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Using the Library – Library basics
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Contents

1.
History of Libraries

1.1 Prehistoric age and the Ancient world

1.1.1 Cave paintings

Practically the writing begins in the prehistoric times. Cave paintings can be considered our first written memory. The oldest known cave paintings are close to 40,000 years old.

Cave paintings have two groups of art:
1.) Monochrome cave painting: the picture is made with only one colour, usually black
2.) Polychrome cave painting: be used 2 or more colours, be completed multi-coloured images. The most famous cave paintings are located in Altemira, Spain and Lascaux, France.

Tools for colours
Most of the paintings made with red, yellow or black pigments. The reds were made with iron oxides (hematite), whilst for blacks were used magnesium dioxide and charcoal, for yellow colours ochre.

Most common subject of cave paintings
The theme of cave paintings belongs to prehistoric people's life and their belief. Handprints and hand stencils were characteristic for the earlier periods.
Animal representing pictures were appeared from all periods. The most favorite animals were mammoths, woolly rhinoceroses, bisons. These paintings provide chances to study the prehistoric people's life.

1.1.2 First written memories

Ancient Mesopotamia

Our first official written memories are from ancient Mesopotamia around B.C. 1300. The Sumerians developed the system of writing. This system began with pictures or signs drawn on clay tablets. The writing of Sumerians called cuneiform, because symbols, pictogrammes were marked into clay tablets.
The Sumerian towns grew into cities and the people lived from trade and commodity, therefore they needed a way to keep their business transactions, ownership rights and government records.
The system of writing were known by clergy and scribes, therefore they enjoyed an information monopoly and from this developed an oligarchy. After Sumerian tribes came several other ethnic groups as we know akkadian, babylonian, assyrian and persian.

The first known library, Royal Library of Ashurbanipal established in Nineveh B.C. 668-626 and named after Ashurbanipal, the last king of Neo-Assyrian Empire. It contained over 30000 clay tablets and fragments from most of them be kept by British Museum. The collection had two main group of texts:

❖ Texts about divination, religion, mathematical, medical and historical, literature

❖ Contracts, administrative texts, engagements, financial matters

A masterpiece of ancient Babylonian poetry, the Epic of Gilgamesh was found in the library as well.

Ancient Egypt

In ancient Egypt for written development were several reasons. The commodity, business transactions, accountancy and exploits of pharaohs, all of these, conduced to development of writing and the unified empire. From now the role of texts was not limited to religion and commerce, but expanded for political purposes also. The egyptian writing system was so-called hieroglyphs and used on papyrus, wood and later on scroll. Ink and feather were used by scribes.

The Great Library of Alexandria was the most significant libraries of the ancient world in Alexandria. It called Mouseion as well, which was dedicated to the Muses, the nine goddesses of the arts. It was established by Ptolemy I., who was one of generals of Alexander the Great. The books were not only stored in here, also were made copy and were purchased as well. There was settled a **Scriptoria****, where scribes copied manuscripts. Callimachus made a catalog about library's stock, and that list contained titles, authors of books by topics. This magnificent library was destroyed.

Phoenicians

From the aspect of writing development was an important step to appear the phoenician alphabet around B. C. 1100. It became one of the most widely used alphabet around the world thanks to Phoenician merchants to spread it. The significance of revolutionized script consisted in that one sign indicated one letter. The hebrew and arabic script based on it, but the greek alphabet took over, used and developed it.

The script and the phonetic alphabet conducived to formation of classical greek arts and culture and to spread it. Some records endured with this new alphabet about the first Olimpic Games from B. C. 775. In the 5th century BC wellum was widespread and literature and history were the most popular written themes.

Ancient Italy
The ancient Italy, specially Rome were influenced by the impressed greek culture and script. The greek phonetic alphabet was used from the 7th century BC firstly for religion texts and for only clerks but later it was opened up for politics and roman citizenship. For the roman citizens in their's own interest were necessary to know the alphabet for management of their businesses and rights. The authors kept reading front of publicity from scrolls, but from the 2nd century BC founded such parchment forms as books in modern sense and called parchment *codex***. The private libraries in ancient Rome based on the generals in campaign, who transferred rolls from around the world. The first public library was planned by Julius Caesar, but was built up later by Asinius Pollio, who was lieutenant of Caesar. The one of the best preserve public library was the *Ulpian Library* established by the Emperor Trajan. Ulpian Library was considered one of most famous libraries of antiquity. Latin and Greek collections housed separately and faced one another crossed. There was reading and stock rooms separately as well. Most of the large Roman bath, what also used as cultural centres, built with the start of a library. So we can say, the roman citizens were pleased to read and also visited libraries for study.

Ancient Byzantium
Constantine the Great moved the capital of Roman Empire to the city of Byzantium, which called Constantinople. Four different types of libraries were founded: imperial, patriarchal, monastic and private. The Imperial Library of Constantinople was an important repository of ancient science, art and history. The Emperor of Valens had in greek and latin scribes to copy and repair the manuscripts of royal treasury. The Library of Patriarchate of Constantinople was established in the reign of Constantine the Great in the 4th century. This library had library classification system and employed librarians and assistants for run. The monastic libraries were devoted to the education of monks and their development of their spiritual life. Many of Greek works were copied by monks in scriptorium therefore saved them for after-ages. Few private libraries were appeared, who could afford it. Typically members of church and aristocracy, teachers had own collection of books.

Ancient Asia
In ancient China the printing and papermaking invented predate the Western development due to the fact that the emperors were very supportive of this culture. Religions and philosophical systems also gave assistance to increased number of books and libraries. During the Han Dynasty (202 BC - 220 AD) was established 3 imperial libraries. Liu Xin, the curator one of imperial libraries created a library classification system and the first book notation system. Buddhist scriptures, educational materials and histories were stored in the libraries.

Islam world
The first libraries in Islamic world - specially in mosques in Jerusalem and Damascus - were founded for sacred texts, the Muslim Holy Book, what calls Quran and teachings of the Prophet

Muhammad. By the 8th century Muslims adopted the technique of papermaking from China, therefore established paper mill in Baghdad in 794. Owing to the rapid reproduced books numerous public libraries appeared in several Islamic cities. In Baghdad the library, what called House of Wisdom. was run as university, so scholars and scribes could translated the documents from Persian, Greek, Italian and other nations into Arabic. Baghdad and Cordoba had risen the largest book markets in the world by the 10th century, therefore many christian monks and scholars were sent to there to acquire new items.

1.2 Middle Ages and Renaissance

1.2.1 Middle Ages

The European early Middle Ages often referred to as a Dark Ages, the processes of political and religious had an effect on the aspect of culture. From the 6th century spread the Christianity over the whole Europe and established different monasteries (e.g. Order of Saint Benedict, Order of Friars Minor). The intellectual and spirit life went back to the sanctuary as monasteries. The early libraries located in monastic cloisters with Scriptoria. Sacred texts, ecclesiastical documents, philosophical writings and annuals came to the front instead of ancient authors. The books were chained to the shelves to prevent of theft, despite of it several libraries borrowed the provided books with security deposit.

In this period a new technical achievement appeared in whole Europe, that was the paper. Muslim priests and merchants conveyed it from East and spread it over whole Europe until the end of 14th century.

In the late Middle Ages (13th, 14th, 15th century) were founded universities all around Europe, and that fact was a significant turning-point in the establishment of libraries.

1.2.2 Renaissance

Beside monastic libraries were based private libraries of humanists, which started from Italy (e.g. Medicean-Laurentian Library in Florence), but one of the largest renaissance library was in Hungary, the *Bibliotheca Corviniana*. The cities were growing and more demand was generated for reading literature, and history. From the 15th century, the intellectual knowledge was flourished and scholars and students went back to the ancient Greek and Latin authors and historian to re-discover it. Another specific aspect for this period was the lay-culture, because new cultural factors appeared with industrial and commercial increase.

Did you know?
Hungarian Bibliotheca Corviniana: established by Matthias Corvinus, King of Hungary between 1458-1490. Lots of codices made in Florence by Lorenzo Medici. Speciality of the library did not consist only Latin works but also included Greek and ca. 2000-2500 items, but during the turkish invasion was destroyed. Nowadays ca. 220 codices located in different libraries in the USA and in Europe. The digitization project of remaining codices is one of the Memory of the World by UNESCO from 2005.
https://www.corvina.oszk.hu/en/front/ (30. 09. 2018.)

In 1453 Johannes Gutenberg invented the printing press and conducived to raise of libraries. Books including lay-literacy were accessible, cheaper and faster than hand-written codices. Owing to facts that the books became one of impressive tools for the reformation and religious wars. Most significance of reformation was in improving the national languages by translated Bible to achievable for everyone.

1.3 From Baroque until 20th century

1.3.1 Baroque and Enlightenment

The 17th and 18th century is known golden age of libraries. During this period appeared a new style of architecture, arts, and music, that was the baroque with ornate and often extravagant. A baroque style library possess huge rooms and reflect abundance of these centuries. It became general to establish universities, colleges and schools and the great enlightened philosophers affected strongly for intellectual population by books.

Numerous libraries were established by aristocratic families and some of them for the public (e.g. Bodleian Library at Oxford by Thomas Bodley) or as national library (e.g. British Library in 1753).

After the France Revolution (1789) opened public libraries in force. By circulated books stepped up increased demand of similar way of cataloging thus printed catalogs, teaching materials, and monographs about cataloging for librarians.

1.3.2 From the 19th century

According to new idea came out in the early 19th century, the libraries for the public and responsible for foundation and operation. Therefore national libraries were established throughout Europe.

The prominent librarian of his age was *Antonio Panizzi*, a political refugee from Italy to England and started to work in British Museum. He revolutionized the librarian administration and created the first methodical and expansive cataloging system.

Another great figure for the era from the United States and his name *Charles Ammi Cutter*. The current Library of Congress cataloging system partially based on his invention of the expansive classification scheme.

The first library association was founded 1927 in Edinburgh as International Federation of Library Associations and Institutions (IFLA). It is still existing organization to be a global voice of library and information profession.

1.3.3 Establishment of libraries in Hungary

In Hungary Count Ferenc Széchényi offered some parts of his collection for the national library in 1802 and it was named after him (National Széchényi Library). Few years later the Library of the Hungarian Academy of Sciences was established by Count József Teleki, the first president of the Academy (1826). The first public library in Hungary was opened in 1904 by Ervin Szabó, which is also the most visited public library nowadays.

2.
Types of Library.
System of Obuda University Library

2.1 Types of library

The libraries can be classified in different types according to size, to scope of collection. We can say about the next types of it:

- ❖ National libraries
- ❖ Public libraries
- ❖ Special libraries
- ❖ University and Research libraries
- ❖ School libraries
- ❖ Private libraries

National libraries

In most countries is a state or national library. Their responsibility is to collect and preserve the nation's literature, to publish national bibliography. Most national library receive, by right one free copy of each printed document in the country. It be called legal deposit service in Hungary. Few most famous and important libraries in the world:

- Library of Congress (Washington, D.C. USA) was opened in 1800
- British Library (London, UK) was opened in 1753
- Bibliothéque Nationale (Paris, France) was opened in 1735

The National Széchényi Library was founded in 1802 in Hungary and plays a leading role in the Hungarian library services. As basic role collect, catalog and store the all of printed document in Hungary, the published document in abroad about Hungary, and all hungarian document over the world.

Special libraries

It has a special collections in a subject and most of them build up their collections around a special area and provide their services for a special group of users. The special libraries provide an opportunity to access to official institutions such as government departments, hospitals, museums...etc. In Hungary could be a special library a national public special library, a research library, a trade library, a museum library, an archives library and a theological library.

University and research libraries

The university libraries are part of the University. Their collections reflect the philosophy, vision and mission of university. Basically these libraries are for the students and academic staff, but

more and less accessible for the public as well. University libraries are not only simple libraries, but appear also the knowledge transfer as a knowledge centre.

Public libraries
Public libraries promote the life of communities in a same area. It is for everyone. There is a significance increases for literature, and books for all ages (for kids, for elder people). They have a wide-range stock of all disciplines and provide community services. The first of the city public library in the USA is the Boston Public Library.
In Hungary the first public library is Metropolitan Ervin Szabó Library (1904).

School libraries
Some of the public library has a school department and supply the schools with documents e.g. in Denmark and in some parts of UK.
In other countries include in Hungary the school libraries are run by the schools. The scope of their collection relate to strictly the education system (school books...etc.)
In Hungary the school libraries cooperate closely with the children's section of public libraries.

Private libraries
These types of libraries are owned by private. The scope of collection depends on interest of the collector and in depth on a subject. These libraries may be visited with permit of collector but the documents cannot be borrowed.

2.2 Obuda University Library in the Hungarian library system

The Obuda University Library is a public university library. The library is run by the University according to the Library Policies and Procedures in Organizational and Operational Regulations of University.
The mission of the Library:
"The Library's main responsibility is to serve the study, teaching, education and research work of the University by the aid of collecting, systematizing the literature focusing on the specialized curriculum of the institution and to provide the students, lecturers, tutors and employees with up-to-date information service."[1]
The University Library co-operate with the libraries in Hungary and affiliated with international partners.

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[1] http://oeekblog.blogspot.com/ (05. 10. 2018.)

2.2.1 History of Obuda University Library

"Óbuda University, the legal successor of Budapest Tech – or rather its legal predecessors: Bánki Donát Polytechnic, Kandó Kálmán Polytechnic and the Technical College of Light Industry – was established on January 1, 2010."[2]

The three main predecessors had own libraries, which had been integrated in 2000, and was formed the system of sublibraries. In interest of efficient union, development of library system and keeping with technical achievements had been introduced an integrated library system, the ALEPH , which revolutionized and automatized the work processes.

2.2.2 Sub-libraries system

The sub-libraries of Obuda University follow the geographical structure of the University:

❖ Sub-library of Rejto Sandor Faculty of Light Industry and Environmental Protection Engineering and Neumann Janos Faculty of Informatics
  ➢ (1034 Budapest, Doberdo str. 6. ground floor 1.)
❖ Sub-library of Kando Kalman Faculty of Electrical Engineering and Keleti Karoly Faculty of Economics
  ➢ (1084 Budapest, Tavaszmezo str. 15-17.)
❖ Sub-library of Banki Donat Faculty of Mechanical Engineering and Safety Engineering
  ➢ (1081 Budapest, Nepszinhaz str. 8.)
❖ Sub-libraries of Alba Regia Technical Faculty; Institute of Engineering and Institute of Geoinformatics
  ➢ (8000, Szekesfehervar, Budai str. 45.)
  ➢ (8000, Szekesfehervar, Pirosalma str. 1-3.)

2.2.3 Scope of collection of University Library

The libraries can not collect, store every document, therefore needs an explicit selection policy. Every library has a regulation of collections to ensure the appropriate quality and quantity of documents.

The stock of Obuda University Library follows the University's disciplines and serve publications of lectors and tutors, PhD thesis, BA/MA degrees. Beyond traditional served documents, it builds up a digital collection, which is an archive platform also, so-called ODA.

The main subjects of collections per sub-libraries:

❖ Sub-library of Rejtő Sándor Faculty of Light Industry and Environmental Protection Engineering and Neumann János Faculty of Informatics
  ➢ Paper industry, paper / leather processing
  ➢ Textil industry
  ➢ Media technology
  ➢ Packeging

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[2] https://www.uni-obuda.hu/en/university (05. 10. 2018.)

- ➢ Environmental protection
- ➢ Design, fine arts
- ➢ Computer science
- ➢ Informatics, mathematics, physics
- ➢ Electrical energetics
- ❖ Sub-library of Kandó Kálmán Faculty of Electrical Engineering and Keleti Károly Faculty of Economics
  - ➢ Electrical engineering
  - ➢ Mathematics, physics
  - ➢ Electronics
  - ➢ Telecommunications
  - ➢ Economics
  - ➢ Management
- ❖ Sub-library of Bánki Donát Faculty of Mechanical Engineering and Safety Engineering
  - ➢ Mechanics
  - ➢ Mechatronics
  - ➢ Informatics
  - ➢ Safety engineering
- ❖ Sub-libraries of Alba Regia Technical Faculty; Institute of Engineering and Institute of Geoinformatics
  - ➢ Information technology
  - ➢ Automation
  - ➢ Economics
  - ➢ Measurements
  - ➢ Geoinformatics

3.
Document typology

Documents in librarian aspects are such supplier tools, which contain data, information and knowledge. Documents are systematized differently:
- ❖ According to publicity: individual or duplicate
- ❖ According to recording: written, visual, audio, plastic, audiovisual
- ❖ According to presence in library: traditional, non-traditional
- ❖ According to manufacture: printed, electronic

In the following, the types of documents will be presented according to presence in library. We can recognize the traditional and non-traditional documents.

3.1 Traditional documents

Traditional documents in the libraries are produced by printing or sometimes handwriting. These type of document plays key role in the libraries up to this day.

3.1.1 Books

One of the most wanted written document is the books.

Books consist of one or more predetermined volumes, readable text and/or illustration and form a whole union.

Construction of books has 2 main aspects:
- ❖ Form structure
- ❖ Content structure

Form structure

Books have different parts. Front cover is front of the books and contains title, author and the illustration or graphics. Spine is a vertical edge of the book. Spine usually contains author, title as well. Back cover is the back of books and gives some information about publishing, bibliographical matter about author, editor or quotes. Usually books have dust jacket, the role of which to protect the cover. Endleaves are parts of books, these page are located front and back of books and most of them blank pages. The most important part of book is the title page, which contains the main title, subtitle, author(s), editor(s) name and location of publisher, and the year of publicity. Every book receives an ISBN (International Standard Book Number), which is an individual identifier number of book.

Content structure

Front of the title page could be found the half title, that is most times blank or only contains the title. Title page brings the main bibliographical data of books, therefore it is very important on aspects of cataloging.

The back of title page - what we call verso or copyright page – includes the printing and publisher information. Most the time there is a *colophon***.

Next part of the book is the Contents if it has. Usually it can be founded after the title page, but several examples for the end of it. The belles literature usually has no contents.

Forword and/or backword belong to the content structure as well. In forword are mentioned few words about creation of publication by the author(s)/editor(s).

Acknowledgment provides some information about the author's support.

After the main part of content can be appeared index, bibliography.

According to contents of book two groups are differentiated:
- ❖ Belles literature
- ❖ Literature by disciplines

According to deep of content of books are several groups differentiated:
- ❖ handbooks (it is a synthetic work of disciplines)
- ❖ monographs (provide wide range information about the selected subject)
- ❖ collection of essays (include more shorter essays / studies)
- ❖ reference books: one of the special type of books ensures short information about subjects, or provide exact data. To reference books belong:
  - ➢ encyclopedia
  - ➢ dictionaries
  - ➢ repositories, directories
  - ➢ atlases, maps
  - ➢ biographies, bibliographies

3.1.2 Periodicals

Periodicals means, published periodically, that is more than once and on a set of schedule. That schedule could be once a day, once a week, once month or once a year.

Most of periodicals data are title, publication year, issue and number. Until a book has ISBN number, the periodicals receive ISSN (International Standard Series Number). That number is identify the periodicals exactly.

Types of periodicals
- ❖ newspapers
- ❖ popular magazines

* trade
* scholarly

Newspapers content the daily news about politics, economics, culture. It is published daily or weekly.

Popular magazines are popular, it can content more subjects about famous people, about economy, environment, cook...etc.

Trade journals/magazines are a bridge between popular and scholarly. Journal articles address to person, who are involved in specific hobby, trade or user group. Articles are written by journalist.

Scholarly publications are written by researcher or scholar, for those, who research or studying in a same or similar discipline.

3.1.3 Thesis, Doctoral Dissertation

Thesis and doctoral dissertation are written to reach grade of scientific. The BA or MA thesis are written to finish the study of universities. These had to be done before final exam. The library preserves and provides the thesis via digital archive. (see: ÓDA) After the doctoral degree the dissertations are preserved by Library and Information Centre of the Hungarian Academy of Sciences.

3.1.4 More written documents
* Manuscripts
* Research report
* Standards
* Patents
* Small prints
* Sheet music
* Maps

3.2 Non-traditional documents

The non-traditional documents play increasingly an important role in the life of libraries. These types are be purchased or subscribed by the libraries for demands of readers and users. Due to new reading habits, the acquisition should be transformed.

3.2.1 Visual documents

Visual documents can be founded in a large stock of libraries, and store separately from main collection. Nowadays these documents can be digitized to access for publicity and for protect them. The following types of document belong to:
* Photographs

- ❖ Paintings
- ❖ Drawings
- ❖ Microfilms

Microfilms are a special visual document. It based on photography. With this process the documents can be scaled-down to preserve. For reading is needed a device so-called microfilm reader. Only few library can afford to purchase these device in Hungary, therefore it is not spread nationally.

3.2.2 Audio documents

Audio documents are preserved in section of music in libraries. Sometimes the library operates a special collection for deaf people and there can be a key role to find these document types.
- ❖ Cassette
- ❖ Music records

Audio documents are started to digitized to protect, preserve and provide for the next generation.

3.2.3 Audiovisual documents

Audiovisual documents are movies and those, what includes both visual (e.g. picture) and audio material. Audiovisual documents were recorded on videocassette, but it is disappeared for today.
- ❖ Video cassette
- ❖ CD, DVD

3.2.4 Electronic documents

The most popular types of documents among the readers, specially the young people. The readers use PC-s, laptops, mobile phones or other devices to reach information.

Electronic documents can be offline, that means no need internet access for look the content:
- ❖ CD-ROM, DVD-ROM

It can be online, when needs internet access to opening the source:
- ❖ Online documents

It can be used offline and online, depends on the access authorization:
- ❖ E-books
- ❖ Digitized documents

4.
Catalog systems. Storage in the library

One of the basic role of the libraries to provides their collection and information about their stock and accessibility for readers. For this reason, a bibliographical description is made from every each document what is added to stock.

4.1 Catalog systems

Catalog is systematically list from objects, documents to provide assistance about the library's stock and search it back.

Catalog can be card catalog and electronic catalog. Nowadays it is only used electronic catalog. The roles of catalog are:

- ❖ To provide information about existing documents in the stock
- ❖ To collect the all titles from an author what exist in the library
- ❖ To inform bibliographical details about documents
- ❖ To inform about the subject

Cataloging is that a process when the bibliographical details of documents be fixed and the items will be edited in alphabetical according to highlighting definite elements.

The libraries have two options for the storage of their stock.

1.) Mechanical method:
This is the easiest way to store their documents. If one of it arrives in the library, receives a number and direction to the shelves.

2.) The other method is systematizing:
The document receives number or code after classification and are stored accordingly. Belle-literature are categorized by Cutter-number in most of the countries. And the disciplines are divided different class and therefore different theories of classification formed.
In Hungary, it is used UDC (Universal Decimal Classification) hungarian abbreviation ETO.

4.2 Storage system

The storage system can be designed differently in a library from shelves through closed storage to mixed.

In the reading rooms can be chosen books, periodicals by the readers directly from the shelves. It is advantages if the reader would like to browse among the titles and read into immediately, but this is the most space-consuming solution. Closed storage means that the readers can not use it, if

they need something, need some assistance from a librarian or storekeeper. This is very popular if the library has not got enough or just limited space.

Mixed storage if the library applies both systems, so the most important, the newest and the highest demand literature can reach in the reading rooms and rest of them keep in closed storage.

4.3 Storage system in the Obuda University Library

The collection of sublibraries belonged to different, independent Colleges, therefore the sublibraries have different call number for their collections.

* ❖ Tavaszmezo street: The stock in closed storage, in the reading rooms only the non-available collection for using in there. The books receive a call number accordingly is found by the librarian.
* ❖ Doberdo street: The main stock is in the reading room according to class code or Cutter-number.   Small number of collection can be located in storage.
* ❖ Nepszinhaz street and in Szekesfehervar: the stock in the reading rooms according to class code or Cutter-number.

The sublibraries keep the teaching materials, the university textbooks separately to search it back easy. Thesis, master thesis keeps in a databases and search back via online platform (ODA).

5.
Library services. Using the Obuda University Library

5.1 Traditional library services

The scope of library services is changed due to reader habits. If we ask someone about library services, then will answer the traditional services. These services connect to the printed materials, if the library has no change to invest resources to develop its IT section, then only can provide the follows:

- ❖ Reference
- ❖ Local use of documents
- ❖ Searching in the Catalog
- ❖ Circulation
- ❖ Interlibrary loan

The Obuda University Library provides all of traditional services for the readers/users. Reference, local use of documents and searching in the catalog are open for everyone. Circulation and interlibrary loan only for registered readers.

Reference:
Reference is an information process to be created by needs. This service can be used by all readers (registered and non-registered readers).
Reference can be
- ❖ Inform about something (e.g. timetables for train, bus)
- ❖ Provide data (e.g. biographical data or bibliographical data)
- ❖ Consultancy (e.g. offer new books, new opportunities)
- ❖ Research support (e.g. provide support for researchers, tutors, professors and students)
- ❖ Literary research (e.g. provide to deepen on a bibliography of a special topic)

Local use of documents:
A part of library stock cannot be available for circulation. Only can use in the reading rooms to protect them. These documents can be encyclopedia, dictionary and that books, which are most important on that subject, but no more acquisition. The library try to provide a chance for everyone to read it. Usually the periodicals belong to this group of documents in the libraries. This service can use all of the readers.

Searching in the Catalog:
The catalog shows the stock of library, and where can find it. Most of the libraries use for it an integrated library system, therefore can search not only in the library but also from home or everywhere. This service is open for all readers.

The Obuda University Library use ALEPH library system, can make a simple or advanced search. Most popular searching fields are title, author, subject, publication.

Circulation:
That service only for registered readers, who has a reader card. The readers can check the Status of each document in the catalog. If it shows available then it can borrowed. According to the catalog it is not available then only can use it in the reading room, but the restricted means that documents can borrow but with some condition (e.g. only for one night). The public libraries have a circulation policy which is open for everyone to collect some information about who, what and what time for can borrow.

From the Obuda University Library can borrow that person, who is already registered and below documents:

- ❖ Books
- ❖ Coursebooks
- ❖ Textbooks
- ❖ Belles literature, scientific literature
- ❖ Few non-traditional documents, journal supplements

The students can borrow maximum 15 documents.
Loan period: is in case of borrowable documents 4 weeks.
Renewal: means if the documents are needed for a while, then we can renew the expiry date before a due date. It can do in personal in one of the sublibrary, by phone or through the catalog. In all cases the reading card is needed. If the document is reserved, then can not make a renewal.
Reservation: the documents on loan can be reserved in person in one of the sublibrary. No charge for it. When the reserved documents are returned to the library, then the reader will be notified about it and has 10 workdays for borrowing. Reservation can be cancelled at any time.
Overdue: If any of documents on loan is overdue the computer system cannot permit any activity with circulation. Overdue fee is counted from one week following the due date (one week is a grace period). The fee should be payed in that sublibrary, from where the documents are borrowed. Readers are responsible for the documents they used. In case of damage or loss readers are obliged to replace the document or compensate the damage. About the overdue fee more information can founded int Library Rules and Policies.

Inter-library loan
This service only can use for registered readers. If the searched documents cannot founded in the library stock, then the reader require it from an another library. Inter-library loan can be operated

by librarians according to reader's requirement. The circulation conditions are ensured by the lending library if some charge for it, then the reader is obliged to pay it.

5.2 Non-traditional library services

The new reader habits were formed in 20th-21th century, the development of technologies, and youngsters have new ways in their studies and also the information flow leaded the libraries to keep up with new situations and to learn new roles and become and information centre and meeting point. New challenges awoke: how to process, preserve the new types of documents and how to provide the online contents and invite the readers into the libraries.

The non-traditional document types the visual, the audio, the audiovisual and the electronic documents.

The electronic documents

"Information recorded in a manner that requires a computer or other electronic device to display, interpret, and process it. This includes documents (whether text, graphics, or spreadsheets) generated by a software and stored on magnetic media (disks) or optical media (CDs, DVDs), as well as electronic mail and documents transmitted in electronic data interchange (EDI). In contrast to a paper (hard copy) document, an electronic document can contain non-sequential (non-linear) information as hypertext connected by hyperlinks."[3]

Electronic documents can be offline as CDs, DVDs, pendrives...etc. and also can be online.

The online full text access depends on the database and authority of it. We can differentiate:
- ❖ Public, free of charge and access to everyone
- ❖ With user ID can access for free of charge through internet or ***intranet*****
- ❖ Only for subscriber, who already paid the subscription fee. It can be natural and legal person

5.2.1 Digital Repositories

In order to be available the digital content or digitized documents the libraries can provide a new service next to the databases such as builded digital repository or a digital library.

Repository is a digital collection, which published in digital format or digitized/scanned documents collect, systematize, archive and provide. Usually the repository is built by research institutes, universities with due respect to copyright law in force. The repositories have two levels, it contains metadata (author, title, year, faculty...etc.) which is needed for identifying the document and can be searched back. The other level is the full-text version of the documents in some electronic file format (generally in pdf format). It supports different protocols for data harvesting.

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[3] http://www.businessdictionary.com/definition/electronic-document.html (15. 10. 2018.)

Subject or institutional repository

- ❖ Subject or disciplinary repository: is an online archive in a particular subject area. It can accept work from scholars from any institutions but in specified fields.
  - ➢ <u>Multidisciplinary repositories</u>: arXiv, CORE!, Vixra, World Wide Science….etc.
  - ➢ <u>Arts and Humanities repositories</u>: Kultur, ART-Dok, DASH, Hprints….etc.
  - ➢ <u>Technical, Computer Science:</u> InfoScience, The LogicForum, Computing Research Repository, Vixra
  - ➢ <u>Economics:</u> AgEcon Search, Economists Online, Munich RePEc Personal Archive
- ❖ Institutional repository: is an archive for digital copies of the institution's authors. The metadata is public, so can be accessed it from everywhere and anytime, but in general the full-text versions are restricted, only can be used with userID or from the designated computers of institutes.

  It includes thesis, dissertations, conference proceedings, course notes. In Hungary the Library and Information Centre of the Hungarian Academy of Sciences operates the Real Repository including different collections for research output, for dissertations, for books...etc. Significant hungarian university repositories are: DEA by University of Debrecen, EDIT by Eötvös Loránd University, Contenta by University of Szeged, ÓDA by Óbuda University.

  REAL Repository: is operated by Library and Information Centre of the Hungarian Academy of Sciences. It contains full-text documents. It runs EPrints software and supports the open archives initiative protocol for metadata harvesting. It has some collection:

  - ❖ Real: for research project supported by grant OTKA and/or NKIH
  - ❖ Real-D: containing dissertations for degrees of CSc, DSc of the Hungarian Academy of Sciences
  - ❖ Real-EOD: containing scanned and digitized books of researchers and in the framework of the Ebooks on Demand service.
  - ❖ Real-J: contains full text periodicals published by the Hungarian Academy of Sciences.
  - ❖ Real MS: provides full text manuscripts from collection of Departments of Manuscripts & Rare Books.
  - ❖ Real PHD: containing PHD dissertations of hungarian universities.
  - ❖ Real R: containing full text books from collection of Departments of Manuscripts & Rare Books.

  ODA - Digital Repository of Obuda University: is an online archive containing scholarly publication of University. It contains over 10.000 documents including BA/MA thesis, TDK thesis (Scholarly Student Conference), dissertations of lecturers, course

notes, teaching materials, conference papers of University and studies about Institute history. The Repository is connected with the plagiarism checker of University against copying thesis.

5.2.2 Open Access Content

Open access contents are more and more popular among the researchers and the readers, users as well, the researcher outputs reach free of charge through internet. Open access can be in different ways:

- ❖ Self-archiving: The authors upload their work to a repository or website, after pre-view by a journal.
- ❖ Open access journals: The publisher of the journal provide all articles free of charge on the journal's website.
- ❖ Hybrid open access journals: The publisher of a journal provide free access to the article, if the author paid a publication fee for it.

For the researcher and the academic it is important not only free access to newest development, but also necessarily authenticity. The following two collections provide open access contents for safety using.

DOAJ - Directory of Open Access Journals: "indexes and provides access to high quality, open access, peer-reviewed journals. DOAJ is independent. All funding is via donations, 40% of which comes from sponsors and 60% from members and publisher members. All DOAJ services are free of charge including being indexed in DOAJ. All data is freely available.
DOAJ operates an education and outreach program across the globe, focusing on improving the quality of applications submitted."[4]

DOAB - Directory of Open Access Books: contains over 13000 academic peer-reviewed books and chapter from 285 publishers. The directory is available to all publishers, who publish academic peer-reviewed books. All books are freely accessible, it means can read for free and share for non-commercial use, but always read usage rights of the books carefully.

5.2.3 Non-traditional services in Obuda University Library

The Obuda University Library offers some non-traditional services for readers/users. These new roles can be changed in order to development our services. At the moment it can provides:
- ❖ Digital repository (ODA)
- ❖ Management of publications and references for members of faculty
- ❖ Operating of plagiarism software
- ❖ Research support

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[4] https://doaj.org/ (10. 11. 2018.)

- ❖ Study support
- ❖ Teaching activity

The Library subscribes several databases to reach online documents. The subscription is managed by ***Electronic Information Service National Programme (EIS)***** and the databases can access via IP address of the University or remote access with EduID or Neptun code.

Accessible Subscribed Databases

Web of Science: is a citation indexing service maintained by Thomson Reuters, later Clarivate Analytics. It provides a comprehensive citation search and access to the most reliable content in a multidisciplinary environment. It is a bibliographic database and can be used for citation research. The results can export in different format.

Scopus: is a citation indexing service maintained by Elsevier Publisher. It is similar to Web Of Science, but provide access to content in different languages. The results can export in different format as well..

Science Direct: is a full-text database by Elsevier. It can reach from Scopus as well. It is a multidisciplinary database. The online documents can be downloaded.

*EBSCOhost - Academic search Complete***:** It is a multidisciplinary full-text database to provide access cca. 8800 journals articles.

SpringerLink: It is a database to access publication of Springer Publisher. It contains over 10 million scientific documents from 1997. Journals, books, book series, reference works are available. Profile is technical, nature and medicine disciplines, but social sciences and others can be founded.

ACM Digital Library: It is a research, discovery and networking platform. It provides
- ❖ A full text access all publication of ACM (Association for Computing Machinery),
- ❖ A full text access to curated publications of selected publishers
- ❖ An access to a comprehensive bibliographic database focused on a field of computing
- ❖ Connections among authors, works, institutions

SciTech Collection by ProQuest: It is a multidisciplinary database with full text access. Over 9000 documents can be founded in the database such field as agronomics, astronomy, biology, mathematics, informatics.

5.2.4 Digital Libraries in Hungary and Europe

The purposes of digital library is basically same than a traditional library to collect, preserves and provides documents. Digital libraries build up documents in published digital format or in digitized/scanned formats. The most popular and known digital library in Hungary is the Hungarian Electronic Library (MEK) for books, the Electronic Periodicals Archive & Database (EPA) for periodicals and the Hungaricana for books, periodicals and other documents as well.

Hungarian Electronic Library (MEK): contains over 18000 documents in hungarian full-text version in all fields of science. Most popular document types can be read: novels, poems, scientific books, lexicons. Every item has metadata, therefore can be found easily. We can search by title, author, subject or with a keyword in the documents. It is a text-based resources, but does not exclude other formats such as maps, sheet music etc. It can be contributed by individuals or organization with digitized works, with helping in databases or with financial support.

Electronic Periodicals Archive & Database (EPA): is a bibliographic database and register of the Hungarian e-periodicals. The metadata is searchable and provide full-text access to periodicals back to one or two decades.

Hungaricana: is a project sharing hungarian culture heritage. The main point of it is providing an environment that everyone can use easily and explore the hungarian history, culture, arts. It is operated by Library of Parliament.
It contains some databases and each has own colour sign
- ❖ Gallery (purple),
- ❖ Library
  - ➢ Public Collection Library (blue),
  - ➢ Old Hungarian Library (dark green),
- ❖ Maps
  - ➢ MAPIRE - Historical maps of the Habsburg Empire (powder color)
  - ➢ Map collection (green)
- ❖ Archives (orange)
  - ➢ Charters - Database of Archival Documents of Medieval Hungary
  - ➢ Archival Documents
  - ➢ Urbarium of 1767
  - ➢ Libri Regii
  - ➢ Urbaria et Conscriptiones
  - ➢ Archontology
- ❖ Budapest Time Machine (orange)

The color sign give a hand some support by search. By the search result can set up a database filter and the with the colours can see immediately in which database can find it.

EUROPEANA: With the support of the European Commission grew up the European Library in 2005. The Europeana prototype established in 2008. The principle of Europeana are to
- ❖ Digitization to access the European cultural heritage for everyone
- ❖ Synchronize the work task and cooperate the institutes
- ❖ Founded new digitizing workshops, departments

The european national libraries, museums, galleries, archives, research institutes joined the project to share and preserve the nation heritage in a common platform for research, for learning, for creating new things. Europeana contains over 58 million digitized, scanned documents through Europe.

It has dedicated collections on art, fashion, music, photography, World War I, Sports, Manuscripts contain galleries, blogs, exhibitions. The description of each records contains the providing country and institution as well.

Project Gutenberg: was founded by Michael Hart and offers digitized books or ebooks, which copyright has expired. It contains over 58000 books for free to download or read online. There is no registration fee, so it can be used for free, but supportable by financial or other ways (digitizing, recording audiobooks, report errors).

We can looking for by title, author or browse by languages and special categories such as music sheet, audio-book, pictures.

5.3 Other services in Obuda University Library

WiFi and IT services:

In the sublibraries provide WiFi connection and computers for all readers. The computers are ready for browsing Internet, working and studying and using Office applications.

Print, copy and scan:

From the computers in network can print in black and white and in colour. The sublibraries have a multifunctional photocopying and scanning machine, which is available for all readers. It is recommended to request some assistance from the staff. Some charge of printing and photocopying are required according to fee in Library Rules and Policies.

5.4 Using the Obuda University Library

The Obuda University Library is a public library, therefore it opens for everyone, but focus on the students, teaching and non-teaching staff of the University. The Library offers non-registered and registered services.

Non-registered services:
- ❖ Local use of documents of Library stock

- ❖ Using the Library Catalog, Repository (ODA) and subscribed databases
- ❖ Reference service
- ❖ Using Computers, Print, copy and scan services

Registered services:
- ❖ Circulation
- ❖ Interlibrary-loan

The process of registration

Every person over the age of 18, who accepts the Library Rules and Policies can be a member of the Obuda University Library. Registration means that the Library makes records of personal data of readers use it only for library purposes. The registration is free of charge for the students of University and the teaching and non-teaching staff.

Data required for registration are:
- ❖ name, birth name,
- ❖ mother's name,
- ❖ place and date of birth,
- ❖ permanent and mailing address,
- ❖ phone number,
- ❖ Neptune-code.

By the registration the member receives a reader's card, what should be signed.

For faculty/staff members and students of Obuda University is only needed name of faculty/department/institute.

6.
Research methodology

Research can be from different purposes. Research can be by self-study, making homework, writing thesis. Some people choose it as full-time job to research all day, but almost everyone has a period in their life to experience the research in a subject or a topic.

Research methodology is a specific procedures or techniques to identify, select, process, analyze information about the topic. Who has information about how steps should make in a research can be more successful in research.

6.1 Steps of the research process

The scientific research is a systematic process that focuses on selecting the information for analysis, so the researcher can make a conclusion at the end. This process can used to all research. The scientific research is a multiple-step process where the steps are interlinked with the other steps in the process. If changes are made in one step of the process the researcher must review all the other steps to ensure that the changes are reflected throughout the process.

Step 1: Identify the problem

The first step is to identify the research problem, question. It can be something by the institute or agency.

Step 2: Review the literature

If the researcher knows what is the research problem, should read over, learn about the topic. He/she has to find the main literature about the subject. This step shows for the researcher what was the conclusion about it in the past, and what is is the viewpoint now. By this step can be required the library services, books, periodicals and databases.

Step 3: Clarify the problem

Sometimes this step may be identified in the first step, but usually the topic is large and broad at that time, so after review the literature the researcher has to clarify the problem and narrow the scope of the study.

Step 4: Define terms and concepts

The researcher has to define the terms and concepts. These are words and phrases, which describe the study of research. The researcher has to choose a researcher's method primary with it.

Step 5: Define the population

The research can focus on a specific group of facilities, people...etc. The researcher problem support the researcher to identify the group within the study. The population refers the specific group of research. It assist the research to stay in the right path among information.

Step 6: Develop the Instrumentation Plan

By this step the researcher has to make a plan, which assist as a road map for the study. It can clarify how, when, where the data will be collected, analyze and the content of the study. It provides a step-by-step plan to follow and with it ensures the researcher keeps the right way of the project..

Step 7: Collect Data

By this step the researcher has to collect the data and prior it. It is very important step, because the data has to answer the research problem and the purpose of project. Researcher can collect data from reliable sources. Researcher can collect data at first the first session and/or at the end depends on project. Collecting data can be from surveys, questionnaires as well.

Step 8: Analyze the Data & Conclusion

This is the final step to analyze the collected data. The researcher has already determined how would like to analyze the data in instrumental plan, so now makes the analysis according the plan. The researcher comprises and summarizes the results and concludes at the end. The results should be answered the researcher's questions and goals.

Step 9: Write the paper

The last thing is to write and edit the study of research.

6.2 Types of review the literature

Several methods exist to review the literature in a topic. These methods can assist to find the best way for researchers and can use it by traditional and non-traditional library documents.

- ❖ Systematic literature review: overview the all existing sources in the research topic from back to the time.
- ❖ Argumentative literature review: examines the literature to support an argument or philosophical problem are established in the literature. The purpose is to develop the body of literature.
- ❖ Integrative literature review: use reviews, critiques and synthesizes literature on the topic in an integrated way such that new frameworks and perspectives on the topic are generated. If the researcher is not involved in data collection and analyze, then it will be only option.
- ❖ Theoretical literature review: focuses on the existing theory, concept on the topic. With this type can find the all existing theories and relationship among them. It can assist to find the shortcoming theories.

6.3 Creating Bibliography and Citation

Bibliography is a list of all of the used sources, when thesis, essay, article, or book is written by researcher. It is found at the end of the work and generally includes:

- ❖ Author's names
- ❖ Title of works
- ❖ Names and locations of the publisher
- ❖ Year of publication
- ❖ Page numbers of the source
- ❖ Details for books:
    - ➢ author/editor and title of book,
    - ➢ ISBN number
- ❖ Details for articles:
    - ➢ Volume and issue of journal, magazine, newspaper
    - ➢ ISSN number
- ❖ Details for online resources
    - ➢ Web address or URL
    - ➢ Data of publication

Citation is a reference, if we adopt the content of another publication by the writing of research, then should know about the correct way for using citations.

Citations have several purposes:
- ❖ New theories and research results can not be founded without history - the works can not fulfil their goals
- ❖ The content of the history is needed, but the source is important as well to search back it.
- ❖ The citation is a honourable mention to cited work.

The works can be plagiarism without source. There is a serious effect, if someone writes a plagiarism work e.g. in case of thesis is not be accepted.

Usually the universities use a plagiarism software to filter out these works. The Obuda University has bought a reliable software - Turnitin - and use it for this activity.

The citation can be in the text of work or at the end of it as bibliography.

Types of citations:
- ❖ Citations are in the text with the author and date of cited publication in parenthesis.
- ❖ Citations are in the text, the cited publications receive a number and the end of the work can be seen in bibliography

Citations can be:
- ❖ Word for word: actually it is a quotation. By this type we should use quotation marks and provide the page number, where exactly can be found this part.
- ❖ Content citation: the content of the cited publication is used by own words.

6.4 Reference management software

More popular to usage of reference management software among researchers to assist in writing thesis, papers, articles, books...etc. It supports to build up relation among researchers, therefore can be found the newest publication in the the field of research.

These software offer opportunities to collect, organize, cite and share citations and create a bibliography to save time for researchers. They can administer the profile of researchers and ensure a platform to find each other and create new relationship and find new researcher's project and collaboration. It works as a researcher's network.

The most favorite software are: Mendeley, Zotero and EndNote.

Mendeley - Reference Management Software & Research Network

It is a free reference manager and academic social network by Elsevier. It can be used online and offline form as well. There is an automatically generation of bibliography. The researcher can find relevant papers on his/her reading. Mendeley can use on mobile devices iOS and Android and available for Linux an Mac.

The researchers can create private and public group also and offer to follow and join other people and groups.

Zotero - Your personal research assistant

It is a free easy-to-use tool to assist the researchers in the management of their citations. It can be used online and offline form. It is available for Mac, Linux and Windows. The bibliographic data can be downloaded from databases and electronic resource and full-text in PDF-format. It creates bibliographies directly inside Word, LibreOffice and Google Docs and supports over 9000 styles. It offers to co-write a paper with colleagues and share the Zotero library. It is an open source and developed by an independent.

EndNote - Research Smarter

It is operated by Clarivate Analytics previously by Thomson Reuters. It can be used online and offline form. It is available for Windows and Mac. It is not free of charge, if the institute has a licence, then the researchers can easy access to it. It can found full-text references and download in PDF. It offers an own library to share it with collaborate partners.

7.
Copyrights and related rights

7.1 What is the copyright?

"Copyright is a legal right, existing in many countries, that grants the creator of an original work exclusive rights to determine whether, and under what conditions, this original work may be used by others."[5]

The copyright is regulated by law in Hungary (Act LXXVI of 1999 on Copyright and Act XCIII of 2016 on the Collective Management of Copyrights and Rights Connected to Copyright).

Copyrights protect the all creations of literature, science and art and - by the related rights - the connecting output to their usage. Essential purpose is to be motivated for intellectual creation.

Copyright is established, when the work is created by automatically, it is no need to announce or require a permit for it. The Hungarian Intellectual Property Office manages and supervises the questions of copyright and related rights.

Creations are under protection of copyright:
- ❖ Literary works (fictional works, technical works, science works...etc.)
- ❖ Public speeches
- ❖ Computer program creations and related documentation, whether source code and object code, or application programs and operation systems
- ❖ Plays, musicals, balletts
- ❖ Radio and television plays
- ❖ Cinematographic creations and other audiovisual creations
- ❖ Creations produced by drawing, painting
- ❖ Photographic works
- ❖ Maps and other cartographic works
- ❖ Architectural works and plans
- ❖ Designs for engineering structures
- ❖ Applied art creations thereof
- ❖ Costume, scenery and designs thereof
- ❖ Industrial design creations
- ❖ Databases qualifying as collection of works

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[5] https://en.wikipedia.org/wiki/Copyright (01. 10. 2018.)

7.2 Who does belong the copyright to?

❖ Who has created the work. If it has several authors, then authors exercise it jointly.
❖ Who has adapted, arranged or translated the origin works into a collected work and provided that it is of individual and original nature.
❖ Outputs of connected rights are under copyright protection.

7.3 Parts of copyright

Copyright has two main parts the moral rights and the economic rights. The moral rights regulate the all of connecting questions to the author, editor or other persons. Under the economic rights can be founded the remuneration fee and the usage of the creation.

1. Moral rights
   a. The author decide about the publicity of his/her work
   b. The author has right to indicate his/her name on the work
   c. After the author's death, the rights shall be received that person, who is accredited to manage his/her works within the term of protection. If it is no accredited person, then the person, who inherited it by economic rights.
2. Economic rights
   a. The author has exclusive right the usage of his/her works
   b. The author is entitled to remuneration for the use of the work
   c. Usage of the work can be:
      i. Reproduction
      ii. Distribution
      iii. Public performance
      iv. Communication to the public by broadcasting
      v. Retransmission of the broadcast work to the public
      vi. Alteration
      vii. Exhibition
   d. Reprographic remuneration: that means, if the works of an author will be reproduced by photocopying, then should be paid a remuneration to the author.

7.4 Term of copyright protection

In general, the author enjoy the rights of protection in his/her lifetime and for 70 years after his/her death. After the death of author, the rights will be exercised by inheritors. In the case of works created by joint authors, in the case of cinematographic creations and when the author cannot be identified, the term of protection will be counted in a special manner.
After the term of copyright protection, the creation will be public resource.

During the term of copyright protection the user always has to require a permission and/or pay the remuneration from author/creator.

7. 5 Cases of free use

The law makes it possible to use the works without permission of author in certain cases, so-called cases of free use.

The purpose of free use is to synchronize the interests of the creators and the public. It can make it, if the user obtained by legal source.

Some cases of free use:
- ❖ Citations
- ❖ Use for private purposes (music sheet cannot be reproduce; books, journal only can be by handwriting)
- ❖ Use for teaching, studying, researching purposes
- ❖ Public speeches and political speeches can be used for free but be taken the source
- ❖ If outside the scope of entrepreneurial activity can be used for:
  - ➢ Educational purposes in schools
  - ➢ Celebrations on held of national holidays
  - ➢ At religious ceremonies

Free use for libraries, museums, archives, educational establishments can make a copy of the works if it is not under entrepreneurial activity and provide for assisting scientific research, for public library supply.

7.6 Related rights

The copyright law provides protection for performances. Related rights are called neighbouring rights as well. There is a special feature of rights related to copyright that in several cases their exercise is not possible individually, therefore uses a collective administration of rights.

The term of related rights is different from the copyright of protection. By neighbouring rights the protection tends 50 years counted from the putting into circulation or broadcasting of the performance or the work, and in the case of databases it tends 15 years from the published date of database.

Related rights are entitled to
- ❖ Performers who performance the work
- ❖ Broadcasting organizations (radio, TV)
- ❖ Film producers
- ❖ Database creators
- ❖ Phonograph producers
- ❖ Designers
- ❖ Photographers

7.7 Effects of creation usage without permission

If someone would like to use a creation, should require a permission from the author or pay the remuneration. In that case, if someone uses unauthorized documents, shall be pregnant with consequences.

Generally, the author shall enforce his/her copyrights individually. It can be by a formal notice letter, or with assisting support of special people.

In copyright cases the civil and criminal of enforcement are both available at courts.

In online copyright cases the entitled send a notice letter to operating the website to remove the content from the page. The operator has 12 hours to disconnect the access.

List of Definitions

Colophon: It includes the technical parameters of books, such as printing, sheet size, and number of copies and most information about publication. Colophon is one of the oldest part of the book.
This terms applied in clay tables as well. The srcibe wrote his name, place and date to tables.

Codex: build up from numerous sheets of paper, vellum/parchment, papyrus or similiar materials. Codex was constructed from folded leaves bound together on one side. It had several advantages over scroll. It could contain longer texts, be opened at once any point of text and could write both side of leaf.

EIS (Electronic Information Service): established 2001 to support the higher education and research with electronic information infrastructure of different types of databases. Through national licence agreements almost 50 databases are subscribed to and accessible for eligible institutions via IP addresses and increasingly by using EduID. Among the databases there are large full text journal packages, bibliographic databases of different subject field and citation indexes as well.

Intranet: is a private network accessible only organization/institution's staff . Some information and services only are available on internal intranet, and not to the public.

Scriptoria is a writing room, where manuscripts were copied out in monastic communities, primarily in Benedictine. Apart from monks worked lay scribes and illuminators from outside the monastic to support their works.

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