

HELSINKI CONSERVATORY OF MUSIC AND METROPOLIA LIBRARY - RUOHOLAHTI

LIBRARY RULES

BORROWING PRIVILEGES

Students and staff of Helsinki Conservatory of Music and Metropolia can use the library. External users do not have borrowing privileges.

BORROWING

You can get a card by showing your ID. Upon receiving a library card, the owner undertakes to follow the library regulations. Persons under the age 15 will need a guardian's approval for having a library card.

Address information must be updated if there are changes.

If the library card is lost, the library staff must be notified without delay to prevent misuse.

Remember that you are responsible for any material borrowed with the card.

Replacing a lost/damaged library card costs 2 €

LOAN PERIODS vary by material

sheet music 28 days

books 28 days (short loans 14 days)

journals 7 days (latest issue 1 day)

compact discs 7 days

WELCOME TO USE OUR LIBRARY!

RENEWING AND RESERVATIONS

Loans can be renewed online at <https://arsca.linneanet.fi> for up to five times, unless a reservation has been made for the material. Material that is checked out can be reserved online without charge.

INTERLIBRARY LENDING

You can request material that is not available from the Helsinki metropolitan area (Helsinki, Espoo, Vantaa, Kauniainen) libraries as an interlibrary loan.

SUSPENSION OF BORROWING PRIVILEGES

Borrowing privileges will be suspended 40 days after the due date. The right to borrow will be returned once the material is returned or compensated, and the 10 € fee is paid.

Suspension of borrowing privileges concerns also other ARSCA-libraries (=Sibelius-Akatemia, University of Art and Design, Theatre Academy).

LOST OR DAMAGED MATERIAL

Any lost or damaged material is to be compensated for by paying the replacement price as set by the library.

Please, handle library material with care -
don't make marks on library material!

4.8.2011

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Arsca-database https://arsca.linneanet.fi/webvoy_eng.htm

Database is shared with the other Finnish Art University libraries (SibA, Ta, Teak etc.). Our abbreviation is **metko**.

Metropolia library <http://www.metropolia.fi/en/services/library/>

- electronic databases and reference material
- information skills training

Examples of electric materials which can be accessed freely in the Metropolia network:

- Grove Music Online** - extensive online resource for music
- IIMP** - articles from music journals
- Classical Music Library** - classical music downloads
- Classical Scores Library** - sheet music online
- Mot dictionary** - dictionaries

Comprehensive list of databases : Metropolia library home page
> Databases a-z

Remote access by your Tube portal user id and password.

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Opening hours during semester:

Monday klo 10-16
Tuesday klo **10-18**
Wednesday klo 10-16
Thursday klo **10-18**
Friday klo 10-16

Exceptions to library opening hours are found at Metropolia library home page (> opening hours and contact information)

Contact

kirjasto_ruoho@metropolia.fi

Lending services:

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Databases, information skills training:
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