

## MUSIC LIBRARY VÍCTOR ESPINÓS

### USEFUL INFORMATION

Music Library Víctor Espinós

C/ Conde Duque, 9 y 11

28015 Madrid

915 885 753 / 915 885 739

[bibliomusical@madrid.es](mailto:bibliomusical@madrid.es)

[www.madrid.es/bibliotecamusical](http://www.madrid.es/bibliotecamusical)

### Opening Hours

- Lending service of books, scores and audiovisual material: from Monday to Friday, 8:30 - 21:00.
- Rehearsal rooms, lending of music instruments, bibliographic information and reproduction service: from Monday to Friday, 9:00 – 21:00.

### How to get there

- Underground: San Bernardo, Ventura Rodríguez, Plaza España, Noviciado
- Bus: 1, 2, 7, 21, 44, 74, 147, Circular, Minibus M-2

### SERVICES

#### Lending Service

The lending service is available to holders of a user card, which is provided at the moment of signing up. In order to sign up, users must show a valid DNI [Spanish ID document], passport, residence permit or driving licence. Users under 14 years old must provide the relevant identity document of one of their parents or guardian.

The lending service is free of charge and each user is allowed to borrow:

- **3 scores**, during 30 days
- **3 books**, during 30 days
- **3 audiovisual items** (CD-audio, DVD), during 7 days.

Loans may not be renewed. In case of delay in returning items, users will be banned from the lending service for as long as indicated –automatically– by the library management system.

When an item is on loan, users may **place a hold** on it. Each user may place holds on up to 9 items (3 scores, 3 books and 3 audiovisual materials). The library will notify the relevant user when the item is returned and he/she will have 48 hours to pick up the item on hold. The limit of holds on one same item is 12.

### **Lending of Music Instruments**

The Music Library offers this service for free to those citizens who can prove they live in Madrid and are enrolled in music studies. Available instruments: violin, cello, viola, clarinet, flute, oboe, saxophone, horn, trumpet, guitar.

Terms of use: every year in September a period is opened for the receptions of new applications, which will be made through the [online form](#) available at the website. Applications will be accepted on a "first come, first served" basis. For further information on this service: Phone 91 588 57 55, [bibliomusical@madrid.es](mailto:bibliomusical@madrid.es)

### **Information and Reference Service**

The Music Library has a reference music collection available to users for consultation. These works may not be borrowed. This service also offers the chance to check the last issues of specialist magazines to which the library is subscribed.

Consultation of restricted access materials: users may request consultation of up to six items at a time (books, scores, magazines and bound copies of programmes).

For further information: Phone 91 588 57 55, [bibliomusical@madrid.es](mailto:bibliomusical@madrid.es)

### **Rehearsal Room Service**

To get access to this service, it's required:

1. To present the library's card.
2. To book previously a session according to our scheduled timetable. Sessions can be booked only in person at the Library's desk on the 2nd floor during the established turns. If you are playing in the morning, you can make a booking from 9 to 14:59. If you are playing in the afternoon, you can make a booking from 15:00 to 21:00. Bookings can be made during the first week of October. Additionally, during the first week of each month, you can book all the sessions that had been cancelled or remained free.

### **Rules:**

1. You can book no more than three sessions by week, preferably on alternate days.
2. Sessions last generally one hour and a half.
3. If you skip three or more sessions a month, your booking will be cancelled.
4. You can't give or receive lessons in our rehearsal rooms; the Library will cancel your booking if you breach this rule.
5. If you are late or you are skipping your session, other users will be allowed to use our rehearsal rooms the time they remain free
6. Neither percussion nor amplified instruments are allowed.
7. If your library's card is suspended, you won't be allowed to use our rehearsal rooms.
8. The library reserves the right to evaluate the use of our rehearsal rooms and control the entries and exits.
9. The users commit themselves to using our services respecting this terms of use.

- **Music Instrument Rehearsal Service**

The Library also offers a music instrument lending service to be used in rehearsal rooms: cello 4/4; violin 4/4, viola 4/4, guitar, double bass.

For further information: Tel. 91 588 57 39, [bibliomusical@madrid.es](mailto:bibliomusical@madrid.es)

### **Guided Tours**

Guided tours are a way to better understand the history of the Library and its collections, accompanied by the personnel who works there. Visits are adjusted to each type of users: professionals, students, general public, etc.

Request a group visit by filling in the form available at the Library's website: "*Libraries and Archives. Request for guided tour*". Once we receive it, we will contact you to discuss the details of the visit.

### **Training of Users**

Besides guided tours, the Library has a User Training Programme in place so that users can obtain further information on the possibilities the Library offers.

### **Listening Room for Concerts and Other Musical Activities**

The activity room of the Library is a place intended for concerts, conferences, courses and other activities related to music.

### **Online Consultation of the Catalogue**

The Library catalogue is available for online consultation 365 days a year. There are also computers at the centre facilities where users may check the catalogue, their personal profile or place booking requests.

### **Reproduction Service**

The copies of Library documents are governed by the legislation in force regarding intellectual property right matters. Copies are provided for private uses with study or research purposes and, therefore, may not be put to collective or profitmaking uses.

Quotes, references and reproductions of Music Library collections included in any research work must necessarily mention the origin thereof. Researchers who use these collections must donate a copy of the study or research work performed to be added to the Library collection.

- **Requests**

Requests of copies of the Library collections may be placed by phone, email or in person at the Library using the specific form for that purpose.

The maximum number of copies that will be handed to each user upon request thereof will be 20. In case of needing a higher number of copies, these will be delivered three days after the request is made, although the price thereof must be paid upon making the request.

Payments will be made directly at the Reproduction Service of the Library. In case of distance orders, payments will be made through postal money order or bank transfer to the account held by the Madrid City Council at Bankia: account number 2038/1826/17/6000300014.

- **Rates**

- Photocopies:

A4 €0.06

- Enlargement on paper of negatives of microfilms or printing from a digital medium:

A4 €0.16

For further information: Phone 91 588 57 60, [bibliomusical@madrid.es](mailto:bibliomusical@madrid.es)