

## The Library of the Hochschule für bildende Künste

### An A–Z of Instructions for Users



#### **Borrowing**

The HFBK library is a reference and lending library. The reading room is open to all during the opening times given here, but borrowing is restricted to HFBK members who can produce a valid student ID.

The lending collection items (marked with a green stripe) are lent out for the space of four weeks. AV media are lent out for the space of seven days.

Archive items, reference works, current informational materials, protected items, daily newspapers, exhibition catalogues and artist monographs cannot be lent out.

No more than ten titles may be borrowed at any one time. Please check for damage when picking up books. (See also the sections on extensions and pre-ordering.)

#### **Catalogue**

The library's online catalogue can be viewed on our homepage [www.hfbk-hamburg.de/library](http://www.hfbk-hamburg.de/library).

The same applies to new acquisitions and to semester reading collections.

Please address any questions about online research to library staff.

#### **Collection**

The library collection totals approx. 30,000 volumes. The collection specializes in 20<sup>th</sup> and 21<sup>st</sup>-century art, prioritizing contemporary art and monographs on the work of international artists, designers and photographers.

The theory section includes all publications on connections between theoretical knowledge and practical artistic work, and on interdisciplinary art.

#### **The copier**

The library contains a copier. It requires copy cards, which can be obtained from the porter's lodge. Users must respect copyright.

#### **Daily newspapers**

are provided in the library.

#### **Databases**

These databases can be accessed free of charge within the university:

- Arts & Sciences III via JSTOR
- Art Source via EBSCO
- Allgemeines Künstlerlexikon Online
- Prometheus
- ARTbibliographies Modern

Please address any questions about online research to library staff.

#### **DVDs/Blu-rays**

Only HFBK members may borrow films (for 7 days only). Recordings are not lent out.

#### **Extensions**

Loan times can be extended for items that have not been pre-ordered. Books must be returned after 3 extensions, and AV materials after 2 extensions. Extensions can be requested in person, by telephone or by email.

#### **Film viewing station**

Everyone is welcome to use our viewing station to watch films within the building.

**Fines**

Failure to return items on time will incur fines. Based on the regulations on fines, these will total:

from the first day of overdue: €1

at the end of the first week: €2 additionally

at the end of the second week: €5 additionally

at the end of the fourth week: €10 additionally

but no greater than: €18 per lending card or book number

**Internet**

The library has 6 MACs, all with an internet connection. You can also access the network using your own PC, using the LAN connections on the workspaces, or from anywhere in the library using WLAN access.

**Journals**

The HFBK library currently has subscriptions to 35 German and international journals on architecture, art, photography, design, film, and theatre.

**Library regulations**

The user regulations set out the rules for library use. You will find them on the library's homepage. You can also view the user regulations in the library.

**Magazin (library depot)**

Old and rarely accessed literature is kept at the storage library in Bergedorf. You can request any of this literature (with the exception of periodicals) by speaking to library staff. Ordered items will be made available within the week.

**New acquisitions**

You can find information on the latest new acquisitions on our homepage.

**Reading and work spaces**

Numerous reading and work spaces are available within the library.

**Registration**

You must register at the library in order to borrow items. To do this, you must fill out a reader's card at the library, agreeing to the regulations for library users. See also: the regulations for library users. Please inform the library of any change of address or email address immediately.

**Reserving**

You can reserve books you wish to borrow. You will be notified by email when the book is back in the library. Books will be available to be picked up for a week.

**Scanner**

The library contains a book scanner that you can use to make scans free of charge. You should bring a USB stick with you as a storage medium for the scans.

**Semester reading collections**

are collections of essential library literature reserved by a professor for participants in specific courses.

Professors can have semester collections assembled. Information on this can be found in the library, or on the online library pages.

**Tablets**

The library has 10 tablets permitting access to all licensed university library e-media. Tablets can be obtained from the load desk

**Tours**

Library tours and research tours can be booked by telephone at any time.

**Contact**

Bibliothek der HFBK Hamburg  
(HFBK library)  
Room 218  
Lerchenfeld 2  
22081 Hamburg

Tel: +49 (0)40-42 89 89 329

Email: [bibliotheksausleihe@hfbk-hamburg.de](mailto:bibliotheksausleihe@hfbk-hamburg.de)

**NEW opening times**

Monday – Thursday	10.00 – 20.00 h
Friday and on days before public holidays	10.00 – 18.00 h

Opening times during university vacations will be posted.

[www.hfbk-hamburg.de/library/](http://www.hfbk-hamburg.de/library/)