

Orchestra Collection Lending Terms and Conditions

The Collection

The collection is made up of approximately 1,500 works each of which includes one or more sets of orchestral parts; some sets also include scores. A large proportion of the collection, as much as 40-50%, consists of repertoire for smaller or chamber orchestras. This is lighter, or pops-type music, much of which has been arranged for the kind of ensemble that would have been heard on broadcasts in the 'Golden Age' of radio. The remainder of the collection is standard orchestral repertoire - symphonies, concerti, etc. that is really the bread-and-butter of any orchestral library.

The West Vancouver Memorial Library Orchestra Collection was originally part of the CBC Radio Orchestra Library. It is made available as a special collection thanks to the generosity of the National Broadcast Orchestra, the successor of the CBC Radio Orchestra.

Registration

The Orchestra Collection is a special collection intended for use by professional, community and student orchestras in Canada. Individuals who are BC residents may borrow from this collection as well.

Borrowing is limited to complete sets of orchestra music.

To borrow from the Orchestra Collection, orchestras must be registered with the Library. We require representatives of the organization (typically conductors or librarians) to apply for use of the collection on the official stationery of the orchestra or its sponsor. Two items are needed to register:

1. A letter, on the organization's stationery, granting specific orchestra members permission to borrow material from the Orchestra Collection on their behalf. The letter should include the name of the organization, the names of the conductor and/or manager, the librarian or other person(s) in charge of the music, and the name of the person(s) authorized to pick up music.
2. A completed registration form.

Organizations are expected to notify the West Vancouver Memorial Library of changes in personnel by sending a new letter, when applicable.

Acknowledgement

Organizations using materials from the collection must credit the West Vancouver Memorial Library Orchestra Collection in their printed concert programs and websites. A copy of the program and the number of people attending the concert(s) should be sent when materials are returned.

Lending Terms and Conditions

The lending terms and conditions are designed for the benefit of the organizations that borrow from the collection. They are intended to facilitate advance planning of programs, to give organizations equal opportunity in accessing the works, and to protect the condition of the materials so that they can be enjoyed for years to come.

Catalogue

Holdings of the collection may be searched online through the Orchestra Collection Catalogue.

Requests

Registered orchestras may request works up to three months in advance of the checkout date. Please note that placing a folder on reserve, whether picked-up or not, will count as an item checked-out. Requests may be made by phone or email.

Individuals may not request works in advance.

When checking the availability of a work, please include the following information:

1. Call number
2. Composer
3. Title

Fees

Fees support the ongoing maintenance and development of the collection.

A packaging and processing fee of \$5.00 per package will be charged for all mailed items, plus actual postage. Full payment must be made before any materials are shipped. Payments may be made by mailed cheque; in person by cash, cheque, credit or debit; or online by credit card.

Limits

Registered orchestras may borrow a maximum of four (4) titles at one time.

Individuals may borrow a maximum of one (1) title at a time.

Loan Period

Works are loaned for ten (10) weeks to registered orchestras. Ten weeks is the maximum check-out period for any item during the regular season. Summer loans of twelve weeks are available beginning in June.

The loan period for individuals is three (3) weeks.

Works may not be renewed.

Returns

Materials may be returned in person to the West Vancouver Memorial Library during normal Library hours, or may be returned by mail or other shipping method, provided that the items are wrapped securely and are insured for a minimum of \$200.00.

Overdue Charges

Materials are to be returned by the due date. If items are returned after the due date, a fine of \$5.00 per folder per day will be charged until the complete set is returned. Additional loans will not be made until outstanding fines are paid.

Lost or Damaged Materials

It is the obligation of the borrower to replace any and all missing parts and/or scores. These replacements must be either the same edition as the rest of the set or a substitute edition approved by the West Vancouver Memorial Library. The West Vancouver Memorial Library may provide guidance in seeking a source for providing the missing material but the actual transaction and payment are the responsibility of the borrower. Each replacement part is subject to a \$10 processing fee. In the event that a suitable replacement part cannot be located, the borrower is responsible for replacing the entire folder of music or in the event that it cannot be replaced at all, contributing a similar work to the collection.

Folders are considered checked out (and subject to overdue charges) if returned incomplete – and will only be checked in after all missing part issues have been returned. Borrowing privileges are suspended until all missing part issues have been rectified. If three(3) or more sets are returned incomplete within one season, then borrowing privileges will be suspended indefinitely.

A charge will be made for any defaced material (marking in pen, coloured pencil, fluorescent marker or obliteration of text or music) at full replacement cost. Markings may be made with nothing other than a soft black lead pencil (2B or 3B). Markings which will be of no assistance to future players must be erased before the score and parts are returned.