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**NEW MAIN LIBRARY
OF THE SZEGED UNIVERSITY**

(Study and Information Centre)

Preliminary material for the Architectural Brief

**OBJECTIVES
ORGANISATION AND FUNCTIONING**

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INTRODUCTION

The Szeged area higher educational institutions (József Attila University, Juhász Gyula Teachers Training College, College for Agriculture and Food Industry, Liszt Ferenc Conservatoire and Szent-Györgyi Albert Medical University as members and the Biological Research Centre of the Hungarian Academy of Sciences and the College of Theology as associated members) agreed to integrate their resources and form in the first interim phase of integration the Szeged Higher Education Federation, and later the fully integrated multi-faculty Szeged University. They also agreed upon a development strategy. One of the most important elements of the strategy is to establish the new main library of the Szeged university in a new building. The fast increasing number of the students and the efforts to stabilising this high number, the changing student/faculty ratio caused by a substantial decrease of the number of teachers, the new educational programs and the engagement in high level research require new attitudes. As a characteristic feature to this new attitude, the role of individual study in the curricula should be increased. To provide the necessary support for the students and the teachers concerning both the traditional and electronic documents and information, an appropriate library background should be established to use them properly. While the acquisition of the library and information material to support also research activity is of equal importance, the World Bank loan afford the Szeged University only to have the library users and collections accommodated in a new library building.

CHAPTER I.

MISSION STATEMENT and OBJECTIVES OF THE SZEGED UNIVERSITY LIBRARY

1. Statement of Mission

The Szeged University Library, with its various collections, services and staff constitutes a vital institution of the Szeged University. The University Library is established and maintained to support the overall mission, policy and activity of the Szeged University. The mission of the University Library is to support the University's educational and research functions by providing

- in-house collections of educational and informational resources in traditional and non-traditional formats,
- services and support required by students, faculty and staff ,
- access to remote informational resources.

The University Library is also open for the public, providing appropriate services to all citizens and scholars outside the Szeged University who require them.

2. Objectives

The Szeged University Library to fulfil the goals determined in the Statement of Mission

- continuously develops its collection of traditional and non-traditional documents and information resources to support the education and research activity of the University,

- establishes, organises and maintains the bibliographic control of the documents acquired,
- makes continuous efforts to utilise modern technology to make the library processes more effective,
- integrates all the information sources produced by Szeged University
- provides effective and appropriate access to all collections of the Library and to remote informational resources,
- provides information on the methods of accessing the collection and informational resources instructing the users in terms of their individual educational or research needs and requirements,
- co-operates with other libraries to share the resources for providing most efficient services for students and faculty,
- employs staff dedicated to achieve the main goals of the University Library,
- provides effective library organisation to develop the library and information services continuously.

To fulfil its mission and in consequence of the above goals, the Szeged University Library is:

a) first of all an academic library, which collects the information and special literature concerning all the sciences that are subject to education or research at the University. It collects in all formats the documents of

arts and humanities, especially

law and political sciences, philosophy, theology and religion, literary theory and history of literature (and literary works as well), theory of film- and theatre, history of arts, history, classical-philology, linguistics (modern-philology), ethnography and folklore, geography, psychology, sociology, pedagogy, economy, musicology, library and information science etc.,

life sciences, especially

biology, agronomy (especially food sciences) and medical sciences,

sciences, especially

physics, astronomy, natural geography, geology, pharmacology, chemistry, mathematics, computer science, informatics, technical sciences.

The University Library concentrates on collecting the documents supporting educational and teaching activities of the University, while shares its tasks concerning the collecting of research material with the faculty and institutional libraries of the University.

b) The University is an academic library also open for the public. It offers access to its collection and services to all citizens and scholars outside the university community.

c) The University Library is a regional library. As the largest academic library of Southern Hungary, it plays an outstanding role in providing electronic information for the entire region

and also documents through interlibrary loan.

d) The University Library is also an institution for research in library and information science. Some of the staff members do a high level scientific activity on these areas.

e) The University Library is the scene of practice work for the students of library and information science taught at the University.

CHAPTER II.

The New University Library and the New Library Structure in the University

1) Historical background

The new University Library will be established from the collections of the libraries of the Szeged higher education institutions (József Attila University, Juhász Gyula Teachers Training College, College for Agriculture and Food Industry, Liszt Ferenc Conservatoire and Szent-Györgyi Albert Medical University) which decided to form the Szeged University. The new University Library will use the already existing facilities of the electronic infrastructure of these libraries and its staff will be formed from the staff members of these libraries.

In the phase of planning and building the new library the still independent higher education institutions will their own library structure and system operate on the basis of the present regulations. It means that these institutions have central, faculty and department libraries at present, the total number of which is about 150. In the present the functions of these libraries are neither defined nor harmonised properly. In some cases significant inconsistencies can be seen between the characters and functions of these libraries. To operate them more efficiently is almost impossible, not only as a result of their great number in an almost incoherent library organisation, but also as a result of their individual endeavours to fulfil every functions of a library without either the needs to fulfil them or the conditions required.

Each of the 150 libraries are facing the shortage of financial resources, shortage of reading and storage areas, and - relatively - the shortage of staff. Each of these libraries require development, expansion, increasing of the collection etc. It is obvious that to develop all these libraries at the same time is neither possible nor necessary. The parallel developments should be abandoned, the real objectives are to change the structure, reduce the number of libraries, and develop the new structure and system.

The present library structure is a result of a process rooted in the history. We do not want to give a detailed historical background, but to point on some facts is necessary.

The largest among the Szeged higher education libraries is the Central Library of József Attila University. The university moved from Kolozsvár (Cluj) to Szeged after the First World War, but its famous and valuable library had to remain there. Here in Szeged a new library was founded with a relatively small collection which required no special library building at the beginning. From the beginning till the present days the university library had no special building for library purposes. The library had continuously occupied more and more parts of the original building which housed the library, but the library itself had to remain an old style closed stack library. From the more than 1 million of library documents there are only 5 percents accessible in reading rooms, a relatively great part of the collection is housed in storerooms outside of the building. A most modern integrated automated library system helps the on-line access to the electronic catalogues, and almost all of the processes are automated.

On the other hand there is only about 350 places for users in the reading rooms on a surface not more than 300 m². The library functions "virtually" as a main library for all the students of the Szeged higher education institutes. It means that for more than 13,000 students the old library building is far from an institution providing the services in the extent required.

The Central Library of the Szent-Györgyi Albert Medical University can almost similarly be characterised. Its building was never build for library purposes, while the Juhász Gyula Teachers' Training College has never had a main library. For some traditional reasons (having the German examples followed) many department libraries were established, which served the research work of the department in the early phase. During the past decades almost all of them began to serve also the students' needs, and became more and more independent from the central libraries. This process led to the present situation when the fragmented system of the libraries can serve the interest neither the education nor the research properly.

2. On the way of development: new and unified library structure

It has been obvious from the very beginning of the integration efforts that a new and unified library structure and organisation should be established. The information and library services required by the new university should be provided by a virtually unique and unified university library. The elements of the new library structure should be determined by the special local needs as well as the international experiences.

The determining part of the library and information services for the students and faculty should be provided a new main library appropriate to serve them because of its capacities. Beside this (and partly for providing all the necessary services) certain library processes should be taken here (acquisition of documents of any kinds for the entire library system, basic cataloguing the documents etc.) and the determining part of the holdings of the now 150 libraries should be housed in this main library.

As we mentioned before the largest of the now existing libraries is the JATE Central Library. While its present functions and experiences play an important role, to build a new main library is far more greater task than move this library to a new and larger building. To establish the new main library requires common understanding both the objectives and the possibilities by representatives of the now independent institutions. The Library Committee (including also these representatives) has agreed on the main objectives of the new main library and also pointed on the importance of role of the (in restricted number) remaining libraries in supporting of research.

3. Common interests should be taken into consideration when establishing the new library structure

- the library collections, holdings of the new university (acquired from any sources and by any means) should be considered as property of the university. In consequence of this every member of faculty and students has equal right to access them.
- It is the right of the faculty and students to use their time for study and research, therefore the new main library should provide its services in substantially larger part of the day.
- The special documents in all formats supporting the study and research in certain fields of the knowledge and sciences are advised to be placed in special libraries or in a special public reading area of the new main library.
- The research work on the fields of sciences are advised to be supported by special libraries (faculty or institutional libraries, e.g. Medical Library, Mathematical Library, Library of Chemistry etc.)
- On the fields of arts and humanities the collections of department libraries should be

moved to the new main library, while the everyday needs of the faculty should be satisfied by lending for them a couple of hundred books for a longer period.

4. The basic elements of the new library structure are:

- the new main library (University Library or Study and Information Centre)
- special libraries (faculty and/or institutional libraries)

The above ideas as well as objectives show the influence of the main philosophy followed by the Szeged higher education institutes when agreeing on establishing the new Szeged University. Its essence is not to eliminate but to rebuild and change properly.

It is obvious that all the 150 libraries can and should not be maintained. In the lack of proper main or central libraries their presence and tasks could be explained. In the presence of a new main library which is able to provide the requested services also in the extent required, this concentrated library service permits to reduce their number substantially. To eliminate these libraries provide solutions for the departments to have a proper and more comfortable location and to have more proper library services (from the main library) than they had before.

The members of the Library Committee agreed to move the holdings in the new main library as follows:

Central Library of József Attila University from the 1,000,000 library units	1,000,000 library units
Library network of József Attila University from the 400,000 library units	250,000 library units
Central library and network of the Szent-Györgyi Albert Medical University from the 200,000 library units	100,000 library units
Juhász Gyula Teachers' Training College Library network from the 220,000 library units	70,000 library units
Central Library of the College of Agriculture and Food Industry from the 40,000 library units	15,000 library units
Library of Liszt Ferenc Conservatoire from the 15,000 library units	15,000 library units
The libraries of College of Theology from the 150,000 library units	100,000 library units.

The above numbers show that the new building should house a starting holding of 1,550,000 library units and should provide storage rooms for a further 500,000 library units as the estimated increase of collection during the next 20 years.

5. Present infrastructure background

The libraries of the Szeged higher education institutes had a successful application to

purchase and install a common library automated integrated system. It is the VOYAGER integrated system, and its various modules (cataloguing, OPAC, circulation, acquisition, serials and report modules) provides the possibility of automating the previously manual processes in the libraries. The system is based on the fact, that a record once made in a machine-readable form (MARC format) can be used in any connection of library processes.

There are differences as to the total improvement of the automation project in the libraries. In the Central Library of JATE all the modules are used already in these days, and the other libraries also proceeded in the installation of the modules. The system itself and the already existing high level experience how to use it will result in achieving a European level in the new main library at the very beginning of functioning. The new library will improve the unity of traditional and the most modern, electronic and virtual library services.

The existence of the multi-module integrated automated library system determines the future organisation of the new university library also strongly influences the library planning itself. The Central Library of JATE while improving the electronic system, had to change its classical and traditional library organisation, so in a certain extent can serve as an example to the organisation of the new library.

CHAPTER III.

ORGANISATION AND FUNCTIONING OF THE NEW UNIVERSITY LIBRARY

The new Szeged University Library (Study and Information Centre) is one of the independent central institutions of the university but the library does not act as an independent legal entity. The University Library will be under the supervision of one of the vice presidents of the Szeged University, to whom the Head Librarian should report, and the vice president will report to the president and Senate of the Szeged University.

(A) ADMINISTRATION and MANAGEMENT

It is the Head Librarian who is in charge of internal functioning the library, responsible for management, acquisition policy, services and staff employment. Beside the general responsibility over the library, it is the Head Librarian who has special expert and control responsibilities for the functioning of the Public Services and Reference Department (EA), the Subject Specialists' Department (EB) and the Special Collections (EC).

He is supported by two Deputy Head Librarians both of them having also special expert and control responsibilities. One of the deputy head librarians, who takes the entire responsibility in the absence of the Head Librarian controls the collection development and cataloguing processes of the library (Acquisition Department (DA), Cataloguing Department (DB), and also the Operational Support Services Unit (B). The other Deputy Head Librarian (and Systems' Librarian at the same time) controls the Library Automation Development Department (C) and has the right to control and direct all elements of the library organisation from library automation point of view.

These supervision rights and responsibilities supposes a "virtual three division" organisation, but the organisation should remain virtual as to the divisions. The integrated automated system requires individual responsibilities from the special units/departments, on the other hand the borders given by an existing three divisional organisation would cause difficulties in the natural connections among these units or departments.

The Secretariat (A04) helps the Head Librarian and the Deputies to manage the administration, keeps the records of the invoices which came to the library, transfers them to the finance department of the university.

The library has no financial department of its own, all the issues concerning invoices, bank transfer, staff salaries, employment formalities etc. will be managed by the special offices of the central finance department of the university. This explains that a two staff Secretariat can manage the document administration of the library.

It is advisable to house the offices of Administration and Management (A) in that part of the building, where the other functional units, which are not in direct contact with the users (C, DA and DB), will be located. Supposing a multilevel building these units of offices can easily be accommodated on the uppermost floor. The offices of Administration and Management are the scene of the personal contacts with the representatives of the university and also the outside community, they should easily be accessible by the visitors, and requires a representative environment. It is the natural lighting which is required for the offices except the meeting or consultation room (A05), the latter could be lighted artificially. The office of Secretariat (A04) should be accommodated in close connection with the offices of the Head Librarian and the Deputies (A01-A03), the visitors to these personalities should reach them through the Secretariat.

(B) OPERATIONAL SUPPORT SERVICE UNIT

The Unit is responsible for providing the "traditional" technical, operational services: binding and restauration of documents, reprography services, to receive and send postal and other deliveries, personal delivery, to operate the cloakroom, to control the entrance of the library and cleaning the library. We have to emphasise that this unit has no responsibility concerning the basic conditions of electronic services or building maintenance. To operate the central computer room, to control the network etc. is the responsibility of an other organisational unit of the library, while for the general building maintenance it is the special central units of the university that are responsible.

The office of the head of the unit should be set on the entrance level. The unit is supervised by the Deputy Head Librarian with full responsibility.

While labelling (setting the documents with signatures, electronic bar-codes, magnetic labels etc.) is the last phase of the acquisition activity, the optimum area to do it is in the Acquisition Department, the binding workshop has no responsibility in this process. The "row material" for binding and restauration can be found in the storerooms (DA05 and DA06), in the public reading areas (EA11-EA17), in the special collections (EC01-EC09) and in the lending unit (EA09), and after the necessary processes the documents should be delivered back to these areas. As it was mentioned before, all the documents acquired should not be delivered to the binding workshop for labelling. Those documents that require binding can be delivered to the workshop from the storage rooms (the documents from the reading areas, special collections and lending unit could be sent first to the storerooms because of the permanent connection between these units and the storerooms). This way is also advisable for delivering the document back to these units. In consequence of the above possibility there is no need for special delivery routes between the binding workshop and all the above units, but it is advisable to plan a direct access route between the storerooms and the binding workshop.

The reprographic activity concentrates on making black and white and colour copies for the administration, staff and interlibrary loan and will satisfy the very special demands of users (the users general demands should be served by automated copy-machines in the public reading areas and on every floor of the library). The traditional photo- and microfilm/card making can not be found among the task of this unit, they will be replaced by scanning and digitising techniques. The reprographic workshop (B04) should be accessible also by the

public.

For receiving postal and other deliveries (letters and parcels, in some case over the weight of 100 kg) a room (B06) is needed on the entrance floor of the building. It is the most characteristic to have regularly (daily) letters and small parcels (under 100 kg), larger one are rarely sent by the suppliers. The new university library acquires the documents for the entire library network, these documents should be sent to the other member libraries by this unit.

The letters should be forwarded to the Secretariat (A04), the document parcels to the Acquisition Department (DA03), the documents received in interlibrary loan should be forwarded to the office of interlibrary loan (EA10). These above units also send deliveries to the member libraries of the university network, to other libraries of the country and the world (e.g. international exchange) and sometimes back to the suppliers or book-shops. These parcels will be wrapped up in this room (B06), with the help of the cleaning and cloakroom staff.

The library is relatively far from the dormitories, and also the students living in privet flats as lodgers are accustomed to leave their home with rucksacks containing all the thing necessary during the day. It would cause problems also in the relatively large public reading areas to permit them to bring these luggages and overcoats in these spaces. A cloakroom (B02) should be provided for the users, which is accommodated in the entrance hall before the check-point of the library. This cloakroom should have the capacity to receive also the baggages and coats of those who are visitors to the conference-hall or study-rooms.

The users can access and also leave the library through a (multi-gate) check-point. Its detailed function will be described later. In the very near of these check-point gates a desk should be settled for the control-person, the staff will be provided by the Operational Support Services Unit.

The Unit also does the regular cleaning of the public reading areas and offices of the library, while the house-cleaning of depositories will be done by outside undertakers.

The Unit will manage also the staff canteen (B07) and the garage (B08).

(C) LIBRARY AUTOMATION DEVELOPMENT DEPARTMENT

The department is responsible for doing the three main activities as follows:

- to have the integrated automated library system run, and to develop the system
- to digitise text-, picture- and audio-visual-documents, to electronic-archiving
- to maintain the hardware facilities of the library, to do the small reparation work and to control the network (its operation and the network facilities).

It is the Chief of the department who is responsible for these above functions. He or she is supervised by the Systems' Librarian (one of the Deputy Head Librarians). The offices of the department should be accommodated that the public access could be excluded. The central computer room (C04, main server, servers, high capacity discs, high capacity network devices etc.) requires the uppermost safety, access should be provided only persons with special identity cards. The servers and other devices does not require special air-conditioned environment, but on the other hand it is important to cool the heat provided by the different facilities, and to provide a stable 20 °C in the room. Szeged is famous for the ever and everywhere existing dust, a special care should be taken that no entry of dust could be permitted here in this room.

As more and more important tool of preservation of documents, and as a possibility of providing the use of old and very valuable documents, and additionally (along clear copy-right issues) as a possibility of using the documents in electronic form it is the digitising, scanning the texts, pictures and various documents that comes to the limelight. This activity are based on the collection of the library first of all, and requires close connection and

communication possibility to the storerooms (DA05, DA06), to the special collections (EC), and also to the Cataloguing Department (DB).

While all the processes in the library are automated, the Library Automation Development Department is in a very close and regular connection with all the organisational units of the library. In the case of malfunctions an immediate and sometimes personal answer should be given by the informaticians working at the department, on the other hand the maintenance of the devices also requires regular contact. The delivery of the defective devices should be taken by small carriages, so the communication ways to the maintenance of electronic facilities (C03) should be provided.

(D) COLLECTION AND CATALOGUING

It is the duty of the Deputy of Head Librarian with full responsibility to control and supervise this functional virtual division. It consists of two departments: Acquisition Department and Cataloguing Department. Both of them are supervised by the Chiefs of departments.

There is no direct connection among the departments, users and public areas. To accommodate the offices of these departments is advisable on the uppermost floor of the building, here they will be separated from the public areas and on the other hand, the acquired and catalogued documents can begin their "drop down" to the levels of reading, reference and storerooms. Both departments require in their work to use the traditional card-catalogues (till the electronic retro-conversion will be finished), a relatively short way to these catalogue-boxes (settled in the public catalogue area, ED01) should be organised.

(DA) ACQUISITION DEPARTMENT

The main function of this department is to order, to receive (making inventories, managing invoices etc.) all kinds of documents and to make them ready for the usage (labelling etc.)

The acquired documents come in the department from the room of postal and other deliveries (B06), the tools of delivery are the elevators and small trailers.

The documents which were ordered by the library or were sent by book-shops on approbation should be prepared for acquisition decision making. The place of decision making and also for housing the most important reference tools of acquisition (current national bibliographies, catalogues of book-trade etc.) is the acquisition meeting and document sorting room (DA03).

In the process of the global library acquisition it is the subject referents who play the determining role, the staff (professionals and also library assistants) of this department is responsible mostly for the operational procedures of acquisition. The character of their work requires very close and common activity, that is why we advise to accommodate them in a common large room (DA02), divided into individual cubicles but leaving enough place for communication. Besides the cubicles the reference material to the acquisition, the current acquired documents (cca. 2,000 library units) should also be housed in this room. Most of the current acquired books are on small trailers during the processes, which are totally automated. The members of the staff have to work at terminals of the automated system. As closing of the acquisition process the labelling is also done here, in a separate room (DA04).

All of the offices and workplaces mentioned require natural lighting, including the office of the chief of the department. From the document acquisition the documents follow their way to the Cataloguing Department (DB), it is advised to settle the two departments very closely to each other.

The department is responsible for the storerooms of the library. Two types of depositories are required: the traditional closed-stock storerooms and the compact depository. In the compact depository (DA06) a holding of 600,000 library units should be deposited (mostly traditional

volumes of books and journals, which are used very rarely, but are still necessary for research and learning). The traditional storerooms of closed-stacks (DA05) will house about 1,000,000 library units. These documents are frequently used, but they are not used daily and there is not enough area to shelve them as open-access stack. The storerooms (both the traditional and compact ones) should be situated in the building to provide close and direct communication to the public reading areas (EA11-EA17) and to the lending unit (EA09).

(The economy is one of the most important conditions as to the new building, and all the ideas given by the plans as to decrease the areas necessary for depositing the holdings will be appreciated. Multi-level storage in the case of a substantial inner highness of levels as well as the increasing of the highness of stacks could be solutions to the problem. On the other hand we have to emphasise, that the general requirements were given according to internationally accepted standards.)

Because the new building has a large open-stacks area, the use of the documents in traditional or compact storerooms will be relatively less frequent. Therefore to deliver the documents in the storerooms, to deliver them into the reading areas or to the lending unit could be taken by using "manual" methods, by small trailers, and between the levels by elevators.

The depositories are also connected to the automated library system, the possibility of using computer terminals should be provided at the accommodation points of depository staff.

(DB) CATALOGUING DEPARTMENT

The function of the department is to catalogue and indexing all kinds of materials acquired in any formats by the libraries of the university. In the indexing process (UDC, subject headings processes) it is the subject specialists who take an important part. The large working place of the department (DB02) should be planned as it was in the case of the large room of the Acquisition Department (DA02), including also the cubicles. The staff (professional and assistant librarians) do their work at computer terminals. The works under the process are on small trailers. Together with the reference library of the cataloguing activity, a collection of 2,000 library units should be housed in this area. After finishing the cataloguing procedure the documents go to the final terminals, to public open-stack reading areas (EA11-EA17), to the storerooms (DA05, DA06), to the special collections (EC), or to the postal delivery room (B06) to forward them to the other libraries of the university.

(E) PUBLIC SERVICES AND REFERENCE

This virtual division consists of 3 different units: Public Services Department, Subject Specialists' Department and the Special Collections. They are supervised and controlled by the Head Librarian, while all the three are organised and managed by their chief of the department. Excluding the Subject Specialists' Department, the remaining two are in the closest connection with the users, the public. The larger part of the offices of these departments should also be situated in the public areas themselves. At the same time for processes which require serious attention, areas should be provided that are isolated from the public.

Flexibility is a basic requirement concerning the entire public area but there are differences when providing it at the different parts of public areas. The public reading areas should be established with full flexibility, while in the area of Special Collections (EC) where only limited public access is required, and also the preservation requirements are higher, even the traditional walls could be used to separate the units.

The use of computer facilities and the demand for also electronic documents is more and more important in a modern academic library. It is one of the basic requirements to plan the

computer network in the library in a way, that computer terminals, individual PCs could be installed and used at every point of the public areas.

The users can access this area from the entrance hall, the territory of this virtual division begins just after the check-point. Under checking we understand a system based on magnetic field (it is necessary to stress on the fact, that more than 100,000 documents of the future collection of the new library contain magnetic labels already).

(EA) PUBLIC SERVICES DEPARTMENT

Passing the check-point the user arrives in a spatial unit which is divided into four parts. From these four ones, three of them provide the most vital public services. The fourth part (exhibition area, EA22) introduces the users in the library area and also filters the noise of the entrance hall.

One of the remaining three part of the space will accommodate the public catalogues (EA21). The function of this area is to provide information on the holdings of the library and to provide on-line access to the electronic catalogues of the libraries of Hungary and the World. The following facilities should be housed here:

- traditional catalogue-boxes (users have to consult also the old catalogue cards till the total electronic retro-conversion of all the catalogue records)
- PC-terminals providing access to the OPAC of the university library
- PC-terminals providing access to the Internet (and, of course, to the OPACs of another libraries).

There is a librarian here to help the users in using the catalogues. In these area 35 PC-terminals should be installed for OPAC and Internet use.

In the second part of the spatial unit the Reference Service (EA04-EA07) will be settled together with a collection of 20,000 volumes reference library. Its function is to provide general and special information for the users, especially for students and faculty by using traditional as well as electronic resources. The function will be expanded with information retrieval possibilities from commercial on-line databases, and with dissemination of electronic information (CD-ROM and other databases) for the academic community on the local network. The offices for the chief of the Reference Service (EA04) and for the database information (EA06) should be settled in this area, but separated from the reference library area. The same requirements are valid for a special reference unit, the American Higher Education Information Centre (EA07), which is the scene of informing the academic community on the possibilities of learning and granting in the USA. At the Reference Service the staff contains of highly qualified professional librarians, while in the public catalogue area (EA21) assistant librarians help the users.

In the third part of the space the users can take the services of lending and interlibrary loan. The Lending Unit (EA09) borrows (using the circulation module of the automated integrated library system) all the documents can be borrowed, and also checks in the back volumes to the library. The Lending Unit manages the data of the users of the library and subscription to the library also takes place here.

Users can find the volumes to be borrowed in the open-stack reading areas, they can pick them here and take to the lending unit. If the documents are in the storerooms, users should ask the lending unit to have them brought from them. That is why the Lending Unit should easily be accessed from the public reading areas, and also a close connection to the storerooms is required. The demagnetising of magnetic labels of the documents takes place in the lending unit, users can pass the check-point without alarm signal only with books previously demagnetised in the lending unit. In the lending area a lending-desks system (5

desks with PC-terminals), about 2,000 volumes prepared for borrowing or checked back to the library, a 10,000 volumes collection of most frequently borrowed documents should be placed. In addition to this about 50 simultaneous visitors also should be accommodate here when they are waiting for the service. The accommodation of Lending Unit in the larger space should be established in the way, that when the service is closed, the lending-desks system and the documents prepared for the next day borrowing could be separated from the publicly used other areas. The offices of the chief of the unit, and the lending librarians office should be here in this space, but separated from the public areas.

Interlibrary loan (EA10) deals with two types of borrowing. First of all the service asks for documents from other libraries, or copies of documents (articles) , which can not be found in the collection of the library, and on the other hand send the documents or copies required by other libraries. Its activity is very similar to that of the Lending Unit but requires special administration. The office should be established very near to the Lending Unit and could be closed down after closing the service. The librarians working at the Lending Unit are professional and assistant librarians, at the interlibrary loan they are professionals. All of them work on PC-terminals. The interlibrary loan should be in connection with the room of postal deliveries (B06).

(EA11 - EA17) Public Reading (Open-Stack) Areas

This functional unit is supervised by the chief of the reading areas.

These areas have twofold function in every case:

- The "classical reading room" function: users can find here all the monographs, journals, handbooks etc., which are either very frequently used, or very valuable not to borrow them. The library decided to provide at least one exemplar to be present in the library at every time. These volumes can not be borrowed.
- The function of open-access selection of the required special literature. A substantial part of the collection of the library on every field of sciences are set on open-stacks, in some cases many exemplars of the same document stand at the disposal of the users to select them either to study in the reading areas or to borrow them. The documents could be of different formats, traditional and non-traditional documents, but the determining types are monographs and journals.

In the reading area the collections are divided according to the fields of sciences. Within the fields the collection of books, the collection of journals and the collection of non-traditional documents should be separated. The majority of the documents are books and journals when the new library starts. To fulfil the requirements of the "classical reading-room function", to read and study special literature, a noiseless space is needed. While planning the direct reading areas among the open-stacks this requirement should be seriously taken into consideration.

There is general demand by the users to use PC-terminals in the reading room areas (terminals that were installed by the library, or individual laptops brought by the users). It points on the fact that computer network cabling should be set in these areas, that at every reading place electronic facilities could be used. While planning the inner height, the ventilation and heating-cooling system of these areas, the heat produced by these numerous electronic facilities should also be taken into consideration. These areas require natural lighting.

To provide maximum flexibility is inevitable. There is no need for walls, or more exactly walls are prohibited to separate the different reading areas. The frequency of usage of the different fields of reading areas can easily be estimated. The most easily accessible areas should set those collections having the most frequent and numerous users. In the case of a multi-floor building the lower levels should accommodate these areas.

The public reading areas should be divided into 7 larger units, and 5 among them are specialised according to the fields of sciences. All the different reading areas should easily be identified by appropriate notices. The users have to be clearly oriented on the different reading areas, informed on the "virtual" borders of the different units.

The main characteristic of the 5 special reading areas (EA12-EA16) are as follows:

- In all the 5 special reading areas the documents in any formats (books, journals, CD-ROMs, videos, etc.) belonging to the special field of science should be set on the basic principle that books and journals should be separated.
- In all the 5 special reading areas collections should be shelved in clear order, keeping the classification system worked out by the library.
- Within the 5 special reading areas the smaller units of the special fields should be set in smaller blocks. These blocks can be considered as subsystems of the system of the given special reading area. All the blocks contain the documents for only present usage together the documents to be borrowed (these two kinds of documents will be distinguished by clear colour signs and notices).
- The open-stacks containing the above two types of documents should be connected to the reading spaces that the users could be able to study and read in a noiseless environment, where the noise of the others selecting the documents are filtered.
- Users who look after books to be borrowed only, should be provided easy access to the lending unit.

It is important to provide all the conditions of proper and comfortable usage of the public reading areas, but on the other hand to economical spaces is also of vital importance. The floor areas are given according to international standards but all kinds of most economic solutions are welcome.

The floor-surface should provide still and dust-free communication.

The 7 reading area units are as follows:

(EA11) Current Newspapers and Journals Reading Area

While also the current numbers of the special journals will be shelved in the 5 special reading areas, it is necessary to provide area for reading the current number of the periodicals of general nature. Here should be set the current numbers of approximately 500 periodicals, with a reading area for 50 users and the desk of the librarian.

(EA12) Arts and Humanities Reading Area (for the collections of general works, philosophy, psychology, law- and political sciences, pedagogy, economics, economical geography, ethnography, theology, musicology etc.). The number of subsystems are in this area at least 7: general works, philosophy, law- and political sciences, pedagogy, economics, theology, arts and other humanities).

In this area about 100,000 volumes of books, journals and audio-visual documents, seats for 200 simultaneous users and a librarian desk should be located.

(EA13) Historical Sciences Reading Area (for also the collections of classical-philology, archeology and history of arts). The number of subsystems are at least 4 (general history, Hungarian history, classical-philology and archeology).

In this area approximately 50,000 volumes of books, journals and audio-visual documents, seats for 180 simultaneous users and a librarian desk should be located.

(EA14) Hungarian and Foreign Languages and Literature Reading Area (besides the collections of general and applied linguistics, the works of literary theory, history of literature,

the linguistics of different languages, the critical editions, anthologies, collected works, and the most important literary works should be shelved). The number of subsystems are at least 5 (general and applied linguistic, Hungarian literature, world literature, Hungarian linguistics, linguistics of foreign languages).

In this area approximately 110,000 volumes of books, journals and audio-visual documents, seats for 180 simultaneous users and a librarian desk should be located.

(EA15) Life Sciences Reading Area (for the collections of biology, agronomy and medical sciences). The number of the subsystems are 3 (biology, agronomy /with special emphasis on food industry sciences/ and medical sciences).

In this area about 40,000 volumes of books, journals and audio-visual documents, seats for 150 simultaneous users and a librarian desk should be located.

(EA16) Mathematics and Sciences Reading Area (for the collections of mathematics, physics, astronomy, chemistry, technical sciences and natural geography). The number of subsystems are at least 6 (mathematics, physics, astronomy, chemistry, natural geography and technical sciences).

In this area about 40,000 volumes of books, journals and audio-visual documents, seats for 150 simultaneous users and a librarian desk should be located.

(EA17) Austrian Library/Österreichische Bibliothek. It is a collection donated and developed by the government of the Austrian Republic. It contains books and journals relating Austrian science and literature. As to the demand of the donator the collection is open for the public (besides the academic community also for the public outside of the university). On the other hand the collection provides special literature and information for the students of the Austrian Chair of the university as well.

In this area a collection of approximately 10,000 volumes of books and journals should be shelved, users can read and study these documents in the Arts and Humanities Reading Area (EA12), therefore this Austrian Library should be located in the neighbourhood of this public reading area.

Except of the reading areas the Public Services require also special areas for providing other user services:

(EA18) Cubicles for Researchers

In the public reading area special cubicles or rooms should be provided for at least 15 simultaneous researchers who do longer research activities. All the cubicles should provide the possibility of using electronic devices (computers, videos, multimedia etc.)

(EA19) Multifunction rooms

There is permanent demand and need for user training, retraining, listening to loud music, using multimedia and videos in groups etc. Two special rooms with appropriate sound-proofing should be established within the public area for these purposes.

(EA20) Student Clusters Area

The number of students requiring frequent and long term use of workstations because of the nature and characteristic of their studies demand special care. These students use almost without any exception only electronic informations, electronic documents. On the other hand students have to prepare their papers and homework using electronic computer devices. And last but not least the possibility of ftp-ing, e-mailing, printing etc. also should be provided. It is required to provide two different areas, each containing 50 (totally 100) workplaces. The areas should be located near the reading room areas (especially near the ones located on the first two level of reading areas).

The offices of the librarians belonging to the Public Services

The librarians working in the Public Services are professionals and assistant librarians. The greatest part of their activity is done in public areas, at desks situated in the public area. Some of them also do bibliographic and analytic works as well, therefore besides the public desks also separate rooms should be established for the librarians. These latter must be located with close connection to the public reading areas, the usage of computers should also be provided.

(EB) SUBJECT SPECIALISTS' DEPARTMENT

The improvement of automated integrated library system resulted in dissolving the rigid frontiers of the classical organisational structure in the libraries. Based on the dominance of the responsibilities the units, departments remain alive in the new structure but the interconnection among them are more closer than it was before. It is the Subject Specialists' Department typical to represent the new organisational solutions. Its function is to take part in the work of other departments and to take part in integrating their activities. The highly qualified professional librarians who work in this virtual department (the chief of which is one of the subject referents) take part in the collection development with full responsibility for a special field of science, organise the connection between faculty and library in this sense, take part in cataloguing-indexing of the documents, and also help the Reference Service providing special information for the users. They are in close relationship with 3 other departments. Their rooms should be located in a way that their function could easily be completed. All of them require computer terminals for their work.

The virtual department is supervised by the Head Librarian.

(EC) SPECIAL COLLECTIONS

There are special requirements which made the library to set certain collections apart from the majority of holdings. It is the special responsibility of the library to preserve very valuable and rare material. Sometimes the special needs or demands of the users force the library to manage some collections specially. There are cases when the donator of the documents requires special accommodation or subscribes special rules for accessing these documents. Sometimes the character of usage, especially the very limited number of users require special conditions. These collections are called as special collections.

All the special collections show some mutual characteristic features. The most important of these is that the special collections like to behave as small individual libraries within the main library. It means that collection, user and librarian should be accommodated in the same area. The librarians to the special collections are professionals, their work is very complex from acquisition advises to cataloguing and also doing research. All of them require computer terminals.

The Special Collections are only a virtual organisational unit, but act as a functional unit. In the case of the following special collections there are special preservation requirements. They should be situated in the building to satisfy the requirements of the limited public use and special preservation conditions at the same time. It is the best solution to situate them within easy reach of public reading areas.

(EC01) Collection of Old and Rare Books

In this area approximately 12,000 volumes of old documents (antiqua-documents and old Hungarian books and printings) should be set in an also aesthetic environment matching to the old documents. An additional 2,000 volumes reference library to the old documents comes here and desks should be placed for researchers and for the seminars held here for the

students. The professional librarians working here (using computer terminals) require small cubicles to work within the area.

(EC02) Collection of Manuscripts

Its function is to archive, catalogue the manuscripts of university and science interest and to provide access to them for researchers. The manuscripts will be placed on shelves and in special dossiers.

(EC03) Altaistic Collection and Collection of Hungarian Prehistory

The private collections donated by two world famous Hungarian scientists should be accommodated here. The virtual separation of the two similar collections must be solved by the architect. The documents related to these fields and collected by the library itself also should be joined to this area. Altogether 24,000 library units, including 12,000 volumes of monographs and 12,000 units of separates, small prints should be shelved here. A special area is necessary for the researchers and the few number of altaistic students to use these collections. The professional librarian requires a cubicle to work. Computer terminals should be used here by users and also the librarian.

(EC04) Collection of History of European National Minorities

The number of the collection is approximately 12,000 volumes of books and journals related to the history of the national minorities of the countries of the Central- and East-European region. Access should be provided for students attending this special subject and researches dealing with this topic at the university.

(EC05) Collection of doctoral and PhD dissertations

It is about 12,000 dissertation that should be shelved here including the estimated increase of this collection. It can be considered as one of the closed storerooms, the collection will be managed by the librarians working at the University Collection.

(EC06) Collection of Old Schoolbooks and Materials

The library owns a special kind of school documents. These documents could be considered as yearbooks of the schools and high-schools but sometimes contain important scientific studies as well. It is a unique collection of these documents published between the two World Wars and consists of about 6,000 units to be shelved. An other collection is the historical collection of old school textbooks with about 10,000 volumes. In this special collection area a couple of seats should be planned for researchers to these documents. The collections will be handled and managed by the librarian of the manuscripts unit.

(EC07) University Collection

Its main function is to collect, to archive and catalogue the documents related to the history of the university, the faculties, chairs of the university. The unit also makes the "university bibliography", the bibliography of the publication of the professors and researchers of the university.

In a sense it is also a museum for the university, it collects the material remains of the university.

(EC08) Collection of the Hungarian Parliament

The documents issued by the Hungarian Parliament, a collection of about 4,000 units should be shelved here. It is the librarians of the Arts and Humanities Reading Area in charge of managing this special collections.

(EC09) Collection of Music and Audio-visual Documents

The music scores require special attention and care. Here should be shelved about 10,000 units of scores, and also the valuable music CD-s, cassettes, etc., altogether an other collection of 10,000 units).

CHAPTER IV.

GENERAL INFORMATION FOR THE ARCHITECTURAL BRIEF

1. Communication ways for the users in the library

The users enter the entrance hall and can access

- as a first step to the library the cloak-room, where they can leave coats and baggages, then through the check-point
- to the very first library area, the Public Catalogues, where they can be informed on the holdings of the library and also the collections of other libraries (traditional catalogues, OPACs on Internet),
- for special further information they can reach the Reference Service,

Besides the Public Catalogue users will find the Lending Unit, where

- they can borrow the books after their records were found in the catalogues of the library, and the books are deposited in the storerooms,
- they can also borrow the books selected in the public reading areas,
- and immediately after arriving in the library they can give back the documents, which were borrowed by them.

On the next floors of the library users can find the public reading areas containing the different collections according to the classification used by the library. They find the books to be studied only in the library together with the documents to be borrowed.

Users, who want to use Special Collections will find them beyond the special reading areas or on an upper floor of the library.

2. Communication ways of the documents in the library

The parcels of book- and periodical-deliveries arrive to library in the room of postal deliveries which is situated on the entrance level of the library. From this room the documents travel "up" to the offices of Acquisition and Cataloguing Departments.

The documents prepared for library use begin they "dropping down" to the lower levels of the library: to public reading areas, to special collections, to the Reference Service, to the lending unit and to the storerooms.

This solution is the most frequently adapted model of the new academic libraries.

3. Communication ways of the staff in the library

It is advisable to plan special entrance and special communication ways for the staff, especially for those librarians who are not in direct contact with the public (administration and management, informatitians, librarians of acquisition and cataloguing), and therefore their offices are located at the uppermost level. They also require an elevator for their own communication.

The staff of the public services (reference librarians, librarians working in the special reading areas or in the special collections, subject referents, staff of the depositories and the

reprographic workshop etc.) can use also the way provided for the communication of users. Better solution if they can easily use the communication ways provided only for staff usage.

4. Interrelation between public reading areas and storerooms

The classical closed-stack storerooms could be well separated from the public areas of the library and could be located in the lowest or the uppermost level of the library building. The basic requirement is that the storerooms should have direct, mostly vertical (special elevators) communication ways to the public reading areas and to the lending unit.

It is the experience of the most modern libraries, that even the largest open-stack reading areas became crowded very soon. That is why architects think of the expansion possibilities as to open-shelf spaces already in the phase of planning. The most frequently offered solution is the expansion of the public spaces toward the storerooms. In this case the documents in these depositories should be set according to a classification system. Users are entitled to use also these storerooms to select the required documents, and can study or borrow them in the reading areas or in the lending unit. To provide this possibility of expansion the storerooms should be located in the very near of public reading areas.

5. Ten Commandments for the new library building

(after a famous British architect, Harry Faulkner-Brown)

"A library building should be

flexible: with a layout, structure and services which are easy to adapt;

compact: for ease of movement of readers, staff and books;

accessible: from the exterior into the building and from the entrance to all parts of the building, with an easy comprehensive plan needing minimum supplementary directions;

extendible: to permit future growth with minimum disruption;

varied: in its provision of book accommodation and of reader services to give freedom of choice;

organised: to impose appropriate confrontation between books and readers;

comfortable: to promote efficiency of use;

constant in environment: for the preservation of library materials;

secure: to control user behaviour and loss of books;

economic: to be built and maintained with minimum resources both in finance and staff".

There is a 11. "Commandment" we advise to add:

accessible for everybody: handicapped and blind users must not feel themselves as a second rate citizen in the library.

CHAPTER V.

IMPORTANT STANDARDS

In open-stack areas (open-access area)

- average books and periodicals 150 volumes/m²
- large documents or documents to be sorted 100 volumes/m²
- current periodical titles 20 titles/m²
- readers and researchers 3-4 m²/person
- librarians 10-15 m²/person
- information desks 18 m²/unit
- research cubicles 10 m²/person
- offices 15-25 m²

In closed-stack areas (storerooms, areas not for public use)

- average books and periodicals 250 vols/m² (or 10,000 kötet/40 m²)
- average documents in compact depositories 500 vols/m² (or 10,000 kötet/20 m²)
- large documents 200 vols/m²
- separatum 400 units/m²
- music scores 400 units/m²
- music plates, cassettes 400 units/m²
- audio-visual documents 400 units/m²

**ORGANIZATION OF THE UNIVERSITY
LIBRARY**

Code	Unit	Public	Staff	Floor area	Notes
A	ADMINISTRATION AND MANAGEMENT		5	130 m2	
B	OPERATIONAL SUPPORT SERVICES	/1.500/	30	500 m2	
C	LIBRARY AUTOMATION DEVELOPMENT DEP.		9	170 m2	
D	COLLECTION AND CATALOGUING		29	5.500 m2	1,000,000 volumes closed storeroom (10,000 vol/40m2) + 600,000 vols compact storeroom 10,000 vol/20m2) + 6,000 vols (100 vol/m2) 350,000 vols open-access (150vol/m2) + 38,000 vols closed stock (200vol/m2) + 6,000 units (100u/m2) + 36,000 units (400u/m2) + 10,000 units (200u/m2) + 6,000 units (250u/m2)
E	PUBLIC SERVICES AND REFERENCE	1.000	48	7.590 m2	
	TOTAL	1.000	122	13.890 m2	
F	ADDITIONAL UNITS			1160 m2	

Code	Unit	Public	Staff	Floor area	Notes
A	ADMINISTRATION AND MANAGEMENT				
A 01	Head Librarian		1	25 m2	
A 02	Deputy Head Librarian (with full responsibility)		1	25 m2	
A 03	Deputy Head Librarian (Systems' Librarian)		1	25 m2	
A 04	Secretary		2	25 m2	
A 05	Meeting room			30 m2	
B	OPERATIONAL SUPPORT SERVICES UNIT				
B 01	Head of Unit		1	15 m2	
B 02	Cloakroom	1.500		200 m2	1.500 coat-pegs, 15 m2 cloakroom desks only for the staff of Cloakroom and Cleaning
B 03	Staff cloakroom		17	35 m2	1 x 30 m2 workshop + 1 x 10 m2 stationnery and
B 04	Reprography		2	40 m2	ink store-room

Code	Unit	Public	Staff	Floor area	Notes
B 05	Binding, conservation and restoration		8	80 m2	1 x 60 m2 workshop + 1 x 20 m2 storeroom
B 06	Parcels reception and dispatch		2	30 m2	
B 07	Staff canteen			40 m2	1 x 12 m2 kitchen + 1 x 28 m2 canteen
B 08	Garage			20 m2	
B 09	Office supplies			40 m2	
C	LIBRARY AUTOMATION DEVELOPMENT DEP.				
C 01	Head of Department		1	20 m2	
C 02	Informatitians		3	40 m2	
C 03	Maintenance of Electronic Facilities		3	50 m2	1 x 30 m2 workshop + 1 x 20 m2 storeroom
C 04	Central Computer Room			30 m2	
C 05	Digitalization, Electronic Archiving		2	30 m2	

Code	Unit	Public	Staff	Floor area	Notes
D	COLLECTION AND CATALOGUING				
DA	ACQUISITION DEPARTMENT				
DA 01	Head of Department		1	20 m2	
DA 02	Document acquisition, registration		9	100 m2	2.000 vols 100 vol./m2 = 20 m2 + 1 x 80 m2
DA 03	Acquisition meeting and document sorting room			40 m2	400 units 20 unit./m2 = 20 m2 + 1 x 20 m2
DA 04	Document labelling		1	20 m2	2.000 vols 100 köt./m2 = 20 m2 + 1 x 20 m2
DA 05	Traditional closed-access store-rooms		6	4.000 m2	1.000.000 vols books and periodicals 250 vol./m2 = 4.000 m2
	Compact closed-access store-rooms		2	1.200 m2	600.000 vols books and periodicals 500 köt./m2 = 1.200 m2

Code	Unit	Public	Staff	Floor area	Notes
DB	CATALOGUING DEPARTMENT				
DB 01	Head of Department		1	20 m2	
DB 02	Cataloguing, calassification and indexing		9	100 m2	2.000 vols 100 vol/m2 = 20 m2 + 80 m2
E	PUBLIC SERVICES AND REFERENCE				
EA	PUBLIC SERVICES DEPARTMENT				
EA 01	Head of Department		1	20 m2	
EA 02	Head of Reading Areas		1	15 m2	
EA 03	Offices of librarians		10	80 m2	2 x 40 m2 offices
EA 04	Head of Reference Unit		1	15 m2	
EA 05	Reference Service		3	168 m2	20.000 vols 150 vol./m2 = 130 m2 + information desk = 18 m2 + 2 librarians = 20 m2
EA 06	Database Information		2	30 m2	

Code	Unit	Public	Staff	Floor area	Notes
EA 07	American Higher Education Information Center		1	45 m2	1 x 2.000 vols 200 vol./m2 = 10 m2 + 5 users user/3 m2 = 15 m2 reception area + 1 x 20 m2 office
EA 08	Head of Lending Unit		1	15 m2	
EA 09	Lending Area	/50/	5	220 m2	1 x 2.000 vols. 100 vol./m2 = 20 m2 + 5 lending desks desk/10 m2 = 50 m2 + 50 user = 60 m2 + 10.000 vols 150 vol./m2 = 70 m2 + 1 x 20 m2 office
EA 10	Office of Interlibrary Loan		2	30 m2	

Code	Unit	Public	Staff	Floor area	Notes
EA 11 - 17	Reading Areas				
EA 11	Current Newspapers and Journals Reading Area	50	/1/	193 m2	500 periodical titles titles/20 m2 = 25 m2 + 50 users
EA 12	Arts and Humanities Reading Area	200	/1/	1.278 m2	user/3 m2 = 150 m2 + librarian desk 18 m2 100,000 vol. books, periodicals 150 vol./m2 = 660 m2 + 200 users user/3 m2 = 750 m2 + librarian
EA 13	Historical Sciences Reading Area	180	/1/	828 m2	desk 18 m2 40.000 vol. books, periodicals 150 vol./m2 = 270 m2 + 180 user user/3 m2 = 600 m2 + librarian desk 18 m2
EA 14	Hungarian and Foreign Languages and Literatures Reading Area	180	/1/	1.228 m2	100.000 vols books, periodicals 150 vol./m2 = 670 m2 + 180 users user/3 m2 = 600 m2 + librarian desk 18 m2

Code	Unit	Public	Staff	Floor area	Notes
EA 15	Life Sciences Reading Area	150	/1/	738 m2	40.000 vols books, periodicals 150 vol./m2 = 270 m2 + 150 users user/3 m2 = 450 m2 + librarian desk 18 m2
EA 16	Mathematics and Sciences Reading Area	150	/1/	738 m2	40.000 vols books , periodicals 150 vol./m2 = 270 m2 + 150 users user/3 m2 = 450 m2 + librarian desk 18 m2
EA 17	Austrian Library/Österreichische Bibliothek			70 m2	10.000 vols books 150 vol./m2 = 70 m2
EA 18	Rooms for Researchers	15		150 m2	15 x 10 m2 research rooms
EA 19	Multifunction rooms: music, training, multimedia etc.	/25/		160 m2	2 x 80 m2
EA 20	Student Clusters Area	/100/		300 m2	2 x 150 m2 (2 x 50 users user/3 m2 = 300 m2
EA 21	Public Catalogues		1	290 m2	25 OPAC terminál = 110 m2 + 45 catalogue cupboards 180 m2
EA 22	Exhibition Area			80 m2	15 vitrines 30 m2 + visitors 50 m2

Code	Unit	Public	Staff	Floor area	Notes
EB	SUBJECT SPECIALISTS' DEPARTMENT				
EB 01 - 12	Rooms for subject specialists		12	180 m2	12 x 15 m2 offices
EC	SPECIAL COLLECTIONS				
EC 01	Collection of Old and Rare Books	/15/	2	165 m2	<p>2.000 vols books 200 vol./m2 = 10 m2 + 10.000</p> <p>books 150 vol./m2 = 70 m2 + 2.000 vols books</p> <p>100 vol/ m2 = 20 m2 + 15 users user/3 m2 = 45 m2 +</p> <p>librarians 20 m2</p>
EC 02	Collection of Manuscripts	/1/	1	49 m2	manuscripts 30 m2 + librarian 15 m2 + 1 user 4 m2
EC 03	Collection of Altaistics and Hungarian Prehistory	/5/	1	120 m2	<p>12.000 vols books 200 vol./m2 = 60 m2 +</p> <p>12.000 units separata 400 unit./m2 = 30 m2 + librarian 15 m2 + 5 users user/3 m2 = 15 m2</p>

Code	Unit	Public	Staff	Floor area	Notes
EC 04	Collection of History of European Minorities	/5/	1	90 m2	12.000 vols books 200 vol./m2 = 60 m2 + librarian 15 m2 + 5 users user/3 m2 = 15 m2
EC 05	Collection of doctoral and PhD dissertations	/2/		54 m2	10.000 units diss. 200 unit./m2 = 50 m2 + 1 user fñ/4 m2 = 4 m2
EC 06	Collection of Old Schoolbooks and Materials	/2/		82 m2	6.000 documents 250 unit./m2 = 24 m2 + 10.000 vols books 200 vol./m2 = 50 m2 + 2 users = 8 m2
EC 07	University Collection		2	54 m2	1 x 24 m2 office + 1 x 30 m2 storeroom
EC 08	Collection of the Hungarian Parliament	/2/		48 m2	4.000 vols books 100 vol./m2 = 40 m2 + 2 users user/4 m2 = 8 m2
EC 09	Collection of Music and Audiovisual Documents		1	65 m2	10.000 scores 400 unit./m2 = 25 m2 + 10.000 records, discs, cassettes 400 unit./m2 = 25 m2 + librarian 15 m2

Code	Unit	Public	Staff	Floor area	Notes
F	ADDITIONAL UNITS NOT BELONGING TO THE LIBRARY				
F 01	University Bookshop			80 m2	1 x 60 m2 shop + 1 x 20 m2 store-room
F 02	Cafeteria			150 m2	
F 03	Conference and Music Hall	750		700 m2	presentations, concerts, conferences etc.
F 04	Room for technical equipments			15 m2	technical controll to the Hall
F05-F06	Class- and presentation rooms	140		200 m2	classes, presentations
F 07	Room for staff			15 m2	
TOTAL ADDITIONAL UNITS AREA				1160 m2	