

CONSERVATORIUM MAASTRICHT LIBRARY

per 1 September 2020

ONLINE SERVICES VIA [BIBLIOTHEEK.ZUYD.NL](https://bibliotheek.zuyd.nl)

Where possible services are provided online.

OPENING TIMES

- The library will be open from Monday to Thursday between 10.00 and 14.00 hrs. (Digitally accessible outside opening hours)

CONTACT

You can reach the library by e-mail: bibliotheek.conservatorium@zuyd.nl and by telephone during library opening hours: **043-346 63 42**

DUE TO THE COVID-19 VIRUS THERE WILL BE LIMITED SERVICES PROVIDED BY THE CONSERVATORIUM MAASTRICHT LIBRARY

YOU CAN:

- borrow sheet music and books
- collect reserved and requested library materials
- return library materials
- ask an employee to bind or cut your written papers, assignments etc.
- get support when searching for sheet music and other information

YOU CAN'T:

- 'browse' the library collection yourself
- copy, scan or print (facilities not available in the library)
- use the binding and cutting equipment yourself
- study in the library (workplaces and study areas on the upper floor are not available to students)
- use a (computer) workstation. The catalogue PC will not be in use. Students can consult the catalogue online on their own device.

BASIC RULES FOR USING THE LIBRARY

- stick to the indicated walking direction
- maximum 2 visitors present at the same time
- keep a minimum distance of 1.5 m
- disinfect hands upon entry
- report to the information desk upon entry
- don't take any books from the shelves and don't put any books back
- payments can only be made contactless with debit card
- don't walk in and out unnecessarily
- leave the library as soon as you've been helped

BORROWING, RESERVING AND RETURNING MATERIAL

BORROWING AND RESERVING

Use the [online library catalogue](#) to see what you want to borrow or reserve:

Send an e-mail to bibliotheek.conservatorium@zuyd.nl and indicate:

- Your name
- Your student number
- Title and author/composer of the work
- Type of material (book, magazine, etc.)
- Location code (if known)

The materials you request by mail can be picked up in the library during opening hours.

You will receive an e-mail as soon as the requested materials are ready for you.

RETURNING SHEET MUSIC, BOOKS AND OTHER LIBRARY MATERIALS

- This is possible during library opening hours.
- Outside opening hours there is a return box where the materials can be deposited.
- Outside opening hours you can also return materials at the reception (main entrance).

EXTENSION OF THE LOAN PERIOD CAN ONLY BE DONE IN WRITING OR BY TELEPHONE