

WELCOME TO THE UNIVERSITY LIBRARY

2002

BRIEF HISTORY AND FIGURES

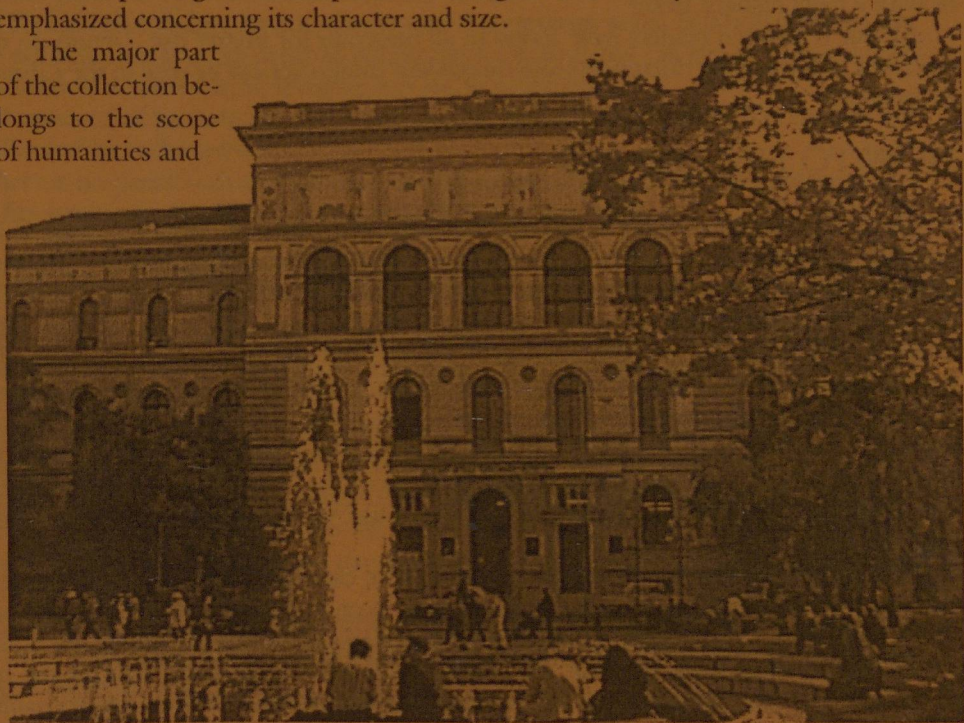
After the World War I, in 1921 the University of Kolozsvár, Transylvania, moved to Szeged but the entire holdings of its library (the third largest academic collection of the former Hungary) remained there: therefore a new library had to be built here in Szeged.

Based on duplicates provided by other Hungarian libraries a 40,000 volumes collection was created soon. Between the two wars the development of the collection, basically, was supported by legal deposit publications, bequests and gifts of institutions and private individuals.

After 1945 a systematic developing process was launched and together with an increase in the range of services of the Library both the book and the periodicals acquisition, Hungarian and foreign as well, grew rapidly.

When speaking about the present holdings of the Library there are two facts to be emphasized concerning its character and size.

The major part of the collection belongs to the scope of humanities and



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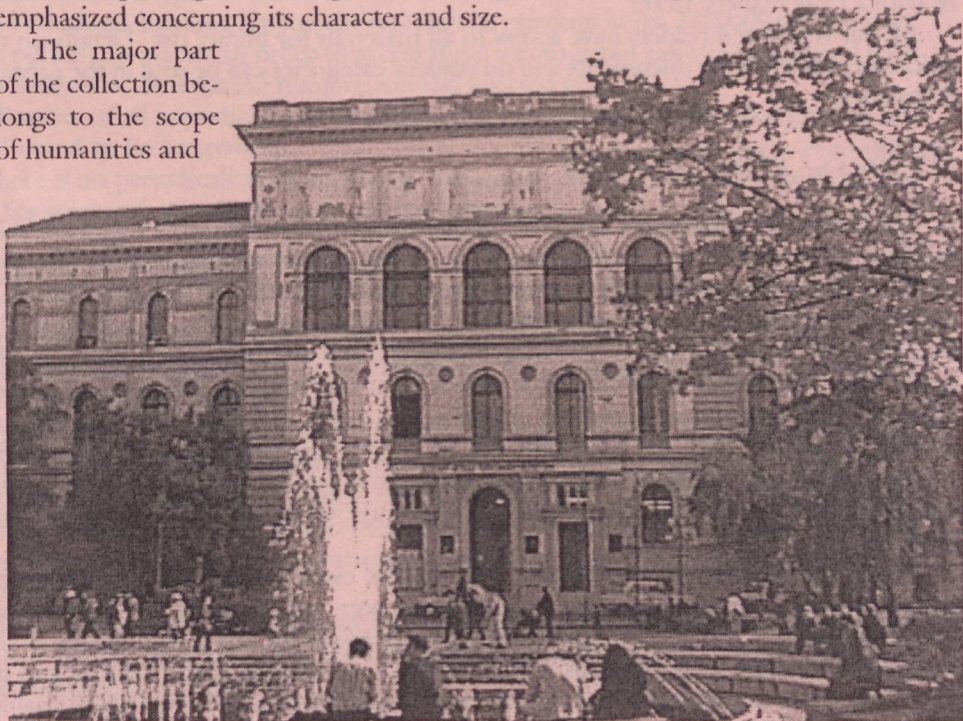
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social sciences but because the University is a multiple faculty, comprehensive university our users can find substantial material, both in Hungarian and in foreign languages, in many fields of the sciences as well in the Library.

The University Library consists of almost 800,000 books, nearly 200,000 periodical volumes and roughly 40,000 other documents (manuscripts, microfilms, etc.), that is, **altogether about 1,000,000 library units.** This number indicates that **our library is the largest and most significant collection of the town and the region,** and one of the most important scientific collections in the country.

Moreover, similarly to several other Hungarian higher education libraries, the University Library is also a 'main library', that is, it is the center of the library network of faculty, institutional and departmental libraries.

SCOPE OF READERS

The basic goal of the University Library is to serve the community of the University of Szeged. However, it is also a characteristic feature of Hungarian university libraries that they are open to the public, too. It means that not only the faculty and all the enrolled students of the University can register to the Library but besides those of other educational institutions of Szeged all the inhabitants of the town (above the age of 14) can become members.

This eligibility also applies to the foreign students and to the international faculty of the University. These foreign visitors are allowed to enter the library with a bar-coded student/faculty identity card issued by one of the Faculties or by the Library itself, or with a daily readers' ticket.

All our registered readers have access to all materials for library use. Details on restrictions of borrowing documents and on readers' categories can be read in the Library Regulations.

HOW TO FIND BOOKS

The University Library is a closed-access library. It means that only a fragment of its holdings can be found on open-access shelves, mainly in the reading rooms. **The majority of the collection is held in stack-rooms** (partly in other buildings). Therefore the location marks of all required books should be found and written to call-slips. The location mark, basically, is a combination of letter(s) and numbers, and is placed on the upper right hand corner of the catalogue card or, after searching the computer catalogue, can easily be located under 'Holdings' on the screen at the terminals. One call-slip may contain the data of only one book but with its all location marks (if we have multiple copies of the item). Call-slips can be found throughout the library nearby the catalogues and terminals. (The red ones are for reading rooms use, while the black ones are for loan purposes.)

Public query computer terminals. Our on-line catalogue accessible through terminals provides information on the books having been purchased by our library since the middle of the 1960's. That is, for locating publications for this period the use of the computer catalogue is the quickest way. Simple and combined search options and indexes help users to find items and this automated information retrieval system enables

readers to find the desired work even if they possess only partial information on that. At present the database contains 315,000 bibliographic and more than 420,000 authority records. The retrospective completion is in process which means a 10,000 records increase yearly. Among the academic libraries it is our library that provides the largest on-line public access catalogue (OPAC) in Hungary.

Card catalogues. Though the on-line computer catalogue contains a remarkable part of our holdings the traditional card catalogues, filing more than 2,500,000 cards altogether, give information on the entire stock of the Library purchased until 1996. Users can consult the following catalogues: 1/ two alphabetical catalogues; 2/ a subject heading catalogue (material acquired between 1967 and 1996); 3/ a systematic catalogue (the complete holdings of the Library is arranged on the basis of the Universal Decimal Classification system); 4/ a catalogue of series; 5/ a title catalogue of literary works (published in Hungarian); 6/ catalogue of reviews (more than 200,000 articles and studies on novels, poems, films, history and theory of literature). However, readers have to be aware that the card catalogues were closed in September 1996 and documents having been purchased since then can be located only from the OPAC.

HOW AND WHERE TO FIND PERIODICALS

Also, the on-line catalogue provides information on the periodicals that can be found in the library. Presently there are 5,009 periodical titles in the OPAC. Besides, there are two card catalogues still in use: one for the newspapers and one for the current and archived stock of periodicals.

Some hundred types of the current issues of serial publications are placed on shelves in the Periodicals Reading Room, the rest and the previous years, 160,000 volumes, are in the periodicals stacks. In order to access them a completed call-slip is required with the indication of the location number and the selected year.

All issues of all periodicals can be used in the Periodicals Reading Rooms but are **not allowed to be borrowed**.

There is no periodicals stack service on Saturdays (and Sundays), the required material for weekends should be made prepared during the week.

BOOK READING ROOMS

The material in the **six book reading rooms** of the Library on the second floor of the building is arranged according to disciplines. Within them the organizing principle is the alphabetical order of authors.

Approaching the reading rooms from the direction of the Loan Section the first, smaller one gives room for general lexicons, encyclopaedias, fact books, who's whos, etc., for books of philosophy, psychology, ethics and religion, and here is the Canada Collection of the Library. This is also the room where you can find the desk of the supervisor of the reading rooms and computers to use the on-line catalogue, CD-ROMs and other databases.

The next, big room is reserved for the humanities and other areas of social sciences: from law, ethnography and education through linguistics to literatures of Hungarian and foreign languages, and history.

The third reading room is a comfortable place for users of science and applied science books from mathematics through economics and medicine to information science. Also, here is the place where our rapidly growing collection of books on the European Union is shelved at. There is also a small but valuable "Hungary at a glance" collection of books written in English, French and German on Hungarian culture, history, politics, language and literature.

The fourth reading room is the site of books of geography, arts and sports. Also, this is the area where those who are interested in military history can enjoy a special collection of more than 2,300 books mainly written in English on this topic.

The 5th and 6th rooms are occupied by another significant collection of our library: the Austria Library. This collection contains books and periodicals, all in German, relating to Austria: the country as a whole, its art, language and literature.

If you do not find a book in the reading rooms, please consult the catalogues whether we have it in our stack-rooms.

REFERENCE MATERIAL AND INFORMATION SERVICE

The material of the reference collection which consists of lexicons, encyclopaedias, handbooks, fact-books, dictionaries, bibliographies, etc. of all the disciplines is also included in the catalogues and is available through the Information Service or through the supervisor of the reading rooms. Beside the traditional documents many electronic information sources (CD-ROMs, on-line dictionaries, journals, encyclopaedias etc.) assist research in the Library.

Questions and requests from users of the Library are welcome in the Public Inquiry Room located near the entrance. There is also a virtual information service available for readers through the Library home page and via e-mail. Readers are advised to visit the Library home page for information on the University Library and its services.

SPECIAL COLLECTIONS

Old and Rare Books. The impressive reading room of old books on the first floor stores a very valuable part of the University Library. The collection consists of the following sections: 1/ incunabula; 2/ 16th century books printed abroad; 3/ a Baroque collection of 17th century foreign documents; 4/ books published in, or relating to, Hungary up to 1711; 5/ 18-19th century books published in, or relating to, Hungary.

Manuscripts. The major part of this collection is constituted by bequests of famous professors of the University but there are also such rare documents in it like a 16th century illustrated Arabian codex, or a medieval Aristotle manuscript.

Parliamentary Documents. The collection consists of Hungarian parliamentary papers from the period between 1790 and 1848, and from 1867 up to present days.

Archivalia. This part of the Library holdings contains microfilm and xerox copies of pre-1526 documents preserved in the National Archives.

Bulletins. This collection (one of the richest of its kind in the country) contains school bulletins, from the year of the foundation of the institutions up to nowadays, from the territory of the historical Hungary.

Ligeti Collection. This exceptional and worthy material for Turcology and Altaic studies was given to the University Library by the world-famous Hungarian orientalist professor, Lajos Ligeti.

Special Library for Medieval Studies. This small but very special section with its handbooks, fact-books and documents serves researchers of the following fields: Hungarian and European medieval history, history of civilization, history of church and historical geography.

University Collection. This section has been accumulating data and documents about the former József Attila University: prepares the year-book, lists and stores the theses written at its former Faculties and, as one of its most important tasks, keeps records of publications, reported to the Library, of the faculty.

COMPUTER-BASED SERVICES

Databases. Beside the public on-line catalogue the following databases are available through terminals: 1/ PRESSDOK (bibliographic information on more than 750,000 newspaper articles written from 1990 in Hungarian on contemporary politics, economics, society, etc); 2/ Social Sciences Collection; 3/ Philosophy; 4/ Geography; 5/ Pedagogy; 6/ Repertory of the 'Hungarian Pedagogy'; 7/ Film and Movie; 8/ Articles about the University; 9/ Publications of the faculty of the former József Attila University from 1981.

Through the Internet the University Library provides access to several hundred scientific journals also in electronic version. For accessing this service special interfaces are provided on the homepage of the Library.

CD-ROMs. At present there are more than 600 compact discs in the Library. Some of them are available on-line within the University network, the rest can be consulted at the computers located in the Library. The discs and information on their usage are obtainable from the Reference Section or from the reading rooms supervisor.

On-line information service. Through international networks the Library has access to several other Hungarian libraries and to the catalogues of many large libraries of the world. A remarkable quantity and variety of full text electronic materials and information can be accessed through the Internet and the Intranet. On-line bibliographic searches in order to support important research projects are subjects to preliminary agreements.

BORROWING OF BOOKS

Registered international students and foreign lecturers at the University may borrow books from the Library. Like all our readers, they can have five items on loan at any one time. With some exceptions (the stock of the special collections cannot be borrowed and certain books may not be taken out from the library at all, or may be but only for a shorter period) items can be borrowed for three weeks. If there is no reservation for the book the loan can be renewed. In case of late return users are requested to pay a fine.

INTER-LIBRARY LOAN

Regarding the time consuming process of inter-library loan foreign registered users of the Library can make use of the service (for in-country loans) only if they spend minimum a term at the University. For completing an application form precise publication data are required. All items borrowed from other libraries are issued for use in the library only, and photocopies received should be paid for.

COPYING

The Library has a copying service, prices are indicated at the service room. Shorter copying claims are satisfied immediately while e.g. book-size copies will be prepared by a prearranged date. There is also a self-service machine available to readers.

AMERICAN HIGHER EDUCATION INFORMATION CENTER (AFIK)

This office is also a public area for readers in its opening hours. The contents of books, computer databases, bulletins, the information on colleges and universities, fields of study, admissions tests, deadlines, etc. serve those who intend to continue their studies in the United States.

PRACTICAL INFORMATION

Cloak-room. For entering the Library the use of the cloak-room (for bags, coats) is compulsory and free.

Inquiries. If you have difficulty in using any part of the Library ask the librarian in the Public Inquiry Room near the entrance of the Library. You will get the necessary assistance or will be guided to a specialist.

Registration. The site of registration is the Loan Section (its entrance is the nearest door to the reception-desk). An identification document (passport) and/or a student identification card are required. The registration is free.

When leaving the Library, please show the receptionist for checking all the books, folders etc. what you have with you.

OPENING AND SERVICE HOURS

During terms:

Both Book and Periodicals Reading Rooms:

Monday:	1 pm–8 pm
Other workdays:	8 am–8 pm
Saturday:	8 am–7 pm



During exams period:

Book Reading Rooms:

Monday:	10 am–8 pm
Other workdays:	8 am–8 pm
Saturday:	8 am–7 pm
Sunday:	8 am–1 pm

Periodicals Reading Rooms:

Monday:	1 pm–8 pm
Other workdays:	8 am–8 pm
Saturday:	8 am–7 pm
Sunday:	8 am–1 pm

Whole academic year:

Old and Rare Books Reading Room:

Monday–Thursday:	8 am–12 am 1 pm–4.30 pm
Friday:	8 am–12 am 1 pm–4 pm

Loan Section:

Monday:	1 pm–6 pm
Tuesday–Thursday:	9 am–4.30 pm
Friday:	9 am–4 pm
Saturday:	9 am–1.30 pm

Public Inquiry Room:

Monday:	1 pm–6 pm
Tuesday–Friday:	9 am–6 pm
Saturday:	9 am–1.30 pm

American Higher Education Information Center (AFIK):

Monday:	1 pm–4 pm
Tuesday:	9 am–11 am 2 pm–4 pm
Thursday:	9 am–12 am
On every third Saturday of every month:	9 am–12 am

Copying:

Monday:	1 pm–4 pm
Tuesday–Friday:	10 am–12 am, 1 pm–4 pm
Saturday:	9 am–1 pm



CONTACT INFORMATION

Address: University of Szeged
University Library
6720 Szeged Dugonics tér 13.

Mail: 6701 Szeged, Pf. 393

Fax: 544-035

Inquiry: 544-041

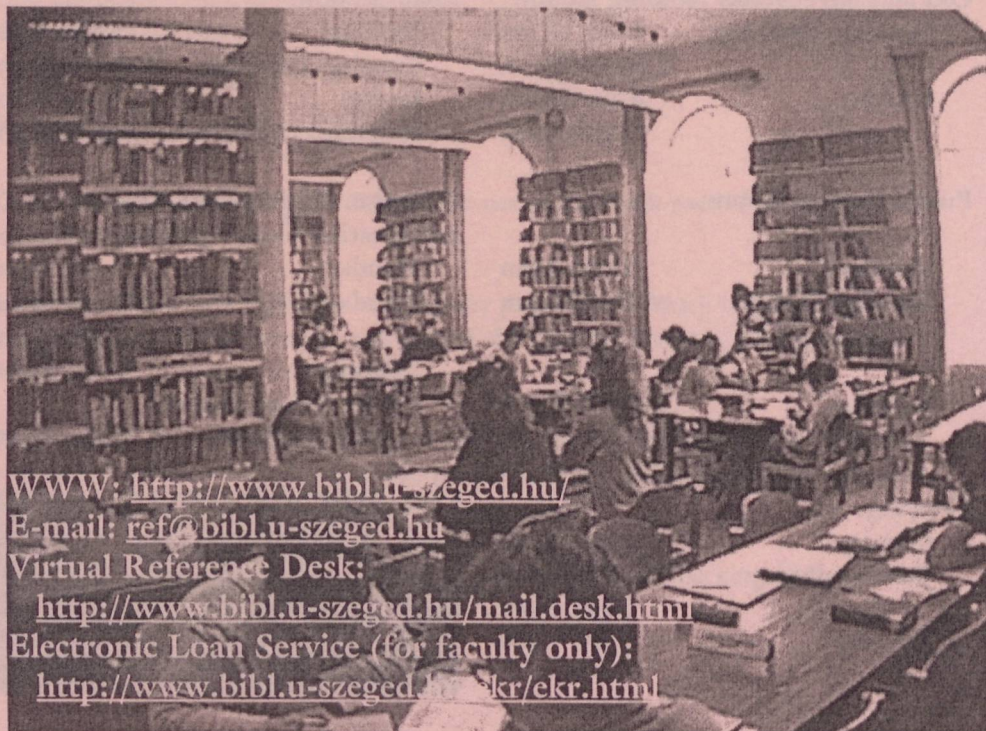
Loan Section: 544-028

Periodicals: 544-000/ext. 3347

Inter-library Loan: 544-635

AFIK: 544-065

(Country code: 36, Area code: 62)



WWW: <http://www.bibl.u-szeged.hu/>

E-mail: ref@bibl.u-szeged.hu

Virtual Reference Desk:

<http://www.bibl.u-szeged.hu/mail.desk.html>

Electronic Loan Service (for faculty only):

<http://www.bibl.u-szeged.hu/ekr/ekr.html>