

Annex to Resolution 3/2025. (I.30) of the Senate of John Von Neumann University

**John von Neumann University
Library and Information Center
Library Use Regulations**

2nd Version¹

EFFECTIVE DATE: January 31, 2025.

(Valid until revoked.)

Approved by: Resolution No. 3/2025 (I.30.) of the Senate of **John von Neumann** University

¹ *Amended by Senate Resolution No 3/2025.(I.30.)*



Preamble

John von Neumann University (hereinafter referred to as the University) is governed by Act CXL of 1997 on museum institutions, public library services and public education, Act LXXVI of 1999 on copyright, Government Decree 6/2001. (I.17.) on certain benefits for library users, and Decree 30/2014. (IV.10.) EMMI on the priority tasks of national museums, national specialized museums, national libraries, national specialized libraries, and state university libraries, the following regulations are established:

1. General provisions

Scope and purpose of the policy

1. §

- (1) The John von Neumann University Library and Information Center (hereinafter referred to as the Library, NJE KIK) is a public university library.
- (2) The Library Use Regulations of the John von Neumann University Library and Information Center (hereinafter referred to as Library Use Regulations) apply to all users of the John von Neumann University Library and Information Center.
- (3) The material scope of the Library Regulations covers activities and services directly related to library use.
- (4) The purpose of these regulations covers:
 - a. promote the fulfillment of the University's fundamental tasks, particularly its educational tasks, by ensuring continuous access to and use of printed and electronic documents and databases owned by or accessible through the University;
 - b. contribute to visitors² using the library and library collections in a responsible manner, with consideration for each other's interests.

General rules

2. §

- (1) The Library is open Monday through Friday during the semester and exam periods in accordance with the University's academic calendar, and on Saturdays during both semesters exclusively for correspondence students on consultation days. Information on the current opening hours is provided on information boards and leaflets at the Library entrance, as well as on the website. The services available on the website are available to users 24 hours a day without restriction.
- (2) By entering the library, library users accept the Library Use Regulations.

² Amended by Senate Resolution No 3/2025.(I.30.)

- (3) The Library publishes the Library Use Regulations currently in force. The full text is available on the Library's website and can be found at the reader service and information desk. Lack of knowledge of the provisions contained in the Library Use Regulations does not exempt the reader from fulfilling their obligations.
- (4) Library staff are responsible for enforcing the Library Use Regulations. Library users may submit their comments, complaints, and suggestions for amendments to the rules by email (konyvtar@nje.hu).
- (5) Library property (infrastructure) is public property. All visitors are obliged to keep it in good condition and use it with care. In the event of intentional damage, the reader's right of use may be suspended or, in serious cases, terminated, with compensation for the damage caused.
- (6) All library users are obliged to use the library's documents, equipment and furnishings in accordance with their intended purpose and to take care of them.
- (7) Users and borrowers are financially responsible for documents used on site or borrowed. Persons who intentionally or negligently damage documents, computers, or equipment must compensate for the damage caused.
- (8) Smoking and the use of mind-altering substances, including but not limited to alcohol and drugs, are prohibited throughout the Library. Smoking is only permitted outside the building in the designated area. Eating and drinking are not permitted in the reading rooms or service areas of the Library.
- (9) In accordance with the rules of social coexistence, visitors to the Library are required to behave in a quiet manner that does not disturb other readers and to maintain a neat and tidy appearance. Mobile communication that disturbs other readers or Library staff is prohibited throughout the Library. Mobile phones may be used in silent mode (vibration function) during visits to the Library.
- (10) It is prohibited to take photographs, make video or audio recordings, use the Library as a backdrop, or use private equipment (video cameras, cameras, personal copiers, mobile phone cameras, etc.) for this purpose without permission.
- (11) Readers who seriously violate the rules of use of the Library may be excluded from using the Library by the Library Director on the basis of the recorded minutes. The revocation of the right to use the Library is for a definite period of time and is always done in writing.
- (12) Readers leaving the Library premises are required to show the contents of their bags and outer clothing to Library staff when the security system is activated or when specifically requested to do so. A report must be made in the event of library documents being removed from the library buildings in an irregular manner. Based on the report, the library director shall initiate the termination of library membership in the case of external readers, or, in the case of persons in a legal relationship with the University, initiate disciplinary proceedings within 7 working days with the dean of the relevant faculty, or in other cases with the rector or president-CEO of the University.
- (13) The Library is not responsible for valuables left unattended on the Library premises. Found items may be handed in to any librarian.

- (14) The use of the safe deposit box is valid for the duration of the reader's stay in the Library. The Library will charge a fee for lost keys to the boxes, and a report must be made of the incident.
- (15) Any violation of the rules or criminal offense on the premises of the Library must be reported immediately to the President and CEO, and the case must be reported to the Operations Office.
- (16) Photocopying, printing, and scanning of documents is done on a self-service basis for a fee, with the assistance of the librarian if necessary. The fee must be paid at the reader service desk.
- (17) The conditions for using computers owned by the Library are set out in Section 11 of these regulations.
- (18) At the request of the library user, the University shall issue a VAT invoice for the use of the library's services. The Library reserves the right to change the fees for individual services and shall publish the current fees in a directive issued by the President and Rector. The fees referred to in these Regulations are determined by the current chancellor's directive on fees payable in the library, in accordance with the provisions of these Regulations on "Reimbursement Fees."
- (19) Admission to the Library, visits to the Library, and participation in certain advertised events of the Library are free of charge and do not require registration, unless otherwise specified.

2. Using the Library

General Information

3. §

- (1) Anyone may visit the Library and is entitled to use its basic services.
- (2) Library use may include the following services:
 - a) Basic services:
 1. On-site use
 2. General information
 3. Use of the library catalog
 4. Online information (use of the website)
 5. Printed information publications
 - b) Services requiring registration:
 1. Borrowing
 2. Renewal
 3. Reservation
 4. *Meet a librarian!*³
 5. Literature research

³ Amended by Senate Resolution No 3/2025 (I.30).

6. Interlibrary loans
7. Overnight loans
8. Electronic information services⁴
9. Support for informal and formal learning⁵

c) Other services:

1. Support for scientific activities
 2. Reprographic services
 3. Computer use
- (3) Registration, borrowing, returns, and reservations at the Library are handled through the Liberty integrated library system.

The scope of data recorded by the Library

4. §

- (1) Personal data requested during registration and authorization:
 - a) First name, surname, and middle name.
 - b) Mother's surname and middle name.
 - c) Place and date of birth.
 - d) Permanent address (verified by residence card), residence or mailing address.
 - e) ID card number (or, in the absence thereof, a valid passport or driver's license issued after July 1, 2001), passport number for foreign nationals.
 - f) Passport for foreign nationals.
 - g) For citizens of EU member states, passport or other identity card.
- (2) Additional information requested by the Library for registration:
 - a) Telephone number (landline or mobile), e-mail address;
 - b) Valid student status certificate or student ID card from all students;
 - c) NJE students must provide their Neptun code;
 - d) Information related to the student's studies: faculty, major, department.
 - e) Those eligible for discounts must provide valid proof of eligibility [based on Government Decree 6/2001. (I. 17.) on certain discounts available to library users (hereinafter: Government Decree) and Section 39 of Act XXX of 2024]⁶ in the case of NJE lecturers, employees, and doctoral students, a certificate from their employer. (Annex 3⁷ to the Regulations, also available for download from the Library's website.)
 - f) In the case of legal entities, the data contained in Annex 4 to these Regulations. (Available for download from the Library's website.)
- (3) The Library processes and stores members' data in accordance with the provisions of Act CXII of 2011 on the right to self-determination in relation to information and freedom of information, as well as the amended version of the Infotv. GDPR (effective as of July 26, 2018).

⁴ Amended by Senate Resolution No 3/2025 (I.30)

⁵ Amended by Senate Resolution No 3/2025 (I.30)

⁶ Enacted by Senate Resolution No 3/2025 (I.30)

⁷ Enacted by Senate Resolution No 3/2025 (I.30)



- (3a) In processing and storing the data specified in Section 4 (3)⁸ of these Rules, the Library shall comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). and repealing Directive 95/46/EC (hereinafter: Regulation).
- (4) Users are entitled to view their data recorded by the Library.
- (5) Readers with library documents or other outstanding debts cannot be removed from the register.
- (6) The rules of the Civil Code apply to the expiry of library debts, so the expiry of the barcode card does not mean that the debt expires.

Registration

5. §

- (1) Any Hungarian or foreign citizen over the age of 18 (hereinafter referred to as "adult") who accepts the provisions of the Regulations may register at the Library. Registration can be done in person or online by providing some of the reader's data in advance in the catalog available on the library's website. In the case of online registration, the librarian will validate the registration and give the reader a barcoded reader card issued by the Library upon their first visit in person, which must be presented each time they borrow or renew a loan in person.
- (2) Upon registration, after signing the Registration Statement (Appendix 1), a barcode reader card will be issued, which certifies the fact of registration. Library membership begins with registration.
- (3) All Library services may be used with the barcode reader card received upon registration (during the period of membership validity). The loss of a reader card must be reported immediately to prevent misuse. The Library is not liable for any damage resulting from misuse prior to the report. The Library will replace lost reader cards for a special fee.
- (4) By signing up – or, in the case of online registration, by accepting the terms and conditions provided in writing – registered readers acknowledge and agree to comply with the provisions of these Library Use Regulations as they stand at any given time.
- (5) Library membership for persons enrolled as students at the University – which may be extended several times during the period of enrollment – is valid for the given academic year. Library membership for persons employed by the University is valid until the termination of membership, but no longer than the duration of the employment relationship.
- (6) The membership of foreign students attending the University on a part-time basis or with other scholarships shall be valid for the duration of their studies or scholarship, with the borrowing rights to which students are entitled.

⁸ Amended by Senate Resolution No 3/2025 (I30)

- (7) The library membership of persons in a civil law relationship with the University (with a contract of mandate) shall be valid for the duration of the contract of mandate, which shall be extended each academic year.
- (8) The library membership of external library users is valid for a period of one year from the date of registration, which may be extended several times upon payment of the registration fee.
- (9) The following persons may register:
 - a) Any Hungarian citizen of legal age, with legal capacity, and with permanent or temporary residence in Hungary.
 - b) Any EU citizen of legal age with a permanent or temporary residence permit.
 - c) Any foreign citizen with a residence or settlement permit, with the guarantee of any Hungarian citizen with permanent or temporary residence in Hungary, who is not prohibited from using the Library.
 - d) Through an authorized representative, any legal entity with its registered office/premises in Hungary, whose existence is certified by: in the case of a business association, an extract from the commercial register issued by the competent commercial court; in the case of a foundation or social organization, a decision of the competent court registering the entity; in the case of an institution, by a document issued/certified by the founder.
 - e) Hungarian students studying at the University and foreign students who are EU citizens legally residing in Hungary in accordance with Act I of 2007, as well as foreign students from third countries who have a residence permit in accordance with Section 21 of Act II of 2007 (proof of student status with a valid student ID card).
 - f) Foreign citizens with a Hungarian ID card, subject to the conditions applicable to Hungarian citizens.
- (10) Exemption from the registration (enrollment) fee is provided for in Section 39 of Act XXX of 2024⁹, and certain discounts are provided by the Library on the basis of Government Decree 6/2001. (I. 17.) on certain discounts available to library users.
- (11) In the event of a positive change in membership conditions during the year (e.g., the reader becomes eligible for a discounted membership fee), the difference in the membership fee already paid cannot be reclaimed, nor can membership be extended on this basis. The Library shall review and validate changes in membership conditions at the beginning of the new membership year, upon membership renewal. The reader must immediately report any changes in personal data (in particular name, address, contact details) to the Library.
- (12) In the case of Section 5(9)(d), the intention to grant power of attorney must be indicated and can be made valid by completing the appropriate form (downloadable from the Rules or the Library's website¹⁰). The power of attorney is valid for one person, is revocable, and lasts for the duration of the library membership.
- (13) The Library shall register the details of the authorized person, but this does not constitute library membership.

⁹ Enacted by Senate Resolution No 3/2025 (I.30)

¹⁰ Enacted by Senate Resolution No 3/2025 (I.30)

- (14) The authorized person shall use the Library's services with the reader card provided to the authorizing person. The authorized person may also register in their own right.
- (15) A reader who has been banned from using the Library may not act as an authorized representative; their authorization shall cease to be valid from the start of the ban.
- (16)¹¹

Termination of library membership

6. §

(1) Library membership shall terminate:

- a) At the end of the registration period, if the user has not renewed their library membership.
- b) Upon withdrawal of the authorization statement.¹²
- c) If the library user requests termination of membership in writing.
- d) If the library user is expelled.
- e) Upon termination of student status.
- f) Upon termination of employment.

3. Library services

On-site usage

7. §

- (1) The library's reading rooms and open-shelf lending areas are freely available to all library visitors.
- (2) Books and periodicals taken from the shelves must be left on the table when leaving, and daily newspapers must be returned to their place.

Information

8. §

- (1) The Library provides information about its operations, services, terms of use, holdings, and catalog, as well as domestic and foreign library services, in person, by telephone, by email, through social media channels, and in printed informational publications.
- (2) Library users may request the assistance of a librarian in using the Library's catalogs, databases, and reference library.
- (3) At the request of users, the Library provides specialist information from its documents and available databases and assists with literature research. However, Library staff do not undertake literature research on request for theses, TDK projects, etc.

¹¹ Repealed by Senate Resolution No 3/2025 (I.30)

¹² Amended by Senate Resolution No 3/2025 (I.30)

Borrowing

9. §

- (1) Borrowing is only possible in person, upon presentation of a valid reader card issued in the borrower's name. In justified cases, a person authorized in writing by a registered reader may act on behalf of the reader on a single occasion, upon presentation of proof of identity and the reader card and written authorization of the person authorizing them.
- (2) General borrowing rules for university members:
University students may borrow up to 10 books at a time for a period of 5 weeks, which may be extended twice if necessary, provided that the books are not reserved. The grace period is 14 days. In the library system, University students may borrow language course books designated by the foreign language course coordinator until the end of the academic semester. The number of items that may be borrowed is 5, and this cannot be extended. The grace period is 7 days.

Full-time lecturers and researchers at the University may borrow up to 15 books from the specialist library for a period of 84 days, which may be extended twice, provided that the books are not reserved. The grace period is 14 days.

Non-teaching staff of the University may borrow 10 books at a time for 3 weeks, which may be renewed twice if necessary, provided that the books are not reserved. The grace period is 14 days.

The rules for borrowing the accompanying documents apply to the borrowing of CD-ROM or CD supplements to books. CD-ROM or CD supplements to periodicals may be borrowed for one week.
- (3) External library users who are not students or employees of the University may borrow a maximum of 5 books for 3 weeks, which may be renewed once. Renewals may be made in person or online via Web OPAC. The grace period is 14 days.
- (4) Authorized representatives of legal entities may borrow up to 5 books for 3 weeks from the unified library system, which may be renewed once. The renewal may be done in person or online via Web OPAC. The grace period is 7 days.
- (5) If the requested item is not available on the shelf (i.e., it is on loan), the reader may place a reservation. Reservations can be made in person or online via Web OPAC. The Library will hold the reserved item on the reservation shelf for 6 school days after its arrival. If the reader does not collect the requested document within 6 school days, the reservation becomes invalid.
- (6) Before the borrowing period expires, if the reader still needs the document, they may extend the borrowing period for the applicable period. Extensions are not possible during the grace period. Extensions can be made in person or online via Web OPAC. It is not possible to extend the borrowing period for a document if another reader has reserved it in the meantime or if the borrowing period has already expired.
- (7) If the reader does not return the borrowed document after the borrowing period has expired, even during the grace period, a late fee must be paid.
- (8) When the grace period expires, the library system calculates the late fee. Until the late fee is paid, no new documents may be borrowed and no extension may be requested.

- (9) Readers may not borrow new documents until they have returned documents that are past due.
- (10) Readers are required to replace lost or damaged documents with identical or newer editions, or to reimburse the Library for their value as determined by the Library.
- (11) Full-time and correspondent students¹³ are required to return borrowed documents and pay any late fees at the end of the academic year.
- (12) Students who wish to use library services during the summer for their academic activities or thesis writing may request summer borrowing with the permission of their supervisor or department head, the criteria for which are set out in the Rules of Procedure.
- (13) Students who are completing or interrupting their studies, as well as employees who have an employment relationship or other contractual relationship with the University, are required to have the Library certify that they have no library debts upon termination of their legal relationship and to submit this confirmation to the Education and Training Directorate or the Labor and Wage Office.
- (14) Library users who do not return borrowed documents by the end of their library membership (in the case of students, by the end of the academic year) or who do not pay the late fee shall be notified by the Library by email within one week¹⁴ (first reminder).
- (15) If the first reminder is not successful within 30 days, the Library shall issue a second reminder¹⁵ by email.
- (16) If the second reminder is also unsuccessful, the director of the Library and Information Center shall send a third reminder by registered mail to the reader, informing them of their outstanding obligations and the method of payment.
- (17) In the case of an employee who has terminated their employment and has not settled their library debt, the University shall credit the amount determined by the Library to the Library on the occasion of the last payroll calculation and shall notify the Library thereof.
- (18) In the case of all other readers, if they fail to return the documents in their possession within 20 working days of the third reminder, the Library shall be entitled to enforce its claim (both in respect of the documents and the late fee) in accordance with the provisions of the applicable legislation.
- (19) Journals, daily newspapers, theses, reference library holdings, documents published before 1945, and archival documents intended for permanent preservation may not be borrowed.
- (20) Copies of documents that cannot be borrowed in their original form (journals, reference books, documents published before 1945) may be requested for a fee.

¹³ Repealed by Senate Resolution No 3/2025.(I.30.)

¹⁴ Repealed by Senate Resolution No 3/2025.(I.30.)

¹⁵ Repealed by Senate Resolution No 3/2025 (I.30)

- (21) Documents that are part of the reference library and basic reference books may be borrowed for a short period (overnight/weekend) under special conditions. Parameters for short-term (overnight/weekend) borrowing:

Only citizens of John von Neumann University may use this service.

If the reader has no outstanding debts to the library.

A maximum of 2 items at a time, provided that the reader is still within the maximum number of items that can be borrowed.

During the hour before the library closes.

The loan period lasts until the next opening.

The service is not available during the winter and summer closures.

A special late fee must be paid for documents returned late; there is no grace period.

Depending on the length of the delay, the Library may temporarily or permanently revoke the reader's borrowing privileges.

Interlibrary borrowing

10. §

- (1) The Library and Information Center participates in the exchange of documents and information between libraries.
- (2) As a member of the national library system, the Library makes a specified part of its collection available to other libraries through interlibrary loans.
- (3) These Library Rules also apply to libraries requesting documents.
- (4) The use of documents transmitted through interlibrary loans and copying services is subject to Sections 34-41 of Act LXXVI of 1999 on copyright and the related Government Decree 117/2004 (IV.28.).
- (5) The Library uses a form on its website for interlibrary loans. Once this form has been completed, the request can be submitted if the requested document is located in a library outside the seat of the institution.
- (6) Interlibrary services include the loan of original documents and the provision of printed or digital copies, as authorized by the director of the Library.
- (7) Under the interlibrary loan system, a maximum of 5 books may be requested from the Library at a time for a period of 3 weeks, which may be extended once if necessary.



- (8) Under the interlibrary borrowing service, students and external readers may borrow a maximum of 5 books at a time. Upon request, the borrowing period may be extended once, 3 days before the due date, if the lending library authorizes it.
- (9) The cost of interlibrary borrowings shall be borne by the reader requesting the service, with the exception of readers referred to in Section 10 (10). The cost of documents returned late, damaged or lost by the reader shall be borne by the reader requesting the loan.
- (10) Registered readers who are employed by or enrolled at the University may use the interlibrary loan service free of charge for their teaching and research work (OTDK, TDK, final thesis).

Computer usage

11. §

- (1) Readers are not permitted to directly connect their own devices to the Library's wired computer network. Portable personal computers may be used in the Library. Wireless internet access is available at the Library's workstations for readers with a NEPTUN code and university employees (with their university email login details).
- (2) Computers can be used for word processing, spreadsheets, internet, public online databases, and electronic journals.
- (3) Readers who are students or employees of the University may freely use the Library's electronic information resources, while external registered readers are only entitled to use resources that are not password-protected.
- (4) The following are not permitted:
 - a) private use (¹⁶use of peer-to-peer networks, downloading illegal software, and visiting websites that offend good taste or social groups);
 - b) copying software;
 - c) changing software configurations;
 - d) tampering with hardware configurations;
 - e) using the Internet for purposes that are unethical or considered immoral in everyday social interaction.
- (5) The user shall be financially liable for any damage caused by violation of the Rules or improper use, and a report shall be made of the incident. Depending on the severity of the act, it may result in temporary or permanent exclusion from computer services, which shall in all cases be done in writing and may be issued by the Library Director.
- (6) The above rules serve to protect the interests of users, and compliance with them facilitates the work of readers and the Library.

¹⁶ Repealed by Senate Resolution No 3/2025 (I.30)

Usage of electronic information sources

12. §

- (1) The Library provides its readers and users with computer access to the following electronic services for study and research purposes during its entire opening hours, subject to the conditions set out in these regulations.
- (2) The Library's computerized catalog (OPAC) is available at all public workstations in the Library and does not require registration to use. The catalog is also accessible remotely (outside the Library) without any time or space restrictions.
- (3) Services requiring registration: in order to support the formal and informal learning of its readers, the Library provides user training for the development of digital skills, as well as for familiarization with Hungarian and foreign-language electronic information sources and databases, and for the acquisition of information technology skills.
- (4) Network-accessible databases and electronic journals are accessible from any computer connected to the NJE's internal network via the Library's website, based on agreements concluded with publishers.
- (5) The downloading of books and journal articles is governed by contracts concluded between the University and publishers¹⁷.
- (6) Data storage devices brought by the reader (USB flash drives and external hard drives) may be used for work, and printing services are provided by the Library at the current rates (see the Rector-President-CEO's directive entitled "Fees payable at the Library"¹⁸).

Other Services

13. §

- (1) The Library shall make copies of items in its collection upon request, for a fee, taking into account copyright rules and collection preservation considerations, and shall provide copying, printing, and scanning facilities.
- (2) The method and extent of copying may be limited due to the value or condition of the document or other collection preservation reasons.
- (3) The Library supports the academic activities of teachers by examining the bibliographic data of publications uploaded to the Hungarian Scientific Works Repository (MTMT) database.
- (4) The Library may provide space for exhibitions, lectures, book presentations, and community events.

¹⁷ Amended by Senate Resolution No 3/2025 (I.30)

¹⁸ Amended by Senate Resolution No 3/2025 (I.30)



Fees

14. §

- (1) The rector and the president-CEO¹⁹ shall publish the fees applicable in the library (registration fee, late fee, fee for replacement of reader's card, monetary compensation for lost documents, fee for photocopying, etc.), which shall be posted in a conspicuous place in the library.

4.Final provisions

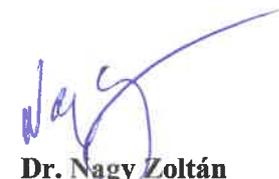
15. §

- (1) These Regulations were adopted by Senate Resolution No. 3/2025. (I.30.), which shall enter into force on January 31, 2025, following its adoption by the Senate.
- (2) Upon the entry into force of these Regulations, version 1 of the Library Use Regulations of the John von Neumann University Library and Information Center, adopted by Senate Resolution No. 19/2021. (III.25), shall cease to be in force.

Kecskemét, 30 January, 2025.


Dr. Fülöp Tamás
Rector




Dr. Nagy Zoltán
President and CEO

Appendices

I. Declarations, forms

1. Registration declaration
2. Power of attorney for registration on behalf of a legal entity
3. Employer's certificate (for public collection employees, teachers, educators, university employees)
4. Interlibrary borrowing declaration


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¹⁹ Amended by Senate Resolution 3/2025.(I.30.)

1. REGISTRATION STATEMENT ²⁰

John von Neumann University
Library and Information Center
6000 Kecskemét, Izsáki út 10. Hungary
Tel.: 36-76-516-363

Reader's data:

Neptun code (for students):

Name:

Date of birth:

Field of study (for students):

Full-time/Correspondent (Please underline the appropriate option!)

Organizational unit (for employees):

I, the undersigned, accept the provisions of the NJE KIK Library Use Regulations in force at any given time, the processing of my personal data for library purposes, and the recording of loans. I voluntarily provide the requested authentic data, which the Library processes in accordance with Act CXII of 2011 on the right to self-determination in information and freedom of information, and I will report any changes thereto.

I undertake to return the borrowed documents by the deadline, failing which I will pay the prescribed fee for the delay and the postage costs of the notifications, and I will compensate for any damage to or loss of the book. I understand that if I fail to comply with these terms, the Library will, after three warnings, enforce its claim in accordance with university regulations and applicable laws without further notice in order to settle the debt.

.....

Date

.....

Reader's signature

I have read and understood the information on the protection of personal data, and I accept it with my signature.

.....

Date

.....

Reader's signature

²⁰ Amended by Senate Resolution 3/2025.(I.30.)



2. Authorisation to register on behalf of a legal entity

John von Neumann University
Library and Information Center
6000 Kecskemét, Izsáki út 10. Hungary
Tel.: 36-76-516-362

I, the undersigned (name of principal, birth name) _____ (address: _____, personal ID number: _____, mother's name: _____), hereby authorize (name of agent, birth name) _____ (address: _____, personal ID number: _____, mother's name: _____), to act on my behalf as (official name of company/legal entity) _____, (business address: _____, company registration number: _____), with the John von Neumann University Library and Information Center (abbreviated: NJE KIK Library). The above-mentioned registered employer assumes responsibility for the membership. The following (maximum four) employees are authorized to act on behalf of the registered (legal entity) in matters related to the indicated membership:

Representative/authorized person:

Name: _____
ID card number: _____

Witness:
Name: _____
ID card number: _____

Authorizing person:

Name: _____
ID card number: _____

Witness:
Name: _____
ID card number: _____

Kecskemét, _____.

Company signature, stamp





**Neumann
János
Egyetem**

3. EMPLOYER CERTIFICATE

John von Neumann University
Library and Information Center
6000 Kecskemét, Izsáki út 10. Hungary
Tel.: 36-76-516-362

We officially certify that (name) _____ (address:
_____, date of birth: _____, mother's name:
_____, personal ID number: _____) has been employed by
_____ (name of institution) since _____ day, month, year, in the
position of _____. He is not on probation and is not under notice.

This certificate was issued for the purpose of library enrollment.

Kecskemét, _____.

Company signature, stamp



4. Interlibrary borrowing statement

The undersigned.....

address:

place and time of birth:

mother's name:

personal identification number:

I declare that I will bear all costs incurred for the interlibrary service requested by me (service fee, postage, reprographic fee, possible late fee, etc.) and will pay in cash upon receipt.

Kecskemét,

.....

Declarant's signature

