



MUSIC LOAN FORM

TO (Lender): _____, *Librarian of* _____ (Orchestra)

FROM (Lendee): _____, *Librarian of* _____ (Orchestra)

TODAY'S DATE: _____

COMPOSER: _____ **ARRANGER (if any):** _____

TITLE: _____

PUBLISHER: _____ **REPLACEMENT VALUE: \$** _____
(for mailing insurance)

DATE NEEDED: _____ **PERFORMANCE DATE(s):** _____

ORCHESTRA: _____

CONDUCTOR: _____ **SOLOIST (if any):** _____

VENUE(s): _____
(Venue Name) (City, State)

VENUE(s): _____
(Venue Name) (City, State)

MUSIC LOAN POLICIES

1. Other than for rare emergencies, requests need to be made no less than 3 weeks in advance of Date Needed.
2. Music maybe requested in advance of 3 weeks if the Music is not requested by another organization.
3. Music shall be returned as a complete set no later than 2 weeks following the final Performance Date noted above.
4. If the Music cannot be returned as a complete set within 2 weeks, the borrowing Librarian must inform the loaning Librarian within the 2 weeks explaining why. If parts must be replaced, the borrowing organization will ensure that new parts are sent to the loaning organization as soon as possible.
5. Principal String Parts do not have to be loaned out.
6. Part Numbers must be returned as originally sent. Any altering of part numbers should be done in erasable pencil.
7. The borrowing orchestra takes full responsibility for the Music, and assumes all liability for missing or damaged parts.
8. When mailed, Music shall be insured for the replacement value of the complete set of Parts and Score (if included). Librarians will send each other tracking information for shipments.
9. If being hand-delivered, Librarians shall send confirm via email that Music was delivered and received.