

Leeds Music and Performing Arts Library. *Now more flexible!*

Guidelines for Music and Drama Groups

Welcome to Leeds Music and Performing Arts Library

If you are thinking of setting up or are currently involved in a drama or music group and need to source material for your first or next big performance we are here to help.

Registration is open to all groups based in the UK and it's free to join.

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Contacting us

Requests for sets can be made by:

- **Telephone:** 0113 3787014
- **Email:** musiclibrary@leeds.gov.uk
- **Post:**
 - Leeds Music and Performing Arts Library
 - Municipal Building
 - Calverley Street
 - Leeds LS1 3AB

Or why not visit us in person at the above address to discuss your performance needs.

How to register your group for free

1. Allocate 2 members to act as signatories for your group. They will take responsibility for any items on loan to your group and be responsible for making sure all charges are paid and items are returned complete.

Please note as a signatory you will be expected to arrange for the prompt payment of any fees or charges incurred and the replacement any damaged or missing items prior to the return of the set.

2. The signatories should then complete and sign the registration form attached.
3. Local groups should then return the completed form to Leeds Central library at the address provided along with proof of the primary signatory's current address and identification. E.g. A driver's licence plus a recent utility bill. Please contact us for further examples or acceptable proofs.

Postal customers are validated via the registration process and thus no forms of address or ID are required.

4. Once this is complete, a group card will be issued. You will be able to borrow from the collection on behalf of your group. Please allow 5 working days for memberships to be processed.

Our collection



Leeds Music and Performing Arts Library hold one of the largest collections of performance sets in the country.

The collection consists of thousands of vocal scores for vocal and choral groups and ranges from Bach to Sondheim, popular musicals to classical repertoire. Multiple copies of scores are available for your group to borrow with some sets holding over 50 copies.

We now have a collection of over 3,000 orchestral sets to cater for small or large orchestras as well as wind band sets, part songs and chamber sets. In addition we also hold over 12,000 playsets.

The collection is available to all music and drama groups for a charge shown below and single copies of vocal scores and chamber music borrowed in person are also available to individual users for perusal.

Play scripts are all searchable via online catalogue.

<http://www.leeds.gov.uk/librarycatalogue>

or should you wish to browse a complete list of available titles you can find a downloadable list on our webpage.

<http://www.leeds.gov.uk/leisure/Pages/Music-and-art.aspx>

A downloadable list will soon be available on our webpage and we hope in time to add the entire collection to our online catalogue but in the meantime please feel free to direct your queries to our staff and we will advise you on availability.

Loans and requests

Loan Duration:

All vocal, orchestral, and drama sets are charged by the month although, if you request a loan for more than a month, payment for the entire loan period is payable at the start of the loan period. There is a facility to extend loans but this is subject to availability so you are advised to arrange the full loan at the outset.

Requesting a set:

Please contact us by telephone, email or post with the following information.

- Your name and group details.
- Author/Composer
- Title of work.
- Number of copies required.
- Dates required from and until (and the date you intend to collect if applicable)
- Special requirements e.g. arrangements or publisher
- Preferred delivery address.

Please note if you intend to collect in person from Leeds Central library we will require 24 hours' notice to prepare the set for collection.

Advance requests:

We are happy to take requests for sets up to a year in advance.

Requests for sets not in our collection:

If you are a local group and require something that isn't currently part of our stock we can attempt to find the title elsewhere using our interlibrary loans system. Contact us with the details and we will conduct an extended search for you. Charges do apply for this service and can be found in the 'Fees and Charges' section of this document. Please allow plenty of time for this process as it can take several months to source material.

Collecting and taking care of sets

All sets can be posted out to an address as specified by the registered signatory. Postal charges apply. See Fees and Charges for further information

If you prefer to avoid postal charges you can collect or return in person from the Leeds Central Library.

Taking care of sets:

Prior to issue all sets are checked, noting the number of parts and any missing, damaged or marked pages. All sets will be checked against this on return. We recommend that you keep a record for yourself when you distribute copies to your group members. Your records will help you to prepare sets for return to the library as there will be a charge for anything damaged or missing.

Where a set is returned incomplete a rehire charge will be imposed of a minimum of one month until replacement copies/parts are acquired. It is preferred that any lost parts/copies be replaced prior to the return of a set. If you need to mark a set please use a soft pencil and erase any marks before return.

Acknowledgement of loan

In support of Leeds Music and Performing Arts Library we ask that you acknowledge us in your programme or publicity as the source of loan of your music/drama set. We are always grateful to receive a copy of your programme /poster for our Local and Family History Library.

Please see full **Terms and Conditions** for more information.

Fees and Charges (April 2018)

All vocal, orchestral, and play sets are loaned by the month. Single browsing copies of vocal scores, libretti, or plays are free to hire unless requested via post in which case postage and packing charges would apply.

Price per month

Item Type (Priced per item)	Leeds and Yorkshire Groups	National Group
Large Orchestral set	£ 7.50	£ 8.75
Small Orchestral set	£ 3.75	£ 6.25
Wind Band set	£ 1.25	£ 2.50
Chamber set posted	£ 1.25	£ 1.25
Chamber set collected	£ -	£ -
Vocal Score	£ 0.40	£ 0.50
Small Vocal Score	£ 0.25	£ 0.40
Part Song (per Wallet)	£ 0.75	£ 1.25
Libretti	£ 0.25	£ 0.50
Play (per copy)	£ 0.25	£ 0.50
Interlibrary Loan fee	£ 6.00	N/A
Administration fee on postal orders	£ 5.00	£ 5.00

All items requested via Interlibrary loan are priced as above. The customer will also be expected to cover any additional costs we incur should charges exceed our standard rates.

All music orders are sent via Parcelforce 24/48 hour delivery service. Pricing is based on the number of parcels sent.

All items returned by post should be returned via Royal mail special delivery or traceable courier equivalent.

The following minimum postage and packing charges apply to all drama loans posted to UK addresses. These charges will increase dependent on the final size and weight of packages in line with Royal mail signed delivery prices.

Large Letter (single copies)	£3.00
Small Parcels Minimum	£5.25

Terms and Conditions

Reservations and standards loans procedure

- Reservations can be made 1 year in advance
- We allow 2 weeks between due dates on items on loan and new bookings.
- Orders are prepared for dispatch 6 weeks prior to dates required. At this point a confirmation and initial invoice will be posted to the customer. Customers wishing to make any alterations to an order or pay by cheque/credit card should do so within the 30 day period prior to dispatch or collection.
- **If we receive no communication or payment has not been received within this 30 day period it is assumed that the order is no longer required.**
- We can arrange for you to pay by BACs but you need to contact us within the 30 days prior to the dispatch date
- Where an order is placed with insufficient time to allow for 30 days the customer will be asked to pay immediately or a Leeds City Council (LCC) invoice will be dispatched at the same time as the order.
- An administration charge will be added to all posted music orders.

Interlibrary loans fees

- In the event that we are unable to supply an item which is part of our stock due to pre-existing reservations or loans, we are unable to seek the material via Inter library loan (I.L.L.). Customers are advised when reserving popular titles to make sure they reserve well in advance to ensure their requirements are met. In the event that requested items are already booked by another organisation 12 months in advance the Librarian may consider obtaining them from other sources.
- In the event that we are unable to supply a title to local or regional customers, due to the title not been part of our stock, customers may request that we seek to source the title via I.L.L. Customers will pay the standard set loan fees plus an additional I.L.L. fee for this service. Current I.L.L. fee is as stated in current 'Library charges'. In addition customers will also be liable to pay any additional costs we incur e.g. return postage and fees charged by other libraries which exceed our standard loan fees.
- Items from our collection may be requested for inter library loans by other libraries. This is a service available to all libraries in the U.K. The requesting library will be required to provide 1 British library number and will be charged the standard hire fee as applied to all groups based on their geographical location. These fees will include postage and be subject to the same conditions as independent customers.

Terms and conditions continued...

Late returns, overdue or missing.

- Once a loan is agreed we expect to dispatch material in good time for it to be received before the agreed start date of the loan. It is the customer's responsibility to return all items to us in an 'acceptable condition' by the agreed return date. Failure to do so will result in a rehire charge being imposed of a minimum of one month. Where the delay is due to postal issues proof of postage tracking information must be provided.
- Failure to return items with 3 months of the agreed loan return date will result in a demand for the full replacement cost of the item(s) plus any outstanding loan fees.
- All items loaned are the responsibility of the customer named on the group account who will be responsible for replacing any missing, lost or damaged items prior to return. In the event of replacement items being unobtainable the customer will be liable to pay a replacement charge assessed by the Librarian.

Cancellation procedures

In the event that we need to cancel or amend an order due to unplanned circumstances,

- We promise to inform you as soon as we are aware of a problem.
- We will endeavour to find a suitable alternative or replacement.
- Where we are unable to find a suitable alternative within a reasonable time scale we will offer a credit against a future loan or provide a full refund of any monies paid to Leeds City Council which relate to this order.
- Refund requests over £10 will need to be refunded to the credit-card used to pay the original charge or via cheque/BACs draft issued by Leeds City Council finance department. All refunds will be administered by the Librarian Manager or Assistant Librarian Manager.

It is our expectation that customers will inform us of any changes to an order. Failure to do so could result in a demand for full payment of an order. Detailed below is a guide to the financial implications of a cancelled order.

- Cancellation prior to dispatch = would incur no charge.
- Cancellation of order obtained from another library = any costs incurred by Leeds M&PAL
- Cancellation once posted = charged to cover postage and administration.
- Cancellation once items received if not returned immediately = charge rounded up to the nearest monthly charge plus postage and administration. (Minimum charge 1 month)
- Cancellations due to incorrect or incomplete set being dispatched or library error will be assessed on an individual basis by the Librarian or Librarian Manager.

**Application to borrow Music/Drama Sets from
Leeds Library and Information Service**

Name of Society/Organisation

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Address of Headquarters or regular meeting place

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Is your organisation a registered charity? Yes/No

Registered charity number

Details of primary person accepting responsibility for materials loaned.

Name:

Position:

Address.....

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Postcode..... Telephone

E-mail.....

Details of secondary person accepting responsibility for materials loaned.

Name:

Position:

Address.....

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Postcode..... Telephone.....

E-mail.....

I declare the details given above to be correct. I accept responsibility for the safe keeping and prompt return of material loaned by the organisation described above. I undertake to pay any hire charges, and to make reparation for any material lost or damaged whilst on loan to the organisation. I agree to abide by the 'Terms and Conditions' imposed by the Head of the Library Service.

I understand that the information I have provided on this form will be held on computer and paper files and will not be given or sold to any other organisations.

SignedDate: __ / __ / ____

Co-SignedDate: __ / __ / ____