

Access to the Beethoven Center's collections

The Center is open to the public without charge. The Beethoven Center's reading room houses the open stack collections of books, scores, microforms, recordings, and journal articles. Although none of the Center's collections may be checked out of the library, visitors are welcome to use the materials in the open stacks during the Center's open hours without prior arrangements.

The Beethoven Center's vault collections include manuscripts, rare books, first and early editions of scores, artworks, and archives. To determine the location of materials, consult the [online catalog](#) or contact the Curator. Access to these collections should be requested in advance by contacting the Curator or other staff. Some materials may not be available on Saturday afternoons.

Researchers wishing to examine rare materials in the collection for specific projects will need to register when they arrive. For use of the open stack materials, no registration is required.

Media

A media station with headphones is available for listening to CDs, LPs, cassettes, and viewing DVDs. To view materials in other formats (VHS tapes and audio cassettes), please contact us in advance of your visit. Patrons are also welcome to use their own laptop computers in the Center for listening to CDs and DVDs provided that they have their own headphones.

Use of computers

Visitors are welcome to bring laptop computers for use in the Center. Wireless internet access is available. The reading room also has a public computer for searching the online catalog, viewing digital collections, and using other internet sites.

Use of cameras and scanners

Cameras are allowed in the Center, but flash photography of exhibits or rare materials is not permitted. Scanners are not permitted.

Reproduction services

Although none of the Center's materials may be checked out of the library, the Center does provide photocopy and scanning services of many materials on request. Please see our permissions guidelines on fair use regarding photocopying of copyrighted materials. The Center does not have a photocopy machine in the reading room, so all requests will be handled by staff. Same-day service may not be possible depending on staff availability. The cost of photocopying is 25 cents per page.

Scans of the Center's materials that have not yet been digitized may be requested from the Curator. The cost of scanning depends on the type of material.

For further information, see our [Guidelines on Permissions and Fees \[Reproduction Services.pdf\]](#)

Catalogs

Much of the Center's collection is cataloged in the library's online catalog, which is open access. Catalogs and inventories of microfilms, art materials, and ephemeral materials (e.g. concert programs and newspapers) are available in the Center but are not open access. To request a search for materials from these collections, contact the Curator. Some of the art works and other graphic materials are available through the Digital Collections.

For more information on the Center's online catalogs and other research resources, see the page on the [Beethoven Gateway](#).

Reference services

The Center's Curator is available by phone or email for reference assistance. During the Center's open hours, other staff may be available to assist you and answer questions. However, we recommend that you contact us in advance of your visit or make an appointment with the Curator if your research would benefit from expertise on Beethoven or the use of the rare collections.

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