Collection Regulation of the Library Network of the University Library and Knowledge Centre of the University of Pannonia

This regulation is an annex to the Organisational and Operational Rules of Procedure of the Library (hereinafter referred to as the "University Library") of the University Library and Knowledge Centre of the University of Pannonia (hereinafter referred to as the "ULKCUP").

The University Library, the University Archives and the University Press are separate units within the ULKCUP. These units work in close professional cooperation and share the storage capacities, infrastructure, common spaces and study rooms of Building 'M' at 1 Wartha Vince Street. The staff of the ULKCUP can work in several units at the same time.

The University Library network consists of the following units and sites:

- Central Library:
  - University Library, Veszprém, Wartha Vince Street 1., Building 'M'
- Affiliated libraries:
  - Library of the University Centre in Zalaegerszeg, 8900 Zalaegerszeg, Gasparich Márk str. 18/A
  - Library of the University Centre for Circular Economy, 8800 Nagykanizsa, Zrínyi Miklós str. 18.

1. Type, legal status and functions of the University Library

The University Library is a higher education library operating under Section (2) of Article 11 of Act CCIV of 2011 on National Higher Education and Decree 39/2020 (X. 30.) issued by the Ministry of Human Resources, on the job positions and employment requirements of employees in cultural institutions and on the amendment of certain decrees related to cultural matters and also performing public library functions in accordance with Act CXL of 1997 on Museums, Public Libraries and Cultural Community Services. The legal status of the ULKCUP is defined in the Organisational and Operational Rules of the University of Pannonia, while its system, operation and detailed tasks are defined in its own Organisational and Operational Rules of Procedure. Its tasks are specified in Decree 30/2014 (IV. 10.) issued by the Ministry of Human Resources on the priority tasks of the national museum, the national specialised museum, the national library, the national specialised library and the library of the state university.

The main tasks of the University Library:

1.1. The University Library primarily serves the organisational units located on the campus of the University of Pannonia in Veszprém, however, as an organisation rendering central educational and research support services, it provides online literature resources for all the faculties, university centres and organisational units of the University of Pannonia by performing professional tasks related to the EISZ (Electronic Information Provision) (Compass) national library consortium membership, both in terms of access to literature and the coordination of publication opportunities.

1.2. As a public library, it participates in the operation of the National Document Supply System (NDSS) and performs public library functions.

2. The location and social environment of the University Library

In the course of performing its duties, the primary target group of the University Library is the citizens of the University of Pannonia – students enrolled in any course offered by the University, lecturers, researchers and any member of the university community who has an employment relationship or any other work-related legal relationship with the University. As a public library and in cooperation with the public libraries of the region and other libraries in the country, including the National Library and the national specialised libraries, it serves primarily the residents of the city and the region, but also the population of the country within the framework of the National Document Supply System. The University has a network of member libraries under the central professional management of the ULKCUP in Veszprém and with the cooperative participation of the Library of the University Centre in Zalaegerszeg and the Library of the University Centre for Circular Economy in Nagykanizsa.

3. The scope and expansion of the University Library's collection

The University Library expands its holdings through continuous stock analysis and planned acquisitions, taking the needs of the University’s teaching and research activities into account, and is a member of the EISZ national consortium in order to ensure cost-effectiveness.

3.1. Scope of collection by professional field

For the University Library, the needs of the teaching and research activities carried out at the University of Pannonia determine the collection proportions, the breadth, depth and scope of the collection of the literature in the various disciplines and of the reference, educational and fiction works. Based on the relevant legislation, criteria set by the University and consortium agreements, the University Library collects the following in the right scope, number and composition, and ensures access by purchase or subscription:

3.1.1. a selection of Hungarian and foreign literature, covering almost all disciplines and fitting into the disciplines – and the borderlines between them – researched and taught at the 5 faculties of the University, selected according to demand, mainly in the following fields: engineering and technology, computer and data sciences, economics, management sciences, social sciences, education, humanities and arts, linguistics, and interdisciplinary-multidisciplinary subjects;

3.1.2. the documents necessary for the study and improving the general education of university students (BA, BSc, MA, MSc, PhD, specialised further education, etc.), textbooks, course books, teaching aids used in education, as well as pedagogical and public education documents necessary for teacher training;

3.1.3. traditional and electronic sources of information, both Hungarian and foreign, and reference works for general and professional information;

3.1.4 literature, databases, analytical systems and platforms related to scientometrics and science policy;

3.1.5. higher-level scientific and educational literature to broaden the scientific and literary horizons of lecturers, students and university employees, as well as external readers who visit the library for research and self-study purposes;

3.1.6. a comprehensive selection of Hungarian classical and contemporary fiction, as well as selected foreign classical and contemporary fiction necessary for the University's literary and language courses.

3.1.7. As a guardian and provider of the University's knowledge assets:

- a fixed number of copies of each university publication;
- documents submitted to the institution as a condition for obtaining a degree or diploma: bachelor’s, master’s and doctoral theses;
- scientific works produced as part of the academic activities carried out at the University and published by researchers and lecturers employed by the University;
- documents serving the development of the Library's special collections.

3.1.8. Publications to enrich the Library's special collections:

- for the purpose of enriching the special museum collection of ULKCUP, established in 2022, the processing of printed material in the field of universal and Hungarian cultural history, with special regard to the periods of enlightenment and classicism, as well as 20th century modernism, and in the fields of descriptive linguistics, the history of language and dialects, the history of books and publishing, the history of printing and the history of the book trade,

- Hungarian and foreign language journals on chemical engineering and chemistry, books, journals and special editions documenting the history of these disciplines (considering that the University Library of Veszprém served as a national specialised library and legal deposit of chemical engineering and chemistry for decades),

- in accordance with the research spectrum of the *János Sziveri Institute, Research Centre for Central and Eastern European Literature and Social Sciences*, established within the Faculty of Humanities of the University of Pannonia, works on the history and present of Hungarian minorities beyond the borders, as well as 20th century and contemporary literature,

- as a specialised library hosting an EDC spot, the official documentations of the European Union,

- literature, language books and other library documents to support language learning and cultural integration of Hungarian and foreign students.

3.1.9. Library, professional and information science documents, as well as literature, conference publications and other documents related to the concept of Open Science or specific areas thereof.

3.1.10. General educational works and documents for leisure activities.

3.2. Scope of collection by documentary typology considerations

The Library collects and makes available many types of documents needed to carry out its tasks:

3.2.1. printed documents:

- books and book-like publications, reference books, course books, textbooks
- small print publications (library history, book history).

3.2.2. electronic documents (computer-readable storage media, databases, electronic documents available online, e-documents requiring a special reader) and access to them,

3.2.3. other documents:

- bachelor's and master's theses
- maps,
- manuscripts,
- photographs.

3.3. Scope of collection by chronological considerations

3.3.1. The University Library gives preference to current documents when defining the time limits for collecting, but pays special attention to books and other library documents which were published before 1949 and which belong to the special museum collection of the University of Pannonia.

3.3.2. The main criteria for procuring earlier works:

- supplementing the number of copies to better meet the needs of readers,
- the establishment of a new study programme or a new direction of scientific research at the institution,
- missing or lost volumes and series elements,
- special collection interests.

3.4. Scope of collection by the number of copies

The number of copies is determined on the basis of the data gained from the monitoring of the stocks and the comments and suggestions of the subject librarians - information librarians who are familiar with the specificities of each major/field of study (number of students, subject or literature in general) and of the reading service staff, who are knowledgeable about the daily needs of users. In the case of procuring electronic documents, priority will be given to options covering the entire IP range of the University.

3.5. Scope of collections by linguistic criteria

3.5.1. In the case of literature for teaching purposes, the University Library strives to acquire a complete literature in Hungarian, however, as far as possible, it also aims to obtain at least the basic English and German literature in all the disciplines taught and researched, especially in the case of source publications and handbooks;

3.5.2. The University Library tries to acquire multidisciplinary literature in foreign languages related to the diverse activities of the National Laboratory for Climate Change, coordinated by the University of Pannonia as consortium leader, in the following subject areas: climate change, environmental protection, sustainability, circular economy, tourism and hospitality, pedagogy, psychology, linguistics, multilingualism, intercultural issues;

3.5.3. The University Library supports the University's study programmes in foreign languages, linguistics and literature by providing specialist literature, fiction and language learning materials in the required languages.

3.6. Scope of collection by archiving criteria

The University Library is obliged to preserve documents declared protected and of special value pursuant to Decree 22/2005 (VII.18.) issued by the Ministry of National Cultural Heritage, on the rules related to the handling and registration of museum library documents, as well as legal deposit copies. Works and museum documents of significant scientific and artistic value may not be discarded due to content obsolescence.

In addition to providing services, archiving is also part of the University Library's collection strategy:

3.6.1. national and foreign literature relevant to the institution's study programmes,
3.6.2. the literature needed for scientific research,
3.6.3. topical documents for providing general information,
3.6.4. the designated scope of Hungarian fiction and periodicals, due to its library tasks,
3.6.5. documents held in special collections,
3.6.6. for documents of museum value.

3.7. Scope of collection by usage considerations:

The University Library

3.7.1. makes available on the spot:

- periodicals,
- publications that are part of the reference library,
- a copy of basic manuals, dictionaries, textbooks,
- documents and manuscripts of museum value (in possession of a research authorisation),
- e-documents and databases (printed theses from previous years) that can only be used in the library network,
- volumes of unique value held in special collections.

3.7.2. On request and where possible, it makes available for loan several copies of basic documents, specialised books, course books, textbooks, reference books (if more than one copy is available), as well as fiction and entertainment literature.

3.8 Primary and secondary scope of collection

3.8.1. Primary scope of collection:

The primary scope of collection includes those documents that are essential for the University to carry out its scientific and educational tasks, to provide the University's citizens with literature and to fulfil its public library functions. These documents form the core of the collection.

3.8.2. Secondary scope of collection:

The secondary scope of collection covers subject areas outside the main collection. These documents must be collected selectively and concurrently.

3.8.3. The University Library collects textbooks and other teaching materials for public education in coordination with the teacher training activities of the University.

4. Methods of stock expansion

The University Library's holdings grow through acquisitions/purchase, donations, exchanges (domestic and foreign) and legal deposit service.

4.1. Acquisition/purchase:

The available financial resources (budget, revenues, funding projects) must be allocated on a shared basis for the purchase of periodicals and other types of documents. Any document purchased or acquired by the citizens of the University from any source provided by the government, associations, foundations, etc. forms part of the Library's collection, even if it is physically located in other units of the University.

4.2. Legal deposit copies:

The University Library receives a legal deposit copy of current and previously published publications of the University Press (1-5 copies).

4.3. Gift, bequest

The University Library reserves the right to sort out or refuse gifts and bequests in order to keep its collection policy and collection limits within the prescribed limits.

The University Library may incorporate into its holdings complete collections or parts of collections acquired as gifts or bequests, which have a scientific, historical or cultural value that enhances the value of the University Library's collection.

4.4. Copies in excess

Filling gaps in the collection from documents discarded by other libraries.

4.5. (International) exchanges with institutions with a similar profile, both in Hungary and abroad

4.6. In-house production: The University Library produces digital documents and databases from its own holdings in compliance with the provisions of the Copyright Act and the University's Regulation on the Management of Intellectual Property.

5. Sources of stock expansion

5.1. the amount allocated in the University Library's annual budget;
5.2. the University Library's own revenues;
5.3. library development funding projects (ODR, NKA, etc.);
5.4. national consortium, government support (EISZ);

6. Monitoring the needs for stock expansion

6.1. lecturer-researcher needs survey,
6.2. tracking changes in education,
6.3. knowledge of document types typical of the disciplines and tracking changes,
6.4. reader needs, feedback (Desiderata-box),
6.5. liaising with publishers: database providers, publishers, requesting trial access, analysing usage, regular review of publisher catalogues (Starkmann, Prospero, Ulrich'sWeb, Wolters Kluwer)
6.6 compiling statistics on stock use,
6.7. monitoring changes in the composition of library users,
6.8. user satisfaction surveys.

7. Register of documents of museum value

On the basis of the Act on the Protection of Cultural Heritage (Act LXIV of 2001), the Ministry of National Cultural Heritage has issued a decree regulating the obligation to register library documents of museum value (Decree 22/2005 (VII.18.) issued by the Ministry of National Cultural Heritage, on the rules related to the handling and registration of museum library documents). Accordingly, the University Library registers documents of museum value in its collection and registers them in the Registry of Library Documents of Museum Value (Biblioteca Vetus Hungariae).

8. Asset protection

The University Library’s staff constantly checks the condition of the documents in the collection. At the slightest suspicion of fungal infection, they isolate and examine documents at risk and prevent the risk of further spread. The University Library ensures that damaged documents are professionally repaired in a bindery or restoration workshop. Documents withdrawn from the service will be digitised as soon as possible. The University Library pays particular attention to the ongoing preservation of documents of museum value.

9. Stock reduction

The Library's stock is discarded in accordance with the criteria listed in Sections 1-6, in accordance with the 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), on the basis of an established procedure. The considerations to be taken into account in the process

of scrapping, the workflow to be followed and the necessary documentation are set out in the scrapping plan and the library's process descriptions.

10. Final provisions

The Director General of the ULKCUP and the Deputy Director General in charge of the professional coordination of library tasks are responsible for the expansion of the collection. Changes to the primary scope of collection of the University Library may be justified by changes in the disciplines taught and researched at the University. The scope of collection of the University Library must be reviewed every 5 years and any necessary changes must be made.

Katalin Urbán

Director General

Place and date: Veszprém, 23rd March 2025