Pannon Egyetem
University of Pannonia

ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE OF THE UNIVERSITY LIBRARY AND KNOWLEDGE CENTRE OF THE UNIVERSITY OF PANNONIA

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* if the entry into force of the rules is subject to adoption by the Board of Trustees

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The Organisational and Operational Rules of Procedure of the University Library and Knowledge Centre of the University of Pannonia ("**ULKCUP**") (hereinafter referred to as: "**ULKCUP OORP**") issued by the University of Pannonia (hereinafter referred to as: "**University**") on the basis of the University's Organisational and Operational Rules (hereinafter referred to as: "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows.

I.
GENERAL PROVISIONS

1. §
Introduction

1) The ULKCUP is a part of the academic organisation and is a comprehensive organisational unit that directly supports teaching and scientific research activities with its services, and operates according to the ULKCUP OORP adopted by the Senate.
2) The ULKCUP is responsible for university library and information security tasks, and is a public, higher education library as defined in Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services. The ULKCUP is a public archive and higher education archives as defined in Act LXVI of 1995 on Public Records, Public Archives and the Protection of Private Archives.
3) The ULKCUP OORP is in line with the University's policies and regulations and the following legislation on library and archives activities.
   a) Joint Decree 3/1975 (VIII.17.) issued by the Ministry of Culture and the Ministry of Finances on the issue of the regulation on the control (inventory) of library stocks and on the deletion of stocks;
   b) Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services;

c) Government Decree 379/2017 (XII. 11.) on how to manage the register of public libraries;
d) Government Decree 6/2001 (I. 17.) on certain benefits for library users;
e) Decree 14/2001 (VII. 5.) issued by of the Ministry of National Cultural Heritage on the supervision of libraries;
f) Decree 22/2005 (VII.18.) issued by of the Ministry of National Cultural Heritage on the rules for the management and registration of museum library documents;
g) Decree 27/2015 (VI.27.) issued by the Ministry of Human Resources on the professional requirements related to the activities of public archives and private archives open to the public;
h) Act LXVI of 1995 on public records, public archives and the protection of private archival material;
i) Government Decree 335/2005 (XII.29.) on the general requirements for document management by public bodies;
j) Act CIII of 2023 on the digital state and certain rules for the provision of digital services.

4) The ULKCUP OORP defines the tasks, organisational structure, operation, library, member library and archival services of the comprehensive organisational unit, as well as the activities of the University Press.
5) The personal scope of the ULKCUP OORP extends to all the faculties, comprehensive organisational units and organisational units of the University and to all the people employed by or having other work-related employment relationships with the University, as well as to persons, doctoral students and doctoral candidates with student status with the University or any natural person who uses the services of the ULKCUP.
6) The material scope of the ULKCUP OORP covers all library, member library and archival services provided by the ULKCUP, the services listed in Section 2 (1) of the ULKCUP OORP, and the activities of the Pannonia University Press operated by the ULKCUP.

7) The name of the comprehensive organisational unit:

Pannon Egyetem,

Egyetemi Könyvtár és Tudásközpont

In English: University Library and Knowledge Centre of the University of Pannonia

In German: Pannonische Universität, Universitätsbibliothek und Wissenszentrum

Address: **8200 Veszprém, Wartha Vince str. 1**

Circular stamp**:** in the centre: the coat of arms of Hungary, the upper outer circle: Pannon Egyetem (University of Pannonia), the upper inner circle: Egyetemi Könyvtár és Tudásközpont (Library and Knowledge Centre of the University of Pannonia), the lower inner circle: főigazgató (Director General), the lower outer circle: Veszprém.

2. §
THE RESPONSIBILITIES OF THE ULKCUP

(1) The ULKCUP is a public library, a specialised library of higher education and a public archives of higher education with the associated tasks. Furthermore, it provides professional information services and scientific information services in the field of disciplines taught and researched at the University, as well as other research support services related to the archives and to the history of the University and the region, and it carries out digitization activities. The libraries of the University of Pannonia perform their tasks in a network of libraries. The ULKCUP library in Veszprém works as a central library together with the member libraries in Zalaegerszeg and Nagykanizsa. The ULKCUP provides archival services to all the University's organisational units generating records. The ULKCUP operates the Pannonia University Press which provides open access publication platform for the authors of the University.

I. As a public library:

a) As a member of the National Document Supply System (NDSS), it provides data to the NDSS repository registration centre and provides documents from its entire collection for interlibrary loan;

b) It continuously develops, explores, preserves, maintains, processes and makes available its collection;

c) It provides professional information about the library and the documents of the public library system;

d) It provides interlibrary loan and copying services, both nationally and internationally;

e) It assists the libraries of universities with Hungarian study programmes abroad in the performance of their duties;

f) It provides access to the print library collection in specialised reading rooms and by lending documents, and provides access to online literature resources through on-site use and remote access;

g) It presents its scientific results in publications and at conferences and organises scientific events;

h) It maintains the accurate bibliographic description of the holdings in the special collection of rare books and manuscripts, as defined in the collection regulations, and implements conservation and restoration programme.

II. As a higher education library, in addition to public library services:

a) It provides the students, lecturers, researchers and all university citizens with literature and information on literature, and uses effective library resources to promote and deepen general culture;

b) It assesses the needs for library services and provides, as far as possible, appropriate learning and research conditions for all university citizens;

c) It strives to use state-of-the-art technology for efficient internal library operations and access to external information sources;

d) It continuously improves the services of the ULKCUP by setting up and developing the library organisation;

e) It prepares decisions for the University's management on library matters;

f) It assists in the acquisition of Hungarian and foreign language books and coordinates orders for foreign journals and scientific databases;

g) It supports the removal and re-use of obsolete and unnecessary library material;

h) It assists with interlibrary loans.

The professional tasks are carried out by type of task as follows:

1.1. Administrative and IT tasks:

a) Keeping records of contracts and agreements concluded between internal and external organisations in connection with the activities of the ULKCUP.

b) Carrying out the administrative tasks of the comprehensive organisational unit.

c) Management of asset procurements and asset inventories.

d) Provision of statistical data.

e) Preparation of grant projects.

f) Preparation of library rules.

g) Ensuring proper and continuous operation, maintenance and development of the integrated library system.

h) Supervision, maintenance and development of the library's IT equipment. Providing IT and data security information to patrons.

i) Administration of subscriptions to full-text and bibliographic databases.

j) Making the library's offline and online databases available to users.

k) Building and maintaining its own databases and repository.

l) Maintaining and updating the library's online presence (website, Facebook, etc.).

m) Maintenance of the "Rules for the use of reader workstations".

n) Liaising with the Directorate of Academic Affairs and the Directorate of Information Technology.

o) Cataloguing theses prepared at the University and providing on-site access to them.

1.2. Procurement and processing tasks:

a) Acquisition of printed and online literature in the fields of study defined in the Collection Regulation, based on the needs of faculties and university centres.

b) Acquisition of publications from foreign and Hungarian universities and other institutions through exchange contacts, in exchange for publications offered by the University, faculties and libraries.

c) Collection expansion: ordering printed periodicals and books, stock expansion. Supporting member libraries, faculties and university centres by acquiring and registering print literature in the Integrated Library System (hereinafter: “ILS”) and the Library Services Platform (hereinafter: “LSP”).

d) Making newly acquired holdings available. Computer processing of the entire library holdings using the acquisition and catalogue modules of the ILS/LSP.

e) Withdrawal (deletion) of publications that have become obsolete, redundant or damaged.

f) Collecting, storing, preserving and processing doctoral dissertations, bachelor’s and master’s theses defended at the University, and ensuring their public accessibility.

g) Reviewing monographs and periodicals acquired by ULKCUP, with a view on form and content, in accordance with the national standards in force.

h) Comparing the content of the card catalogues with the bibliographic records stored in the ILS/LSP.

i) Designation and labelling of the literature to be placed in the various open-shelf reading rooms.

j) Checking (taking inventory) and removal from the library stock, statutory stock control and disposal of the stock.

k) Carrying out book protection tasks.

l) Providing statistical data.

1.3. Tasks related to reader services and the provision of information:

a) Registration and de-registration of readers, and the maintenance of their data.

b) Lending services: lending, booking, renewal, return.

c) Administration of warning and reminder letters.

d) Providing professional information on printed and digital resources available in the library.

e) Supervision of the reading room, maintenance of the open-shelf stock.

f) The operation of storage facilities.

g) Procurement and provision of electronic journals based on the needs of faculties and university centres.

h) Registration and processing of printed journals.

i) Consulting educational and research organisational units on the need for professional journals in Hungary and abroad.

j) Reporting data to the National Periodicals Database: registration of the university's print periodicals holdings.

k) Reporting data to the national Compass Database: registration of digital journal subscriptions.

l) National and international interlibrary loans, electronic copies of the ULKCUP's holdings.

m) Requesting and supplying documents from national and foreign libraries, providing electronic copies from national and foreign sources.

n) Initiating and receiving requests within the national MOKKA-NDSS system, keeping the library's data up-to-date, and managing requests. Requesting NDSS support, providing statistical data.

o) Literary research and topic monitoring services on demand, and thesis consultation regarding formal requirements.

p) Provision of library usage and circulation statistics.

q) Assessing user needs and making recommendations for improvement based on these needs.

r) Organisation of lectures on library use, training courses, book and database presentations.

(2) As the University Press:

a) In line with the values and principles of Open Science and the University's strategy, it supports the open access publication of scientific work by authors affiliated to the University.

b) Official name of the publishing house is Pannon Egyetemi Kiadó / Pannonia University Press;

c) It operates book and course material publishing, making professional publications prepared at the University available in a digital format, in accordance with the University's corporate identity regulation, freely accessible to all and free of charge, on the ULKCUP’s website and in other national and international open access repositories;

c) It promotes the University's publications as widely as possible, through national and international exchanges and interlibrary loans;

e) It supports the digitisation, archiving and searchability of the University's intellectual property in accordance with the University's Regulation on the Management of Intellectual Property.

2.1. Operational tasks of the University Press:

a) Coordinating the publication of the University's textbooks, course materials and other professional monographs on the basis of the annual publication plan approved by the University Editorial Board, under the so-called diamond open access model.
b) Uploading digital copies of the University's teaching materials to the University's own database and to the website of the National Széchenyi Library.
c) Requesting ISBN/ISSN numbers for the University's own publications, keeping in touch with the ISBN/ISSN Office of the National Széchenyi Library.
d) Requesting DOI identification numbers for works published in electronic format by the University, keeping in touch with the KIK DOI Office of the Hungarian Academy of Sciences and international DOI providers.
e) Informing printing houses engaged in producing university publications of their legal deposit obligation.
f) Maintaining the University's photo archive.

(3) As a higher education archives:

a) The archives ensures the professional preservation, management, registration and researchability of documents and records of permanent value;

b) In addition to producing guides and manuals, the archives staff carry out scientific research on the archival material and publish the results in journals, etc;

c) It sets out conditions for research in the archives and makes them public in the rules for the use of the publicly available archives research room;

d) The staff of the archives coordinate and supervise the scrapping and transfer of documents, and carry out document preservation work if necessary;

e) The archives provides professional assistance to the University's staff responsible for records management;

f) The archives digitises existing records as part of a comprehensive digitisation programme and stores them in a modern, secure and retrievable way in line with the relevant professional requirements.

3.1. The archives collects:

a. documents of permanent value produced by the University's bodies;
b. records of permanent value of the councils, committees and other bodies of the University, as set out in the Retention Schedule annexed to the Document Management Regulation;
c. the personal legacy of outstanding lecturers and researchers of the faculties, university centres and their predecessor institutions.

3.2. Operational tasks of the archives:

a) It approves the disposal of documents by the organisational units of the University.

b) It supervises compliance with the Document Management Regulation in force at the University.

c) It ensures the safe custody and safekeeping of archival documents.

d) It carries out archival processing work and, on the basis of this, operates an archival registration system, a fond register and a conservation register.

e) It protects the holdings of the archives

f) It provides research services.

g) It carries out research into the history of science.

h) It keeps and updates the records required by the legislation governing the operation of the archives.

i) It provides statistical data.

j) It represents the archives in professional organisations.

k) It develops a comprehensive digitisation programme.

II.
ORGANISATION AND MANAGEMENT OF THE ULKCUP

3. §
Organisation of the ULKCUP

(1) The ULKCUP is a comprehensive organisational unit of the University under the control of the Rector, managed by a Director General, who qualifies as an employee in a managerial position according to the ERS.

(2) The Rector of the University exercises employer's rights over the Director General.

(3) Within the ULKCUP, additional sections, working groups and workshops may be created, which are not considered as organisational units.

(4) The ULKCUP forms a network of member libraries together with the libraries of the University. The Director General of the ULKCUP exercises the right to give instructions to the staff of the libraries on the various sites.

(5) The Rector is responsible for the supervision of the ULKCUP.

(6) The management of the ULKCUP by functions corresponding to the core and complementary activities is set out in the organisational chart in Annex 1.

4.§
Director General

(1) The Director General is responsible for the proper performance of the tasks of the ULKCUP, its financial management and the organisation and development of its professional activities.

(2) The Director General is responsible for ensuring that the Rector and Chancellor can exercise their right of consent in matters falling within the competence of the ULKCUP.

(3) The Director General is responsible for the maintenance of the ULKCUP OORP, which must be adopted by the Senate of the University. The collection activities of the ULKCUP, the rules for the use of the library and the archives research room, the use of the public workstations of the ULKCUP and the detailed rules for publishing activities are laid down in the regulations issued by the Director General, which must be published on the ULKCUP's website in an accessible manner.

(4) Functional responsibilities and powers of the Director General:

a) developing and implementing the human resources strategy of the ULKCUP,

b) managing and supervising the work of the ULKCUP, organising work, providing for substitutions and drawing up job descriptions;

c) representing the ULKCUP within the University, in professional organisations and outside the institution by special mandate;

d) providing information to the Rector, the Chancellor and the Senate on the activities of the ULKCUP on a regular basis;

e) monitoring the implementation of and compliance with legislation and university regulations;

f) preparing reports and statistics on and giving account of the operation of the ULKCUP;

g) the preparation and regular updating of the development concept of the ULKCUP, and making staffing decisions necessary for this, where possible;

h) sticking to the limits of the approved budget appropriations;

i) having general powers to give instructions to, supervise and request reports from the units under his or her management;

j) ensuring the development of the professional skills of the staff under his or her management;

k) ensuring that the rules for property protection, safety at work, accident and health prevention are observed, and that the instructions and rules of fire prevention are complied with.

5.§
Deputy Director General, other senior staff

(1) The Director General's activities are assisted by Deputy Director General in the library and the archives. The Deputy Director General is an employee in a managerial position according to the ERS, appointed by the Rector with the consent of the Chancellor, on the initiative of the Director General, on the basis of a proposal of the Assessment Committee and after a decision of the Senate, for a maximum period of the Director General's mandate. The duties of the Deputy Director General are set out in their job descriptions.

(2) The Director General may designate additional professional managers, project leaders to coordinate the implementation of specific tasks or projects. They are appointed by the Director General for an indefinite period. The Director General may revoke the mandate of the professional managers. A professional manager is not an employee in a managerial position. The responsibilities of professional managers are set out in their job description.

III.

FINAL PROVISIONS

1) The ULKCUP seeks membership of national and international organisations in its field of expertise if participation brings professional benefits.

2) The Senate discussed the Organisational and Operational Rules of Procedure of the ULKCUP at its meeting of 27th March 2025 and adopted it by Resolution 56/2025. (III.27.).
3) The Organisational and Operational Rules of Procedure of the ULKCUP shall enter into force on 1st April 2025. At the same time, the Organisational and Operational Rules of Procedure of the Library and Knowledge Centre of the University of Pannonia, adopted by the University Senate at its meeting of 18th April 2024 by Senate Resolution 80/2024. (IV.18.), shall be repealed.

Place and date: Veszprém, 27th March 2025

János Abonyi
Rector

Zsolt Csillag
Chancellor

Katalin Urbán
Director General of the ULKCUP

Annexes to the ULKCUP OORP:
Annex 1: The Organisational Chart of the ULKCUP
Annex 2: Collection Regulation