

# Edmonton Recorder Society

## Music Lending Library Guidelines

Benefit of membership	Borrowers must be members of the ERS
Loan Period	2 months
Renewal	- a further 1 month - as long as no one else has made a request for the music
Number of Scores allowed	10 catalogue items
Cost/Fees	- there is no fee to borrow items (*tis a service which is a benefit of membership) - overall costs to be monitored by the Board
Overdue fees	- none; overdue items to be monitored
Shipping	- pick-up and return to be arranged between the borrower and the librarian - if any shipping costs are incurred, ERS pays to send the materials out, the borrower pays any costs in returning the music.
Viewing	- the catalogue will be on line - physical viewing by arrangement with the librarian
How to contact the Librarian	- ERS members will have a members list, which will include the name of the Librarian - via the website
Borrower's responsibilities	- Returned in good order "No materials are to be rendered unusable due to being torn, mutilated or indelibly marked" - if the music must be marked, please use a pencil lightly, no ink!
Damages/Loss	"Members are responsible for any music lost or damaged. All replacements costs will be billed to the borrower."
Borrowing privilege suspension	- may be suspended for any member, who in the judgement of the board, abuses the privileges.
Donations to the Library	Donations of original music are gratefully received. Photocopies will not be accepted.