***Organizational and Operational Rules of the Library of Attila József Cultural Centre***

1. ***Name and function of the library. Informations about the library.***

*Name of the library: Library of Attila József Cultural Centre, Mezőhegyes.*

*This name is printed into the books with the stamp.*

1. ***The address of the library:***

*Béke park 1, Mezőhegyes, 5820*

*Comment: The school and the city library can be found in different places in the same building.*

1. ***Its legal predecessor from 1969 is the Library of Village Council***

*Until 1973 the library operated on the first floor of the Central Restaurant at 20 Ferenc Kozma Street. Then it moved to the buliding on Petőfi Avenue. From 1st September 1982 it integrated into the organization of the Cultural Centre. In 1983 MEDOSZ collection also became a part of the basic collection of the library. From 10th September 2007 the library moved to the „club room” of the Attila József Cultural Centre. The building on Petőfi Avenue was closed because of financial reasons.*

*The library is public for the whole population of the town. There are two main purposes which are both served by the collection and the services of the library as well:*

* *on one hand: it provides appropriate literature for learning, self-education and entertainment.*
* *on the other hand: it is the place for collecting informations from books, its collection helps teachers to prepare for their lessons and gives them a hand in further-training*

*The area of the City Library: 160 square metre*

*The area of the Scool Library: 160 square metre*

*In the buliding of the Cultural Centre there is a small stock-room for the early-issued newspapers. This place belongs to the library.*

*Books are easily accessible for the citizens, teachers and stundents as well.*

*Two librarians are working in this library. One of them is working in the City Library, the another one is in the School Library.*

1. ***The maintenance and supervision of the library***

*The Library of the Cultural Centre is an educational library type „B”. Methodologically and organizationally it belongs to the Library of Békés County. It is operating under the control of the headmaster. The Cultural Centre is responsible for the maintenance. The headmaster of the Cultural Centre makes the decisions about the staff. The deputy headmaster controls and supervises the library work, involving the librarians. He ensures the continuous and uninterrupted operation. The headmaster and the deputy headmaster make the plan of work for the librarians as well. In case of sickness and holiday, substitution is solved.*

*The function of the library:*

*First of all its function is to develop and spread reading and library-using culture.*

*Secondly, it is available for each social class, regardless of age and cultural level. Different needs according to the different social classes are taken into account when organizing services.*

*For the sake of this:*

* *the library expands its collection and makes it available for library visitors*
* *it takes part in meeting the requirements for culture, developing life-style and giving general information*
* *it gives opportunity to use computers and internet in the library*

*For the sake of the function of school library:*

* *it collects the sources of knowledge for students and teachers*
* *it provides excellent bibliography for teachers with the help of inter-library loan as well if it is necessary*
* *it provides place and equipment for special subjects*
* *making programmes for priority events*
* *it provides coursebooks for disadvantaged school children*
1. ***Protecting the collection***

*In order to establish a high-standard collection, only the librarians are allowed to order books.*

*Catalogue, control and protection of books are based on the regulations connected.*

*The whole document-collection of the Cultural Centre is recorded by the librarian. After the merger of the two different collections from the time before the integration it is handled as a whole. After closing the stock book of the school library new books have been written in the stock book of the city library.*

*Books have to be entered in the inventory when they arrive but not later than one week after it. Librarians have to stamp and write a stock number in each book They have to give them a special stock sign as well.*

*The deputy headmaster is responsible for organizing the supervision of the collection.*

1. ***Opening up the collection***

*The collection of the library has already been computerized. Registration of new books is in progress.*

*Card catalogue has already been closed and now we are working with the help of TEXTLIB integrated system and the computerized collection is functioning as a catalogue.*

*The electronic registration of school library collection is one of the most important tasks for the future.*

1. ***Plan of work***

*It contains the librarian’s tasks.*

*Connected to the cultural function the library loans books for adults and children as well. It organizes and arranges free-time activities out of school time.*

*It provides researchers the locally using of the collection helping their work with advices and some useful information.*

*Within the scope of pedagogical function the library makes it possible for children to take part in school-time lessons related to using library and reading books.*

Opening hours of the city library:

Monday-Friday: 08:00-12:00 and 13:00-17:00

Saturday: Closed

Opening hours of the school library:

Monday-Friday: 07:30-16:30

Saturday: Closed

*These are the official opening hours. Staff is allowed to depart from this system only with the director’s or headmaster’s or the deputy’s permission.*

*A board showing the opening hours has to be hung out on the buliding so that passers-by can see it.*

*Visitors are allowed to take books out of the library only with the librarian’s permission, she registers loans.*

*Loans have to be written in a special workbook used for making statistics.*

*Buying double copies of manuals must be avoided!*

*Clause:*

*Regulations connected to the operation of Attila József Cultural Centre refer to the library as well.*

*6th december 2007, Mezőhegyes*

*……………………. ………………………… ………………….*

 *headmaster deputy headmaster librarian*