Loss
Report lost library items immediately. The borrower must purchase a replacement. The processing fee per item is an additional 16.00 €.

Online account
The online catalogue enables the user to manage his or her own account (e.g. renewal, reservation). The library account number is written on the front of the university ID card. You will be given a password when you register.
If you want an introduction or if you forgot your password please go to the circulation desk.

Online Catalogue
The online catalogue is accessible from any Internet workstation via the homepage. This catalogue includes all books, sheet music and AV-Media.

Opening times
Monday – Friday 10 a.m. - 5 p.m.
Saturday 1 p.m. - 3 p.m.

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

Stock information
(As of 1.1.2018)
Total stock: 112.400 media units
Books 21.100
Music Sheets 79.500
AV media 11.800
Journals
Databases

Suggestions
Please help us to improve the library collection by making suggestions. Use the form at the circulation desk.

User group
The library is open to anyone. Only members of the university, students and teachers of musicology at the University of Freiburg may borrow books and other items. For all other users our media are only available as reference holdings and not for borrowing.

Information about the library from A to Z
Do you want to find out who can use the library of the University of Music in Freiburg? For how long you can borrow sheet music, books or CDs? How you browse through the online catalogue from home?

This leaflet contains important information for students, teachers and all other interested parties.
Accessing stocks
All books, sheet music, journals and reference works are available to open access. 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) have to be ordered at the circulation desk. They are ready for collection the day after.

Audiovisual (AV-Media)
The CDs, DVDs and LPs are listed in the online catalogue. They are to be collected at the circulation desk. The LPs have to be ordered for the following day.

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. Reference works, journals and theses can only be used on the premises of the library (reference collection).

Classification system
For the scheme, see the corresponding menu item in the online-catalogue or the separate leaflet ("Systematik").

Copying
Coin-operated and Unicard copiers are located 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 book scanner in the library is for members of the university only.

Databases
Via the website you will find links to various databases. The databases RILM, New Grove, MGG and JSTOR can be accessed from library computers. Remote access is available through Hochschul-Login.

Eating, Drinking
and smoking or phone calls are not permitted in the library.

ePublications FreiMusic
FreiMusic is a publication server for scientific and artistic documents of university members

Fines
<table>
<thead>
<tr>
<th>Reminder</th>
<th>Fee per unit borrowed</th>
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<tbody>
<tr>
<td>1st Reminder</td>
<td>1.50 €</td>
</tr>
<tr>
<td>2nd Reminder</td>
<td>3.00 €</td>
</tr>
<tr>
<td>3rd Reminder</td>
<td>6.50 €</td>
</tr>
</tbody>
</table>

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

Fines for AV media / reference stock for each day: 1.50 €

Create a new library card: 5.00 €

If fines reach 15.00 €, your account will be suspended until you pay the fines.

Guided Tours
For students: at the beginning of each semester (dates will be posted or can be found in the course catalogue or on the homepage). Individual tours for students on request. Guided tours for teachers on request.

Information
Your questions regarding catalogue searches and classification system will be answered by our staff at the circulation desk. 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 a library in Freiburg can be ordered via the Interlibrary loan from other libraries. (See leaflet)

Internet
We provide a total of 5 Internet workstations.

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

Loan Periods
For university members
Books and sheet music: 4 weeks
Renewal: 2 x 4 weeks

CD / DVD: 1 week
5 CDs / DVDs per user / 1 renewal

For guest users
Books and sheet music: 4 weeks
Renewal: 2 x 4 weeks
Loan Number: max. 15 media units

CD / DVD: 1 week
Reservation not possible

Lockers
Lockers are available free of charge. The library assumes no liability for the loss of valuables.