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1. OPERATING PRINCIPLES

SVSBA's Music Library is a valuable asset and, for some members, the primary tangible benefit of membership. The asset must be **Protected**, **Preserved**, and maintained for **Access** by all SVSBA members.

Protection

- The Library is not open to the public and is secured when not in use.
- Unsupervised use of the Music Library is only by the Librarian or other authorized SVSBA staff. Library use is logged and is reported regularly to the Board.
- Music is checked out and in by the Librarian or other authorized SVSBA volunteers. A borrower can observe checkout and check-in or accept the Librarian's inventory.
- Music is checked in by the band that checked it out, not passed on to another borrower.

Preservation

- Original parts are not to be altered other than light pencil markings. Users may erase any markings.
- Borrowers must observe all copyright laws. Copies to supplement originals or replace lost originals should be returned with the music; copies made for musical rearrangement (e.g. medleys) should be destroyed before returning the music.
- Borrowers are responsible to return parts and score in the quantities and order as checked out, and to limit damages to normal and reasonable wear and tear.
- The Librarian may distribute "how to" guidelines to member band librarians and other borrowers.
- Repeated and/or willful violations of library rules by a Borrower can result in the Board of Directors suspending that band's borrowing privileges.

Access

- Library materials and facilities are for use by (a) current SVSBA member organizations and (b) other nonprofit tax-exempt organizations with an approved reciprocal use agreement.
- Borrowers are responsible for arranging access with the Music Librarian.
- Music can be checked out for a maximum of 10 months.

2. FOR LIBRARIANS AND CONDUCTORS

The SVSBA Music Library is in a well-lit air-conditioned leased office in a 40-year-old concrete federal government building in a beautiful Sierra foothills setting on the American River canyon in Auburn. The Music Library is open to any member of an SVSBA band, Sunday through Friday by appointment with the volunteer Music Librarian. Call (530) 888-1801 or (650) 483-6911, or email maryrose20@earthlink.net or SVSBA@georgepreston.com

The Music Library catalog is an Excel-format spreadsheet that can be viewed and/or downloaded at <https://app.box.com/s/vfbl01keo440z5oog5jc21wl0y52rryd>

It lists title, composer, arranger, and other key information such as whether there is a score and whether a piece is available or checked out. The spreadsheet is alphabetical by title, but if you download it to your own computer, you can sort by composer or arranger, or search for featured solos, Christmas (holiday) pieces, marches, etc.

How To Check Out Music

Music can be requested, and delivery usually can be arranged, without visiting the Music Library.

All music will be Stamped SVSBA, have parts Numbered in score order, and have an up-to-date parts Inventory on file before checkout. Pieces that are ready for checkout without advance notice are indicated by **SNI** in the last column of the catalog spreadsheet.

Using the Music

"Squaring up" music frequently when handling an arrangement can avoid or mitigate dog-ears, crimps, and wrinkles.

DO NOT PHOTOCOPY copyrighted material. It's a federal crime and jeopardizes SVSBA's ability to maintain the Music Library for members' use. Photocopying is ethically (if not legally) defensible to: (a) replace an original part lost from a purchased set, (b) cure a difficult page turn, or (c) significantly edit a piece for study or a mashup (*destroy after use*).

Conductors:

- If rehearsal letters, numbers, or measure numbers on the score differ from the parts (e.g., due to a later printing), making some notes on the score can save rehearsal time.
- Don't mark your interpretations on SVSBA's score. The next conductor isn't likely to do it your way.
- If you ask your band to play something differently from "the ink," please remind them to mark lightly and erase later, or use a yellow sticky – out of consideration for the next conductor who otherwise will have to repeatedly advise his players, "Just play the ink, please."

The music you borrow will be used by others for years to come. Please preserve it, and be considerate of the next users; they're people whom you know.

How To Check In Music

Music is to be returned ASAP, but always within 10 months after checkout, for availability to your fellow SVSBA members.

Erase heavily annotated parts. It's confusing and unfair to the next band to leave cuts and other roadmap edits remaining on the music. Although you are not required to, feel free to erase *any* markings you find on checking out and before checking in music. If you have "repeat offender" musicians who mark over-enthusiastically, please counsel restraint.

Replace any missing parts before return, by photocopying (24-lb white paper or better) a clean original. A clean photocopy that you've made to satisfy your band's instrumentation can be included when you check in the piece, but photocopies made to produce a mashup or medley should be destroyed.

Return pieces in parts order, per the red numbers at upper left of each part. The red part numbers and the Inventory sheet are meant to help you return everything you checked out.

Let the SVSBA Music Librarian know at check-in if you have a folder outstanding, and when you expect to be able to return it.

Music is checked in by the band that checked it out, so that parts and scores can be accounted for. If another band is waiting for the piece, that band will be notified and can then check it out in turn.

The SVSBA Board of Directors has not established a schedule of fines or violation penalties. However, willful or repeated abuse of Music Library privileges can result in your band's borrowing being suspended by the SVSBA Board of Directors.

3. FOR MUSICIANS

Mark lightly with soft graphite pencil only. NO INK, NO HIGHLIGHTER. Circling or other emphasis of what's already on the published part – key signatures, time signature, dynamics, tempos – messes up the music and makes it hard to read. Moreover, it's unlikely that your marks will be helpful to the next user! Please refrain.

Do not cut or tape an original part for any reason.

Feel free to erase markings of previous users -- carefully, using a soft white eraser. The next user will thank you.

If you number measures, don't number every measure; just number the rehearsal letters, or the first measure on each line, or specific measures that the conductor requests.

Notations specific to your band that you need to keep until you turn in the music (e.g. conductor interpretations, solo assignments, percussion assignments) should be put on yellow stickies, so that you or your band librarian can quickly remove them before returning the music.

Your music folder is for music. Everything else (personal papers, old concert programs, pencils) gets in the way and accelerates wear and tear on the music.

SVSBA's music will be used by others for years to come. Please preserve your parts, and be considerate of the next user; he/she may be someone you know.

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Thank you for your help in preserving this valuable SVSBA asset!

Your volunteer Music Librarians,

Mary Rose Preston
George Preston

