

How to Hire Music Scores and Orchestral Sets

- Groups should register at their local library and should nominate one person to accept responsibility for sets the group borrows, and any additional charges incurred. Any local society or organisation is eligible to join the library. Membership is free.
- Student groups should ask a member of the teaching staff to apply on their behalf
- After registering, the group should deal exclusively with that one branch.
- Registered groups can request sets by emailing londonrequests@gll.org or applying at their local library

Charges

- A reservation charge of £6 is payable upon collection for each set requested along with the hire charges for the set. There is no reduction or refund of fees for early return. See current fees and charges for details.

Available Sets for Hire

We hold some sets locally but many more can be borrowed from other authorities for an additional fee.

Advanced Booking

- Please give as much notice as possible when submitting requests as sets are in high demand and subject to nationwide availability. The group will be informed as soon as possible as to whether the set is available for the dates required.

Cancellation

- Where a cancellation is notified after the requested set has been dispatched ready for collection, the full transport costs, including return will be charged.

Performing Rights

- Hirers are responsible for securing from the publisher any necessary performing rights.

Collection

- Sets can be collected from the nominated branch. The Group membership card will be required to ensure the set is 'issued' to the group correctly. It is important that each set is checked upon receipt to ensure all parts are present. Any discrepancies will be reported to

londonrequests@gll.org within 48 hours of receipt, otherwise the group may be charged for the missing parts.

Hire Period

- All sets are loaned out from the date of collection and are issued per 3 calendar months.
- Please note that the date when the set is required is commencement of loan rather than the date of performance.

Returning items

- Sets should be returned where possible to the nominated branch. The set will be removed from the group ticket and checked to ensure no parts are missing. Prompt return is essential as many of the sets are required immediately by other groups nationwide
- Sets returned after the due date will be treated as unofficial renewals and another loan charge will be made.

Renewal of sets

- Requests for renewal should be made direct to londonrequests@gll.org
- We are unable to accept requests for renewal if another group has reserved the set.

Missing parts

- Notification will be sent if an incomplete set is returned. The society/group will be allowed 28 days from the date of notification for the missing parts to be replaced or returned. If these are not recovered or replaced the replacement cost plus an administrative charge of £10.00 will be applied. Charges will be set by the lending authority.
- Replacements must be a new copy of the same edition. Photocopies or manuscript copies **are not acceptable**

Marking of sets

- Any SOFT pencil markings should be erased before the set is returned. Permanent markings (including heavy pencil) constitute damage to the set and in such cases the full replacement cost of the part will be charged.