ARTHUR FRIEDHEIM LIBRARY

PREPARATORY STUDENT BORROWING

Arthur Friedheim Library
Peabody Institute
1 E. Mt. Vernon Place
Baltimore, MD  21202-2397
(667)208-6655 (circ desk)
Fax (410) 685-0657
www.musiclibrary.peabody.jhu.edu
aflcirc@peabody.jhu.edu

Hours (during term):
Mon-Thurs  8:00a-10:00p
Friday     8:00a-6:00p
Saturday   10:00a-6:00p
Sunday     1:00p-10:00p
See library home page for special hours
Welcome Preparatory Student Borrower!

Registering: Currently registered Preparatory Students are eligible to borrow books and scores from the Arthur Friedheim Library. We will need to confirm your enrollment either through a Business Office receipt, a Prep registration form, direct confirmation from the Prep Office, or information in your ISIS account. We will add your borrower information to our patron database and give you a Friedheim borrower card. Your library privileges last while you are currently enrolled in the Prep.

Finding: Our catalog is available on the web at https://catalyst.library.jhu.edu. You can also get to the catalog through our home page at http://musiclibrary.peabody.jhu.edu. Ask for help if you need it! If an item is already checked out, you can request to be notified when the item returns. We will show you how.

Borrowing: You may borrow up to five items – books/scores – at any one time. The loan period is 16 weeks maximum, due at the end of each semester. Make sure that you know your due dates. You can renew in person, with or without the item; by phone (667)208-6655; by email to aflcirc@peabody.jhu.edu; or online at https://catalyst.library.jhu.edu (click on “Account” and log in using your barcode and pin).

Responsibility: Borrowing is a courtesy extended to you by the Friedheim Library. We expect you to observe this courtesy by returning materials when they are due.

Incomplete Returns: If you borrow a score with parts, you are responsible to return all of the parts. If you cannot return all the parts, you will be charged the full replacement cost of the item.

Recordings: You are welcome to listen to recordings while you are in the library. We will issue headphones, and lend you the recording for two hours. Late fees for recordings are $.50/hour, so be aware of your due time.

Questions? If you have any questions, please call Emily Joseph, Circulation Manager at (667)208-6657 or email aflcirc@peabody.jhu.edu.

Overdues: Overdue fines are $.25 per day to a maximum $15.00 per item. You will be blocked from borrowing when any item becomes overdue, or when fines and fees total $10.00 or more. Items not returned within 52 days of the due date will be considered lost, and you will be billed for the lost items. The library accepts payment by cash, credit, or check. Payment can be made in person at the front circulation desk in the library; by phone; or by mail to the address on the front of this brochure.

Other libraries: Borrowing is limited to the Friedheim Library and does not extend to the Ensembles Library, the George Peabody Library, other Hopkins libraries, or to Interlibrary Loan.