

Institution name: "Salla" Cultural Center, Library and Elementary Art School

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Director: Antal Pintér

Managing institution: Zalalövő Town Council

The law on protection of cultural property (Act CXL of 1997) regulates the public library services, including the conditions of library use and the library users' rights and obligations.

Paragraph 1 of Section 56 specifies that library users are entitled to use the services of any public library. The Library of "Salla" Cultural Center is a public library, therefore anyone can use its services who accepts the terms of use.

Opening hours:

Monday	8-12	12 ³⁰ -17
Tuesday	closed	12 ³⁰ -16
Wednesday	8-12	12 ³⁰ -17
Thursday	closed	12 ³⁰ -16
Friday	8-12	12 ³⁰ -17
Saturday		closed
Sunday		closed

The library director may restrict library traffic during events held in the library. He/she informs the readership about this appropriately and in time.

1. General rules

- 1.1 Bags and coats must be held on coat-racks in the library. Bags and luggage aren't allowed in the reading-room. The institution is not responsible for any values brought in. Values can be placed in safety on request from the librarian.
- 1.2 No smoking in the institution. It is not allowed to eat, drink in the reading-rooms. Visitors can use the vending machine in the lobby on the spot only.
- 1.3 Visitors under 14 years must use the children's library.
- 1.4 Visitors are allowed to bring in own documents if they are shown on arrival and on leave.
- 1.5 To visit the library and use the services, visitors must register themselves (excluding event visitors).

2. Services

2.1 Services free of charge

- Library visits
- Using collections designated by the library on the spot
- Using facilities for find resources
- Getting information about the library and the library system's services
- Attending events

2.2 Paid services

2.2.1 Membership

Membership services are available after depositing the membership card.

- Membership requires a valid national ID card, a student ID card, or a passport from the visitor, which validates the following data: name, birth name, birth place and date, mother's name, permanent and temporary address, national ID or student ID number. For availability, our library asks for occupation, phone number and e-mail address, these are not obligatory.
- Visitors under 18 years need their guarantors to provide the information above.
- The library user is bound to inform the library upon changes in the personal information.
- The library records readers' data in a computer database. Recorded data can be used solely for the purpose of library records management and statistics. The library mustn't give the data to a third party, and it mustn't make it public.
- Membership is valid for 12 months. Entitlements to discounts must be certified. The attachment contains the actual membership fees.
- A reader with membership is given a library card which contains the reader's library ID, name and birth date as well as the library's details. Lost library cards are replaced for a compensation fee. A library card must be used by its owner only, and in the event of damage by giving it to someone else the responsibility is on the owner.

2.2.2 Loans

Library documents can be borrowed only with a valid membership and a library card. One reader can have at most 7 documents at a time.

Borrowing books

Rental deadlines:

Books: 1 month deadline

Provided that there are no reservations, a deadline can be extended two times.

Reference library and local knowledge books: 3 days deadline
Deadlines of these documents cannot be extended.

On reader's request reservations can be made on the circulating books, we notify the reader on arrival.

Interlibrary loan

Documents not found in the library's holdings can be requested from another library by the reader's request. The requested service fee by the sender library is to be paid by the reader – unless he/she is a member of the ODR –, thus the reader must accept a written commitment about the expected costs in advance. In case of a requested copy the service fees are to be paid by the reader.

Interlibrary requests must be forwarded within 48 hours at most.

3. Library users' obligations

Documents obtained for the library are part of Zalalövő town's wealth, therefore it's the responsibility of every library user to treat the public properties well.

Liability for damages

- Everyone is liable for the intended use of the library's building, equipments, utilities, documents. Any caused damage must be reimbursed.
- Abusive behavior to the library will incur suspending the library membership. The library may temporarily deny services to readers who have obligation or violate the library usage rules.
- If the borrower lost or damaged a document, he/she is obliged to turn in an impeccable copy of the same work and edition to the library. If the document is unavailable, the library is entitled to receive a compensation fee which is equal to the lost document's actual purchase price or market price. The document's value is determined by the librarian based on the shop price or the second-hand bookseller price. While in obligation to the library, another rental is not available.

4. Complaints

Library users with remarks or complaints can refer directly to the library director.

Zalalövő, September 1, 2006

Antal Pintér
director

THE FOLLOWING RULES APPLY TO USING THE COMPUTERS:

1. Computers placed in the library can be used by readers with membership, provided that they have the necessary computer knowledge.
2. Readers must indicate their demand for computer use at the rental counter, and they are obliged to leave their membership cards in deposit.
3. The user pays attention to the expiration of the registered duration. He/she ends the session with closing the opened applications, without shutting down the computer. The expiration of the duration is watched by the librarian.
4. Computer use must end till 10 minutes to closing the library.
5. In front of one computer, other readers can only sit with the user if they don't interfere with other visitors' placement and work.
6. Computer users mustn't alter the computer's settings. They can only use the assigned folder and its subfolders for the temporary storage of their own works and all downloaded internet materials. **The path for the assigned folder for the readers is: C:\DOKUMENTUMOK\MUNKA.** All temporary space is erased monthly.
7. Users mustn't install downloaded or brought in computer programs.
8. Computer users mustn't violate existing laws, especially privacy, copyright and related rights, and they mustn't put the library's computer network in danger. During electronic communication, users must comply with Network Ethics, the Netiquette, which is downloadable from the address <http://www.mek.iif.hu/porta/szint/muszaki/szamtech/wan/kultura/rfc1855h.hun>.
9. The computer user or – in case of underage user – his/her supporter assumes financial responsibility for the computer's technical condition and the safety of programs.
10. The library may revoke the reader's rights to computer use after violating usage rules.