

Library regulations 2025

This abridged version was prepared based on the regulations of BUEB's University Library. The complete policy is available on the library's website.

Contact details

Budapest University of Economics and Business University Library (hereinafter referred to as: library)

address: 1148 Budapest, Bagolyvár str. 6-10.

phone number: [+3614696648](tel:+3614696648)

email: konyvtar@uni-bge.hu

website: <https://konyvtar.uni-bge.hu/>

Opening hours

Monday	9.00 – 20.00
Tuesday	9.00 – 20.00
Wednesday	9.00 – 20.00
Thursday	9.00 – 20.00
Friday	9.00 – 15.00
Saturday	8.30 – 13.00

The opening hours may be varied from time to time in accordance with the educational and cultural life of the University or on the basis of a specific provision by the Rector or the Vice Rector for Research. The library is closed on Sundays, public holidays, during periods determined by the University, and from the third week of July to 20 August.

Spaces and documents

The library's spaces are open to all registered readers – with the exception of the storeroom and the Archives – and the books and periodicals are free to read. Only the librarian has the right to enter the storage room and the Archives and to take out documents.

The electronic document stock can be used locally on the computers available in the library premises. Except for theses, remote access to databases is available to members of the University (students, staff) via VPN using the University email address. Theses defended at the University and its predecessor institutions can be viewed on the computers designated for this purpose in the Repository of Degree Thesis without quantitative restrictions; they cannot be downloaded, sent or viewed at home.

Services

Available without library membership: locally browsing and reading books, using the computers (only for the members of BUEB), asking for help at the reference desk (general information).

Only with library membership: borrowing, interlibrary loan, storage request, special information services, use of the thesis research sites.

Available for a fee: copying, printing, scanning, photography, interlibrary loan, spiral binding.

Conditions for borrowing documents

Any Hungarian citizen or citizens from other countries over the age of 14 can become a member.

Some mandatory information is required for registration: name, birth name, mother's maiden name, place and time of birth, permanent address, Neptun code (if available). Optional data: email address, notification address, phone number.

For the members of the BUEB, registration is free. The library membership of the University's lecturers and employees is valid until their employment at the University is terminated, and for the students of the University – subject to an extension per academic year – until the end of their studies, after which they can use the library's services as external readers (as not University members).

Reader categories	Borrowing period	Number of prolongs	Max. number of documents that can be borrowed
Student of the BUEB	21 days	5	10
Professor, lecturer and staff member of the BUEB	365 days	-	50
Visiting lecturer of the BUEB	90 days	-	10
External reader	21 days	5	10

It is not possible to borrow periodicals (daily and weekly newspapers, journals and magazines), books from the Reference Collection, the works marked with a red strip and the documents in the Archives.

The borrowing period can be extended before the deadline. You can do this in person, by email or by logging onto the online catalog's interface. Extending the borrowing period is not possible when the book has a reservation or if the reader has an unsettled debt toward the library. Returning the borrowed books to the library does not automatically cancel the late fee!

Borrowed documents must be returned to the library by the end of a specified deadline without any special notification. Documents may be returned in person at the library, by placing them in a book drop box on the City Campus or in a book return machine on the ground floor of the Unizone, or by post or parcel service.

The library operates and provides a pre-notification service if a member requests this during registration and provides an email address. In this case the library will send automated notifications related to deadlines. It is the responsibility of each reader to meet the rental deadline. The library will not be liable for any suspension, failure, or technical issues of the notification service (for example, if a reader does not receive a notification because a wrong email address was provided, or if the service provider interprets the automatic notification email as spam).

Those readers who have missed the deadline will first receive a notice by email, then by post. Regardless of the notice, the invoicing of the late fee will take effect from the due date and will be calculated until the document is returned to the library.

The reader bears full financial responsibility for the borrowed documents. In case of loss or damage, the methods of compensation are as follows:

- a) purchasing an original, used or new but unchanged or revised edition of the same work, in good condition,
- b) reimbursement of the lost or damaged document of its commercial or antique market value,
- c) reimbursement of the purchase price of the document.

Reserved books are kept for 3 days, the borrowed books returned as a result of booking are kept for 5 days from the date of dispatch of the notification.

Fees

Registration fee	
Student of the BUEB	free
Employee and contract staff of the BUEB	free
Non-BUEB member (external reader)	3 000 HUF/year
Non-BUEB member with valid student card (external reader)	1 500 HUF/year
Late fee (per document)	
Normal borrowing term fee (HUF/doc./opening days)	50 HUF/opening day
Borrowing of short-term documents (HUF/doc./opening days)	650 HUF/opening day
Interlibrary loan fee (per document)	
In case of requesting an inland, original document	free
In case of requesting a copy of the original document	the fee for the production of the copy, determined by the sending library
In case of requesting an international, original document	the fee is determined in advance by the sending library
Printing, copying	
Black and white	20 HUF/A4 single page
	40 HUF/A4 double page
Colored	100 HUF/A4 single page
	200 HUF/A4 double page
Scanning	20 HUF/A4 single page
Spiral binding	300 HUF
Photo ticket	20 HUF/A4 single page; or 1.000 HUF/day There is no way to photograph a full document!
Research services (for external readers): topic research and compilation of bibliography	individual price calculation based on an agreement with the customer