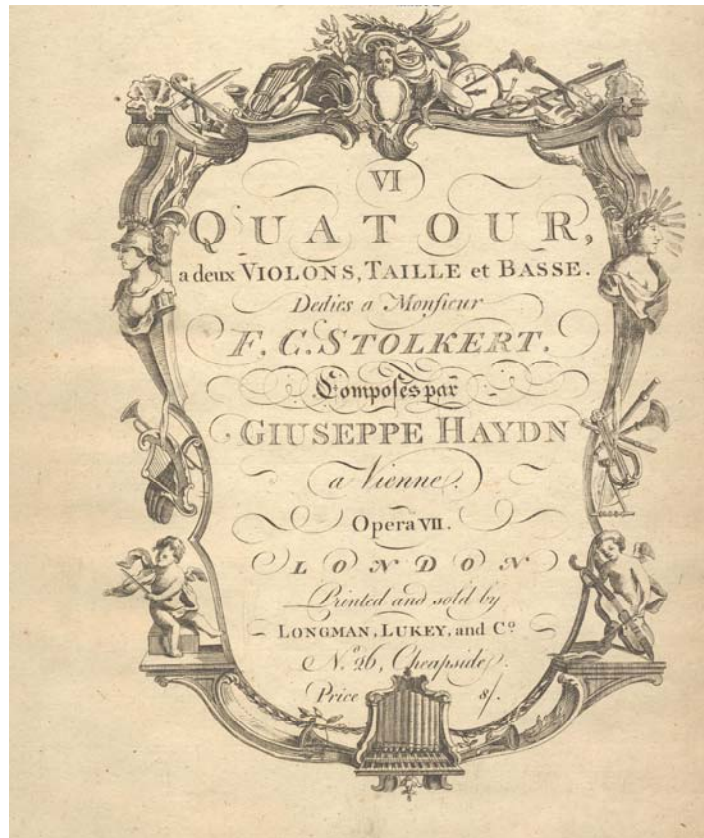

ROYAL IRISH ACADEMY OF MUSIC LIBRARY

A GUIDE FOR USERS

September 2007



TEL: (01) 6325316/8

FAX: (01) 6622798

OPENING HOURS

Mon	10.00 - 1.00 & 2.00 - 6.00
Tues / Wed	10.00 - 6.00
Thurs	10.00 - 8.00
Fri	10.00 - 6.00
Sat	10.00 - 1.00 & 2.00 - 5.00

WHO CAN USE THE LIBRARY?

- ALL Academy students & staff
- External readers, by appointment

LOAN ENTITLEMENTS

Third-level:	10 items (max 4 books, 2 CDs or DVDs)
MA:	12 items (max 6 books, 2 CDs or DVDs)
DMUS:	16 items (max 3 CDs)
Drama:	3 books; 2 CDs or DVDs
Part-time:	7 items (max 3 books, 2 CDs or DVDs)
Staff:	20 items

Loan period: 4 weeks (CDs: 1 week)

Overdue Fines: books & music: 30c per week per item
CDs & DVDs: 50c per day per item

Items can be renewed online, in person or by phone. There is no charge for access or borrowing, but fines are charged for late returns.

WHAT CAN BE BORROWED?

- performance scores, vocal scores
- chamber music
- books on music
- miniature scores, some full scores
- CDs, DVDs

Students may not borrow orchestral sets. Music journals, dictionaries, etc. are only for reference in the library.

New acquisitions

New materials are continually acquired according to the needs of the RIAM academic programme. We welcome requests and suggestions for purchase from library users.

SERVICES

Photocopying

There is a photocopier in the main library available for library users.

Photocopier cards are on sale in the library (€2.50 per 40-unit card)

Do not break copyright law when using the copier: in practice this rules out copying entire pieces of music, or entire movements. (See Library Guide to the Copyright Act 2000)

Computer facilities

Computer facilities including Internet access and a scanner are available for students. There is a charge of 5 cents per page for printing.

Reservations/Placing holds

If you need an item which is out on loan, you may place it on reserve. You will be notified when it arrives.

Inter-library loans

Items not held in the Academy library may be obtained on inter-library loan. Staff, post-graduates and final year undergraduates may avail of this service free on a limited basis.

Reference services

Library staff are happy to assist you in researching your subject, using reference materials in the library or by referring you to other information sources / services as required.

Letters of introduction to other libraries

If you urgently need an item not in our collection, we can issue a letter of introduction to another library where material may be available. Owing to limited resources in other libraries, this will only be offered to staff and full-time students for essential requests.

Listening facilities

Listening machines are available on the ground floor and mezzanine level.

Library catalogue

The full catalogue of library holdings is available online. Access it outside the RIAM through the library pages on the RIAM website.

Connect to library catalogue: http://www.riam.ie/en/AboutUs_Library_Music.aspx

Library staff are happy to provide training and instruction in the use of the catalogue. Printed guides are also provided.

Computer Services and Electronic Resources

There are five computers in the library with word-processing, music typesetting (eg Finale, Sibelius) and internet access. Computer users must abide by the rules of the Acceptable Usage Policy.

The library provides access to the following electronic resources:

RILM (Music Literature International – bibliographic database)
Naxos Music Library Online (Streaming access to all of Naxos and other labels)
JSTOR (Full-text electronic journals in music and musicology)

The library staff about will be able to advise you about access to these resources.

Recordings

There is an extensive collection of sound recordings in LP, CD, and cassette format. These may be listened to on stereo equipment provided in the library.

LIBRARY REGULATIONS

Loan period

Items are loaned for **4 weeks**. They may be renewed for further 4 week periods if they have not been placed on reserve by another user. CDs and DVDs are loaned for one week and can be renewed twice.

Chamber music loan collection

If you borrow chamber music, you are responsible for returning all the parts.

If parts go missing or are damaged while out on loan, you will be charged for replacement of the whole set.

Overdue items

Items not returned or renewed after the loan period may be subject to immediate recall, and will continue to accumulate fines until they are returned.

If you fail to renew/return items after 3 consecutive overdue reminders, you will be billed for replacement costs. Borrowing rights will be suspended until all such fines/bills are cleared.

Students are charged €0.30 per week per overdue item. There are super-fines of €0.50 per item *per day* on overdue CDs and DVDs.

Using the library

Users are requested to work in silence and not cause any disturbance that is likely to distract or inconvenience others. The use of mobile phones, and the consumption of food or drink are not permitted in the library. Any user who loses, damages or defaces library fittings or stock will be required to make good such loss or damage.

Care of music on loan

If you mark music or books so they are permanently defaced, you will be charged for the replacement costs.

Copyright

Users must respect the copyright law when using library facilities (photocopiers, recording equipment, etc.) and should familiarise themselves with current laws. Any user found using library facilities to breach copyright law may be barred from further use of those facilities. In all cases of doubt, please ask the library staff.