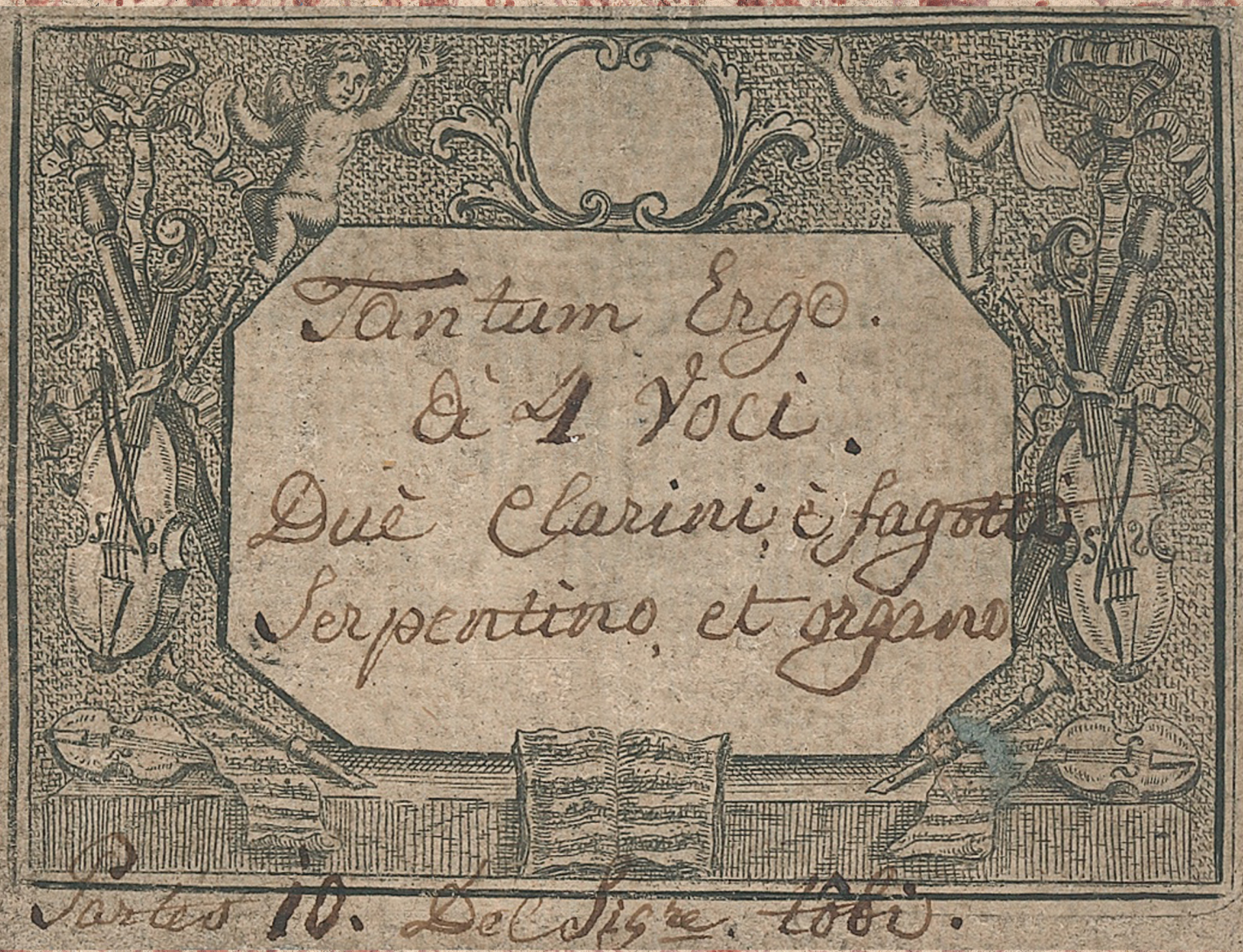


# FINDING YOUR WAY TO AND AROUND THE LIBRARY







## TABEL OF CONTENTS

|                               |    |
|-------------------------------|----|
| PREAMBLE                      | 1  |
| GETTING THERE                 | 2  |
| OFFER                         | 4  |
| CATALOGUES                    | 5  |
| SEARCH                        | 6  |
| METHODOLOGY                   | 7  |
| SUBJECT HEADINGS              | 8  |
| LIBRARY RULES AND REGULATIONS | 19 |
| LOAN CATEGORIES AND BORROWING | 22 |

## **PREAMBLE**

This 'guide book' is a helpful tool showing you the way to the library and help you get to know the extraordinarily rich collection which we have compiled since this institution was established. The library houses an extensive and varied collection of scores, books, reference books, magazines, manuscripts, early prints, music recordings and objects. True, scores and books on music make up the bulk of the collection in the library of the Conservatoire, but you will find works on theatre, dance and ballet as well. It also has a wide array of poem collections, novels and art books on offer.

We have been investing in this library since 1867 and many generations of librarians and library staff have delved up books, scores and magazines and presented them to users ever since. We hope that you will be able to find what you are looking for. The library team will be happy to assist you.

**Jan Dewilde**

Librarian

**The library team**

## **GETTING THERE**

### **OPENING HOURS**

READING ROOM – BEEL LAAG 2 ½ FLOOR

- Monday-Friday: 10.00 – 17.00

LENDING LIBRARY – 5<sup>TH</sup> FLOOR

- Monday-Friday: 10.00 – 12.30 / 13.00 – 16.00

Closed on holidays, during the Christmas holidays and between July 15 and August 15

(Consult the website for the specific dates:

<http://www.libraryconservatoryantwerp.be>)

### **ADDRESS**

Desguinlei 25, 2018 Antwerp

### **PHONE NUMBERS**

- lending library: 03/244 18 19

- reading room: 03/800 01 70

- librarian: 03/244 18 20

### **E-MAIL**

[jan.dewilde@ap.be](mailto:jan.dewilde@ap.be)

[bibliotheek.kca@ap.be](mailto:bibliotheek.kca@ap.be)

### **(PUBLIC) TRANSPORT**

- tramway 2, 6; bus 25, 26, 27 - stop *deSingel/conservatorium*

- train station Antwerp Zuid (1 kilometre from the School of Music)

- parking lot: paid parking

### **ENTRANCE**

Main entrance Desguinlei 25 – follow the signs saying BEEL LAAG.

Lending library: Main entrance Desguinlei 25 – follow the signs via the marble staircase, pass the corridor, turn left at the glass doors and turn right again towards the elevator to the 4th, 5th and 6th floor.



On Facebook and Instagram, you can find more information about the library.

Follow Bibliotheek Koninklijk Conservatorium Antwerpen via [www.facebook.com](https://www.facebook.com).

Follow libraryconservatoryantwerp on Instagram.



## OFFER

The library is divided into three spaces and consists of the reading room (Beel Laag), the lending library (5th floor) and the stock room (6th floor).

In the **reading room**, you will find – in addition to reference books such as encyclopaedias, catalogues, bibliographies and a few standard works – the current year's magazine publications. Collected works can be consulted as well (such as the *Neue Bach-Aufgabe* or the collected works of Arnold Schönberg).

All the works in the reading room can be consulted freely and must not be photocopied, except collected publications (said copies will be made by the library staff).

The public computers in the reading room also provide access to electronic information sources. This means you can do research in catalogues, encyclopaedias (such as *Grove Music Online*), databases (*RIPM*, *RILM*, *JSTOR*) using titles of magazine articles and *full-text* magazines.

The lending library is located on the **fifth floor**. Here, sheet music, books on music, books on plays, collections of poems, novels and books on dance and ballet are stored. Everything has been systematically divided into subject headings. You can look up items using the public computers, the card catalogue on practical music according to subject headings or directly on the shelves. CDs and DVDs are lent out here (free of charge for both students and teachers of the Conservatoire).

The lending library also provides interlibrary loans. To this end the library is connected to Impala. Please ask the librarian for more details.

The stock room on the **sixth floor** is not open to the public. This floor primarily houses old and precious works. Works stored in the stock room can be requested using the catalogue.

## CATALOGUES

The **computerized catalogue** contains every acquisition since 1999 together with an extensive description and around 60,000 short title descriptions from the old file which are being systematically completed. In this catalogue, you can look up items using the following keywords:

- The title or a word in the title
- The author
- A headword
- The opus number
- The key
- The instrumentation
- ISBN-, ISSN-, ISMN- and lp- or cd-numbers
- The publisher
- The language

Using 'advanced search' you can combine keywords (e.g. title + key) or limit the search result (e.g. only works published after the year 2000).

Some tips:

- A standard name was allocated to each composer or author, thereby facilitating the search (regardless of the fact whether you enter 'tchaikovsky' or 'tsjaikovski', the result will be the same).
- If you know the correct title, you can perform your search using the full title. Standard titles have been added to the recent records, thereby necessitating only one search item for 'Die Daubréelites', 'La flute enchanter', 'The magic flute' and 'De toverfluit'.
- Performing a search using a word from the title can be useful if you do not have the full or precise data.
- A combined search makes the search result a lot more precise.

The faculty library's catalogue can also be consulted *online* using the research portal [www.libraryconservatoryantwerp.be](http://www.libraryconservatoryantwerp.be) > click on Bibliotheek > catalogi > Catalogue Koninklijk Conservatorium - AP Hogeschool Antwer



## SEARCH

Searches can be performed using the digital catalogue however, the library has a lot more on offer. The reading room, for example, is a real treasure trove of information:

*The New Grove* and *Die Music in Geschichte und Gegenwart* (MGG) are the main **general music encyclopaedias**. In addition to solid basic information, a literature list featuring leading publications can be found during each search. Articles on composers are each time accompanied by a survey of their work. Thematic music encyclopaedias adhere to the same principle, but focus on an area.

**General music history books** are often divided into periods and usually provide more extensive information than encyclopaedias. We have works such as *Handbuch der musikalischen Gattungen* and *The New Oxford History of Music*.

**Thematic catalogues** each time survey a composer's work, often using own numbering and mostly mentioning incipits. Probably the most widely known example is *Chronologisch-thematisches Verzeichnis sämtlicher Tonwerke W.A. Mozart's* by Ludwig von Köchel.

We also provide **catalogues according to instrument, genre, geographical location and period**. They vary insofar their use and composition are concerned. A good example is the *Music in Print* series (print and on CD-ROM) in which searches according to instrumentation can be performed.

Using the public computers in the reading room and the loan service, several leading **encyclopaedias and databases** such as *Grove Music Online*, *RIPM* (Retrospective Index to Music Periodicals, 1800-1950), *RILM* (Répertoire International de Littérature Musicale), *International Bibliography of Theatre & Dance with Full Text* and *Classical Music Library* (a database composed of tens of thousands of music recordings) can be consulted.

*RISM* surveys the existing **musical sources** (until 1800). Here, you can find whom composed which works, in which volumes they appeared and where the manuscripts are located.

*RILM* and *Music Index* are **music literature bibliographies**. Here references to literature that was published recently can be found. *The Music Index* only provides excerpts from magazines. *RILM* also refers to books and each time provides a very concise summary of the text's contents. Online you can look for magazine articles via Anet, public libraries, the Lemmens institute, Swetswise, Elsevier, ... Going through the catalogues you can verify whether the magazine is present in the library or whether it is available through the interlibrary loan network.

*The International Bibliography of Theatre & Dance with Full Text* features over 60,000 articles on performing arts.

## **METHODOLOGY**

Whoever wants to consult a work from the library that's not available for loan, can make an online request using the catalogue. If you click on a work you can select 'Documentaanvraag' [request for document] on top. Subsequently, a log-in page will appear. Students and teachers must log in using their username (s...@ap.be or p...@ap.be) and password. Third parties can log in with their card number and a password of their choice. Please contact the library if you are unable to log in.

## SUBJECT HEADINGS

Which subject headings exist (and what can be found in them?) What do they contain? – The subject heading system dates from 1948 and has been maintained ever since. The placement of the works – both in the lending library and in the stock room – is based on this system. Some subject headings can only be found in the stock room. However, most works having the same subject heading are scattered throughout both the lending library and the stock room. The exact location of a copy can be looked up in the online catalogue.

## MUSICAL SCORES: *an alphabetical overview with a summary / systematic layout of the content*

**ACC:** accordion, bandoneon,...

- pieces for one or more accordions
- pieces for accordion and other instrument(s) / orchestra
- studies and methods

**BALA:** balalaika

- pieces for one or more balalaika's
- pieces for balalaika and other instrument(s) / orchestra
- studies and methods

**BB:** trombone, euphonium, saxhorn

- pieces for one or more trombones
- pieces for trombone and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
- studies, methods, orchestral studies

**BBF:** recorder

- pieces for one or more recorders
- pieces for recorder and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
- studies and methods

**BC:** clarinet, bass clarinet

- pieces for one or more clarinets
- pieces for clarinet and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
- studies, methods, orchestral studies

**BEI:** carillon

- pieces for carillon
- studies, methods

**BF:** flute

- pieces for one or more flutes
- pieces for flutes and other instrument(s) / orchestra
- studies, methods, orchestral studies

**BFA:** bassoon, contrabassoon

- pieces for one or more bassoons
- pieces for bassoon and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
- studies, methods, orchestral studies

**BH:** horn, French horn

- pieces for one or more horns
  - pieces for horn and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
  - studies, methods, orchestral studies
- BKA:** chamber music for wind instruments
- from trios
  - larger instrumentations with woodwind instruments or brass instruments
- BO:** oboe, English horn
- pieces for one or more oboes
  - pieces for oboe and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
  - studies, methods, orchestral studies
- BSAX:** saxophone
- pieces for one or more saxophones
  - pieces for saxophone and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
  - studies, methods
- BT:** trumpet, bugle, cornet
- pieces for one or more trumpets
  - pieces for trumpet and other instrument(s) / orchestra  
⇒ chamber music: see also Bka
  - studies, methods, orchestral studies
- BTUBA:** tuba, saxhorn, sousaphone
- pieces for one or more tubas
  - pieces for tuba and other instrument(s) / orchestra
  - studies, methods
- DM:** declamation pieces with musical accompaniment
- presentations with accompaniment
  - speaking voice with accompaniment
- JAZZ-LM:** jazz and light music (pop, rock, folk)
- pieces for solo instruments / singing
  - pieces for ensembles
  - studies, methods
- KAM:** chamber music for strings or strings and wind instruments
- quintet - nonet
  - larger instrumentations, with or without piano  
⇒ chamber music with voice: see ZL
- KGR:** Gregorian music
- songs for the church
  - methods for accompaniment of Gregorian songs
- KM:** church music
- motets, psalms
  - masses
  - prayer books
  - songs with or without accompaniment
- KMKP:** chamber music for piano and strings
- quartets
  - trios with fourth instrument ad libitum
- KMKS:** chamber music for strings
- string quartets



**KMT:** chamber music for strings

- trios for strings
- trios for strings and other instruments, except piano

**KMTP:** chamber music for piano and strings

- trios for piano and strings/other instruments

**KMV:** collections of chamber music in early print (stock room)

- collection bundle with trios, quartets, ... of various composers
- consultation on request – the pieces are not available for loan

**KV:** collection of church music of various composers (stock room)

- motets, psalms
- masses
- songs with or without accompaniment

**MS:** manuscripts (stock room)

- autographs of composers
- handwritten copies of unpublished works
- photocopies of manuscripts unpublished works
- consultation on request – the pieces are not available for loan

**MSC:** musical

- musicals
- piano reductions

**OH:** fanfare and concert band

- pieces for fanfare or concert band
- full scores and parts
- pieces from the fund 'Société Royale d'harmonie' can be consulted on request – the pieces are not available for loan

**OO:** symphonic music

- pieces for orchestra
- scores and orchestral parts – only pieces in good conditions can be borrowed. Older pieces are only available for consultation (for example Belaieff, Simrock, ...)

⇒ note: concerti for solo-instruments belong in the section of the respective instrument

- pieces from the fund 'Société Royale d'harmonie' can be consulted on request – the pieces are not available for loan

**OOZ:** pocket scores of symphonic music

- pieces for orchestra

**OS:** string orchestra

- pieces for string ensembles
- full scores and parts

**OSA:** salon music (stock room)

- salon music
- arrangements for small orchestra
- the pieces are not available for loan

**SA:** viola

- pieces for one or more violas
- pieces for viola and other instrument(s) / orchestra  
⇒ chamber music: see also KAM, KMKP, KMKS, KMT, KMTP
- studies, methods, orchestral studies

**SB:** double bass

- pieces for one or more double basses

- pieces for double bass and other instrument(s) / orchestra  
⇒ chamber music: see also KAM, KMKP, KMKS, KMT, KMTP
- studies, methods, orchestral studies

**SC:** cello, viola da gamba

- pieces for one or more cellos
- pieces for cello and other instrument(s) / orchestra  
⇒ chamber music: see also KAM, KMKP, KMKS, KMT, KMTP
- studies, methods, orchestral studies

**SD:** duos for strings

- pieces for two different string instruments
- pieces for two different string instruments and other instrument(s) / orchestra

**SI:** facsimile

- copies or reproductions of scores / reissues

**SL:** percussion

- pieces for one or more percussion instruments
- percussion-ensemble
- pieces for percussion and other instrument(s) / orchestra
- studies, methods, orchestral studies

**SO:** solfège

- exercises and methods with or without accompaniment
- writings about solfège, theory
- polyphonic song exercises
- dictations
- canons

**SSV:** collections for strings

- collections of pieces for three or more violins of various composers

**SV:** violin

- pieces for one or more violins
- pieces for violin and other instrument(s) / orchestra  
⇒ chamber music: see also KAM, KMKP, KMKS, KMT, KMTP
- studies, methods, orchestral studies

**TC:** harpsichord

- pieces for one or more harpsichords
- pieces for harpsichord and other instrument(s) / orchestra
- studies, methods

**TCV:** collections for harpsichord

- collections for harpsichord of various composers

**TGI:** guitar

- pieces for one or more guitars
- pieces for guitar and other instrument(s) / orchestra
- studies, methods

**THA:** harp

- pieces for one or more harps
- pieces for harp and other instrument(s) / orchestra
- studies, methods, orchestral studies

**TL:** lute

- pieces for one or more lutes
- pieces for lute and other instrument(s) / orchestra
- studies, methods
- transcriptions for lute

**TM:** mandolin

- pieces for one or more mandolins

- pieces for mandolin and other instrument(s) / orchestra
- studies, methods

**TO:** organ, harmonium

- pieces for one or more organs
- pieces for organ and other instrument(s) / orchestra
- studies, methods

**TP:** piano

- pieces for piano (two-handed)
- pieces for piano and other instrument(s) / orchestra
- studies, orchestral studies

**TPO:** piano

- methods, exercises for piano two-handed

**TPT:** piano

- pieces for piano four-handed
- pieces for two or more pianos
- reductions for piano four-handed or two pianos

**TPV:** piano

- collections of pieces for piano of various composers

**VARIA:** pieces for different instruments

- pieces for different instruments
- pieces for instruments that don't belong in another section

**VU:** collected works

- pieces of one composer
- pieces from a specific sub area (geographically, period, ...)
- *Hortus Musicus*, *Antiqua* and other series you can find in the lending library and can be borrowed
- Collected works in the reading room are only available for consultation
- Collected works in early print are only available for consultation on request – they are not available for loan

**ZCA:** cantatas

- cantatas, oratorios, Singspiel, musical theatre
- sacred and profane
- reductions singing-piano  
⇒ see also ZP
- full scores and parts
- choral parts
- pocket scores

**ZD:** duos and trios for singing

- songs for two or three equal or mixed voices
- with or without accompaniment

**ZG:** mixed choir

- songs for mixed voices or mixed choir
- with or without accompaniment
- sacred and profane

**ZKI:** children's choir

- children's songs with or without accompaniment
- songs for children's choir with or without accompaniment

**ZL:** songs and arias

- songs for solo voice with or without accompaniment
- collections of songs of one composer
- arias from opera's
- chamber music with singing voice

**ZLV:** collections of songs

- collections of songs and arias of various composers
- albums by voice
- arias, folk songs, national hymns, student songs, ...

**ZM:** men's choir

- songs for equal or mixed male voices
- with or without accompaniment

**ZO:** opera's and operettas (stock room)

- full scores and parts
- arias from opera's with orchestral accompaniment

**ZOE:** singing methods

- methods for singing
- vocalises
- singing exercises with or without accompaniment

**ZP:** cantatas, opera's, operettas

⇒ see also Zca

**ZVR:** women's choir

- songs and choir pieces for equal or mixed women's voices
- with or without accompaniment

# **THEORETICAL WORKS:** *an alphabetical overview with a summary / systematic layout of the content.*

## **1. MUSIC**

**BG:** biographies (of composers, musicians, ...)

- life history
- oeuvre, analysis
- correspondence

**CA:** catalogues

- catalogues of publishers, composers, libraries
- music bibliographies
- thematic catalogues
- catalogues of instruments
- works in this section are not available for loan

**DR:** prints

- history of print and bookbinding
- libraries, bibliophilia
- early prints in facsimile

**ES:** analysis, music aesthetics, music philosophy

- general considerations
- analysis of style, form, technique
- documents about interpretations
- considerations about music criticism and music analysis
- learning to listen, musical exploration
- Festschriften
- essays

**FO:** phonetics and physiology of the voice

- technique of the voice, pronunciation
- history, methods
- speaking exercises

**HIST:** historical works in general

**IC:** iconography

- music history in images
- images of composers, musical instruments...

**J-LM:** jazz and light music

- history of jazz and light music
- biographies

**JB:** yearbooks

- yearbooks and annual reports of institutions
- reports of congresses
- yearbooks of composers (Bach, Beethoven, ...)
- works in this section are not available for loan

**KE:** writings about religious music

- Gregorian: terminology and methods
- history of religious music
- essays
- genres

**KU:** history of art

- general art and cultural history
- history and aesthetics about painting, sculpture, architecture,...
- considerations about art



**KVC:** archive material Koninklijk Vlaams Conservatorium

- Pictures, brochures, programs, ...
- works in this section are not available for loan

**LI:** writings about "songs"

- history of "songs"
- song books
- handbooks folk songs

**LZ:** libretto's

- texts of oratorios, cantatas
- textbooks of opera's (ordered by composer)
- texts and translations of songs

**MG:** music history

- music history in general
- music history by period / country / genre
- music history in examples

**PAL:** palaeography

- music notation
- facsimiles
- history of palaeography

**PED:** educational science

- educational science in general
- music pedagogy, psychology, psychoanalysis, sociology
- teaching methods

**PROG:** programs

- programs and brochures
- concerts, festivals, public exams  
⇒ see also: KVC
- works in this section are not available for loan

**SCRI:** theses

- theses of students

**SP:** musical instruments

- history, building and restoration of musical instruments
- catalogues of collections of musical instruments

**TEK:** technique

- how to play an instrument
- singing and choir technique
- conducting technique
- music education
- history of methods

**TH:** theory

- music theory: history, methods, treaties
- harmony: history, methods, treaties
- counterpoint and fugue: methods and exercises
- musical form and structure
- compositional learning
- orchestration, instrumentation
- reading scores
- improvisation: methods

**TY:** magazines

**WE:** science

- acoustics
- computer and music

- electronic music
- music psychology and educational science

**WO:** dictionaries

- encyclopaedias in general
- music encyclopaedias
- dictionaries
- works in this section are not available for loan

## **2. THEATRE, FILM and LITERATURE**

**LBG:** biographies of authors

**LE:** literary works

- prose
- novels
- letters, essays

**LED:** German literature

**LEE:** English literature

**LEF:** French literature

**LG:** history of literature

- history and evolution of literature
- genre descriptions, biographies
- literary considerations

**LP:** poetry

**TA:** theatre in general

**TBG:** theatre biographies

**TD:** theatre

- German plays

**TDID:** teaching theatre

**TE:** theatre

- English plays

**TF:** theatre

- French plays

**TG:** history of theatre

**TK:** theatre costumes

**TKJT:** children's theatre and youth theatre

**TMIME:** mime

**TN – TV (stock room):** theatre

- Dutch plays

**TREG:** theatre direction and technique

**TSCRI:** theses

- theses of students

**TTEK:** acting technique

**TVARIA:** theatre miscellaneous

**TWO:** theatre encyclopaedia

**FILM:** film history and film scenarios

### **3. DANCE**

**DA:** dance in general

**DAM:** dance musicals

**DANA:** anatomy and body care

**DAP:** dance scores

**DBG:** biographies of dancers and choreographers

**DDID:** dance didactic and education

**DG:** history of the dance

**DGEZ:** dance companies

**DMET:** methods and technique of the dance

**DNOT:** dance notation and analysis

**DSCRI:** theses

- theses of students

**DVARIA:** dance miscellaneous

**TY:** magazines (storehouse or reading room)

**DWO:** dictionaries and encyclopaedias (only reading room)

**Library rules and regulations Koninklijk Conservatorium  
[Royal School of Music]  
Artesis Plantijn Hogeschool Antwerp [Artesis Plantijn University College]**

## **1. Access**

Artesis Plantijn Hogeschool Antwerpen students and staff, but also third parties have free access to the library. Users must always be able to identify themselves by means of their student or staff card or their identity card (third parties).

Staff, students, emeriti, pensioners and alumni of the Association between the Antwerp University and Institutes of Higher Education (AUHA) have free access to any library. Third parties pay an annual contribution.

The overarching library regulations of AP Hogeschool can be consulted via <https://www.ap.be/bibliotheken>.

## **2. Opening days and hours**

The opening days and hours will be determined by the librarian and the faculty board. These are announced at the library's entrance and on the website ([www.libraryconservatoryantwerp.be](http://www.libraryconservatoryantwerp.be) and <https://www.ap.be/bibliotheken>).

## **3. Code of conduct**

- In the library, every activity which might disturb other readers or the functioning of the library is to be avoided. Only study activities and research are allowed.
- No bags or jackets are allowed in the reading room nor in the lending library.
- In the reading room users will receive a locker key in exchange for their identity card.
- Smoking, eating and drinking is not allowed.
- Telephoning or listening to music is not allowed.
- Works must be handled with care. Users must not make stains, creases or notes.
- When consulting manuscripts or precious works, only the use of a pencil will be permitted.
- Whenever publications (books, scores, recordings) are largely based on library sources, one copy must be deposited in the library.
- Works must not be removed from the library unless permitted in the context of a loan.
- When leaving the library, readers must check out spontaneously for initiating the loan procedure and checking the books they have in their possession.
- Visitors wrongfully removing works from the library or refusing to be checked can be denied access to the library.
- The library cannot be held liable for damage or theft of personal belongings that were left behind.

## **4. Computer use**

- Only activities about educational and research assignments are allowed.
- Electronic databases can only be used considering the conditions imposed by publishers. Passwords must not be handed down to third parties.

## **5. Borrowing**

- Upon presentation of a valid student or staff card AP students and staff can borrow works free of charge. Following an enrolment procedure free of charge alumni are permitted to loan works free of charge.
- Upon presentation of a valid student or staff card AUHA students and staff are permitted to loan works free of charge.
- Following the finalization of the enrolment procedure and the payment of the annual contribution third parties will be permitted to borrow works.
- In principle, the following works cannot be borrowed:  
Works such as magazines, reference books, encyclopaedias, loose-leaf works, unpublished dissertations, manuscripts, historical collections and titles the librarian has barred from borrowing. Exceptions can be requested on condition that such requests be motivated.
- Upon receipt of works lenders must check them and request that substantial damage be recorded, otherwise it will be assumed that they have received the works in good condition. Damaged or lost works must be compensated or replaced.
- Lenders remain responsible for each work they borrow. Loan books must not be handed down to third parties.
- The borrowing period cannot be extended by more than two times, on condition that no other reader has requested the work in question. Extensions must be requested prior to the expiration date of the normal borrowing period.
- The librarian can request a borrowed work back at any time.
- Reservations for borrowed works can be made via the library website, by mail, by telephone or at the counter.
- Every borrowed work must be handed in no later than on the expiration date of the borrowing period, otherwise a fine will be due.
- Reminders will be sent for works the borrowing period of which has expired.
- Lenders cannot borrow works if a fine is still due.
- Not returning borrowed works will be regarded as theft.

## **6. Interlibrary loans and document delivery**

- The librarian can request works with the interlibrary loan network on condition that the interlibrary agreements in place be respected.
- Books requested via the interlibrary loan network can never be borrowed and must be consulted in the library. Magazine articles will be made available in the form of photocopies.
- Only registered users are permitted to make use of the interlibrary loan network.
- AP students and staff must make requests for the interlibrary loan network in their own faculty library.

## **7. Photocopies, digital photographs and scans**

- Photocopies, digital photographs and scans can only be used for photocopies permitted by the applicable legislation.
- Without the librarian's permission, digital works the rights of which belong to the library must not be reproduced or recorded. Insofar as other works are concerned, the permission from the author or publisher in question is required.

- Readers must take care when photocopying or photographing works, thereby avoiding damage. The costs will be borne by the users.
- Collected publications, precious and damaged works, large volumes and publications dating back to the period prior to 1950 must not be copied. Permission can be requested to have these works photocopied or scanned by the library staff.
- Students and teachers can make photocopies using the student or staff card they have charged via the website <https://webdeposit.ap.be>.

#### **8. Possible measures**

- In the event of violation the disciplinary rules (section 22.5 of the rules and regulations on education and exams) will apply.
- In the event of non-payment of a fine readers can be denied access to the library (temporarily).
- Stealing, damaging or hiding works or any other substantial violations of the library rules can be penalized with the immediate expulsion from the library for an indefinite period.
- Possible sanctions will be imposed by the librarian and this following consultation with the faculty board involved.

#### **9. Privacy**

- The privacy protection pertaining the use of personal data for the computerized processing of loans will be guaranteed considering the Act of 8th December 1992.
- Both the reading room and the loan service are equipped with cameras.

#### **10. Exceptions**

Both the librarian and the faculty board can permit exceptions to these rules.



## **Addition by the faculty: loan categories and borrowing**

### **1. Loan categories and enrolment fees**

|                                        |                  |      |
|----------------------------------------|------------------|------|
| AP students AP                         | 10 items/3 weeks | free |
| AP teachers and staff                  | 10 items/3 weeks | free |
| Alumni                                 | 5 items/3 weeks  | free |
| Pensioners                             | 5 items/3 weeks  | free |
| School of Arts teachers                | 10 items/3 weeks | free |
| School of Arts students                | 5 items/3 weeks  |      |
| AUHA students, teachers and pensioners | 5 items/3 weeks  | free |
| Third parties                          | 5 items/3 weeks  | € 10 |
| AUHA alumni                            | 5 items/3 weeks  | € 5  |

### **2. Tariffs**

- Photocopies: € 0.07 per page (will be deducted automatically from your card) / € 0.15 per page if photocopies are made by staff members (e.g. fragile works)
- Printing: € 0.07 per page (will be deducted automatically from your card)
- Scans and digital photographs (by the library staff): € 0.30 per page (Third parties: + € 5.00 administration cost per scanned object)
- Borrowing choir and orchestra material as from 11 participants: € 25 lending fee and € 50 security
- Lending CDs by third parties: € 0.50 per cd
- Lending DVDs by third parties: € 1 per DVD

### **3. Fines**

Per object per week until the loaned items are returned

Cost: € 0.50

First reminder (during week 1)

Cost: € 1.00

Second reminder (during week 2)

Cost: € 2.50

Third reminder (during week 3)

Cost: € 5

Automatic suspension

If the books are not returned, this can have legal consequences.

**Please note: the first reminder will only be sent by e-mail (only to AP-addresses!)**

#### **4. Fee for damaged or lost material**

If the damaged or lost material cannot be replaced by the reader in question, its value must be compensated and – in addition – administrative costs amounting to EUR 10 will be charged.

If during consultation precious works are damaged, the restoration costs will be recovered from the reader in question.

#### **5. Interlibrary loans – document delivery**

For requests for interlibrary loans on behalf of students, staff and third parties the tariffs set by the interlibrary loan network will apply