

### Lockers

Lockers are available free of charge. Keys can be borrowed at the circulation desk. The library assumes no liability for the loss of valuables.

### Loss

Report lost library items immediately. The borrower must purchase a replacement. The processing fee per item is an additional 16 €.

### Online account

The online catalogue allows the user to manage his or her own account (e.g. renewal, reservation). The **library account number** is on the front of the university ID card. You will be given a password when you register.

If you forgot your password or need help accessing your account please contact us.

### Online Catalogue

The online catalogue is accessible via the homepage. This catalogue includes all books, sheet music and AV-Media as well as access to e-media.

### Opening times

Monday – Thursday	10 a.m. - 5 p.m.
Friday	10 a.m. - 1 p.m.
Saturday	11 a.m. - 1 p.m.

There are limited opening times during the semester break (see notice board and homepage).

### Stock information

(As of 1.1.2022)

Total stock: 116.400 media units

Books	19.600
Music Sheets	84.300
AV media	12.500
Journals	
Databases	

### Suggestions

Please help us to improve the library collection by making suggestions. You can fill in the form “Anschaffungsvorschlag” on the homepage.

### User group

The library is open to anyone. Only members of the university of music, students and teachers of musicology at the University of Freiburg and students of the PH Freiburg majoring in music may borrow books and other items.

For all other users our media are only available as a reference collection and not for borrowing.

Hochschule für Musik Freiburg

Bibliothek

Tel.: 0761/3191528

<https://www.mh->

[freiburg.de/bibliothek/bibliothek/willkommen](https://www.mh-freiburg.de/bibliothek/bibliothek/willkommen)

## Information about the library from A to Z

This leaflet contains important information for students, teachers and other library users. In addition there are 4 tutorials on our homepage.

### Accessing stocks

All books, sheet music, journals and reference works are openly accessible. Within the classification groups, the media are arranged alphabetically according to the name of the author, composer or title. Stocks in closed stacks (journal vol. before 2000, etc.) have to be ordered at the circulation desk. They are ready for collection the day after.

### Audiovisual (AV-Media)

CDs and DVDs have to be researched in the catalogue. There you can find their number. The CDs and DVDs are downstairs in closets ordered according to these numbers. LPs are listed in the catalogue and have to be ordered for the following day. They are to be collected at the circulation desk.

### Change of Address

Please notify the library or student office immediately of your new address.

### Circulation

Books, sheet music and audiovisual media may be borrowed. In the online catalogue there is an option to order media to collect at the circulation desk. Use the button "Bestellen/Vormerken". The tutorial "Click & collect" shows more detailed instructions.

### Classification system

For the classification system, see the corresponding menu item on the homepage or the separate leaflet ("Systematik").

### Click & collect

You can order media and collect it in the library. There is a tutorial on the homepage.

### Copying

Copiers can be used with coins or the unicond. They are in the foyer of the university. External users have to pledge an item to take any media into the foyer. Please respect the copyright laws. The scanner of the library (upstairs) is for members of the university only.

### Databases

Via the website you will find links to various databases. The databases (**RILM, New Grove, MGG, Naxos, nkoda, JSTOR, Digital Concert Hall**) can be accessed from library computers. Remote access is available via Hochschul-Login. A tutorial is on the homepage.

### Eating, drinking

and phone calls are not permitted in the library.

### ePublications OPUS

All members of the University of Music Freiburg can publish their scientific and artistic work on our publication server.

### Fines

1st Reminder	1,50 € / per unit borrowed
2nd Reminder	3,00 € / per unit borrowed
3rd Reminder	6,50 € / per unit borrowed

Please note: The fees of the individual reminders will be added up.

Fines for AV media / reference stock  
for each day 1,50 €

Replacement of lost library cards 5 €

If fines reach 15,00 €, your account will be suspended until you pay the fines.

### Guided Tours

Instead of tours we currently have tutorials on our homepage (<https://www.mh-freiburg.de/bibliothek/bibliothek/willkommen>).

### Information

Our staff at the circulation desk will answer your questions regarding catalogue searches and classification system. For more comprehensive advice on your research, individual appointments can be arranged.

### Interlibrary loan

Books, journal articles and sheet music, which are not available in any library in Freiburg can be ordered via interlibrary loan from other libraries. (See leaflet)

### Library regulations

The terms for using the library are covered in the library regulations. (See leaflet)

### Loan Periods

Books and sheet music:	4 weeks
Renewal:	2 x 4 weeks
CD / DVD:	1 week
Renewal:	1 x 1 week