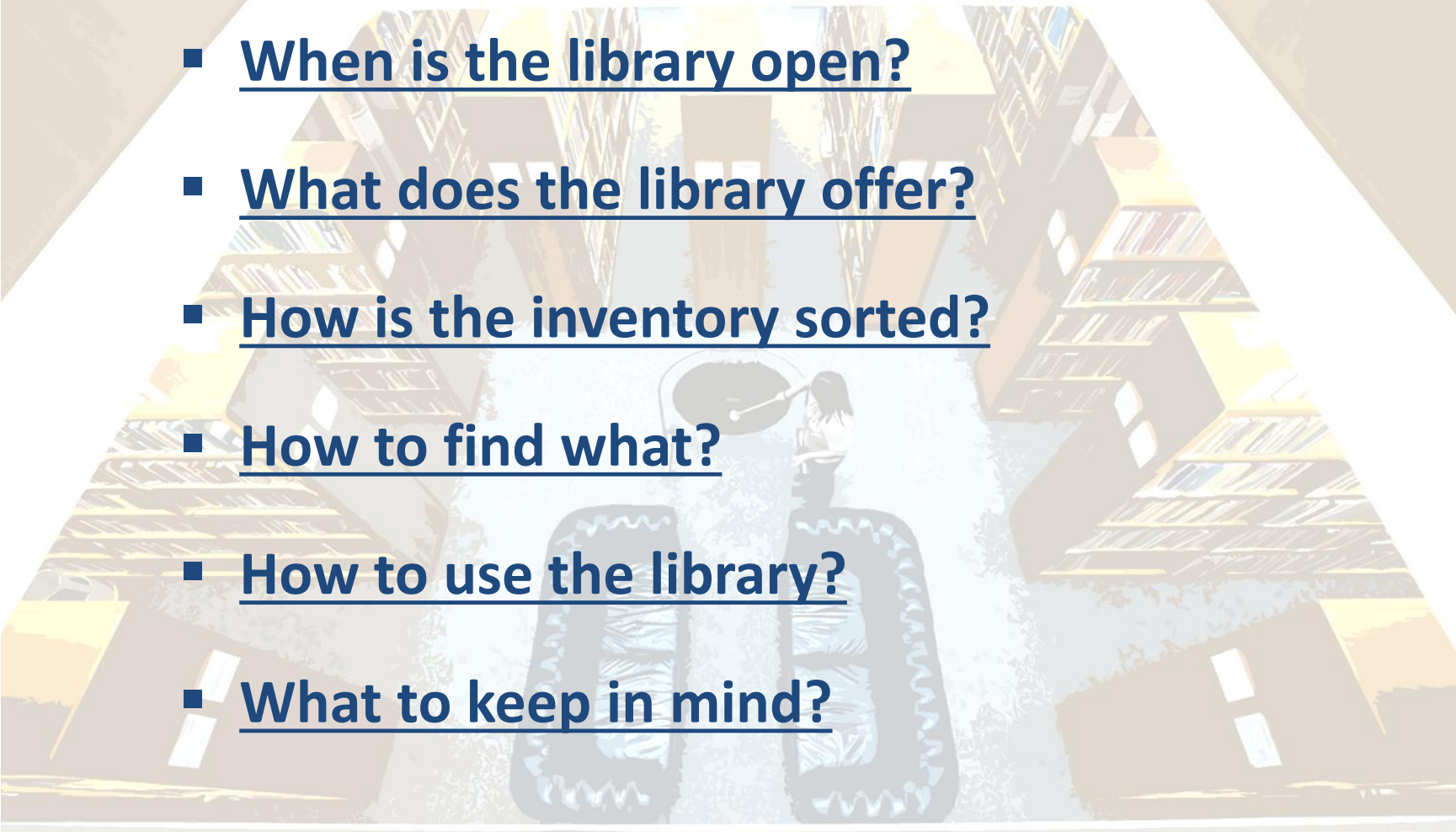


LIBRARY INTRODUCTION HMDK

- 
- When is the library open?
 - What does the library offer?
 - How is the inventory sorted?
 - How to find what?
 - How to use the library?
 - What to keep in mind?

When is the library open?

Opening hours:

Semester time:

Mo-Fr: 10.00 – 17.00 Uhr

Use of presence:

Mo-Fr: 17.00 – 19.00 Uhr

Lecture-free time:

Mo-Fr: 11.00 – 15.00 Uhr

What does the library offer?

There is a total of about 142.000 media items available for you in our library including sheet music, books, CDs, DVDs, 47 specialist journals, reference books, work directories, work analysis, biographies, dictionaries and lots more.



A total of ca. 142.000 media items including:
ca. 90.000 music volumes
30.000 books
20.000 audiovisual media
47 specialist journals
Reference books (MGG, New Grove, RISM,...)
Work directories
Work analysis
Biographies
Dictionaries
...

What does the library offer?

In addition we provide you with numerous online-services like the digital sheet music apps NKODA and Henle Library, E-Books, special music-databases like RISM, MGG-Online, Grove-Online, JSTOR, DBIS, the streaming-services NAXOS-Audio and Video-Library and the Digital Concert Hall of the Berlin Philharmonic Orchestra.



What does the library offer?

Furthermore there is a multitude of composers' complete editions, performance materials, facsimiles, old sheet music prints and handwritings.



What does the library offer?

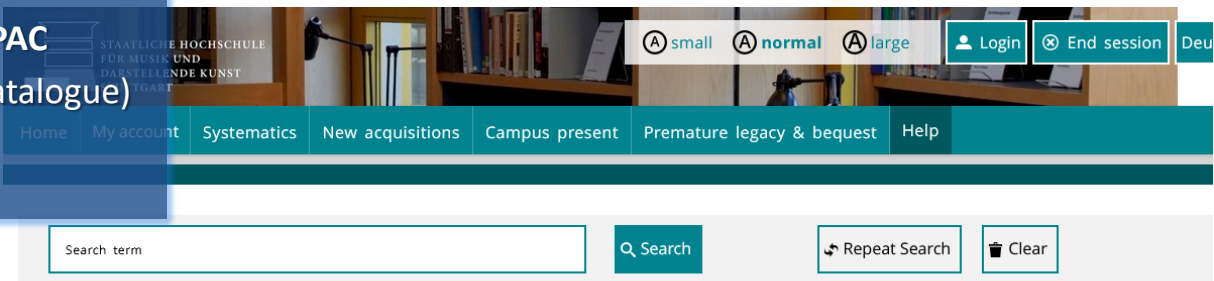
In the temporary reserve collections you will find your teachers' topical literature selections for the ongoing semester.



What does the library offer?

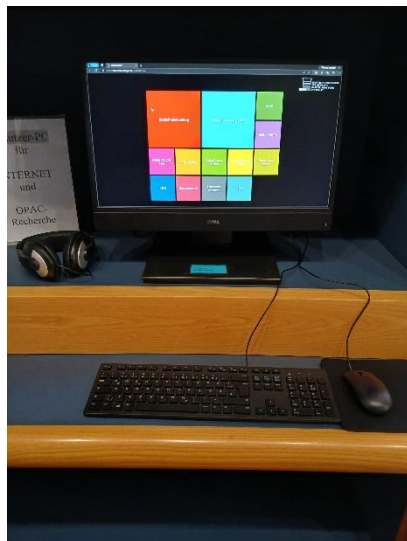
Our digital library catalogue (OPAC) allows for quick and precise research at the workstations on site or at home.

Online research in our OPAC
(= One Public Access Catalogue)
6 research stations



The screenshot shows the library's OPAC homepage. At the top, there's a header with the library's name 'STAATLICHE HOCHSCHULE FÜR MUSIK UND DARSTELLENDE KUNST STUTTGART' and a navigation bar with links: Home, My account, Systematics, New acquisitions, Campus present, Premature legacy & bequest, and Help. There are also buttons for 'small', 'normal', and 'large' text, and 'Login' and 'End session' buttons. Below the header is a search bar with a 'Search' button, a 'Repeat Search' button, and a 'Clear' button. The main content area is titled 'Advanced search' and contains a table for searching by various criteria.

	Search term	Search	Repeat Search	Clear
Advanced search				
	Title keyword		Index	
AND	Author (Personal name)		Index	
AND	ISSN, ISBN, SWB-No.		Index	
AND	Subject heading		Index	



Advanced search

	Title keyword		Index
AND	Author (Personal name)		Index
AND	ISSN, ISBN, SWB-No.		Index
AND	Subject heading		Index

Refining search aspects

Type of item	- All -	
Language	- All -	
Publisher	Place of publication	
Precise year	Year from	Year to

Folders

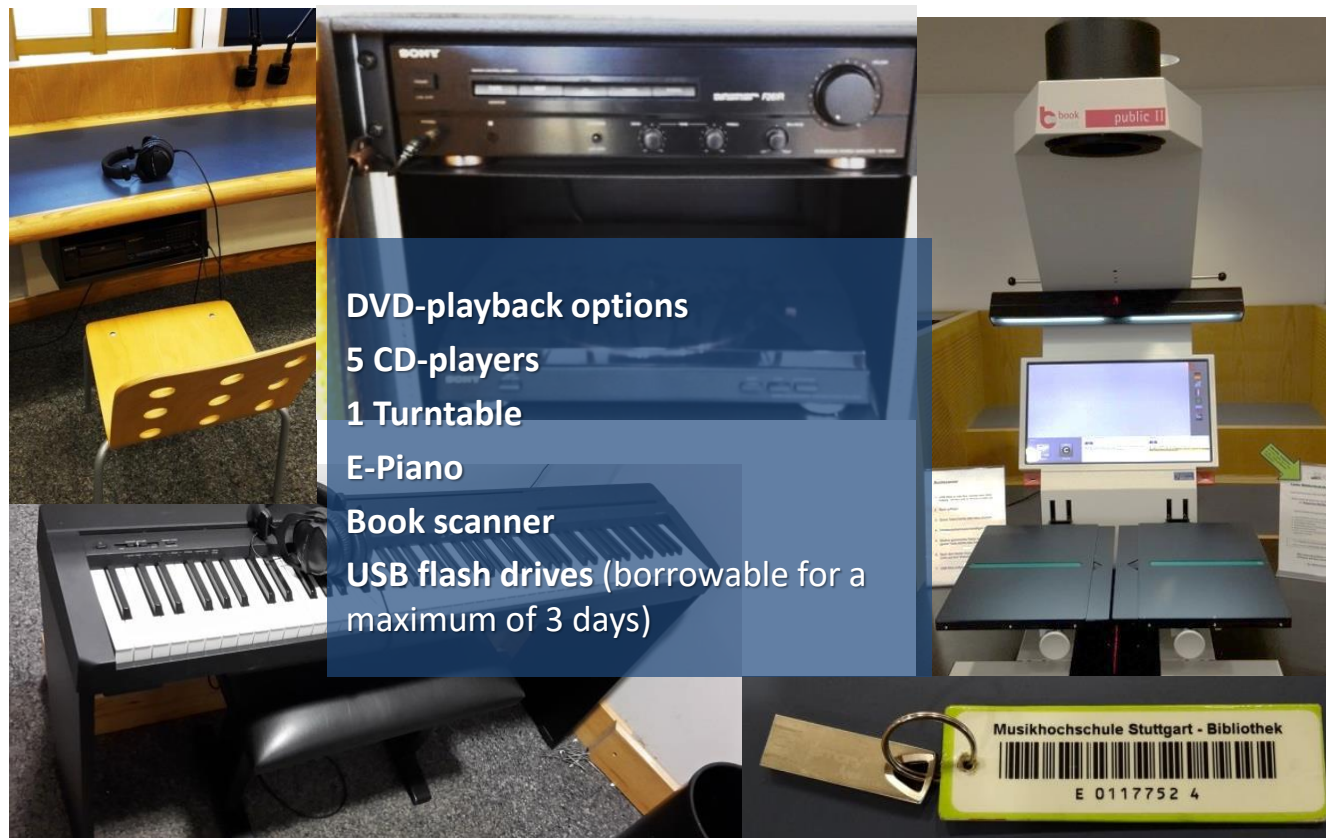
[Show my folder](#)

How it works...

- [Basic search](#)
- [Linked searches with logic operators \(AND, NOT, OR\)](#)
- [Search with beginning of](#)
- [Search with beginning of word](#)
- [Precise search, e.g. The a](#)

What does the library offer?

Also you'll find several DVD-playback options, CD-players, a turntable, an E-Piano and a professional book scanner that saves your scans directly to a USB flash drive which can be borrowed at the desk in case of need.



DVD-playback options

5 CD-players

1 Turntable

E-Piano

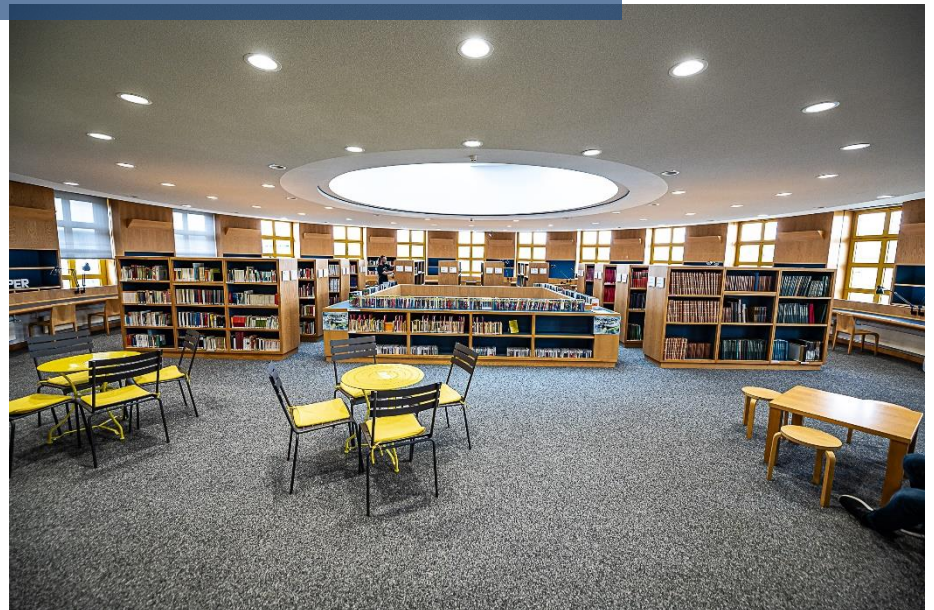
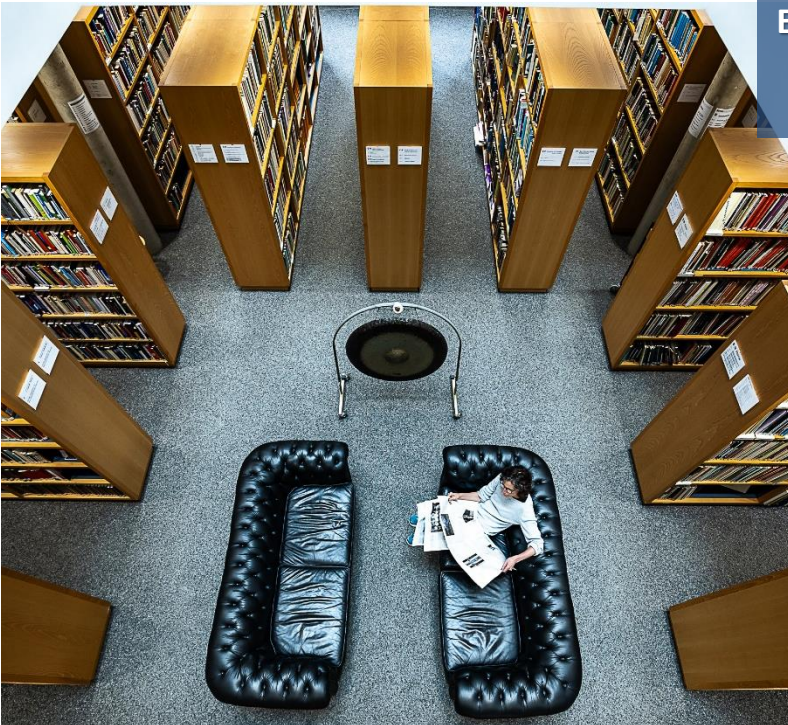
Book scanner

USB flash drives (borrowable for a maximum of 3 days)

What does the library offer?

Comfortable couches must not be missing, of course. And when concentration decreases, you can have a snack in our eating space with the yellow tables on the 9th floor.

Comfortable couches on both floors
Eating area for snacks and drinks



Fotos: Oliver Röckle

What does the library offer?

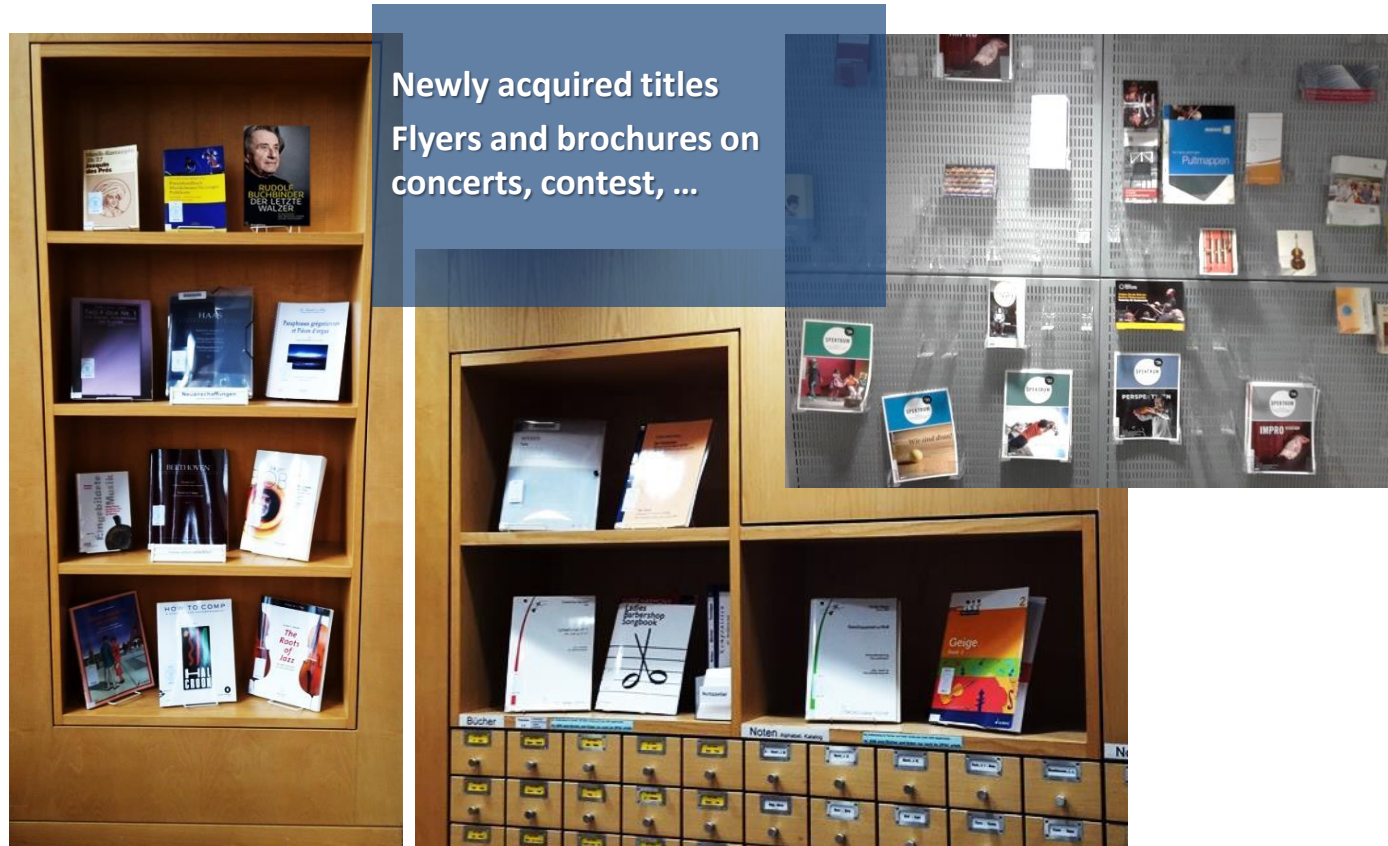
In the entrance area you'll find transparent carry boxes.

Media carry boxes



What does the library offer?

Plus there are separate shelves for newly acquired titles as well as flyers for courses, concerts, contests etcetera.



What does the library offer?

Create your own scores in the library with the composing software SIBELIUS.

write digital sheet music and
save it to a pen drive to
share or print it

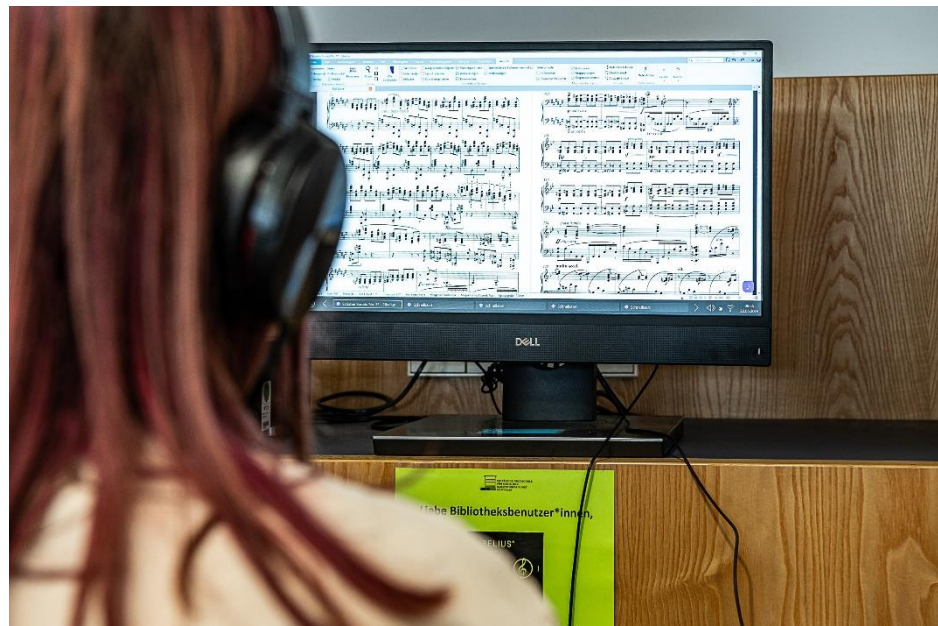
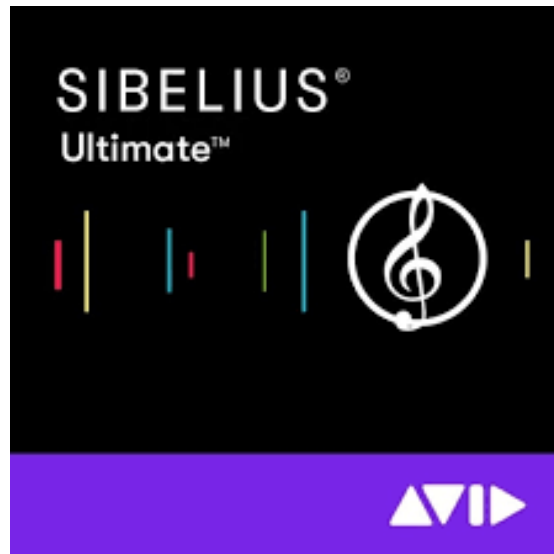


Foto: Oliver Röckle

What does the library offer?

If you desire a certain title that is lacking in our inventory, you can send us a digital suggestion form via our homepage or a printed one right at the helpdesk.

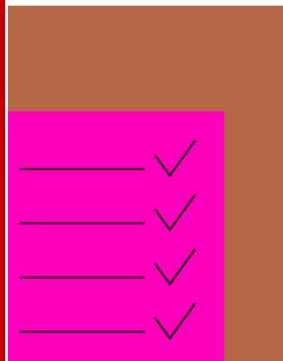
Services



Storage Collection Request



Acquisition Request



Hire Material Request

Anschaffungsvorschlag

☐ Buch ☐ Noten ☐ CD ☐ DVD ☐ Sonstige

Wird benötigt für : ☐ Prüfung ☐ Repertoire-Erweiterung ☐ keine Angaben

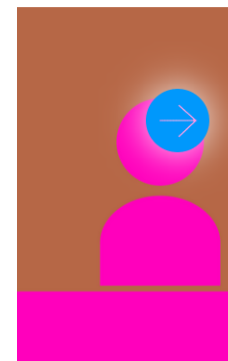
Komponist(in)/ Autor(in)/ Herausgeber(in)

Titel, ggf. Interpreten

Verlag, Erscheinungsjahr, Bestellnummer

Besteller(in)

E-Mail-Adresse (für Rückfragen und Benachrichtigungen)



Helpdesk

What does the library offer?

Hire material for your final exam can also be ordered digitally with an online form.



How is the inventory sorted?

- A** = Composers' complete editions
- B** = Instrumental music
- C** = Vocal music
- D** = Rare first and early prints, handwritings, facsimiles
- 1-14** = Music literature

Our inventory is sorted systematically by subject groups (for example instrumentation or contents) and can be found via shelfmarks.

*Group **A** encompasses the composers' complete editions as well as monument editions and serial works on particular epochs, genres or forms.*

*In group **B** you have all the sheet music with pure instrumentation.*

*Group **C** covers all the works with vocals.*

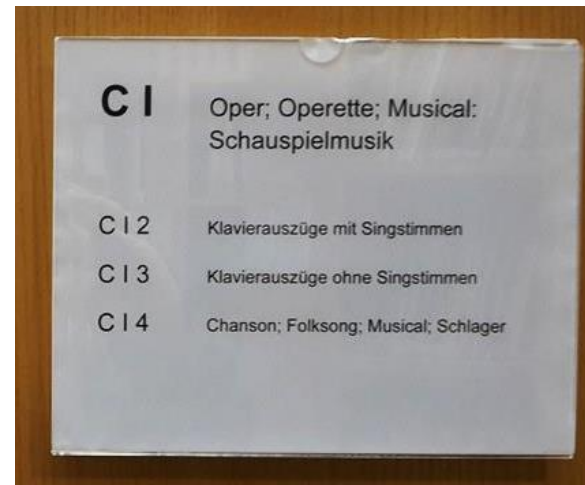
*Group **D** consists of facsimiles, rare first and early prints and handwritings.*

*Music literature you'll find in groups **1** to **14**.*

How is the inventory sorted?

The shelfmark tells you the location within the library. You will find it on every copy in form of a sticker at the lower back of the book. For sheet music the shelfmark consists of:

- 1. The letter A, B C or D for the main group*
- 2. The roman numerals, which indicate the instrumentation*
- 3. The subgroup within the instrumentation in arabic numbers*
- 4. Some subgroups are subdivided by lower case letters*
- 5. The first 4 letters of the composer's family name*

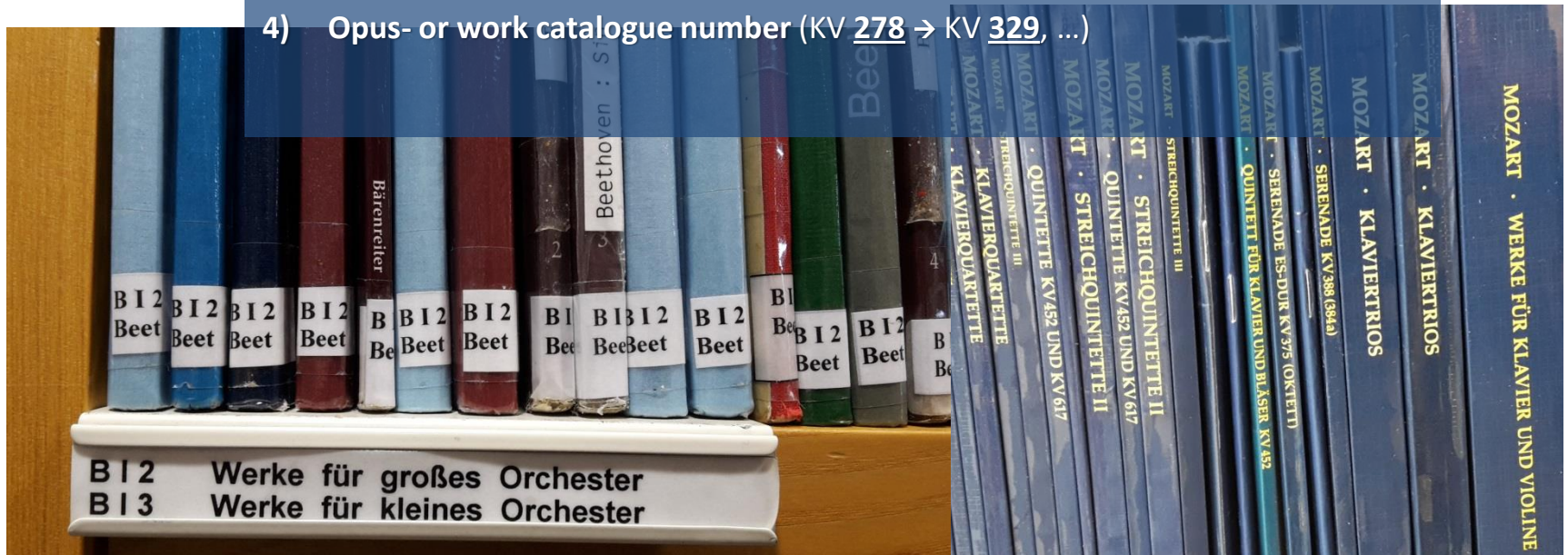


How is the inventory sorted?

Within a subject group the music volumes are sorted by instrumentation.

Within the instrumentations, the titles are sorted alphabetically ascending by composer name, work genre, work title, Opus- or work catalogue number.

- 1) Composers (first 4 letters of last name: Schubert, Mozart...)
- 2) Work genre (Quartett → Quintett → Rondo → Serenade → Sinfonie → Sonate,...)
- 3) Title („Bach in Leipzig“ before „Bach Interpretation“)
- 4) Opus- or work catalogue number (KV 278 → KV 329, ...)



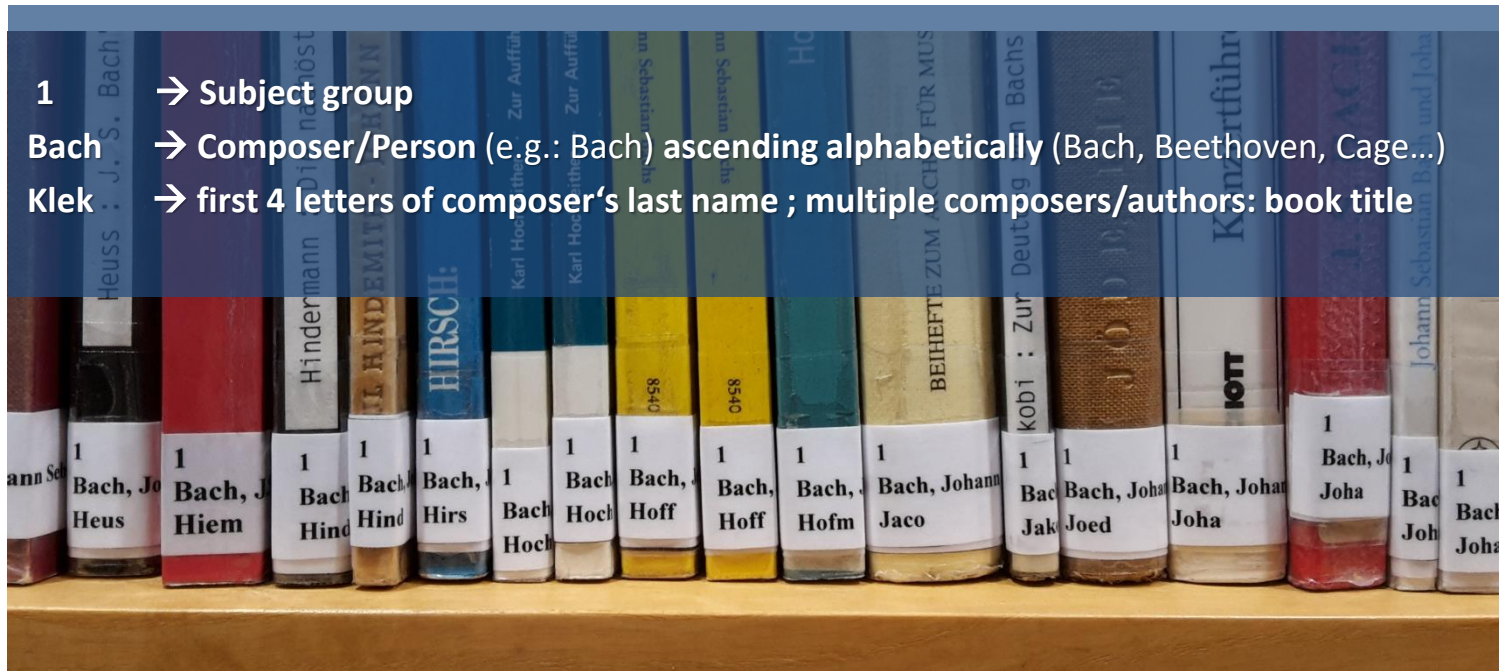
How is the inventory sorted?

In subject group 1 there are three-part shelfmarks:

*The number „1“ in the **top line** stands for the **subject group**.*

The **middle line** contains the **name of the composer** or the discussed person alphabetically ascending by family names.

*The **lower line** indicates the **first 4 letters of** the author's **family name**. Should there be multiple authors, the 4 letters are taken from the **book title** and not the name.*



How is the inventory sorted?

The shelfmarks for Audiovisual media is a number of 1-5 digits, as they are sorted numerically instead of alphabetically.



The CDs in the freehand area are roughly sorted by genre and instrumentation.



How to find what?

Online catalogue: OPAC

To search for desired titles best use our online public access catalogue, or “OPAC”, first.

Medien suchen und finden

➤ Bibliothekskatalog

Bibliothekskatalog +

Datenbanken und Online-Angebote

The screenshot shows the library's online public access catalogue (OPAC) interface. At the top, there's a header with the library's name 'STAATLICHE HOCHSCHULE FÜR MUSIK UND DARSTELLENDE KUNST STUTTGART' and navigation links like 'Home', 'My account', 'Systematics', etc. A search bar is prominently displayed with a 'Search' button. Below the search bar, there's an 'Advanced search' section with multiple input fields for 'Title keyword', 'Author (Personal name)', 'ISSN, ISBN, SWB-No.', and 'Subject heading'. To the right of these fields are 'Index' links and printer icons. A 'Refining search aspects' section allows users to filter by 'Type of item', 'Language', 'Publisher', and 'Place of publication'. On the far right, a sidebar contains links for 'Folders', 'How it works...', and specific search tips like 'Basic search' and 'Linked searches with logical operators'.

STAATLICHE HOCHSCHULE FÜR MUSIK UND DARSTELLENDE KUNST STUTTGART

Home My account Systematics New acquisitions Campus present Premature legacy & bequest Help

Search term

Advanced search

	Title keyword		Index	
AND	Author (Personal name)		Index	
AND	ISSN, ISBN, SWB-No.		Index	
AND	Subject heading		Index	

Refining search aspects

Type of item	- All -		
Language	- All -		
Publisher			
Place of publication			
Precise year	Year from	Year to	

Multiple selection Single selection Edition

Folders

[Show my folder](#)

How it works...

- [Basic search](#)
- [Linked searches with logical operators \(AND, NOT, OR\)](#)
- [Search with beginning of ti](#)
- [Search with beginning of word](#)
- [Precise search, e.g. The art](#)

Wie finde ich was?

Bibliothekskatalog plus - music search

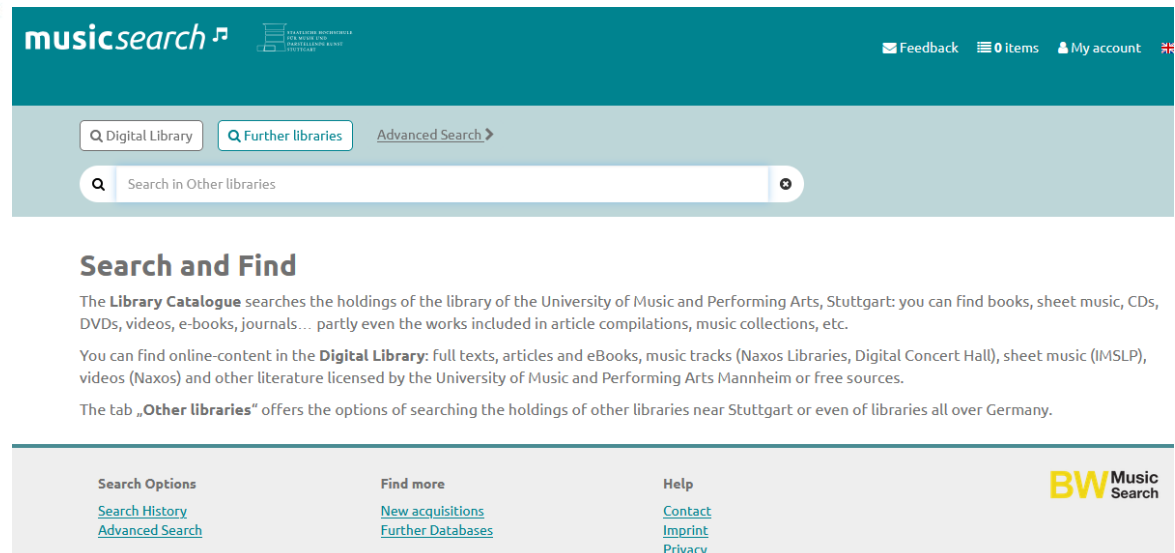
With the Bibliothekskatalog plus you can search for media in the collections of the HMDK Library as well as other scientific libraries from all over Germany. In addition there is a dedicated search function for digital content.

Medien suchen und finden

Bibliothekskatalog

➤ Bibliothekskatalog +

Datenbanken und Online-Angebote



The screenshot shows the 'musicsearch' website. The header is teal with the logo and navigation links: Feedback, 0 items, My account, and a language selector. Below the header is a search bar with three tabs: 'Digital Library', 'Further libraries', and 'Advanced Search'. The 'Further libraries' tab is selected. Below the search bar is a large search input field with a magnifying glass icon and the text 'Search in Other libraries'. The main content area has a heading 'Search and Find' followed by three paragraphs of text. The footer is light gray and contains three columns of links: 'Search Options' (Search History, Advanced Search), 'Find more' (New acquisitions, Further Databases), and 'Help' (Contact, Imprint, Privacy). The 'BW Music Search' logo is in the bottom right corner.

musicsearch

Feedback 0 items My account

Q Digital Library Q Further libraries Advanced Search >

Q Search in Other libraries

Search and Find

The **Library Catalogue** searches the holdings of the library of the University of Music and Performing Arts, Stuttgart: you can find books, sheet music, CDs, DVDs, videos, e-books, journals... partly even the works included in article compilations, music collections, etc.

You can find online-content in the **Digital Library**: full texts, articles and eBooks, music tracks (Naxos Libraries, Digital Concert Hall), sheet music (IMSLP), videos (Naxos) and other literature licensed by the University of Music and Performing Arts Mannheim or free sources.

The tab „Other libraries“ offers the options of searching the holdings of other libraries near Stuttgart or even of libraries all over Germany.

Search Options
[Search History](#)
[Advanced Search](#)

Find more
[New acquisitions](#)
[Further Databases](#)

Help
[Contact](#)
[Imprint](#)
[Privacy](#)

BW Music Search

How to find what?

Online catalogue: OPAC

A click on the word „Standort“ in the hit list shows you the shelfmarks and statuses of each title's copies. With the shelfmark you can detect where the desired copy is located and the loan status shows you whether a copy is currently available or borrowed.

Trefferliste

"Titelwort= traviata; Autor (Person)= verdi; Signatur= C I 2"; Medienart= Noten" in Alle, Treffer: 1-6 von 6

Druckversion



- | | | | | |
|---|---|---|------|--|
| 1 | ✗ | La traviata : opera in tre atti di Francesco Maria Pia-
ve | 2011 | |
| Giuseppe Verdi. A cura di Mario Parenti. - Klavierauszug / hrsg. von Mario Parenti. - Ricordi | | | | |
| ☐ Markieren ☐ Merken <input type="button" value="Standort"/> <input type="button" value="Werk"/> | | | | |
| Freihandbereich : Noten C I 2 Verd ausgeliehen Fällig am 14.10.2020 | | | | |
| 2 | ✓ | La Traviata : Opera in tre atti di Francesco Maria
Piave | 2002 | |
| Giuseppe Verdi. A cura di Mario Parenti. - opera completa per canto e pianoforte. - Ricordi | | | | |
| ☐ Markieren ☐ Merken <input type="button" value="Standort"/> | | | | |
| Freihandbereich : Noten C I 2 Verd am Standort | | | | |
| Freihandbereich : Noten C I 2 Verd am Standort | | | | |
| 3 | ✓ | La Traviata : Oper in drei Akten | 1974 | |
| G. Verdi. Dt. Übersetzung von Natalie v. Grünhof. Klavierausz. hrsg. von Gustav F. Kogel. Revidiert von Joachim-Dietrich Link. - Peters | | | | |
| ☐ Markieren ☐ Merken <input type="button" value="Standort"/> | | | | |
| Freihandbereich : Noten C I 2 Verd ausgeliehen Fällig am 10.11.2020 | | | | |
| Magazin : Noten C I 2 Verd Magazin am Standort | | | | |

Merklisten

Merklste aktivieren

☐ Merklste

Trefferliste filtern

So funktioniert das Filtern

Filtern

Erscheinungsjahr

Schlagwort

Sprache

Medientyp

Filtern

Weitere Optionen

Sortierung ändern

Titel exportieren

How to find what?

Research and information

*In case you can't find a title or if you're not sure about your search results, please consult the library staff at the desk. They will gladly help you at any time providing you with research information. For more complicated research inquiries, please see one of the head librarians or the deputy librarian(s) in the offices **H1-0803** or **H1-0837**.*

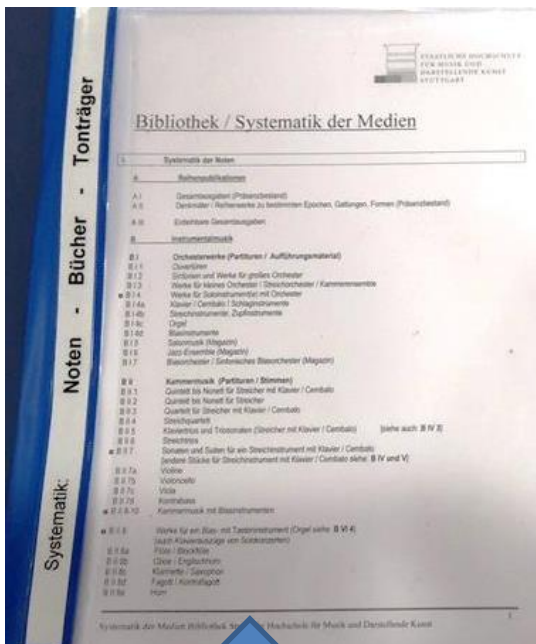


Foto: Oliver Röckle

How to find what?

Inventory sorting

Our media are sorted by an in-house classification. An overview of our classification, including all the subdivisions, can be found in the blue folders on the desk, as a digital copy on our website's download area or via the menu on the online catalogue's homepage.



Downloads

Lageplan Bibliotheksregale



Rechercheschulung



Bibliothekskatalog



Bibliothekskatalog +



Systematik der Medien

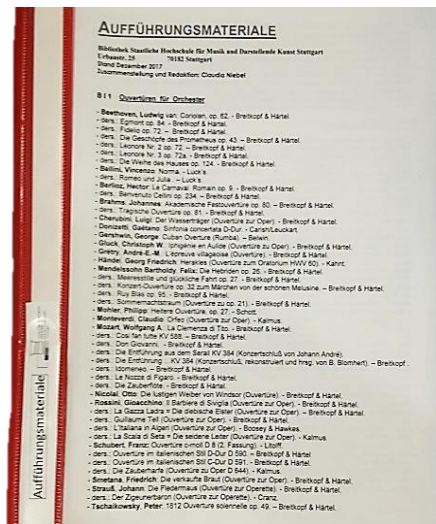


Stand 2023

How to find what?

Inventory sorting: Reading room / cellar archives

Everything you see in the shelves of the reading room, are open access holdings, whereas our archive inventory consisting mostly of journals and performance materials, is located in our cellar archives, which are only accessible for our staff. Items from our cellar archives must be ordered for borrowing. Just fill out the **request form on the desk** that says „**Magazinbestellung**“. Please make sure you write your name and the current date on the bottom of the form. You can also use the **online form on our website** by clicking on “Magazinbestellung”. Your order will be ready for collection for 14 days at the desk from 12 p.m. of the following day.



Magazinbestellung
(abholbar am Folgetag ab 12 Uhr)

Hinweis:
Es werden nur **vollständige** ausgefüllte
und **lesbare** Bestellungen bearbeitet!

Signatur (wichtig!)	Komponist(in)/ Autor(in)	Titel (bei Zeitschriften mit Jahrgang)	Bemerkung (Partitur/Klaverauszug/ Auf Max/506 Barcode/Zula)	Verfügbar
				Ja ☐
				Nein ☐
				Ja ☐
				Nein ☐
				Ja ☐
				Nein ☐
				Ja ☐
				Nein ☐
				Ja ☐
				Nein ☐

Name _____ Datum _____

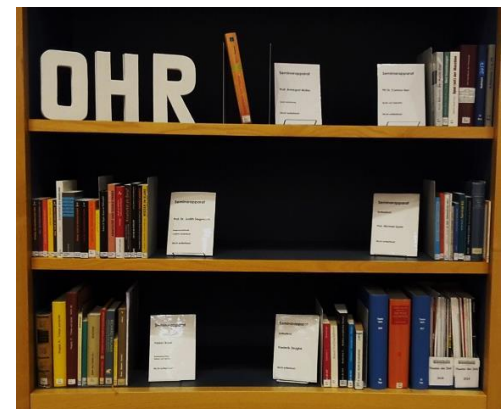
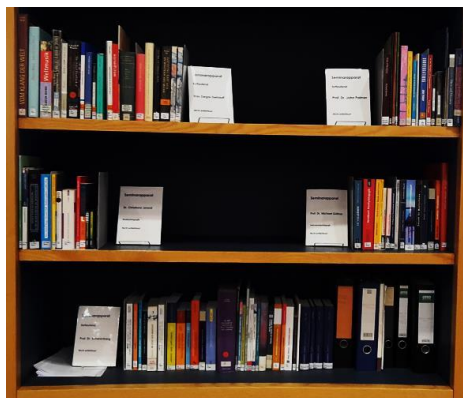


Storage Collection
Request

How to find what?

Temporary reserve collections

The temporary reserve collections are located on the 8th floor in the shelves next to the windows.



How to find what?

Composers' complete editions

The composers' complete editions, DVDs, borrowable CDs as well as books from groups 10 to 14 are located on level 9 - the library's the upper floor.



9th floor

DVDs

Complete editions (A I-A III)

Literature of the performing arts (10)

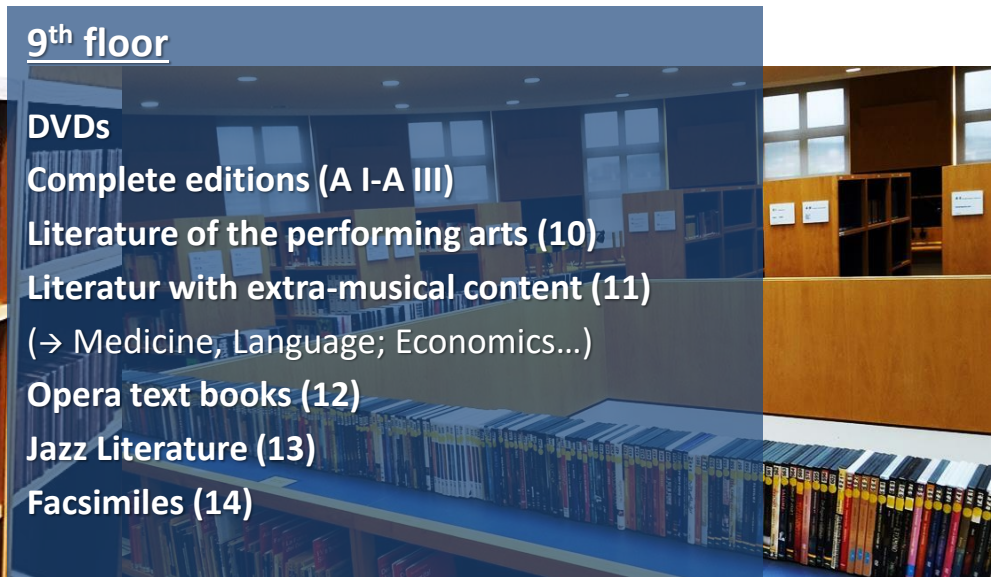
Literatur with extra-musical content (11)

(→ Medicine, Language; Economics...)

Opera text books (12)

Jazz Literature (13)

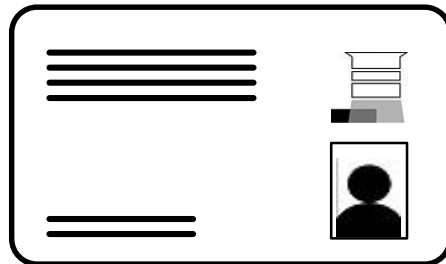
Facsimiles (14)



How to use the library?

Student card = Library card

Your student card is also your library card. It is required to check the status of your account, to borrow and to renew items, to make reservations and to pay fines. Please always bring it with you when you visit the library. However, for returning items, your library card is not required.



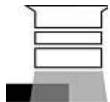
How to use the library?

Renewal

*To renew the due date of borrowed items in time there are four options:
online, at the **information desk**, by **e-mail** or by **phone call**.*



<https://www.hmdk-stuttgart.de/bibliothek/>



HMDK, 8th floor



bibliothek@hmdk-stuttgart.de



Phone.: 0711 212 – 4662 (Staff) / – 4664 (Head Librarian) / – 4665 (Desk)

How to use the library?

Search cases

*Should an item be missing despite its status being available according to the OPAC, you can let us know by filling out a search case form that says “**Suchfall**”. We will then thoroughly search for the desired item and let you know if it could be found, or if it is indeed missing and whether it can and will be replaced.*

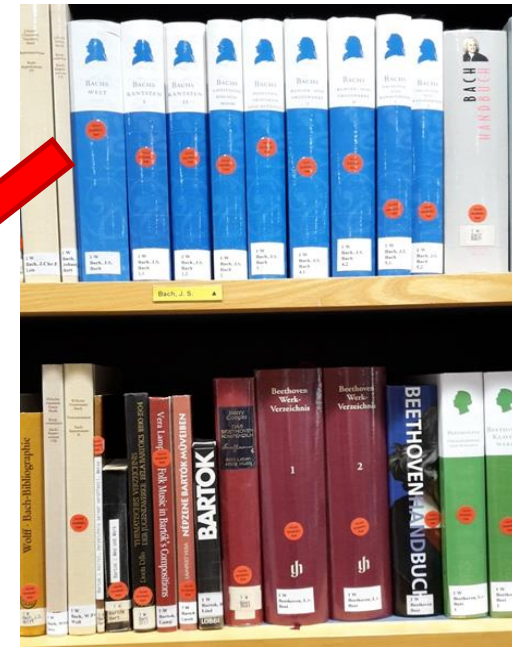
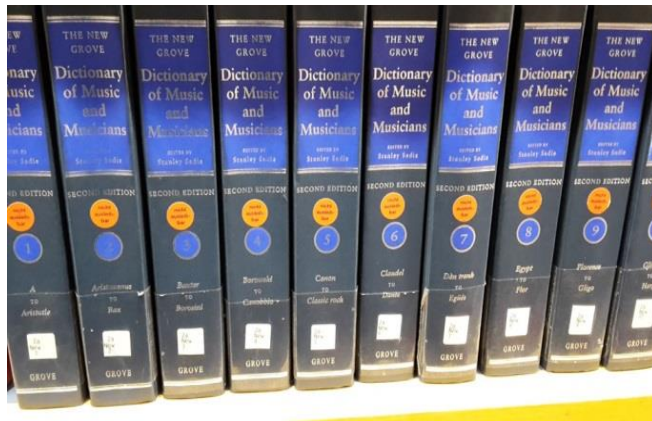
The image shows a 'Suchfall' (Search Case) form. The form is titled 'Suchfall' in bold. It contains several fields for recording information about a missing item:

- Verfasser/Komponist: _____
- Signatur: _____ Medienart: _____
- Barcode: _____ IV-Nr.: _____
- Titel: _____
- Bemerkungen ggfs. letzter Benutzer: _____
- Verlust bemerkt am (Datum/Kurzzeichen): _____
- Suche am (Datum/Kurzzeichen): _____
- wird gebraucht von: _____

How to use the library?

Presence stock

*Items from the presence stock, which means reference books from group „1W“, items from the temporary reserve collections and all the other items with a red dot that says **“Nicht entleihbar”**, are not borrowable, but rather intended for use of presence. You can, however, borrow these items for a weekend if you show us proof of your teacher’s agreement.*



How to use the library?

Book scanner

With our book scanner you can, for example, scan articles from the non-lending collection, single pages of sheet music or even whole scores and afterwards print them at one of the university's copiers or transfer them to your notebook or computer.



Foto: Oliver Röckle

How to use the library?

USB flash drives

To use the book scanner you'll need a regular USB flash drive formatted for Windows.

We also have borrowable USB sticks at the desk in case you left yours at home.

They are usually due the same day, but can be borrowed for a maximum of three days.



What to keep in mind?

Silence / Bulletins

Please make sure, your mobile phone is in silent mode before you enter the library and don't make calls. Also, talk to your fellow students in a reasonable volume, so that concentrated working is possible for everyone present. Please always note the current bulletins on the entrance door of the library.



What to keep in mind?

Eating area

If you'd like to have an open drink or a snack, please use the yellow tables in our eating area on the ninth floor.



What to keep in mind?

Items must be borrowed at the desk!

No self-shelving, please!

Every item that is taken out of the library must be borrowed at the desk under any circumstances, even if you only need it for a few minutes. Please do not shelf any item by yourself. Simply return the items at the desk and we'll take care of that for you.



What to keep in mind?

Loan periods

The loan period for books, scores, CDs and DVDs (regular loan stock) is 56 calendar days. This period can be renewed for up to three times, provided that it is not pre-ordered by another person.

Our library system is designed to never generate due dates within the lecture-free times. Fines for overdue items can easily be avoided by renewing items in time.



**Tip:
renew in time
to avoid fines!**

What to keep in mind?

Use of presence

The desk is under the supervision of voluntary staff from 5 to 7 p.m., so keep in mind that during that time only returning is possible. Returns cannot be processed until the next opening day. Renewals, inquiries and payments are also not possible during that time. Please make sure you take care of that within the regular opening hours. If you would like to make a reservation for an item, you can do so by leaving the desired item along with your name with the desk personnel. Reserved items must be collected the next day. After that the reservation expires.

What to keep in mind?

Address changes etc.

Any changes of your address, phone number or e-mail can be made via the “Studierendenportal” at:

<https://eportal.hmdk-stuttgart.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>



Herzlich willkommen im Bewerbungs- und Studierendenportal der HMDK!

Sie möchten einen Antrag auf Zulassung zur Aufnahmeprüfung an der HMDK Stuttgart stellen?

Dies ist für das Sommersemester 2021 im Zeitraum von 19.10. bis 22.11.2020 möglich. Klicken Sie hierfür auf den Button „Bewerbung“ oben in der Mitte dieser Seite und registrieren Sie sich dort.

Sie studieren bereits an der HMDK Stuttgart?

Dann können Sie hier im Portal folgende Selbstbedienungsfunktionen der Studierendenverwaltung nutzen:

- Ausdruck Ihrer aktuellen Bescheinigungen (BAföG, Immatrikulation, Studienverlauf)
- Änderung Ihrer Anschrift, Ihrer Telefonnummer und Ihrer E-Mail-Adresse
- Einreichen Ihres Antrags auf Beurlaubung vom Studium, auf Änderung von speziellen Personendaten und auf Exmatrikulation
- Einsicht in Ihr Beitragskonto

Bitte melden Sie sich oben rechts mit Ihrem bestehenden Benutzerkonto an.

Studierende, die bereits vor dem Wintersemester 2020/21 immatrikuliert waren, können sich mit ihren Zugangsdaten aus dem QIS-Portal („Rückmeldeportal“) anmelden.

Studierende, die zum Wintersemester 2020/21 neu immatrikuliert sind, erhielten ihre Zugangsdaten über das Studierendensekretariat/Prüfungsamt.

Bei Fragen wenden Sie sich bitte per E-Mail an: aufnahmepruefung@hmdk-stuttgart.de

A photograph of a library interior. In the foreground, there is a large, dark brown, tufted leather sofa. Behind the sofa, a large, round, metallic gong or bell is mounted on a stand. The background consists of tall, light-colored wooden bookshelves filled with books. The floor is covered with a grey carpet. The text is overlaid on the image in a white, italicized font with a black outline.

*We are looking forward to your visit
and wish you
a pleasant and successful time
at our university!*

- Your library staff -