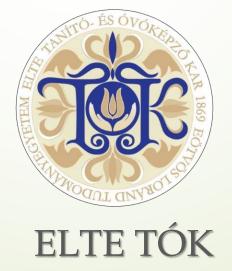# LIBRARY GUIDE

OF FACULTY OF ELEMENTARY AND NURSERY SCHOOL TEACHERS TRAINING

(ELTE TÓK)

2021

ELTE TÓK

Welcome to our library

- Address:
  - 1126 Budapest, Kiss János altábornagy u. 40.
- Homepage:
  - https://www.tok.elte.hu/library
- Facebook:
  - https://www.facebook.com/konyvtar.tok.elte.hu
- E-mail:
  - konyvtar@tok.elte.hu
  - kolcsonzes@tok.elte.hu
- Phone No.:
  - +36 1 487-8148 (information, circulation)
  - +36 1 487-8155 (workroom)

About our library

- **The University of ELTE, has a library network**:
  - We have a central library and beside
  - Each faculty has their own library

- **Our faculty colletction** is focused to the following topics:
  - pedagogy, child care, child developement and psychology

- **We provide support with up-to-date library services** for students at BA level in Faculty's basic vocationals:
  - teacher, nursery school teacher and the newer infant educator and early childhood educator courses

- We provide bibliography service which supports professors' applied and developmental researches.

- **Our readers are:**
  - **faculty's students participate in higher-level vocational training**
  - **students and professors of other ELTE faculties**
  - **students of other national teacher training institutes**
  - **foreign guest students**

Our librarians

- **Ilona Bodnár -** head of library
- **Dávid Kontra:** librarian – MTMT, reader services, reference questions
- **Krisztina Réder:** librarian – cataloging and periodicals (journals)
- **Karola Török:** librarian – reader services, reference questions, EDIT
- **Attila Polán:** IT staff
- **Ágnes Korica:** assistant librarian (on leave)

Becoming our readers

➡ First step: registration – it is free for the ELTE members, including the guest students

➡ There is 2 options:

  ➡ In person, by
    ➡ walking into our library, during opening hours and
    ➡ filling out our registration form
    ➡ accept our policy and terms of use

  ➡ Online, by our WebApp (library app)
    ➡ go online to the: https://libraryservices.elte.hu/app_virtual-library-card/home.php
    ➡ choose the online registration option
    ➡ go through the registration process by using your Neptun ID and password
    ➡ during the registration process, please accept our policy and terms of use

➡ After both of the registration ways you will be able:
  ➡ to use our WebApp
  ➡ to use our faculty library

➡ **Rememeber:** each faculty has their own library, you have to sign up to them one by one

Our services

Services in person:

temporarely unavailable, because of the COVID19

- book loan
- book loan prescription
- book loan renewal
- online registration (WebApp)
- virtual library card (WebApp)
- printing and scaning
- computer usage and WIFI
- use of the reading room
- providing reference information – in person

Online services:

available, during the COVID19 too

- OPAC (online public access catalog)
- WebApp – book loan tracking

  – book loan renewals - online
- subscribed databases
- accessing network from home
- guidelines
- thematic bibliographies
- providing reference information – via email

Special, hibrid services during the COVID 19

- „write and take it" - book loan at the entrance

Library usage rules

- Our reading room is open for everyone
  - you can come in and read/study/use the wifi on your on device and you use the printer
  - we provide reference information
  - on our website the OPAC, our guidelines and the thematic bibliographies are also available
  - ELTE members with Neptun ID - accessing our network from home – and our sbscribed databases
- After registration you can:
  - use our computers
  - use our subscribed databases
  - have access to our special collection – which includes 90% of our books on English
- After registration is also available:
  - book loan prescription
  - book loan renewal
  - WebApp: book loan tracking and book loan renewals - online

Our collection

- about 100.000 documents
- focused on:
    - pedagogy, child care, child developement and psychology
- **up-to-date** for students at BA level in Faculty's basic vocationals
- Language diversity:
    - most of our books are on Hungarian
    - we have several books on English
    - some books on Deutsch
    - a few on Serbian
- Most of our books on English is part of a special colletcion
    - Our special colletctions **are available only for local, reading room use**
    - **These books can not be borrowed, only in very special cases**

Book loan

- Every registered member can borrow from our collection
- We have different statuses for different books:
  - available only in reading room – our special collections + books with a single copy
  - limited borrowing – 1 night/1 weekend, these are books from the reading room
  - borrowing for 1 week – frequently used books from the loan room
  - borrowing for 2 weeks - books from the loan room
  - borrowing for 1 month – books from our basement storage

Book renewal and overdues (late fees)

- Available only for books with 1 week, 2 weeks or 1 month borrowing time
- You can renew every loan only once
- With renewal the borrowing time will be doubled
  - a 1 week book, the loan will expire in an other week
  - a 2 weeks book, the loan will expire in an other 2 weeks
  - a 1 month book, the loan will expire in an other month
- The loan in the case of books with limited borrowing time can not be renewd
- If you do not return the loaned books in time a late fee will be charged
- Late fee depends on the status of the book.
- For the exact amounts see the *fees and payment* part

Fees and payment

- Late fees:
  - books with limited borrowing time: *500 Ft/day/book*
  - a 1 week book, the loan will expire in an other week: *120 Ft/day/book*
  - a 2 weeks book, the loan will expire in an other 2 weeks: *100 Ft/day/book*
  - a 1 month book, the loan will expire in an other month: *100 Ft/day/book*
- Printing and scaning: *30 Ft/page*
- Registration for external readers (not ELTE members)
  - former ELTE student with Alumni membership: 300 Ft/semester
  - student of an other institute: 1500 Ft/semester
  - external reader: 2500 Ft/semester

Could be useful:

- Our hompage
  https://www.tok.elte.hu/library

- Hompage of the library network
  https://eltekonyvtarak.elte.hu/en/egyetemi-konyvtari-szolgalat

- OPAC (online public access catalog)
  https://opac.elte.hu/

- WebApp

  - description: https://eltekonyvtarak.elte.hu/index.php/en/university-library-service/services/elte-library-webapp

  - the app: https://libraryservices.elte.hu/app_virtual-library-card/home.php

- subscribed databases
  https://eltekonyvtarak.elte.hu/en/egyetemi-konyvtari-szolgalat/adatbazisok/adatbazislista

- accessing network from home
  https://eltekonyvtarak.elte.hu/index.php/en/university-library-service/services/remote-access

- NOTE: If the webpage shows up on Hungaian, do not worry, just change the languge

We are waiting in the library: