

Guidelines for the use of the library (English Version)

Latest update: 05/2025

1. General

- (1) The library is a part of the fixtures-and-fittings of the university facilities.
- (2) The library's stock has been catalogued officially in the Südwestdeutschen Katalogverbund (SWB) since 1993. In addition, one can research a complete list of all the university's analog and digital media via both OPACs (=Online Public Access Catalogue) *Bibliothekskatalog* or *Bibliothekskatalog plus*.
- (3) The opening hours are displayed on the notice boards, as well as on our website and social media.

2. Use of the Library

- (1) Only **members** of the university with a valid University Card are allowed to borrow media and use the digital services.
- (2) Use of the library is free. The charging of fines is regulated by the "Ministry of Science Decree for the levying of library fines" (BiblGebVO ; 20.12.2006).
- (3) Any exceptions to this rule will be decided upon by library staff with agreement from the Rector.
- (4) The reference section of the library is open to the public.
- (5) The use of the library's computers is reserved only for members of the university.

3. Registration / User Card

- (1) The Hochschul-Card (University or Student Card) also works as Library-Card. It offers each owner access to their personal library account and is valid for the duration of enrolment at the university. A valid Hochschul-Card is necessary to borrow media and to log in to the library account. User accounts must be validated at the beginning of each semester by showing the Hochschul-Card at the help desk. Members of the Hochschul-GmbH are only allowed to use reading room's stock but not to borrow any of the items (presence usage).
- (2) Students must update any changes of name and/or address online via the "Studierendenportal" on the HMDK website. Teachers must inform the library in writing
- (3) The use of licence dependent digital services is only possible for persons who are enrolled or employed at the university. The possibility to use the library is terminated automatically 14 days after graduating or resigning from the university.

4. Borrowing / renewal

- (1) The borrowing term for books, sheet-music and periodicals is **56 days**. The borrowing period can be renewed up to as many as 3 times by the user – as long as media have not otherwise been pre-ordered by another user.
- (2) All materials marked as reference media ("*Präsenzbestand*") are not available for borrowing; the library will, however, lend such media for short periods for copying etc. This also applies to scripts and books from the *Seminarapparten* (Seminar course books). (Exception: books from the stockroom)
- (3) All audiovisual media (DVD, CD, CD-ROM) can be borrowed for 56 days and renewed up to 3 times. LP can be borrowed at the desk for listening in the library.
- (4) Live recordings of university productions are only accessible for participants/performers due to legal reasons.
- (5) All users will be electronically notified of the imminent loan period end, as long a valid e-mail-address is provided.
- (6) It is possible to both renew and pre-order books via the **internet** (→ **Bibliothekskatalog** → Mein Konto → library number B00xxxx and birth date: DDMMYYYY) or **E-mail** by using your name and student card identification number.

5. Conduct whilst in the library, exclusion of service

- (1) The instructions of library staff have to be adhered to at all times. In cases of repeated and/or gross violations of library rules the management have the right to refuse service temporarily or permanently.
- (2) Whilst using the library all personal items including bags and folders can be brought into the reading room. Library media are electronically secured against theft. In case of an alarm the library staff reserves their right to check bags for potentially stolen media.
- (3) The library accepts no responsibility for coats, jackets and any items of value.
- (4) Every user is responsible for the security of their work/documents; this applies especially when leaving his/her workplace – even if only for a short time.
- (5) The hanging of posters and the distribution of information materials is the responsibility of the library.
- (6) Smoking, mobile-phones and pets are prohibited in all rooms of the library. Eating and Drinking is strictly limited to the yellow tables at our Lesecafé on the 9th floor.

6. Handling of Media, Liability

- (1) All sheet-music, books, audio-visual media, periodicals, materials produced by the library, apparatus and hard-and-software are of course to be treated with care by all users. Lost or damaged media have to be replaced; if an item cannot be replaced, then according to paragraph 9 of the (BiblGebVO) a fee of 16 Euros is to be charged. The user responsible for the loss or damage may be refused service until such time as the item can be replaced.
- (2) The user is liable for all damages arising from incorrect use of all equipment and media.

7. Fees / Fines

- (1) There are no fees for the use of the library.
- (2) In the case of borrowing time being exceeded then a cumulative fee will be charged pro Item as follows:

1 st Reminder	1.50 Euro
2 nd Reminder	3.00 Euro
3 rd Reminder	6.50 Euro
4 th Reminder	6.50 Euro

- (3) Miscellaneous fees can be charged for photocopies (DIN A4: 5 Cents). Digital copies/single shots of older stock can be made by the library staff in single cases. Fees must be requested in advance.
- (4) The use of the Scanner is free. All that is required is a USB-Stick formatted for Windows.
- (5) All accumulated fines must be paid **via Hochschul-Card** at the library counter.

8. Miscellaneous

- (1) Transferring library media to third parties is prohibited.
- (2) In the case of *reversgebundenen Materialien* (sheet music which has been rented from a publisher) the same regulations as per the lending of all other library goods applies. The user is liable for any damage or loss.