

## **THE HENRY WATSON MUSIC LIBRARY**

### **Terms and conditions**

Our orchestral and choral music sets are used by many societies, to help us promote and prolong the use of our performance sets please adhere to the following points:

- A set is loaned to an individual member of your society; they alone are responsible for it. You must inform the music library if your representative changes
- It is the representative's responsibility to check the contents of the set at the time of issue and report any discrepancies to a member of staff immediately
- All sets must be returned on time and in original condition
- If markings are unavoidable they should be made lightly with a soft pencil and erased before returning the set. Any sets found to have suffered further damage on return will not be accepted and may incur further charges
- Please do not stick extra labels on copies for numbering purposes
- Fines will be charged for overdue sets. If you have any difficulties please contact the music library as soon as possible
- We require you to replace any copies which are lost or damaged on return
- Please be considerate as other societies may be waiting for your music set which they will expect to receive on time, complete and in good condition
- Please credit The Henry Watson Music Library on your programmes as appropriate
- No loans will be made to Societies with outstanding accounts or items overdue

Group Name

Representative's signature

Date