

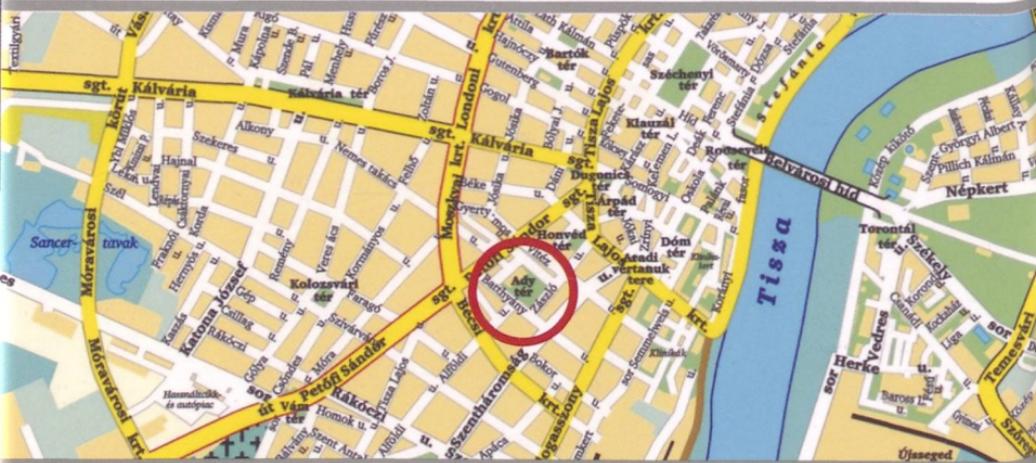


# Library Guide

UNIVERSITAS SCIENTIARUM SZEGEDIENSIS  
**SZEGEDI TUDOMÁNYEGYETEM**  
EGYETEMI KÖNYVTÁR



# The Library on the map of Szeged:



Adress: Szeged, Ady tér 10.

Phone: 36 62 546-633

Mail: 6701 Szeged, Pf. 393

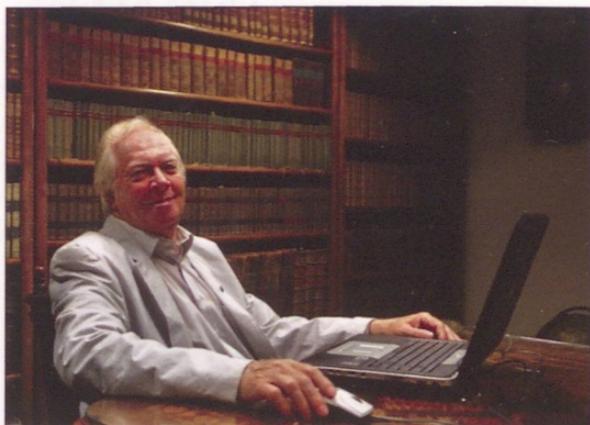
E-mail: [ref@bibl.u-szeged.hu](mailto:ref@bibl.u-szeged.hu) – Website: [www.bibl.u-szeged.hu](http://www.bibl.u-szeged.hu)

## Opening hours:

Areas	Monday	Tuesday– Friday	Saturday	Sunday
Loan Section	8–20 (first Monday of every month) 12–20	8–20	9–16	CLOSED
Reading areas				
Special collections			CLOSED	
Computer labs: 1 <sup>st</sup> és 3 <sup>rd</sup> floor			9–16	

# Dear Reader!

**D** e c e m b e r  
of 2004 is a  
significant  
date in the life of the  
University Library of  
the University of Sze-  
ged. This was the time  
when, based on long  
traditions and with  
new developments  
of the highest level,  
the Library began its  
operation in one of



the most beautiful, new buildings of the city of Szeged. We are proud to say that the new Library that includes all the former faculty, institutional, departmental libraries of the University is a new institution in quality. With its collection significant in quantity and excellent in quality, with the modern digital information resources, with the tools that help to access them and, naturally, with the knowledgeable staff necessary to operate all this, the Library is a major institution even on international level.

This is the Library, whose mission is to serve one of the largest and best universities of Hungary, that, with pictures and brief texts, we would like to show you. Our intention is to make university citizens interested in using it day-by-day and show present and prospective students, researchers, international visitors that at this University first class library services are available.

*Szeged, August of 2010*

Dr. Béla Mader  
Director General

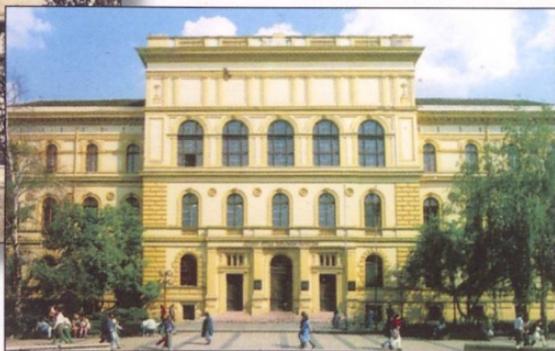
# TARTALOM

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## WHO ARE WE?

### Brief history

The University Library of Szeged was founded in 1921 when the Ferenc József University from Kolozsvár (today: Cluj Napoca, Romania) moved to Szeged as a consequence of the 1<sup>st</sup> World War peace treaties. The instructors, professors and librarians arrived at Szeged but the holdings of the Library remained in Kolozsvár. It was a bibliotheca without books.



In the 1921–22 academic year the Library began to operate with two rooms at the Dugonics square. The collection was established by the donations and surplus copies of other Hungarian libraries. The stock began to grow by gifts and bequests of university professors, purchases by the Library and by the fact that between the two world wars the Library received, for archiving, all the documents that went through censorship in the public prosecutor's department.

After the 2<sup>nd</sup> World War a more systematic collection development began. Also, there was a network created with the departmental libraries and in the 60s the number of purchases of foreign books and periodicals considerably increased. The electronic processing of documents also was launched in the second half of the 60s.

The beginning of the 1990s brought a new stage in the development of the Library: buying an integrated library system and automating library procedures the holdings of the Library could be accessed through an online catalog. The University Library became one of the most dynamic collection and institution of the country.

The opening up of the new building in 2004 implied other qualitative and quantitative changes. More than 70 libraries of the University moved into the new building and formed an integrated, unified library. Thus the University Library grew to one of the most significant libraries in Hungary both by its traditional and electronic contents providing and the information services established.



## EK or TIK?

When talking, young people (like university students) are fond of using abbreviations, acronyms. This is the case with EK and TIK what foreign visitors will also hear and see. Experience shows that their usage may not always be proper. Let us clarify what EK and TIK is!



On December 9, 2004 the new Study and Information Centre (TIK) opened its doors. Later, the building took the name of a former student (a talented poet) of the University and thus got its full name as JATIK. The majority of this huge, 25.000 square meter-large glass palace is occupied by the University Library (EK or UL, in English). That is why the whole building is often mentioned as “the Library” and, vice versa, the Library is referred to as the TIK, JATIK. The rest of the building gives home for seminar- and lecture rooms, theatre, cloak room, gift shop, restaurant and café bar, bookshop and student services offices. Thus when someone comes to the TIK s/he may aim at something different than the Library.



*The territory of the building of the TIK is twice the size of the Szegeed Dome square with the Votive Church.*



## Mission

The basic role of the University Library is to provide assistance for students, PhD students, faculty members and researchers of the University in order to enhance study, instruction and research. The Library makes every effort that with traditional and new methods and with gradually developing technical tools be a major help for students, faculty and researchers in reaching their professional goals.

Our Library is an archive of documents of long and recent past but, at the same time, it is also a gate towards modern communication culture.



DVDs (with documentary and feature films), traditional LPs are also available. (These documents can only be used locally, due to copyright reasons.)

There is a continuous increase in the number of e-documents: more than 100 general and special databases, near 14.000 e-journals and 3.000 free electronic sources are available through the Library. (See chapter: E-Library, E-resources)

As to figures, our Library provides access to near 2 million documents, from which roughly 350.000 are available from the open access shelves of the reading areas. Those books and periodicals that are not available from the reading rooms are located in traditional stack rooms on three floors, in one compact stack room and in several external stack rooms.

## HOW CAN THE UL HELP U?

This chapter aims at providing a guide in using the, perhaps at first site frightening, huge and complex University Library. The question of the title implies the “ars poetica” of librarians since our goal is that all our visitors, users find the proper information and document they wish to have.

### Registration

Every person who is over the age of 14 years can become a member of the University Library. When registering you are required to fill in a form and sign a statement at the Registration desk. You have to do it personally, in the opening period of the Loan desk. Temporary visitor's card for one occasion is available from the Reception desk of the building. Registration makes all members of the UL eligible to use all the books, periodicals, newspapers placed on the open access shelves. However, borrowing is a privilege only for the “citizens” of the University (full time, evening, correspondent and PhD students, faculty and researchers of the USZ), and for those inhabitants of Csongrád County who possess Hungarian citizenship or a Certificate of Hungarian Nationality, have a permanent address in the county and are over the age of 18.



## First station: the Enquiry desk

The General Reference Section is located on the ground floor, in the right wing of the building. (Have your card checked at the entrance and turn to the right.) Here visitors can request and will receive information, on individual or group level, on a wide range of services and topics: how to use the Library, what information sources and resources, and what forms of user education are available.



That is, in case of any kind of questions regarding the Library, services, the building itself, beginning with as simple questions like “Where are the copying machines?” to downloading a full text article from an online periodical, librarians are more than happy to help. Should that be a search in the online catalog, a request to be sent directly to the stack rooms or locating a document the staff of the Library will help you to solve your problem or to start your research.

## REF library???

The books on the shelves of the Reference Section bear the notation “REF” which is the abbreviation of the word “reference”. It’s a kind of collection which contains general, comprehensive works for quick consultation. The most important bibliographies, lexicons, encyclopedias, handbooks, who’s whos and dictionaries are located here in several different languages.

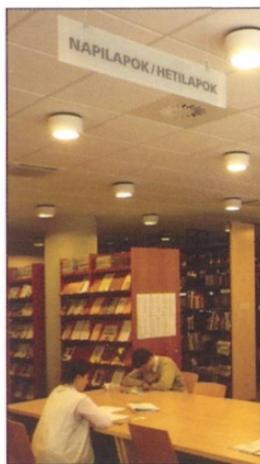
Placing these reference books here serves assisting those readers who are interested only in the meaning of a word, a definition of a term or the biography of a person. Using the Reference Library they can avoid spending much time with browsing the books on the shelves of the reading rooms, instead, quickly and simply can find the requested information.

## Current Newspapers and General Periodicals

This newspaper and periodicals reading area is at the neighborhood of the Reference Library on the ground floor. Basically general, comprehensive dailies, weeklies, monthlies and magazines are here which serve recreation but there are some scholarly periodicals, too. (The majority of scientific periodicals, both current and back issues, are located in the specialized reading areas.)

Newspapers are shelved according to languages (Hungarian, English, German, Italian, Spanish, French, Slavic languages), while in case of periodicals it was their topic that determined their arrangement. Visitors can browse the following themes and topics:

- ☞ religion
- ☞ library science
- ☞ philosophy
- ☞ psychology
- ☞ social science
- ☞ education
- ☞ sport, recreation
- ☞ arts
- ☞ sciences
- ☞ applied sciences
- ☞ linguistics
- ☞ literature
- ☞ history, civilization



*Dailies, weeklies, periodicals are available only in the Library building, they cannot be checked out! However, photocopies or digital copies of articles can be made or requested.*



## Reading areas

The building of the University Library consists of four stories. On these four floors visitors will find five reading areas where books and periodicals on the shelves are organized around certain disciplines. There are staircases and a glass panorama elevator that take clients up to these reading areas.

The five reading rooms are located in the right wing of the building. We use one of **five different colors** on the spine of each document placed to the open access shelves to indicate which reading area the document belongs to:

- ☞ General and Social Sciences Reading Room  
(1<sup>st</sup> floor – yellow)
- ☞ Historical Sciences Reading Room  
(2<sup>nd</sup> floor – green)
- ☞ Hungarian and Foreign Languages Reading Room  
(3<sup>rd</sup> floor – brown)
- ☞ Mathematics and Sciences Reading Room  
(4<sup>th</sup> floor – blue)
- ☞ Life and Medical Sciences Reading Room  
(4<sup>th</sup> floor – purple)

J/9 40  
53SO  
R17

J/62 1023  
577  
M35

J/21 38316  
894.01  
M14

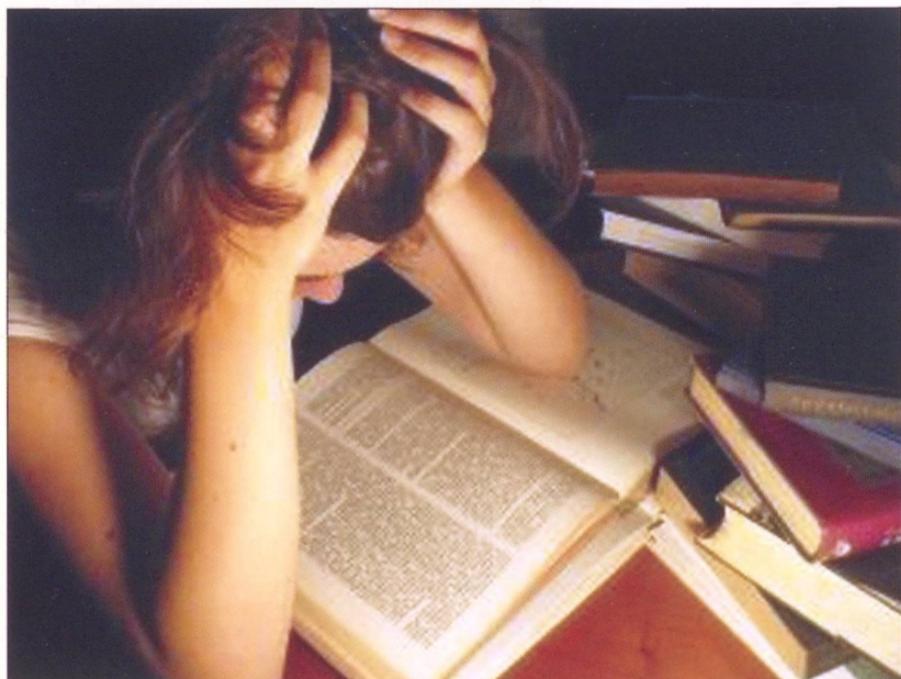
X 8423  
930.85  
H81

X 8423  
324  
K67



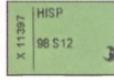
There are three types of books within each topic:

- ☞ loanable which means that users can take them from the shelves to the Loan Section of the ground floor where they can check them out
- ☞ for local use only which means that the book cannot be checked out, it is just to be read in the reading areas. In this case a **red** label will be paired with the original color label to remind users for the local use
- ☞ for local use and overnight loan. This type of books is for using only in the reading rooms during the day but 2 hours before closing it can be checked out for the night. Such books should be returned sharp by the following opening of the Library! Generally, this is a category of frequently used, very popular textbooks since university students can make a great use of a night spent with studying when preparing for an exam 😊



(Source: <http://angelicdiary.files.wordpress.com/2008/05/vizsgaidoszak.jpg>)

These books also bear an additional **red** label but the „RÖVID“ (Short) inscription is also included on it plus the color label characteristic to the reading area contains a small moon icon.



The lower stands of the reading rooms give place for periodicals which are also arranged according to disciplines. Both current and back issues of periodicals are only for local use!

## Computers in the University Library

### First floor, PC lab

On the 1<sup>st</sup> floor of the left wing there are 162 PCs available for those who have a chip-equipped staff or student university ID card. These



cards should be inserted to the reader on the right hand side of the keyboard then the computer can be used for accessing the Internet and the MS Office programs (word processing, spreadsheets, etc.). Users can copy files saved or downloaded to their PenDrives and take them home in this way. Printing is also available but please note that payment can only be made through your ID card having money on it or by a copy card.

A help desk with a person on duty will always be available during the full opening time of the Library at the far end of the Lab. S/he can be a helping hand in printing, copying, downloading, troubleshooting and in case of any other issues.

### **Individual and group study area**

Also in the left wing of the building, at the front part of the third floor we set up such a study area where small study groups, friends can work together on joint projects. For this purpose they simultaneously can use traditional tools (printed books, periodicals) and computers (with Internet). These 48 computers that are located here work with chip-equipped ID, too.

In the other part of this floor there is a lab of 50 computers. The tools accessible through these computers and the conditions of their usage are identical with the ones of the first floor.

### **Equipment for the visually impaired**

The University Library, as well as the University as a whole, makes every effort to ensure equal chances for its every student. Therefore we try to provide a disabled accessible environment and strive at offering special tools for visually impaired clients to help them in their studies. This special equipment (hardware and software) is available on the ground floor, next to the Enquiry. In case of any question or problem the librarian on duty will provide assistance.

### ***The Poet Compact reader***

This machine scans the A4 size printed text, takes a picture of the page, converts the picture into spoken language and reads it aloud (the program is available in English and in Hungarian).



### *The Prisma magnifier*

This equipment which is connected to a 20" LCD television magnifies printed texts, thus visually impaired students can read their printed notes, textbooks, books, periodicals more comfortably on the screen of the television. The device can produce a thirty-fold enlargement.



### *JAWS for Windows screen reading software*

There is also a personal computer with Windows XP operation system on which the JAWS for Windows, an enhanced, multi-lingual speech synthesizer software is available. Visually impaired users can access Internet resources and this enables them to use those sources in their study work.

### **CD-ROMs**

Under the galleries in the reading rooms of the first and third floors visitors will see computers (16-16) whose primary purpose is to provide access to the CD- and DVD-ROMs of the Library. We have hundreds of CD, CD-ROM and DVD discs from among which the most frequently used ones are accessible through a network available on these computers. The rest can be requested and used on private notebooks of patrons.

### **WiFi in the University Library**

The eduroam (Education Roaming) service is available in the University Library from December of 2007. It means that within the frames of a cooperation between European universities wireless Internet access is available reciprocally for all students and faculty members of the universities participating in the program.

What is wireless Internet? The WiFi is the abbreviation of Wireless Fidelity. Cables disappear, devices communicate through radio waves. For being eligible to use this service patrons should have a notebook (or an other wireless device), should be a university citizen and have to be enrolled to the University Library. More information on this service can be located on the website of the Library (Services / WiFi).

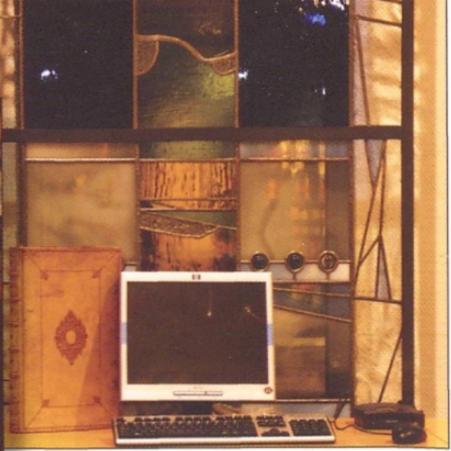


## Special collections

Such parts of our holdings are called special collections which, because of their character or value, are kept and handled separately.

### Old Books and Manuscripts

This collection consists of old books printed up to 1700 and, in case of Hungary related books, up to 1850. The size of the collection is 12.000 volumes. Besides, valuable manuscripts owned by our Library are also held here like: charters from the period of the reign of King Zsigmond (Sigismund), a 15th century copy of a work of Aristotle, a 17th century hand painted text of the Koran. A significant part of the collection is comprised from the manuscript bequests of illustrious professors of the University.



### **University Collection**

This unit collects documents related to the history of the University and scholarly activity of faculty members, researchers and staff, organizes exhibitions, issues publications.

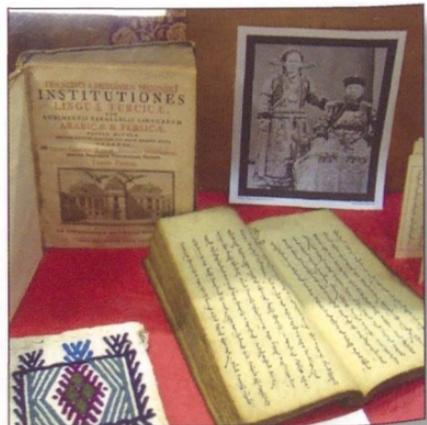
### **Music Collection and Media Center**

The stock of this department is made up from music scores, periodicals, video cassettes, traditional LP discs, music CD and DVD discs. Its mission is to help clients, interested in classical music, with scores, audio material and special literature on music. The documentary and feature film collection of the Media Center serves instruction, studying and research.

### **Oriental Collection**

The 11.000 documents of the collection support the instruction and research of Altaic studies.

The material of topics like Mongolian and Turkish linguistics, history and ethnography is especially valuable. The stock of dictionaries is emphatically rich, includes the most important mono- and multilingual dictionaries of almost all oriental languages.



## Social Theory and Contemporary History Collection

In 1985 this collection was established to support region and minority research, and research of history of ideas and reception. Such documents were collected which cover social history, history of ideas and of political thought in the 20th century Hungary and Central and South-East European countries. Additionally, rare documents like emigrant and samizdat publications, manuscripts, unpublished translations, memoirs and background studies enrich the collection.

There are other special collections in the reading rooms which make separate units in the holdings by their unique topics:

- 📖 European Documentation Centre
- 📖 Military History Collection
- 📖 Hispanic Studies Collection
- 📖 Hungary Collection
- 📖 Canada Collection
- 📖 Austria Library

## Search: the online catalog

It would be very difficult to locate books, periodicals, articles requested by users in the enormous holdings of the University Library if there were not available a library catalog. Based on rigorous rules, each copy of the stock is organized into a system and is made retrievable.

The traditional card catalogues (alphabetical, subject heading, title, etc.) were very useful for decades but after a while their effectiveness decreased because while searching them only one criterion could be used, they occupied large space and could be used only in the Library. Therefore since the 1970s our Library has been building a computer catalog.

The online catalog contains the “virtual catalogue cards” of books purchased from 1965. Items having been acquired before this date also can be found in the catalog, but not full years of earlier acquisitions are included. Therefore it is still may be necessary to use the existing (alphabetical and thematic) card catalogues, however patrons should note that the expansion of card catalogues was closed down in September of 1996.





On the website of our Library users often will see the word OPAC. This acronym stands for: Online Public Access Catalog. That is, OPAC means such an automated catalog that can be used by anyone through a computer network (like the Internet).

The online catalog is accessible through two interfaces: 1) from the homepage of the Library through the Internet (within the Library from computers of the PC labs, the individual and group study area, and the ones located under the galleries of the two reading rooms) and 2) through such terminals of our building that form an Intranet within the Library (computers on the ground floor nearby Enquiry and the ones on the tables of the reading rooms). These latter are exclusively for searching the online catalog to locate documents for checking out or using locally.

### Useful tips for searching:

- ☞ Hungarian accents should be used properly
- ☞ Upper and lower case letters are interchangeable
- ☞ Articles (a, az, egy, the, der, etc.), conjunctions (és, hogy, vagy, and, or, etc. ), titles (Prof.. Dr., etc.) should not be given
- ☞ When searching for Subject several different approaches are advised to be used
- ☞ In case of multiple hits it is recommended to check several of them



From the Library home page both quick and advanced searches can be started, that is, you can check from your home computer whether a document is available in the University Library.

## Circulation

### Borrowing from the open access shelves

Those books are borrowable from the reading rooms that bear only one color label: the one which corresponds to the group of disciplines of the respective floor. Patrons select the proper book themselves: having identified the book (finding its location mark in the online catalog) clients take it off the shelf, carry down to the Loan Section (ground floor) where, as registered users, can check it out.





The majority of the books shelved in the reading rooms belong to the “circulating” category.

### **Borrowing from the stack rooms**

From among the almost 2 million documents of our holdings roughly 1.5 million items are stored in the stack rooms.

The books and periodical volumes held here can be located with the help of the online and card catalogs and therefore can be requested for reading room use or, in case of books if the type and availability of the book permits, for checking out.

Opening the “Storage request” program of terminals (that is, the online catalog of the Library) patrons can identify books they request for reading locally or for borrowing. Providing a user name (barcode number of your library card) and a password (your birth date) clients can directly send their requests to the stack rooms.

Borrowing from the stack rooms is a bit time consuming (completing requests takes 1-1,5 hours) since stack attendants have to identify and collect a large number of books simultaneously, carry them to the respective reading rooms and to the Loan Section.



Patrons can regularly check the actual status of their storage requests on the plasma televisions located in the building and on the website of the Library.



If we made one line from the items held in the stack rooms we would get a 38 km long chain of volumes. This is exactly the distance between Szeged and Kiskunhalas.



If you are not a citizen of the University of Szeged or do not live in Csongrád County and would like to use the material of the University Library you can submit an **interlibrary loan** request in the library of your living place.



## E-LIBRARY

Our Library makes every effort in order to ensure the continuous development of library services, to keep pace with the fast progress of information society and to make full use of advantages of automation and the Internet in the field of content providing.

### E-resources

From the website of the University Library such online („e” - like electronic) resources are available which are indispensable for university instruction and research.

The screenshot shows the website of the SZTE Egyetemi Könyvtár (University Library). At the top, there is a logo on the left and contact information on the right: "6722 Szeged, Aty u. 10. +36 (62) 546-6333 info@bibli.szeged.hu" and the date "2009.08.27.". The main header features a large photograph of the library interior. Below the header is a navigation bar with links: "Főoldal", "Magunkról", "Értekezések", "Hívtva tartás", "Programok", "Beszerzési javaslat", "Kérdés", "Beiratkozás", "Olvasótér", "Katalógusok", "Szolgáltatások", "E-szolgáltatások", "E-források", and "Küldemények". A central dropdown menu is open, listing "E-források" options: "Példénykérdés", "Mi közelemben?", "Online könyvtárak", "Digitális másolat (oktatásnak)", "Nyomatott másolat (oktatásnak)", "Egyetemi bibliográfia", and "RefWorks". On the left side, there are several menu boxes: "Hírek kategóriák" (E-források, Friss hírek, Könyvtárfejlesztések, Szolgáltatások), "Oktatói katalógusok" (Könyvtárosoknak), and "Entópiál Dokumentációs Központ (EDK) PATIL". The main content area has a section titled "Könyvtárbemutató túra" with text about a 2009 tour and "Nagy KUL-TÚRA az Egyetemi Könyvtárban" with text about a 2009 program. On the right, there is a search box for "Gyűjtés és a katalógusban" with fields for "Szerző", "Cím", and a "Keresés" button.

**Digitized text books:** Certain textbooks and course books are accessible from the virtual shelves of the Library, from the electronic textbook collection (E-resources / Study materials).

**Full text periodicals, databases and free Internet resources:** We recommend this service of ours to those faculty members, students, researchers who would like to use online versions of periodicals, online databases, free electronic journals. These resources basically are accessible

from the terminals of the Library or from computers connected to the network of the University. However, with the help of a proxy server the majority of e-resources acquired by the Library plus the national services accessible through the Library are available from remote computers for students, faculty members, researchers and staff of the University who are registered users of the Library. Besides, the high standard free Internet resources, linked to our website and available from anywhere, also provide great assistance for university studies.

**E-books:** Our e-collection is enriched by e-books, too which are purchased or subscribed by the Library and are useful in instruction, learning and research. The e-books are available under the conditions equal to other e-resources.

**Handbooks:** Collections of lexicons, encyclopedias, who's whos, almanacs, maps in Hungarian and in other languages, and other online reference materials are also accessible from the Library website.

**Dictionaries:** Online dictionaries and collections of dictionaries of English, German, French, Spanish, Italian, Portuguese and other languages are available from E-resources / Dictionaries.

**Link collections:** Useful and important Internet resources of different disciplines and topics (philosophy, psychology, economics, education, linguistics, arts, history, etc.) are collected here.

## E-services

### Digital copies

Digitization as a multiplication procedure is rapidly spreading nowadays and you can meet many products of this on the Internet.

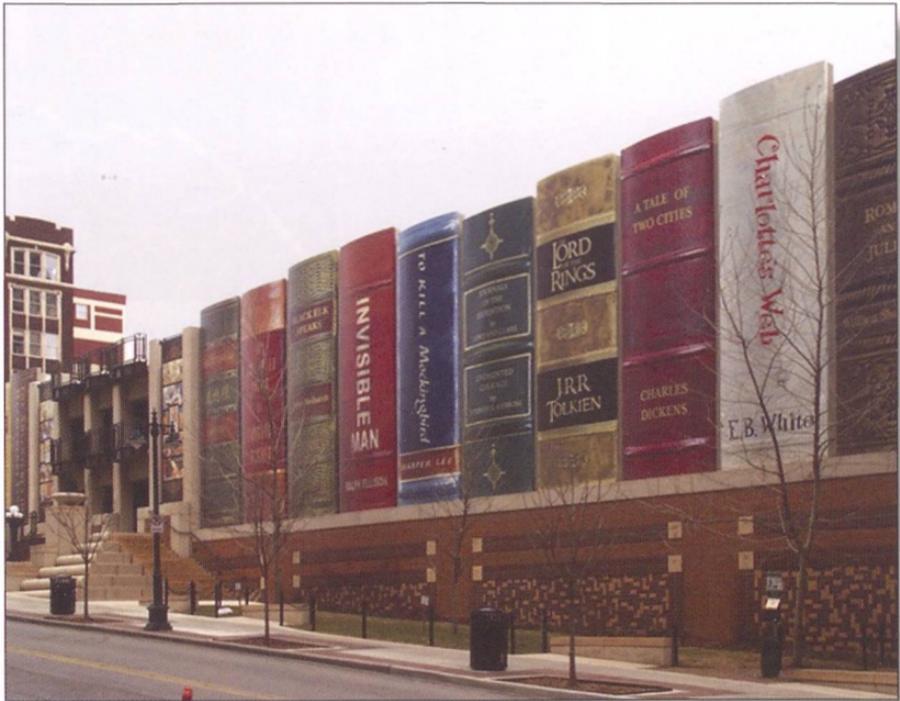
The Library prepares digital copies of such documents that are important, valuable or vulnerable. In an other group of cases the aim of digitization is not preserving but making (remote) access to the document in digital form.

For students, the way of requesting such copies is visiting the Enquiry



## RefWorks

The RefWorks is an online research management, writing and collaboration tool which enables you to save bibliographic data and full text documents of hits you found in electronic journals and databases. You can build an online database of your own bibliographic collection (with full text documents) which is available from anywhere and makes you capable to cite works and create a bibliography in a standard format within seconds when writing scholarly papers.



Kansas City Public Library – Is the book in the library or is the library in the book??!  
(Source: <http://bigrab.files.wordpress.com>)

## E-circulation for faculty

Exclusively for faculty members an e-circulation is available from the website. It means that such patrons can send their borrowing requests electronically and the material will wait for them in the Loan Section for checking out: E services / Electronic borrowing.



## USEFUL WEBSITES FOR HUNGARIAN RESOURCES

**University of Szeged, University Library**

[www.bibl.u-szeged.hu](http://www.bibl.u-szeged.hu)

**University of Szeged**

[www.u-szeged.hu](http://www.u-szeged.hu)

**National Széchényi Library**

[www.oszk.hu](http://www.oszk.hu)

**Hungarian Electronic Library**

[www.mek.oszk.hu](http://www.mek.oszk.hu)

**startlap: könyvtárak**

[konyvtar.lap.hu](http://konyvtar.lap.hu)

**MATARKA – Hungarian Periodicals Table of Contents Database**

[www.matarka.hu](http://www.matarka.hu)

**Sulinet Digital Knowledge Base**

[sdt.sulinet.hu](http://sdt.sulinet.hu)

**The Petőfi Museum of Literature**

[www.pim.hu](http://www.pim.hu)

**Hungarian Digital Image Library**

[kepkonyvtar.hu](http://kepkonyvtar.hu)

**John von Neumann Digital Library and Multimedia Centre**

[www.neumann-haz.hu](http://www.neumann-haz.hu)

**Libri Book Search**

[www.konyvkereso.hu](http://www.konyvkereso.hu)

**Hungarian and foreign publishers**

[konyvkiadas.lap.hu](http://konyvkiadas.lap.hu)

**Hungarian publishers and book vendors**

[www.bibl.u-szeged.hu/mke\\_eksz/links/kiadok.html](http://www.bibl.u-szeged.hu/mke_eksz/links/kiadok.html)

**Google Books**

[books.google.com](http://books.google.com)

**BookLook**

[www.booklook.hu](http://www.booklook.hu)

## Dear Reader,

We hope this brief guide of ours provided useful and interesting information about the Library of the University of Szeged. Please note that we intended to summarize only the most important facts. We recommend you to visit the website of the Library regularly to acquire updated information on services: **[www.bibl.u-szeged.hu](http://www.bibl.u-szeged.hu)**.

Twice a week we organize library tours for groups and individuals but we are ready to provide formal and informal orientation on request at any other period during the opening hours of the Library. Tour schedule and information on registration is available on the Library website.

Should you have any question, request, problem the professional staff of the University Library will gladly assist you.

University Library  
University of Szeged



## NOTES



Published by:

UNIVERSITY OF SZEGED, UNIVERSITY LIBRARY

Responsible publisher:

BÉLA MADER

Photos:

GÉZA BAKONYI, KÁROLY KOKAS AND USZ UL PHOTO COLLECTION

Edited by:

ERIKA CSENGŐDI, ILDIKÓ FICZKÓ, ZSUZSANNA KISS, SZILVIA LAKY, EDIT SÜMEGI LEHOTAI, TIBOR MÁRTÉ

Translated by:

ILDIKÓ FICZKÓ

Typography:

FERENC PAPP

Printed by:

E-PRESS LTD., SZEGED

**nka**

Nemzeti Kulturális Alap

UNIVERSITAS SCIENTIARUM SZEGEDIENSIS  
**SZEGEDI TUDOMÁNYEGYETEM**  
EGYETEMI KÖNYVTÁR

