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## ROYAL IRISH ACADEMY OF MUSIC LIBRARY

### A GUIDE FOR USERS

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*January 2016*



TEL: (01) 6325316/8; FAX: (01) 6622798

Web: [www.riam.ie/library](http://www.riam.ie/library) Email: [library@riam.ie](mailto:library@riam.ie)

1. **General information**
2. **Library services**
3. **Library regulations**

## OPENING HOURS

<b>Mon</b>	10.00 – 1.00 & 2.00 – 6.00
<b>Tues / Wed</b>	10.00 – 6.00
<b>Thurs</b>	10.00 – 8.00
<b>Fri</b>	10.00 – 6.00
<b>Sat</b>	10.00 – 1.00 & 2.00 – 5.00

## WHO CAN USE THE LIBRARY?

- All Academy students & staff
- RIAM graduates who have signed up for the Graduate Borrowing Scheme
- External readers, by appointment, or through the **Music Pal** scheme (this is for reference only; loans are not available)

## LOAN ENTITLEMENTS

<b>Third-level UG :</b>	10 items (max. 4 books, 2 recordings)
<b>MA:</b>	16 items (max. 2 recordings)
<b>DMUS:</b>	20 items (max. 3 recordings)
<b>Dip. Comm. Mus:</b>	7 items (max 2 books, 2 recordings),
<b>Part-time:</b>	7 items (max. 3 books, 2 recordings)
<b>Graduate borrowing scheme:</b>	4 items (max 2 books, 1 recordings)
<b>Staff:</b>	30 items

**Loan period:** 4 weeks

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
- 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.

## **LIBRARY SERVICES**

### **Photocopying**

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

**Photocopy cards are on sale in the library. (€2.50 per 40-unit card; €5.00 for a 100-unit card)**

Please respect copyright law when using the copier (See [Library Guide to the Copyright Act 2000](#)).

### **Computer facilities & electronic resources**

Computer facilities including internet access, Finale & Sibelius software and Microsoft Office 2012 are available for students. Printing costs 5 cents per page. WiFi is also available. The RIAM subscribes to a range of electronic resources. More details at [www.riam.ie/electronic-resources](http://www.riam.ie/electronic-resources).

### **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**

We 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.

### **Research and information skills classes**

The library provides research and information skills for users – this covers subjects such as effective catalogue searching, databases and e-journals, copyright, plagiarism and effective use of the web for research.

### **Access to other music libraries / MusicPal Scheme**

If you urgently need an item not in our collection, we can issue a MusicPAL card allowing access to another library where material may be available. This will only be offered to staff and full-time students for essential requests. For more information on this scheme, check the [Music Pal Website](#)

### **Recordings and Listening facilities**

There is an extensive collection of recordings in CD and DVD format. These may be listened to on stereo equipment and/or PCs provided in the library, available on the ground floor and mezzanine level. The library also offers access to the Naxos Music Library [www.naxosmusiclibrary.com](http://www.naxosmusiclibrary.com)

### **Library catalogue**

The full catalogue of library holdings is available online. Access it outside the RIAM through the library pages on the RIAM website [www.riam.ie](http://www.riam.ie). The catalogue site is at <http://library.riam.ie>. You can renew & review your loans online; ask library staff for further details.

We are happy to provide training and instruction in the use of the catalogue.

### **Library blog & Facebook**

Check out all the latest library news on the RIAM Library blog at <http://riamlibrary.wordpress.com/> or find us on [Facebook](#).

## LIBRARY REGULATIONS

### **Loan period**

Printed items are loaned for **4 weeks**. They may be renewed for a further 4 weeks if they have not been placed on reserve by another user.

### **Chamber music loan collections**

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

If parts borrowed in your name go missing or are damaged while out on loan, you may be liable for full costs of replacement of the whole set.

### **Overdue items**

Items not returned or renewed after the loan period are 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.

### **Using the library**

Users are requested to work quietly and not cause any disturbance that is likely to distract or inconvenience others. The use of mobile phones and the consumption of food and 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 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. Take a moment to check our [copyright guide](#).

## LIBRARY STAFF: CONTACT DETAILS

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