

West County Winds (WCW) Music Lending Policy (Rev. 8-27-17)

This policy applies to all requests to lend music to another organization:

1. All requests to borrow music must be directed to WestCountyWinds85@gmail.com. Please send the request to the attention of the WCW Librarian and WCW Conductor.
2. The WCW Conductor must approve titles to be loaned. WCW reserves the right to refuse loans to any organization that has not returned materials on time or in good condition in the past.
3. The *WCW Music Lending Agreement* must be used when a piece is borrowed. The form must be signed manually or electronically by the borrowing party and returned to WCW before any music is shipped. A separate form must be completed for each piece borrowed.
4. There is a limit of three pieces of music at a time for each borrower.
5. Music may be borrowed for a period of up to 12 weeks (unless a longer period is approved).
6. No photocopies of music will be loaned, only original sets that WCW owns due to copyright laws.
7. Compliance with copyright laws is the responsibility of the borrower.
8. Music borrowed must be maintained in good condition by the borrower, and not loaned out to others.
9. Borrowers must pay for all packing and shipping costs (in both directions). Prepayment for outbound shipping costs is required. The WCW Librarian will estimate the outbound shipping/insurance cost and communicate that amount to the borrower. Out-of- print pieces may be valued at a higher amount for insurance purposes than those still in print. Media Rate will be used for shipping by WCW.
10. Tracking will be completed by the WCW Librarian for liability and reference. Each piece that is borrowed will be logged identifying each instrumentation and including the number of parts and instrumentation borrowed included.
11. No music will be removed from the library without the knowledge of the WCW Librarian(s), AND the WCW Conductor.
12. If there are simultaneous requests from multiple borrowers for the same piece of music, priority will be determined by the WCW Board, based on reciprocity, compliance with past lending policy, and other relevant factors.
13. If a borrower fails to adhere to these policies, WCW reserves the right to reject further requests from that borrower until outstanding issues are resolved (missing pieces, damaged pieces, failure to return the music, etc.).
14. Records of pieces borrowed are maintained by the WCW Librarian for reference.

West County Winds (WCW) Music Lending Agreement (Rev. 8-27-17)

This form must be completed and signed before any music is lent. Use a separate form for each piece borrowed.

The Borrower Agrees to...	The Lender Agrees to...
Contact the WCW Librarian to request a loan, clearly stating the title, composer, arranger and publisher.	Accept or reject requests on a timely basis and advise borrowers of shipping/insurance charges.
Send the signed Lending Agreement along with cost of shipping and insurance to the WCW Librarian.	Inform the borrower of the shipping date and provide available tracking information.
Comply with copyright laws.	Send only original sets owned by WCW in compliance with copyright laws.
Retain possession of the borrowed music without loaning it to another party.	Evaluate the condition of the borrowed music once it is returned.
Return the music within 12 weeks of receipt, pre-paid and insured for the same value as the original shipment from WCW.	When the borrowed music is returned, notify the borrower the music has been received, and indicate the condition of the music, raising issues as needed.
Borrower's Contact Information and Signature:	
Borrowing Band:	
Contact Person:	
Phone:	
Email:	
Shipping Address:	
Signature of Borrower:	
Date Signed:	

WCW Tracking (for internal use only)

Borrower:	
WCW Conductor's Approval:	
WCW Librarian Approval:	
Title:	
Value of Music:	
Fees/Insurance:	
Outgoing shipment	Date sent:
	Carrier (UPS, FedEx, etc):
	Tracking #:
Incoming shipment	Date returned:
	Tracking #:
	Condition of Music:
Notes:	