

Oxfordshire Music Library Performance Sets Service

Terms and Conditions

Revised April 2024

Booking procedure

Please complete the [online booking form](#) on the library website. **We require 8 weeks' advance notice of the loan for all bookings.** Requests with less notice will not be accepted.

Sets can only be collected by the representative named on the borrower account.

Cancellations

Music requests have a 48-hour cancellation period. Requests cancelled after this time will incur a £10 administrative fee plus any postage and booking charges incurred by the library.

Performance rights

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

Booking fees

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

Oxfordshire Residents	
Vocal scores (< 5 minutes)	£1.00 per score per loan period of 4 months
Vocal scores (> 5 minutes)	£2.40 per score per loan period of 4 months
Orchestral Sets	£45 per set per loan period of 4 months
Administration fee for performance sets supplied from outside Oxfordshire	£10.50 per loan
Non-Oxfordshire Residents	
Vocal scores (< 5 minutes)	£2.00 per score per loan period of 4 months
Vocal scores (> 5 minutes)	£4.50 per score per loan period of 4 months

Oxfordshire Music Library Performance Sets Service

Terms and Conditions

Revised April 2024

Orchestral sets	£65 per set per loan period of 4 months
-----------------	---

No Interlibrary Loan services provided.
All items must be collected from an Oxfordshire library.

Payment for loans

Payment may be made by cash, cheques made payable to Oxfordshire County Council, or with a credit card online through the borrower's account. Requests for additional loans cannot be accepted if your society has overdue sets or unpaid accounts.

Renewals

Please do not assume that we will be able to renew items on loan. The Oxfordshire Music Library must contact the lending authority if necessary, for renewal availability. If a renewal is needed, please contact us immediately, leaving plenty of time in advance of the due date. Any renewal charges and new loan periods will apply.

Overdue charges

Overdue charges are £16 per set, per week or part week. If you are unable to return a loaned set promptly, please contact the Music Library before the due date for advice.

Lost parts

Please contact the Music Library as soon as possible for advice if any parts are lost. We will ask you to replace the part with the same edition as the original and will advise you how to do this. An administrative fee of £10 will be charged in addition to the cost of any new copies you may need to purchase. The correct edition will be invoiced to the society if an incorrect replacement is provided. A replacement charge of £10 will be levied if a copy is out of print.

Damaged parts

Please contact the Music Library for advice if any parts are damaged. This includes copies that have excessive markings of any kind (such as heavy pencil or pen) and any copies that are in a poor state of repair.

Unsuitable parts

Please contact the Music Library as soon as possible if you find that you have received unsuitable copies – for example, the wrong edition. We will endeavour to find the correct copy for you as soon as possible.

Oxfordshire Music Library Performance Sets Service Terms and Conditions

Revised April 2024

Return of sets

We will provide you with paperwork indicating the state of the music set at the time it was sent out to you. Please report any excess markings that you consider to be unacceptable within two weeks of receiving the set. Please endeavour to return the set in the state that it was sent to you. Any pencil markings that are made on to clean copies must be removed or we will impose an administrative fee of £10.

Physical condition of sets

All loans are subject to the Performance Set Service Terms and Conditions. If sets are returned in unusable condition, the library reserves the right to refuse any future loans. Please check our [website](#) for the latest fines and charges.

Contact

Please contact us for information, help and advice.

Oxfordshire Music Library

Westgate

Oxford

OX1 1DJ

oxfordmusic.library@oxfordshire.gov.uk