

### **Care of hired music**

Please look after your music. You will be charged for a replacement copy if it is lost or if it is so badly damaged that the library will not accept it back.

When you receive your music please check it is in good condition and tell the Librarian if it is damaged. There will be a sticker with a copy number on the front cover, usually in the top right hand corner. Please do not remove this, and if it comes off by accident please replace it or ask the Librarian for a replacement.

There will probably be pencil markings from a previous user which you can rub out, but there should be no other markings (e.g. in pen or highlighter). You can mark up your score lightly in pencil (HB, B or 2B is best) but you must not mark it with a pen, highlighter or coloured crayons. Do not fold over page corners - if you need to mark a page, use a post-it note or something similar (not a paper clip).

Scores are collected in at the end of the concert. If you are not able to be at the concert, please arrange for your music to be returned to me beforehand. If you forget to hand in your music at the end of the concert, then please return it to the Librarian as soon as possible. We usually must return copies to the library, from which we hired them, within a week of the concert.

Thank you,

The Librarian,  
Stratford-upon-Avon Choral Society.