

ORRS 13

**Organizational and Operational Regulations of
the Specialized Library of the Dharma Gate
Buddhist College**

(Adopted by the Senate under Resolution 30/2019. (05.30.)



Budapest

2019

I. ORGANIZATIONAL AND OPERATIONAL REGULATIONS

Preamble

The Dharma Gate Buddhist Church (hereinafter: Church) and *the Dharma Gate Buddhist College* (hereinafter: College) – together, the Maintainers –

determine the operating rules of the Specialized Library of the Dharma Gate Buddhist College (hereinafter: Library) pursuant to Chapter IX, point 1./ of the Church's Fundamental and Doctrinal Rules and Section 2.5.5 of the College's Organizational and Operational Regulations, taking into account the following legislation:

Act CXL of 1997 on Museum Institutions, Public Library Services and Community Culture

Act LXXVI of 1999 on Copyright

Government Decree No. 6/2001. (I. 17.) on certain benefits for library users

Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information Act CCIV of 2011 on National Higher Education

Act CCVI of 2011 on the Right to Freedom of Conscience and Religion, and on the Legal Status of Churches, Denominations, and Religious Communities

The Library's *Organizational and Operational Regulations* (hereinafter: SzMSz) set out and define the Library's functions and operation. The purpose of the SzMSz, in line with applicable legislation and the Maintainers' resolutions, is to set out the Library's particulars, the responsibilities and authority of its staff, users' rights, and the Library's operating procedures.

Basic

Information

n 1. NAME

a/ Full name: Specialized Library of the Dharma Gate Buddhist

College b/ Abbreviated name: TKBSzK

c/ English name: Dharma Gate Buddhist College

Library 2. Address

Registered office and mailing address: 1098 Budapest,

Börzsöny u. 13., ground floor 4. 2.1 Electronic contact

details

a/ Website address:

<http://tkbszk.tkbe.hu> b/ E-mail

address:

[library@tkbf.hu](mailto:library@tkbf.hu)

c/ Facebook address:

[<https://www.facebook.com/tkbfkonyvtar/>](https://www.facebook.com/tkbfkonyvtar/) 3. Telephone

a/ Main line: +36 1 347 0689

b/ Extension: +36 1 280 6712/

16 4. Founding

a/ 1991.

b/ Deed of Foundation: 2007.05.23.

5. Type

A church and higher education special library with limited public access.

6. Legal Status

Not a separate legal entity.

A distinct service and scholarly unit within the institution that operates independently but lacks its own budgetary control.

7. Codes

a/ Statistical code: The Library does not have a statistical code. b/

OSzK code: B2382.

c/ Sector code of its Core Activity, TEÁOR '08 classification: 9101.

d/ Classification under the public finance sectoral system: 910100 Library and archives activities.

e/ Classification under the Government Functions system: 082042 Collection development and record-keeping for library holdings; 082043 Cataloging, preservation and protection of library holdings; 082044 Library services.

8. Logo

Circular, with a graphic depicting *Manjushri* at the center, surrounded by the inscription "Dharma Gate Buddhist College Library – Budapest".

Library Maintenance and Operation

1. Details of the leased premises housing the

Library:

a/ Lessor: Budapest Főváros Vagyonkezelő Központ Zrt. (short name: BFVK Zrt.; registered office: 1013 Budapest, Attila út 13/A.;

b/ precise identification of the property: 1098 Budapest, Börzsöny utca 13. ground floor 4. (38236/335/A/4. hrsz.)

2. In accordance with the general provisions governing libraries, the Library falls under the sectoral supervision of the Ministry of Human Capacities (EMMI) — specifically, its State Secretariat for Culture and its State Secretariat for Church, Nationality and Civil Society Relations. The Library's professional oversight is exercised by the Hungarian Library Institute.

3. The direct supervision and management of the Library, and the exercise of employer's rights, fall within the Maintainers' responsibilities and authority.

Library Financial Management

The Library is not an independent economic unit; the financial resources required for its operation are provided by the Maintainers in proportions set out in their internal agreement.

The Maintainers shall provide the Library with

a/ appropriate premises necessary for proper operation,

b/ qualified professional staff,

c/ resources for the development of the library collection and electronic databases,

d/ conditions for the ongoing renewal of material and human resources.

The financial framework required for the Library's operation and the performance of its tasks is planned by the Maintainers' Director of Finance on the basis of the Library Director's proposal, and submitted to the Maintainers for approval.

The Library's Tasks and Mission

The Library's role is to operate as a service unit that supports the mission of the College and the Church; through its collection, traditional library services, and the provision of electronic content and information, delivered by trained staff committed to Buddhism.

The Library's foremost aim is to make the sacred scriptures of Buddhism—and its classical and contemporary literature—available through reading, regardless of format, while continually responding to reader needs, tracking innovative professional trends, and adopting up-to-date IT solutions.

As an academic library, the Library serves as the College's primary library for its faculty, students, and staff, supporting study, scholarly research, and teaching.

As a church library, the Library's tasks—beyond collecting, comprehensively describing, and providing access to Buddhism's classics and source texts—include developing a balanced collection on contemporary Buddhism and monasticism, and ensuring library services befitting the Church's activities.

As a special library, the Library is one of the leading centers for Oriental studies collections in Hungary and is part of the Hungarian library system. Its mandate is the high-quality stewardship and presentation of the knowledge assets in its care.

As a heritage collection, the Library is responsible for safeguarding and caring for its valuable holdings and bequests; ensuring asset security, fire safety, and conservation; and for their description and digitization.

Library Leadership and Staff

The Library Director carries out their duties under the Maintainers' authority as employer and reports annually on their work.

Working under the Maintainers' authority as employer, the Library Director performs their duties and reports annually. Ensures the preservation of the Library's assets, and the proper use of the budget allocated to it. Cooperates with the College's and the Church's bodies and communities, and attends meetings upon invitation. Maintains relations with domestic and international library organizations.

Shall advise the Maintainers on personnel matters relating to Library staff by submitting recommendations and formal assessments, and shall promote the professional development of staff. Library employees perform their duties under the direction and supervision of the Library Director. Employer's rights in relation to the employees are exercised by the Maintainers.

The Library Director authorizes the use of approved funds and operating revenues.

The Library's Collection Scope

The Library was established concurrently with the Church and the College. From the outset, the founders' aim was to open access to the teachings of the Dharma—through the Library as well—without establishing any hierarchy among the various Buddhist traditions. Keeping this intent in mind, the Library—committed to comprehensive coverage—collects, preserves, catalogs, and makes available Hungarian-language documents in the field of Buddhism. It also selectively acquires works published in Western languages, literature from related fields, and source texts.

The Library acquires the scholarly literature needed for the College's current programs and specializations—in formats appropriate to each document type—and does so in multiple copies.

Following the defense, the Academic Affairs Office transfers 1 bound print copy of the thesis to the Library, which preserves and processes it as part of the Library's collection. The Academic Affairs Office transfers the digital copies of accepted theses to the Library for archiving.

The Library assumes no obligation to accept, retain, catalog, record, or return unsolicited donations; any use, disposition, or other handling of such items is at the Library's professional discretion.

For details, see the Collection Development Policy.

Cataloging the Collection

Entering items received by the Library into the inventory must comply with the applicable statutory requirements.

The Library catalogs its holdings in an electronic database and creates bibliographic records for items added to the collection in the Corvina integrated library system.

For bequests and donations added to the collection, the Library records the person or institution making the bequest or donation in the bibliographic description. The Library maintains these holdings acquired in this manner as a single "virtual" collection.

For details, see the Rules of Procedure.

Collection Inventory and Protection

In matters of inventory and the withdrawal of items from the collection, the Library applies the provisions of the relevant regulation. It conducts inventory checks in the manner and at the intervals prescribed by law.

The Library ensures the protection of the collection, the retrieval of loaned materials, and restitution for any loss or damage.

For details, see the Rules of Procedure.

Closing provisions

Upon signature, this SzMSz shall take effect; the following annexes form an integral part of it:

Annex 1: TKBSzK Library Use and Lending Regulations; Annex 2:

TKBSzK Collection Development Policy;

Annex 3 TKBSzK Rules of Procedure;

The Library's Organizational and Operational Regulations were considered by the College Senate at its meeting on 30 May 2019 and by the Church Council on 2019. , and were adopted by Resolution .

Effective date of these Regulations: 1 June 2019.

Budapest, 30 May 2019.

László Mireisz
Chair of the Church Council
Dharma Gate Buddhist Church

Gábor Karsai
rector
Dharma Gate Buddhist College