

LIBRARY INFO

State 08/2025

Opening hours:

Monday-Friday: 10 a.m. - 17 p.m. : borrowing/returning/pre-orders

Monday-Friday: 17 p.m. - 19 p.m. : **In-library use** (reading & working only, no borrowing)

Special regulations apply during semester breaks. Please refer to notices and the website for further information.

1. **ID card:** Please always bring your library card, i.e. your university card, with you when borrowing/renewing items. Without your ID card, you will not be able to borrow/renew items!
Reservations/magazine orders will only be charged to the account of the person placing the order.
In the interests of our users, items cannot be issued to third parties.
2. **Searching the electronic library catalog (OPAC) & library catalog plus:**
On the HMDK homepage, click on the "Facilities" link, then "Library," and then click on the "Library Catalog" or "Library Catalog Plus" links in the middle of the page.
3. **View your loan account & renew media:**
 - a. Via the HMDK homepage: Facilities > Library > Library catalog
 - b. Then log in via "My Account." To do this, please enter the account number ("library number") B00XXXX printed on the front of your university card and your password (date of birth in the format DDMMYYYY, without dots).
 - c. In the library: please bring your university card with you.
 - d. By email to bibliothek@hmdk-stuttgart.de . Please provide your name and account number.
4. **Magazine orders:** The following inventory groups are available in the storage ("Magazin") and can be ordered using the appropriate form (counter or website):
 - a. Examination papers by university students (no borrowing, for reference use only!)
 - b. Sheet music from the Barchet Collection ("SLG Barchet")
 - c. Performance materials (orchestra and/or choir materials), no individual parts
 - d. Historical sheet music and book collections (no borrowing, for reference use only)
 - e. All journal holdings with the exception of the current year
 - f. Books and sheet music marked "Magazin" in our OPACThe ordered media will be available for pickup at 12 p.m. on the following lending day.
5. All media marked as „**Präsenzbestand**“ cannot be borrowed.
6. Most of the current year's magazines are located behind the magazine flap and cannot be borrowed. All other issues are stored in the magazine and can be requested using the order form (available at the counter or on the website).
7. **Media packages** (a mix of sheet music, books, or magazines with audio recordings) are on the shelf under the right subject group. If the audio recordings aren't included in the package, you can get them at the counter.
8. **Bonus material** (Download files) is available on the PCs on level 8 (see start screen).
9. **Internet workstations** are available to all library users, primarily for research purposes. Please do not occupy a workstation for more than 30 minutes at a time and coordinate with each other.
10. **If fees exceed €20, the library account will be blocked.** Borrowing and renewals will then no longer be possible. Payment must be made by HS Card. Partial payments are possible.
11. Once the library account has been charged **€50 or more**, immediate **re-registration blocking** will take effect.