



STAATLICHE HOCHSCHULE
FÜR MUSIK UND
DARSTELLEND KUNST
STUTT GART

INTRODUCTION TO THE HMDK LIBRARY

Opening hours

The library's regular opening hours are Monday to Friday from 10 a.m. to 7 p.m. Qualified staff are available at the circulation desk from 10 a.m. to 5 p.m. to answer questions, assist with research, and handle loans, returns, renewals, and reservations. From 5 p.m. to 7 p.m., you can use the media available in the reading room without borrowing them and stay in the library. During this period, the counter staff is replaced by volunteer supervisors. Therefore, only returns are possible. Please note that the return will not be recorded until the next opening day. To ensure that a medium is not subject to a reminder, please return it to the counter between 10 a.m. and 5 p.m.

During the semester break, the library is open Monday through Friday from 11 a.m. to 3 p.m.

The library is closed every year in August for inventory. If you would like to prepare for your exams during this time, you may still use the library by individual arrangement with the library management.

What does the library offer?

A total of approximately 150,000 media items are available to you. These include sheet music, books, CDs, DVDs, 47 specialist journals, reference works, catalogs of works, work analyses, biographies, dictionaries, and much more.

We also provide numerous online resources such as e-books, special music databases such as RILM, MGG-Online, Grove-Online, JSTOR, DBIS, the streaming services NAXOS Audio and Video Library, the Digital Concert Hall of the Berlin Philharmonic, and the sheet music apps Henle Library and NKODA.

With the notation software "SIBELIUS" (and others), you can create digital scores yourself in the library!

In addition, numerous complete editions of composers' works, performance materials, facsimiles, old sheet music prints, and manuscripts await you.

In the semester collections, you will find your teachers' current selection of literature for the current semester.

Our digital catalog (OPAC) allows you to search quickly and accurately on the user PCs on site or from home.

You will also find DVD players, CD players, a record player, an electric piano, and a professional book scanner. The scanner saves your scans directly to a USB stick, which you can borrow at the counter if necessary.

Of course, comfortable sofas, beanbags, and armchairs are also available. And if your concentration wanes, you can enjoy a snack in our dining and drinking area on the upper floor.

How are the library holdings organized?

Our holdings are systematically organized by subject group (e.g., instrumentation or content) and can be found using call numbers.

Group A includes complete editions of composers' works, as well as monuments and series of works relating to specific eras, genres, or forms. Group B contains all sheet music for purely instrumental ensembles. Group C contains all works with vocals. Group D includes facsimiles, rare items such as early and first editions, and manuscripts. Music literature can be found in subject groups 1 to 14.

The call number tells you where the item is located within the library. It can be found on a sticker on the lower spine of each copy. For sheet music, the call number consists of:

1. The letter for the supergroup
2. The group for the instrumentation in Roman numerals
3. The subgroup within the instrumentation in Arabic numerals
4. For some subgroups, lowercase letters are used for further subdivision
5. The first four letters of the composer's last name

Within the inventory groups, items are sorted by instrumentation. Within the instrumentations, the titles are sorted alphabetically in ascending order by composer name, genre, title of the work, opus or catalog number.

In subject group 1, there are three-level call numbers:

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

In the middle is the name of the composer or person in question, listed in alphabetical order by last name.

The bottom line indicates the first four letters of the author's name. If there are multiple authors, the items are sorted by book title rather than by name.

For AV media, the call number is a one- to five-digit number, as the arrangement here is numerical rather than systematic.

The CDs in the open access area are also roughly sorted by category or instrumentation.

How do I find what?

To search for the titles you want, it is best to start with the online library catalog (OPAC). You can find the library catalog and numerous other search options on our search PCs in the reading room or on the HMDK homepage under “Library.”

In the OPAC hit list, click on “Location” to display the call numbers and status of the copies. The call number tells you where the desired copy is located, and the status tells you whether it is available or on loan.

If you cannot find a title or are unsure about the search result, please ask at the counter. The staff there will be happy to help you with your search at any time.

For more complicated research requests and advice, please contact the library management or their deputy in offices 8.03 or 8.37.

Our media are arranged according to an in-house classification system. The classification system, including all subgroups, can be found in the blue binders on the counter or in digital form on our homepage.

Everything you see on the shelves in the reading room, i.e. in the library, is part of the so-called open access collection. Our storage rooms, to which only library staff have access, contain our storage collection, which consists mainly of orchestral materials and magazines. Titles from the storage collection must be ordered. Simply fill out the order forms available at the counter or use the online form on our homepage. Your order will then be ready for collection the next day for a period of 14 days. It is important that you provide your name and the order date.

The semester collections are located on level 8 on the shelves by the windows.

Complete editions, DVDs, and books from subject groups 10 to 14 are located on the upper floor of the library on level 9.

How do I use the library?

Your university card also functions as your library card. You can use it at the counter to view your library account, borrow media, extend loan periods, place reservations, and pay fees. Please always bring it with you to the library.

There are several ways to extend the return period for borrowed media:

- 1) Online via our homepage (library catalog)
- 2) In the library
- 3) By email
- 4) By phone

If a copy cannot be found even though it should be available according to OPAC, you can notify us using a search request form. We will then search for the copy again and notify you by email if it is found or, if possible, arrange for a replacement.

Reference works from subject group 1W, media from the semester collections, and all other volumes marked with a red sticker labeled “Not for loan” are intended for use in the library. After consultation with the respective instructors, individual titles from the semester collections may be borrowed over the weekend. To do so, you must show us confirmation from your professor - preferably by email.

With our book scanner, you can scan works from music books or articles from reference books, for example, and then edit the files on your PC or print them out on the university's copiers. A USB stick formatted for Windows is required to use the book scanner. We also have USB sticks available for loan at the counter. These must usually be returned on the same day, but can be borrowed for up to three days if desired.

What should I pay attention to?

Please note our current notices on the library door.

Before entering the library, please ensure that your cell phone is set to silent mode, refrain from making phone calls, and speak as quietly as possible so that everyone present can concentrate on their work.

Please use only our yellow tables on level 9 for eating and drinking.

Any media that leaves the library must be checked out at the counter, even if you only need it for a short time.

Please do not return media to the shelves yourself, but simply hand them in at the counter. We will put them away for you.

Loan periods vary depending on the type of media and collection:

Books and sheet music from the regular collection can be borrowed for 56 calendar days. This period can be extended up to three times, provided that the item has not been reserved by another person. CDs and DVDs can be borrowed for 14 days and can be renewed once. Our booking system is set up so that no due dates can arise during the lecture-free period. You can avoid reminder or late fees by renewing the loan periods in good time.

From 5 p.m. onwards, it is no longer possible to borrow, renew, reserve, or pay fees at the counter; only on-site use is permitted. If you wish to borrow items, you can have them set aside at the counter during this time by providing your name and user number. Reserved items must be picked up or borrowed the following day. Otherwise, the reservation will expire.

Please make any changes to your address, telephone number, or email address yourself via the student portal.

Unresolved issues and concerns

If you have any further questions or need assistance, please feel free

to contact us at any time.

Contact:

HMDK Library

Phone: 0711 212 4665 (Desk)

Phone: 0711 212 4662 (Deputy Librarians, Staff)

Phone: 0711 212 4664 (Head Librarians, Staff)

E-Mail: bibliothek@hmdk-stuttgart.de

We look forward to seeing you and wish you a pleasant and successful study period.

Your library team.