

Edinburgh Music Library's Music Sets Service

Care notes

It would be greatly appreciated if you would impress on your members that scores/parts need to be returned in the same condition as they were in when they were borrowed. We understand that it may be necessary for them to mark scores/parts, but we would be grateful if groups show consideration for the next users.

- If it is necessary to mark scores/parts, please use a soft pencil, ideally B or 2B
- Never use ink or highlighter pen
- Never use sticky tape, paper clips, highlighting tape, or staples as all of them can damage the pages
- Do not punch holes, mark, or deface items
- Do not stick labels or stickers on the scores
- Do not re-number the scores. If re-numbering cannot be avoided, please write the number inside the front cover of the score in soft pencil, and erase it before returning the score
- Do not fold down the corners of pages. If you need to mark a place in a volume, please use a post-it note. Please remove any post-it notes before returning the score
- If larger sections of a work are to be omitted, please do not score out all the pages this applies to. Please write "Go to p.X", or something similar, in soft pencil
- Please remove loose papers from scores before returning the set
- Please remove any pencil marks made by members of your group before returning the set
- If items are returned in an unacceptable condition, they will be returned to your group for cleaning. In severe cases, it may be necessary to charge replacement and binding costs
- If items from Edinburgh Music Library's stock are returned in a condition that was not noted prior to the loan (e.g. water damaged, stained, torn, removal of additional stickers, etc.) then an admin fee of £1 per score/part will be charged to conduct repairs. A like-for-like replacement may be required depending on severity. Similar charges set by other lending libraries may differ
- Lost, stolen, and destroyed scores must be replaced with an identical copy. Your group may also be charged for binding costs. If the item is no longer available, a charge will be made to your group to cover the cost of the loss

Please help us care for our music sets and keep them available for everyone to use.