



Things to Remember When Borrowing Music:

Making Requests

• Requests to borrow music may be initiated by telephone or mail. Please supply all information needed when ordering, such as title, composer and publisher. You will receive the proper forms to fill out to borrow music. Upon receipt of this lending form, allow 1-2 weeks for processing. You will be contacted as to where and when it would be convenient to pick up the music.

• All borrowed music is loaned out for up to 4 months, and must be returned within the 2 weeks after the date you needed it. Any other arrangements, such as renewal, should be made in writing to: MRP Music Lending Librarian, PO Box 709, Norton, MA 02703.

Care and Handling of Borrowed Music

• Upon receipt, check the parts with the enclosed parts list and notify the library of any discrepancies immediately.

• Ask all who use this music, to treat it with care, so others in the future may enjoy it.

• Use only a pencil (soft #1 or 2) for any necessary markings (publisher mistakes, etc.). Do not punch holes, use ball pt. pen, marker, paint pen, highlighter etc,etc,etc. Please stress this to your members when passing the music out.

• Do not use stickers, or any type of tape to repair damaged parts. If you can, replace the part with a new one (making sure the new part is the same or compatible with the one you are replacing), or we will replace it and deduct it from your deposit. If it is currently out of print, you will be required to pay any copyright reprinting from the copyright owner/publisher for that part(s).

Cost of Borrowing - 0 -

• AT THIS TIME THERE ARE NO FEES OR DUES TO BORROW MUSIC FROM THE MUSIC REVITALIZATION PROJECT INC.'s MUSIC LENDING LIBRARY.

• We loan this music out on an honor system, but may require a refundable security deposit to cover any damaged or lost part(s) or scores. This is insurance that we will get the music back as agreed when borrowed. Any fines applied, will be deducted from this deposit and the remainder of the amount will be refunded to you. This deposit will not be cashed unless it becomes necessary. When the borrowed music is returned, checked in and accepted, the deposit will be returned to you in full.

• Sometimes the MRP negotiates a loan from another organization if we do not have it. The same rules apply to a 3rd party loan. But generally more stringent.

• *As a courtesy to the MRP, we would appreciate acknowledgment of the music library in your performance program or announcements.*

Returning Music in Good Condition

• Double check the parts returning with the parts list enclosed in the original folder.

• Erase all markings before returning music. If it is returned with any type of marking, other than what is necessary because of publisher mistakes, you will be fined. This includes the conductor's score.

• At this time, do not send music through the mail. Please call any of these numbers for a convenient time to drop it off.

(508) 226-6897

(508) 223-5597



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For information on how to obtain the proper clearances, we recommend the book "COPYRIGHT: The Complete Guide for Music Educators" by Jay Althouse, available at bookstores or you can obtain copyright information, guidelines/ethics on these internet web sites:

ASCAP(www.ascap.com) - Copyright Website (www.benedict.com) - Music Library Association Guide (www.music.indiana.edu/tech_s/mla/legcom/copyhome.htm) - The Harry Fox Agency (www.nmpa.org/hfa.html) - US Music Publishers Association(www.host.mpa.org) - Copyright Clearance Center (www.copyright.com) -BMI (www.bmi.com) - National Music Publishers (www.nmpa.org) - Stanford University Libraries Copyright Site (http://fairweb.stanford.edu/) - US Copyright Office (www.locweb.loc.gov/copyright/)