELTE.

The Wifi service of the Eötvös Loránd University's IT Directorate is available to all Eötvös Loránd University citizens. Use of the service is personal and requires a WiFi ID. The IIG ID can be applied for electronically through the Customer Portal of the IT Directorate.

EDUROAM: Users who are not ELTE citizens but whose home institution has joined Eduroam can use the WiFi network called EDUROAM with their own institutional ID.

## **Access of online services:**

Our online resources are only available from the university IP range. Full-text accesses of databases subscribed to by ELTE are provided remotely via VPN and ELTE IIG ID.

The service is also available from abroad. Before leaving, you should check the operation of the service.

## **Interlibrary document services:**

The library, as a public library, participates in interlibrary document supply. From libraries outside Budapest, in return for reimbursement of postage, the Faculty Library requests the document for the requesting ELTE citizen. Interlibrary loan abroad takes place through the National Széchényi Library, its cost may vary in accordance with the current tariffs of the OSZK.

Our students can indicate their need for interlibrary loan in person, our instructors in person or by e-mail on the availability of our interlibrary service: [kazykonyvtarkozi@ppk.elte.hu](mailto:kazykonyvtarkozi@ppk.elte.hu) or [izukonyvtar@ppk.elte.hu](mailto:izukonyvtar@ppk.elte.hu).

## **Our online catalogs :**

Our online resources are only available from the university IP range.

Our library catalogs (OPAC) are freely available from all IP ranges, you can search the documents of the University Library Service

## **Our online resources :**

Our online resources are only available from the university IP range. Full-text accesses of databases subscribed to by ELTE, are provided remotely via VPN and ELTE IIG ID.

The National Library of Korea is now available in the Kazinczy Street reading room in ELTE PPK during opening hours.

More information about our online resources and database subscriptions can be found on our website.

## **EDIT:**

The Institutional Knowledge of Eötvös Loránd University is the repository and archive of the documents created at the university.

The professional management of the operation of EDIT is provided by the University Library.

librarian	e-mail	building
Varga Andrea Head of library	varga.andrea@ppk.elte.hu	Kazinczy street
Adamoczky-Belme Dóra	belme.dora@ppk.elte.hu	Kazinczy street
Dömsödy Andrea	domsody.andrea@ppk.elte.hu	Kazinczy street
Horváth Klára	horvath.klara@ppk.elte.hu	Izabella street
Magyar Katalin	magyar.katalin@ppk.elte.hu	Kazinczy street
Palásti Katinka	palasti.katinka@ppk.elte.hu	Kazinczy street
Rozniakowska-Wéber Elzbieta	weber.elizabeta@ppk.elte.hu	Kazinczy street
Schiller Katalin	schiller.katalin@ppk.elte.hu	Izabella street
Somogyvári-Korb Katalin	somogyvari.katalin@ppk.elte.hu	Kazinczy street
Tóth Péter	toth.peter@ppk.elte.hu	Kazinczy street