

Performance Set Service Guidelines





Booking Procedure

Complete the online booking form on the Music and Performing Arts Library website

<https://www2.oxfordshire.gov.uk/cms/content/music-performance-set-booking-form>.

We require 8 weeks' notice for all bookings. Requests with less notice may not be accepted.

Sets can only be collected by the representative named on the membership form or by a delegated representative, who **must** have a letter of authority.

Cancellations

Cancelled requests will attract a £10 admin fee plus any postage and booking charges incurred by the library.

Performance Rights

Please note the loan of a performance set does **not** confer performing rights. This should be obtained if necessary from the appropriate publisher.

Booking Fees

Booking fees are payable once the reservation has been confirmed by the Oxford Music Library and must be paid in full before the performance set can be collected.

Oxfordshire residents	
Vocal scores (< 5 minutes)	£0.70 per copy for loans up to 4 months; £0.30 per each additional 2 month loan period or part thereof
Vocal scores (> 5 minutes)	£1.80 per score for loans up to 4 months; £0.75 per each additional 2 month loan period or part thereof
Orchestral Sets	£30.00 per set for loans up to 4 months £13.00 per each additional 2 month loan period or part thereof
Interlibrary Loan charge for set or part of set	£7 per loan

Non-Oxfordshire residents	
Vocal scores (< 5 minutes)	£1.40 per copy per loan
Vocal scores (> 5 minutes)	£3.00 per copy per loan
Orchestral sets	£40 per set per loan
No Interlibrary Loans service provided Sets have to be picked up at an Oxfordshire Library	

We accept cash or cheques made payable to Oxfordshire County Council.

A replacement cost may be charged for damaged items.



Overdue Charges

Overdue charges are £13.00 per vocal or orchestral set per week or part of week. If you are unable to return a set on time please contact the Music Library before the due date for advice.

Lost parts

Should you lose any parts, please contact the Music Library for advice as a non-refundable administration charge of up to £10.00 may be charged for each set returned incomplete. To avoid this charge you are advised to replace any missing or damaged items, although other charges such as binding costs may be imposed by other library authorities. The replacement **must** be of the same edition as the original.

No requests will be accepted or sets lent if your society has overdue sets or unpaid accounts.

Please address all enquiries to:

Oxford Music Library
Westgate
Oxford
OX1 1DJ