

Music Lending Policy

NoteWorthy Singers (“Choir”)

Lending of Music

This Policy pertains to the borrowing of music from the Choir by other choirs (“Borrowers”). Only choirs located in the Region of Waterloo may ask to be considered to borrow music from the Choir. Whether or not music is lent will be at the sole discretion of the Choir Executive Committee.

LENDING PROGRAM

Only music owned by the Choir may be borrowed by other choirs. Licensed music can not be borrowed.

There will be no borrowing fees for Borrowers. Borrowers will be responsible for any and all administration fees and costs associated with their borrowing.

Borrowers will agree that no copies of the borrowed music may be made by the Borrower.

All music borrowed by the Borrower must be returned in the condition it was in at the time of borrowing.

Before placing new borrowing requests, all previously borrowed music must be returned and/or all outstanding fees must be paid. Borrowings may be renewed for one additional term (half season) if the title has not been requested by another choir.

BORROWED MUSIC DUE DATES

Fall term final returns are due on/before January 31

Winter term final returns are due on/before June 30

Full season final returns are due on/before June 30

While there is no penalty for returning borrowed music past the deadline, a choir will not be able to place new requests until all borrowed music has been returned and/or missing/damaged copies paid for.

MARKING OF MUSIC

Borrowed music should be marked only in light lead pencil, and markings must be easily erased. NO other markings are permitted. Copies in which individual vocal lines have been highlighted are considered damaged and must be replaced. If the Borrower needs

to renumber copies, they may do so with temporary stickers, which must be removed before returning the music.

REPLACEMENT FEES

In the event of any mutilation of music as determined by the Choir Music Library Committee or loss of music:

- a. If the title is still in print, the Borrower shall pay \$5.00 per replacement copy together with an administration fee of \$10.00 per replacement copy per missing/damaged piece of music.
- b. If the title is out of print, the Borrower shall pay a service charge of \$25.00 to obtain permission from the copyright holder to reproduce copies.