

Edinburgh Music Library's Music Sets Service

Terms and conditions

The Music Library is pleased to accept requests for the loan of sets of vocal score and/or orchestral parts from local music groups, societies, and organisations. These sets may come from either our own stock or via the interlibrary loan scheme.

Requirements

The Music Library only accepts direct requests from groups who rehearse within the City of Edinburgh Council area. Any groups that rehearse outside of the City of Edinburgh Council area would need to speak to their local library service to request the loan of Edinburgh Music Library stock.

All music sets must be collected from and returned personally to the Music Library, Central Library. Enquiring groups should be aware of this, as the Music Library does not post out sets to groups, nor does it accept the return of sets via post.

Creating a group membership

Groups wishing to use the music set service must have a specific library membership. The group must choose someone as their representative who will join the library on the group's behalf. This individual will act as the contact for the organisation and take responsibility for the following:

- placing all requests for the group
- collecting and making payment for the sets
- assuming responsibility for sets whilst in the possession of the group
- returning the sets complete and in good order to the Music Library.

To join as the representative for a group, the Music Library will need to see the following:

- photographic ID (e.g. passport, driving licence)
- proof of home address (e.g. recent utility bill, driving licence)
- proof of signature (e.g. bank/credit card, driving licence)
- proof of membership within the group and confirmation of the role as group librarian (e.g. a letter on headed paper stating that the individual is the contact for the group).

We will issue a membership card for the group, which should be brought in when placing requests, and collecting and returning a music set. This card is for this purpose only and is not to be used for any other library loans.

If there is a change in the representative of the group, please let the Music Library know immediately. The new contact will need to register with the Music Library as soon as possible, providing the necessary proofs listed above.

Placing a request

Each group can borrow a maximum of:

- 6 vocal sets per concert, each set containing a maximum of 80 scores
- 6 orchestral sets per concert.

A request for a music set should be made with the Music Library **no less than 6 weeks before the requirement date, and not more than 6 months in advance**. Requests made with less than 6 weeks' notice cannot be guaranteed in time for the required date, though the Music Library will always endeavour to fulfil requests to their full requirements.

When making a request, the group representative must provide the date the set is required and the concert date. The Music Library is unable to begin sourcing the set without this information.

It is helpful to provide as much information as possible for the required set(s). The group representative should aim to provide the following information for each set requested:

- composer's name
- title of piece
- opus/work number
- publisher
- editor/arranger
- language of text for vocal works
- vocal arrangement needed (e.g. SATB, SSA, TTB)
- number of string parts required for orchestral set requests.

Music sets can be borrowed for up to 6 months. It may be possible to borrow sets for a longer period, if the lending library is in agreement. Please let us know if you require sets for longer than 6 months when placing your request. All sets should be returned to the Music Library within 2 weeks of the concert.

The Music Library will contact you when a set is ready for collection.

Please be aware when placing a request that you enter into an agreement that the Music Library will source the set(s) you need. The Music Library kindly asks that you are clear regarding the specifics of your request (e.g. number of copies) and that you do not look to source sets elsewhere once an order has been placed. If there is any issue with a request placed, the Music Library will advise you further on how to source scores.

There is a cost implication for the Music Library when obtaining music sets from other libraries. For this reason, we would appreciate it if you could notify us of cancellations as soon as possible. Groups will be liable for hire charges if sets have already been dispatched to the Music Library.

Collecting and returning sets

Sets must be uplifted from and returned to the Music Library directly. Please note that parking is free on George IV Bridge after 6.30pm on weekdays.

If there are any issues with a set, please contact the Music Library as soon as possible with details of the problem, e.g. the set is the wrong edition.

All sets must be returned complete and will be checked on return by Music Library staff. Please allow time for us to count sets while you are present.

Hire costs

- £1.10 per vocal score/orchestral part, regardless of the loan period or length of work
- Sets with fewer than 10 parts will be charged at the flat rate of £11.00.

Hire costs must be paid upon collection of the scores. Payment can be made by cash, card, or cheque (payable to the City of Edinburgh Council).

If an extension is required for a set on loan from another library, groups are liable for any additional charges made by the lending library.

Whilst overdue fines are currently suspended within Edinburgh City Libraries, groups are liable for any late fees issued from lending libraries resulting from the late return of sets to the Music Library.

Renewals

It should not be assumed that it will be possible to renew/extend the loan period of a music set. Please phone the Music Library to discuss this further. Groups must pay any additional costs set by lending libraries to facilitate a renewal.

Care of music sets

The Music Library checks the condition of each set before it is loaned. We keep a note of any condition issues and will provide groups with details of anything of note. We ask groups to return sets in the same condition in which they were loaned to them.

Please see our care notes for more information on how to look after each music set. Sets may be reissued for cleaning if scores/parts are returned in an unacceptable condition. The Music Library charges £1.00 per score/part from its own stock that requires cleaning/repairs; charges from other lending libraries may vary.

Scores/parts that are lost, stolen, damaged or destroyed must be replaced with an identical copy in the same edition. Groups may be charged for binding costs. A charge will be made to cover the loss if the item is no longer available.

Performance rights

Groups are responsible for ensuring that all performances comply with copyright and performing rights legislation.

Acknowledgment

The Music Library would be grateful if groups printed an acknowledgment in their programmes. A suggested form of words is:

The music for this performance was supplied by the Music Library of Edinburgh City Libraries and Information Services.

Further information

If you require further information, please contact the Music Library:

- in person: Monday to Wednesday 10am to 8pm, Thursday to Saturday 10am to 5pm
- by phone: 0131 242 8050
- by email: central.music.library@edinburgh.gov.uk