

### Reprography:

Self-service copy and print devices are available for our registered users. The devices can be used only with money uploaded library cards. The balance must be over 20 Ft. The library cards can be uploaded by the upload machines at the resource points (orange boxes at the 1st and 2nd level of the library).

Other information for self-service print and copy is available on the inscriptions beside the devices.

In addition to the self-service devices, our reprography services are available with librarian assistance on the ground level of the Centre for Learning. Beside copy and print, scanning, spiralling and laminating are also available.

		self-service (HUF)	Copy Point (HUF)
Copy, print	A/4 black and white	15 / Page	30 / Page
	A/4 color	-	120 / Page
	A/3 black and white	25 / Page	40 / Page
	A/3 color	-	250 / Page
Scan		free	120 / Page
Spiraling	10-40 pages	-	450
	41-120 pages	-	500
Laminating	A/4	-	200 / Page
	A/3	-	350 / Page

### CONTACT

2/A Universitas Street, Pécs 7622

Phone: 72/501-650

[www.tudaskozpont-pecs.hu](http://www.tudaskozpont-pecs.hu)

### OPENING HOURS

#### Public places

**Monday - Friday 8.00-18.00**

**Saturday 10.00-18.00**

#### Registration

**Monday - Friday 8.00-17.45**

**Saturday 10.00-17.45**

#### Storage

**Monday - Friday 8.00-18.00**

**Saturday 10.00-18.00**

#### Local history collection

**Monday - Friday 8.00-18.00**

**Saturday 10.00-18.00**

#### Children's library

**Monday - Saturday 10.00-18.00**

#### Musical collection

**Monday - Saturday 10.00-18.00**

**The Centre for Learning is closed on Sundays.**



## SERVICES



**DÉL-DUNÁNTÚLI  
REGIONÁLIS  
KÖNYVTÁR ÉS  
TUDÁSKÖZPONT**



**UNIVERSITY OF PÉCS  
LIBRARY AND  
KNOWLEDGE CENTRE**



**CSORBA  
GYŐZŐ  
KÖNYVTÁR**

## OUR SERVICES:

### Basic services of the library:

The users of the library are entitled to use the following basic services free of charge:

- library visit
- local use of the library selected substances
- use of the catalogues
- information about the library and the services of the library system, reference, basic level technical information
- non-registration based services accessible via the home page of the library

**Use of cloakroom is free of charge.**

### Registration based services of the library:

#### Loan

About one and a half million books and other documents (e.g. CDs, DVDs and audiobooks) can be found in our library. Our users can find proper literature in any themes and genre from fiction to doctoral theses. Documents can be loaned at the circulation desks on every level or with the assistance of the automatic loan machines. The duration of the loan is 30 days for books or audiobooks, 7 days for music CDs and 3 days for DVDs.

Readers may loan maximum 10, PhD students of the University of Pécs may loan maximum 15, and full-time teachers may loan maximum 20 documents.

Loaned documents must be returned on or before the due date, or if it is possible the date should be extended. Fines are charged for items returned after their due date (HUF 20/day/document).

**We draw our kind users' attention that monitoring the deadline is their task, regardless of whether the library sends notifications.**

Documents at the closed stock are only available during opening hours of the closed stock.

#### Renewal

If the document is needed after the expiration date, it is possible to renew the date twice personally, by phone or online at the homepages of the libraries ([www.lib.pte.hu](http://www.lib.pte.hu) and [www.csgyk.hu](http://www.csgyk.hu)). The extension is based on the loan time for the given document type. In case of an expiring library card, the document's due date will be the expiration

date of the card.

**The due date of reserved documents is not extendable.**

#### Reservation

If the users want to loan a document, which is already in circulation, they can ask for reservation. Reservation is a subject to charges (HUF 100/document) which must be paid after the reservation fulfilled. Reservations can be demanded only personally. If the reserved document returns, the user will be informed (basically via e-mail). The document is set aside up to 10 days after notification, then the reservation will lapse but the obligation to pay the fee still stands in this case. Access to stock documents is regulated by the stock opening regulation.

#### Returning Books and documents

Returned books can be submitted at the registration desk or at the automated receiving machine next to it, or there is a possibility to return them at the circulation desks. CDs and DVDs can only be returned personally at the circulation desks.

#### Interlibrary loan

The libraries of the Centre for Learning offer our registered users access to materials owned by other libraries if those materials are not contained in our collections. It is available only personally with the fill of the interlibrary loan application form. In case of a request of an original document, the postal fee of the return is borne by the customer. The cost of an electronic, scanned or copied document is established by the sending library and it is also borne by the customer. Journals cannot be checked out from libraries but copies can be requested about them.

In case of a request from abroad the HUF 4.500 service fee must be paid in advance and the postal fee later. In case the document does not arrive from abroad, the service fee should be paid back after three months. Terms and conditions of the service is available at our colleagues and the following availabilities:

#### **Csorba Győző Library:**

Mrs. Ivett Kisszabóné Trapl

e-mail: [kisszabone.ivett@csgyk.hu](mailto:kisszabone.ivett@csgyk.hu)

phone: +3672 501 500/ ext.: 28025

#### **University of Pécs University Library and Centre for Learning:**

Mrs. Gyöngyi Gerhát Erb, Mrs. Zsuzsanna Barcza Virág

e-mail: [ill@lib.pte.hu](mailto:ill@lib.pte.hu)

phone: +3672 501-600/ ext.: 28071

#### Order of reminders/overdue notices:

1. 2 days before the end of the loan period automatic reminder email is sent
2. The 1st overdue notice is sent 1 week after the end of the loan period (via email, or postal mail if the email address is missing)
3. The 2nd overdue notice is sent on the 7th day after the 1st overdue notice (via email, or postal mail if the email address is missing)
4. The 3rd overdue notice with acknowledgement of receipt is sent after the 14th day following the 2nd overdue notice.
5. If the Library user does not settle the debt in 15 days following the 3rd overdue notice, the Library will take legal proceedings to recover its debts.

Observing of the due date is the borrower's liability. The consequences of neglecting the due date apply regardless of other circumstances or conditions – especially the fact that the Library's reminder is sent or received.

#### Information, information specialists:

If the users have any question either to broaden their knowledge or to their theses, our information specialist colleagues are at their disposal any time. Users can ask rapid information, help to literature research or any other information on every field of science. We are available personally or online:

Email:

[tajekoztatas@lib.pte.hu](mailto:tajekoztatas@lib.pte.hu)

[szaktajekoztatas@csgyk.hu](mailto:szaktajekoztatas@csgyk.hu)

Or at the bottom of the right side on our webpage (Chat with the librarian)

#### Entry Identification

In case of identification purposes for extension, store request and computer or database use, the user ID is the library card's number along with the associated password.

#### Bindery:

Binding of theses, doctoral theses, laminating, spiralling and making of gift boxes and folders.

Bindery of Csorba Győző Library

7622 Pécs, 2/A. Universitas street

Phone: (72) 501-600/28016, 28018 (ext.)